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Agency Schedule
Monday-Friday
8:00 am to 5:00 pm
Closed on all Major Holidays

Families will be seen by appointment only
Main phone 559-661-0779, Toll Free 800-505-0404, Fax 559-661-0764
1225 Gill Ave, Madera CA 93637
OUR MISSION
Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

OUR VISION
CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability… one life at a time.

THE PROMISE OF COMMUNITY ACTION
Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

OUR VALUES
Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship

Welcome to the Community Action Partnership of Madera County (CAPMC) Child Care Alternative Payment Program (APP). We are a private non-profit agency organized for the expressed purpose of helping people become self-sufficient by providing a high level of quality services to the children and families of Madera County.

This is accomplished through coordination, advocacy, direct and indirect services. This agency provides assistance on a non-discriminatory basis extending equal treatment and access to services for children, parents and providers of child care without regard to race, religion, national origin, ancestry, age, sex or disability.

To offer maximum support for parents and providers, we will provide access to the following services:

• Resources & referrals for parents to assist in making quality child care choices
• Financial assistance with child care expenses for eligible families
• Professional training, technical assistance and information for providers
• Other social service information
• Information to parents and providers relating to child development

The purpose of this handbook is to give families and providers an overview of the program and provide information about policies & procedures, our program is governed by CDE Child Development Division, Title 5 – Education Regulations and specific requirements or clarification can be cited from this code of regulations. These programs, administered by the California Department of Education (CDE) and the California Department of Social Services (CDSS) are state and federally funded.
CAPMC/CHILD CARE ALTERNATIVE PAYMENT PROGRAM OVERVIEW

This program is designed to make full or partial child care subsidies available to families who demonstrate a need for assistance based on various eligibility requirements, including family size and income. The Child Care Alternative Payment Program (APP) contracts directly with the child care provider that the eligible family has chosen.

We believe that parents are best able to choose and evaluate child care for their own children. Our goal is to assist you in finding the child care setting best suited to your family’s needs. They are many different types of child care; licensed family child care homes, licensed child care centers, license-exempt child care that can be family or friends. Quality care can be found in any of these settings. The final responsibility of selection lies with the parents. The Child Care Resource & Referral Program at Community Action Partnership of Madera County can give individualized referrals to licensed homes or centers along with counseling on choosing quality care. CAPMC/APP or Resource & Referral cannot guarantee the quality of any provider. We encourage you to carefully interview providers and check references before placement of your children into their care.

Quality child care is characterized as warm, caring and safe environments which foster social and emotional experiences, enriched by interactions between children and adults. Family Child Care Homes and Center Based Programs are licensed by the California State Department of Social Services and must meet standards for health, safety, and nutrition. They also provide a nurturing atmosphere which helps to meet the multicultural and multilingual needs of children. An appropriate family child care environment allows for emotionally nurturing interactions and facilitates feelings of trust and security. As children grow in the environment, they explore, question and experiment with concepts, thus encouraging problem solving, self-help skills and language development.

The following information in this handbook is provided to both parents and providers. This allows us the opportunity to insure that this subsidized child care and development service is fully understood by all participants. Please read both sections so to fully understand the requirements for both the parent & child care provider.

The care of children is an important partnership between parents and providers. Parents and caregivers must work together to develop a warm, caring and responsive relationship as well as a safe environment for children. CAPMC/APP also recognizes their important role in helping to provide quality care for children in Madera County.
Section I
Parent Information & Responsibilities

Eligibility

Eligibility & need for child care services is defined by the California Department of Education, Child Care & Development Division, Regulations Handbook, Title 5 – Education. The parent must meet the requirements of the regulations in order to receive services.

1. Centralized Eligibility List (CEL). Families are placed on a list that is maintained by the CEL Administrator at CAPMC & then matched to services in Madera County as funding becomes available.

2. CalWORKS Child Care. CAPMC/APP receives funding for CalWORKS families who are referred from the Madera County Department of Social Services.

3. Cal-SAFE Child Care. CAPMC/APP receives funding for parenting students referred from their high school or equivalent educational institutions.


General Eligibility Requirements:
To be eligible the family must meet all of the following criteria.

• The family is income eligible using “Total Countable Income” guidelines.

• The family meets need criteria for child care that precludes the provision of care and supervision of the family’s child for some of the day. There is no parent/guardian in the family capable of providing care for the child during the time requested and supervision of the family’s child is not otherwise being provided by school, person or entity

• The need criteria are: vocational training leading directly to a recognized trade/profession, employment, seeking employment, seeking permanent housing, or incapacitation.

• The family’s residence is in Madera County, CA

• Children are under the age of 13 (children with exceptional needs can be 13-21)
Need

Need Requirements:
It is the parent’s responsibility to provide ALL the information and documentation necessary for the agency to determine if the family meets both the eligibility and need qualifications. The Family Services Associate (FSA) will indicate what documentation will be needed based on the criteria for services; the family will be certified for child care services only when the documentation is determined to meet the criteria. Additional documentation may be requested to verify eligibility.

• Child is under Child Protective Services: In these cases, a parent/guardian must provide written documentation from a county welfare case worker certifying that child care services are necessary component of the family maintenance/preservation plan.

• Employment: The documentation of the parent/guardian employment shall include days and hours of employment. This could include, but not be limited to pay stubs provided to determine income eligibility indicating days & hours, employment verification statement from employer, telephone contact to employer to verify hours.

• Seeking Employment: The period of eligibility is limited to 60 working days in the contract period. Services will be based on stated need & no more than 5 days per week and for less than 30 hours per week. The period of eligibility starts on the day authorized by CAPMC/APP and will extend for consecutive working days. Documentation shall also include a declaration under penalty of perjury that the parent is seeking employment and shall include the parent’s plan to secure, change or increase employment.

• Vocational Training: The vocational training must be leading towards a recognized trade or profession; services are limited to six (6) years from the initiation of services; or twenty four semester units after the attainment of a Bachelors Degree. Parent will provide documentation of the vocational training institution, class schedule, vocational goal, institution’s registrar signature/stamp, report card or transcript proving adequate progress.

• Seeking Permanent Housing: The period of eligibility is limited to 60 working days in the contract period. Services shall occur on no more than 5 days per week and for less than 30 hours per week. The period of eligibility starts on the day authorized by CAPMC/AP Program and will extend for consecutive working days. Documentation shall also include a declaration under penalty of perjury that the parent is seeking permanent housing and shall include the parent’s search plan to secure a fixed, regular & adequate residence along with when services will be necessary.

• Parental Incapacity: Documentation must be from a legally qualified health professional stating that the parent is incapable of providing care & supervision for the child along with the days & hours needed and probable duration of incapacitation. Services shall not exceed 50 hours per week.
Enrollment

Enrollment/Recertification Requirements: The family is responsible to notify CAPMC/APP of any changes to family circumstances that may affect their eligibility or need within five (5) calendar days.

- Changes to Family Circumstances: Notification of any changes shall be made within five (5) calendar days. These changes could be family income, family size, employment, marital status, address or phone number, need for services, etc.

- Notice of Action (NOA): A Notice of Action is a legally binding document issued by a Family Service Associate, APP Manager or R&R Program Manager stating decisions and/or changes to the family’s participation in the program.

- Child Care Agreement: The Child Care Agreement is the contract for services that is based on the certified need. The Child Care Agreement authorizes the days and hours of child care and rate of reimbursement to the provider allowed by regulation. Parents and their child care provider must sign and return the agreement within five (5) days of receiving it or payment will not be made for services and the parent will be responsible for paying their provider for services rendered. All parties who sign the agreement concur with the terms & rates.

- Family Fees: Some families contribute towards the cost of their child care in an assessment called Family Fees. The fee assessment is based on a schedule prepared and issued by the California Department of Education and the determining factors are the adjusted monthly family income & family size. A NOA & Family Fee Policy information will be issued if it is determined that the family qualifies for a fee.

- Co-Payments: If a provider’s rate exceeds the maximum rate the California Department of Education allows CAPMC/APP to pay, the parent must pay the difference directly to the child care provider.

- Limited Term Service Leave: If the family will temporarily not have a need for subsidized child care services, a limited term service leave shall be granted and the family will not be disenrolled from the program. Reasons for a limited leave shall include medical & family leave; break in employment, school break, child’s visit to a non-custodial parent that is not ordered by court, or family vacation in excess of best interest days. Family Leave means – birth or care of a newborn child; placement of a child for adoption or foster care; care of a child, spouse or parent who has a health condition. Limited service leave will not exceed 12 consecutive weeks in duration in a contract year or 16 consecutive weeks in a contract year if the leave is for medical or family leave or a period when the vocational training program is not in spring, fall or winter session. Any leave must be approved by your Family Service Associate; a two week notice shall be given to the provider, and family will be considered self-terminated if notice is not given to the FSA prior to the end of the limited leave that they need services restarted. No payment will be issued while families are on leave and if a two week notice is not given to the provider, the parent is responsible for the payment.
Attendance

Attendance Requirements: Attendance Sheets for each child enrolled in the subsidized program will be mailed before the beginning of the month to the child care provider. Parents shall sign under penalty of perjury that everything on the attendance sheet is true & correct.

• Certified Hours: Parents must follow the contracted hours stated on the Child Care Agreement and the Notice of Action. Any other days, hours, late fees, evenings, weekends, vacations, holidays or miscellaneous charges not certified by the program are the responsibility of the parent to pay.

• Signing the Children In and Out Daily: Parents or Guardians are required to sign their child or children in & out at the exact clock time and with full signatures on the attendance sheet every day of care. There are no exceptions to this rule; failure to follow this requirement can result in non-payment to the provider & termination from the program. Refer to Pg. 11 on inaccurate/fraudulent attendance sheets & disallowed reimbursements.

• Absences: CAPMC/APP will provide reimbursement for excused absences to licensed child care providers only*. Identify the specific reason for the absence on the attendance sheet at the appropriate date and sign with full signature.

The following are excused absences:

1. Illness (either child or parent), court ordered visitations, family emergencies & funerals. If the illness exceeds 5 consecutive days, a doctor’s verification is required.
2. Ten (10) Child Best Interest Days per contract year; defined as vacations, professional appointments and family activities.

*A variable schedule (parent has no set days) does not pay absences or holidays

• Provider Holidays: CAPMC/APP will provide payment for ten (10) holidays* documented by the license facility in a contract year (July 1 – June 30).

• Provider Policies: The parent is responsible to follow the providers polices and establish effective communication in regards to the policies.

• Notice to Change Provider: Parents must give a minimum two (2) week notice to CAPMC/APP & the provider if they terminate from the program or want to change providers. If a two week notice is not given, and the parent stops bringing the child or children, parents are responsible for paying the provider. The contract with a new provider will not become effective until after the end of the two week notice. Families shall not change providers more than once in a contract year unless the change is due to serious and compelling reasons. Requests for more than one change per year shall be considered on a case by case basis by the program manager.

• Non-Attendance: Providers must drop the parent after 3 consecutive days of non-attendance where there has been no contact. These days of non-attendance will be considered unexcused and the family will be processed for termination.
Family Rights and Due Process Procedures

• Complaints with CAPMC: First attempt to resolve the issue by discussing with the Family Service Associate or CAPMC/APP staff person involved. If it is not resolved; submit a CAPMC Complaint Form within seven days to the APP Program Manager, who will investigate & recommend a resolution in writing within five days after receipt of complaint. If it is not resolved, then a written appeal can be submitted to the Executive Director within five days after the conference with the APP Manager stating problem and desired solution, you will receive a response within ten working days. If a satisfactory solution is still not met, complainant has five working days to request a hearing with the Executive Committee, who will inform complainant in writing the decision. If the complainant is still dissatisfied, he/she may request the issue be brought to the CAPMC Board of Directors, within five working days the Board will hear complaint and render a decision that will be final.

• Complaints with Licensed Providers: Parents may contact Resource & Referral to register a complaint. The complaint will be documented in writing and the parent will be advised to contact the California Department of Social Services Community Care Licensing office in Fresno, CA and the Resource & Referral program will be notified if the complaint is substantiated.

• Complaints with License-Exempt Providers: Parents may make complaints of non-compliance on health & safety issues against license-exempt providers by describing the complaint in writing and signing the complaint. CAPMC/APP will inform the provider of the complaint & advise the provider of their rights to a written rebuttal. CAPMC/APP will notify the parent and provider that child care payments will cease in two weeks unless both the parent and provider submit a written declaration stating that he health and safety deficiency has been corrected.

• Appeals to Notices of Action: Families have the right to appeal decisions made by CAPMC/APP that affect their participation on the program. The procedures for the appeal process are on the back of every Notice of Action (NOA) and the written appeal must be submitted within 14 calendar days of receiving the Notice of Action. The procedures, Step1-6 must be followed exactly to protect your appeal rights.

• Confidentiality: Authorized representatives from CAPMC/APP, fiscal auditors, legal/court ordered and the California Department of Education are allowed access to the family and child care providers files. The disclosure or release of any information that pertains to child care services is restricted to purposes that are directly related the administration and delivery our services. Family Service Associates or other CAPMC/APP staff members do not provide information to outside sources.

• Parental Choice: CAPMC/APP is a parental choice subsidy program which supports the parent’s right & responsibility to select the most appropriate child care provider for their child(ren). State funding prohibits payment to providers whose services offer religious instruction or worship; therefore parents who chose facility offering religious instruction or worship may only do so if funding is available from federal sources.
Section II
Provider Information & Responsibilities
Participation

CAPMC/APP requires that all child care providers participating with the eligible parent on our program submit documentation before payment for child care services can begin. If a parent begins using child care services before an authorized start date for subsidized payment or after the family has been terminated, the parent is responsible for payment of child care services.

Licensed Provider Participation Requirements:

• Provide copy of the child care license(s) from California Department of Social Services Community Care License.

• Provide a statement of current fees and/or rates that are normal, customary & charged to all families (private pay & subsidized). Rates can be updated once per contract year (July 1-June 30) on the provider’s annual re-certification date and will be effective the first day of the following month.

• Provide a copy of the provider’s contract & policies. Policies can be updated once per contract year (July 1-June 30) on the annual re-certification date.

• Provide a copy of a valid California Drivers License or state issued ID with the current address being used for child care.

• Provide a copy of provider’s social security card or Federal Employer Identification Number (FEIN).

• Copies of current CPR/First Aid certificates and a copy of the California Child Care Health & Safety certificate.

• Allow CAPMC/APP staff to make site visits to the home or facility during any contract hours.

• Complete and sign a tax identification form (W-9) annually.

• Sign & return the Child Care Agreement.

• Sign the CAPMC/APP Fraud Policy Statement.

• Operate the child care facility on a non-discriminatory basis, providing equal treatment & services without regard to race, color, creed, religion, sex, national origin, ancestry, physical or mental disability or any other category prohibited by law.

• Allow parent’s unlimited access to their children & providers caring for their children during normal hours of operation and whenever children are in care.
License – Exempt Provider Participation Requirements:
An exempt provider is a family or friend (18 years of age or older) who cares for the children from only one family other than their own.

- Provide a copy of a valid California Drivers License or state issued ID with the current address being used for child care.
- Provide proof of residence.
- Provide a statement of the provider’s rates. Rates can be updated once in a contract year (July 1-June 30) on the provider’s annual re-certification date and will be effective the first day of the following month.
- A copy of provider’s social security card that matches the name of provider.
- Complete and sign a Health and Safety Self Certification*
- Complete and sign a tax identification form (W-9) annually.
- Sign & return the Child Care Agreement.
- Obtain within 60 days of enrollment a current CPR/First Aid certificate and a California Child Care Health & Safety Certificate.
- Allow CAPMC/APP staff to make site visits to the home or facility any time during contract hours.
- Complete a TrustLine fingerprint background check and receive a clearance for criminal convictions and a California Abuse Central Index check for reports of substantiated child abuse within 28 days of start of care. * Providers who are the aunt, uncle or grandparent by blood, marriage or court decree of the child(ren) in care are exempt from the required TrustLine background check and must complete a Declaration of Exemption from the Health & Safety Self-Certification.
- Sign the CAPMC/APP Fraud Policy Statement.

Child Care Agreement – Contract for Services
After the provider has completed the required documents a Child Care Agreement is issued. The Child Care Agreement authorizes the days and hours of child care, rate of reimbursement based on certified need that is not to exceed the provider’s full time monthly rate or applicable monthly ceiling established by regulation for subsidized care, whichever is lower. All parties who sign the agreement concur with the terms and rates.

Parents and their child care provider must sign and return the agreement within five (5) calendar days of receiving it or payment will be the parents responsibility. It is the provider’s responsibility to make a copy & return the signed agreement back to the Family Service Associate.

Documentation of Attendance
Attendance Requirements: Attendance Sheets for each child enrolled in the subsidized program will be mailed before the beginning of the month to the child care provider. If you do not receive the attendance sheet(s), call immediately to report it. Providers are to maintain the attendance sheets at the child care site at all times. Parents & providers shall sign under penalty of perjury that everything on the attendance sheet is true & correct.
• **Certified Hours:** Providers must adhere to the contracted hours stated on the Child Care Agreement and the Notice of Action. **Any other days, hours, late fees, evenings, weekends, vacations, holidays or miscellaneous charges not certified by the program are the responsibility of the parent to pay.**

• **Signing the Children In and Out Daily:** Parents or other adult authorized to drop off/pick up a child are required to sign their child or children in & out at the exact clock time and with full signatures on the attendance sheet every day of care. If the child has a split schedule, the provider shall enter the exact clock time of arrival and departure & initial when a school age child departs for & returns from school during the day. There are no exceptions to this rule; failure to follow this requirement can result in non-payment to the provider & parent termination from the program.

• **Absences:** CAPMC/APP will provide reimbursement for excused absences to licensed child care providers only*. **Parents shall identify the specific reason for the absence on the attendance sheet at the appropriate date and sign with full signature.**

The following are excused absences:

1. Illness (either child or parent), court ordered visitations, family emergencies & funerals. If the illness exceeds 5 consecutive days, a doctor’s verification is required.
2. Ten (10) Child Best Interest Days per contract year; defined as vacations, professional appointments and family activities.

*A variable schedule (parent has no set days) does not pay absences or holidays

• **Provider Holidays:** CAPMC/APP will provide payment for ten (10) holidays* documented by the license facility in a contract year (July 1 – June 30).

• **Percentage of Subsidized Children Enrolled:** Regulations limit the number of subsidized children enrolled in any home, center or school to 75% of the capacity; CAPMC/APP must be notified if this limit is reached to determine if this rule can be waived due to lack of license care in the area or the facility meets special needs of the particular child.

• **Notice of Termination:** Providers must give CAPMC/APP and the parents a minimum two (2) week notice if they wish to terminate the contract. Parents must also give a minimum two (2) week notice to CAPMC/APP & the Provider if they terminate from the program or want to change providers. If a two week notice is not given, and the parent stops bringing the child or children, parents are responsible for paying the provider.

• **Non-Attendance:** Providers must drop the client after 3 consecutive days of non-attendance where there has been no contact with the parent. These days of will be considered unexcused and parent will be processed for termination. The allowed ten “Child Best Interest Days” can be applied to the unexcused days of non-attendance if available for that family.
Payment Procedures

Providers are self-employed independent contractors who are chosen by the enrolled families to provide child care services. Providers contracted with CAPMC/APP are not employees of the agency and are responsible for their own tax reporting and liabilities. A 1099 Miscellaneous Income Statement will be issued for all payments totaling $600.00 or more in a tax year.

• Rates: Providers are paid based on the rates they charge parents who pay privately (non-subsidized parents) and are subject to the Regional Market Rate (RMR) ceiling that has been established for every county by the California Department of Education. The RMR ceilings for child care providers are the maximum amount child care programs can be paid from the state for subsidized children. It is fraud to charge different rates to parents who are on a subsidized program and to parents who are not.

• Co-Payments: If a provider’s rate exceeds the maximum rate (RMR ceiling) the California Department of Education allows CAPMC/APP to pay, the parent must pay the difference directly to the child care provider. The provider and family will make the arrangements to pay the co-payment.

• Attendance Sheets: Attendance sheets issued for each child are considered the primary source document for reimbursement & auditing purposes. Complete and signed attendance sheets are to be submitted to the CAPMC/APP office on or before the 3rd calendar day following the last day of the month. An Attendance Sheet & Payment Schedule with the specific dates will be issued at enrollment & the beginning of each contract year. Attendance sheets can be mailed, delivered during business hours or placed in the APP drop box located on the east side of the CAPMC building at 1225 Gill Ave, Madera, CA 93637.

• Inaccurate Attendance Sheets/Disallowed Payments: Any of the following will be considered inaccurate & payment will not be processed – Missing/forged parent signatures or provider initials, missing/inaccurate/unreadable clock times, single entries done with different colored ink or type of pen, documentation filled out all at one time & not on a daily basis, correction tape/white-out used (line out mistakes & initial), any indication the attendance sheets were documented fraudulently.

• Late Attendance Sheets: Attendance sheets received in our office after the due date will be considered late and will not be processed for payment until the following month’s schedule. No payment for services will be made on attendance sheets that are more than 30 days late; payment will be forfeited.

• Payment Schedule: Payment is made once a month and a check is mailed or with automatic deposit authorization on the 3rd Friday of each month, specific dates are documented on the Attendance Sheet & Payment Schedule. No checks can be picked up at the CAPMC office

• Funding Sources: CAPMC/APP reserves the right to alter the payment schedule in the event of a delayed allocation from their funding source, parents & providers will be notified when a program funding is delayed.
Provider Rights and Due Process Procedures

• **Complaints with CAPMC**: First attempt to resolve the issue by discussing with the Family Service Associate or CAPMC/APP staff person involved. If it is not resolved; submit a CAPMC Complaint Form within seven days to the APP Program Manager, who will investigate & recommend a resolution in writing within five days after receipt of complaint. If it is not resolved, then a written appeal can be submitted to the Executive Director within five days after the conference with the APP Manager stating problem and desired solution, you will receive a response within ten working days. If a satisfactory solution is still not met, complainant has five working days to request a hearing with the Executive Committee, who will inform complainant in writing the decision. If the complainant is still dissatisfied, he/she may request the issue be brought to the CAPMC Board of Directors, within five working days the Board will hear complaint and render a decision that will be final.

• **Limits of Provider Participation**: Care provided in the child’s own home is limited by the number of children needing care. The State of California mandates that a license-exempt child care provider who provides care in the home of the child be paid by at least the equivalent of minimum wage. To meet this requirement CAPMC/APP requires that in-home providers care for at least three (3) full time equivalent children of the same family. The parent, as the employer of the child care provider, will be responsible for applicable employer requirements.

• **Rejection of Provider Participation**: Providers may be denied an agreement for services if a child care setting is deemed a health and safety threat to children or provider has a criminal record that would be detrimental to the provision of child care services.

• **Termination of Provider Participation**: A provider’s agreement for services will be terminated if the exempt provider is denied clearance through the TrustLine Registry, there is non-conformity with licensing regulations, license is under a temporary suspension order or has been revoked, there is submission of false information, failure to provide pertinent information, threatening or inflicting physical/verbal abuse on staff, parents or children, refusal to provide access to CAPMC staff or parents, failure to comply with the laws, rules or regulations established by the State of California or the federal government.

• **Confidentiality**: Authorized representatives from CAPMC/APP, fiscal auditors, legal/court ordered and the California Department of Education are allowed access to the family and child care providers files. The disclosure or release of any information that pertains to child care services is restricted to purposes that are directly related the administration and delivery our services. Family Service Associates or other CAPMC/APP staff members do not provide information to outside sources.
Section III
CAPMC/APP Fraud Policy
Parents/Guardians and Child Care Providers

Fraud is defined as:

- Intentionally providing false or misleading information on participant agreements and/or eligibility documentation e.g. employment verification forms, check stubs, training verification forms, provider contract agreements, provider rate sheets, family size, income, other parent related to child in home, etc.
- Intentionally failing to notify your Family Services Associate of changes in your work or school schedule to avoid a reduction in or denial of benefits, for services or payments provided by CAPMC.
- Alteration or forgery of documents such as attendance sheets.
- Claiming that you have received child care services that you know your family has not received and/or that your provider of record has not given.
- In any way, intentionally providing misleading information, documentation and/or statements regarding your child care eligibility or need.

If services and/or payment are received by willful misrepresentation or withholding of pertinent eligibility information, CAPMC/APP will hold the parent and/or provider accountable for such actions. CAPMC/APP will act to recover any misappropriated funds up to and including prosecution by the District Attorney’s office.

Any person who makes threats against, harasses, verbally or physically abuses or endangers the safety of any child(ren), parent, provider, CAPMC/APP staff member or representative will be immediately terminated from the program.

I, (Print Name) ________________________________ under penalty of perjury of the State of California and the County of Madera, do hereby attest that I have read and understand the policies and procedures of the CAPMC Alternative Payment Program as outlined in the Parent & Provider Handbook and agree to abide by them, including the fraud policy.

__________________________________   __________________
Parent or Provider Signature     Date
Section III
CAPMC/APP Fraud Policy
Parents/Guardians and Child Care Providers

Fraud is defined as:

- Intentionally providing false or misleading information on participant agreements and/or eligibility documentation (e.g. employment verification forms, check stubs, training verification forms, provider contract agreements, family size, income, other parent related to child in home, etc.
- Intentionally failing to notify your Family Services Associate of changes in your work or school schedule to avoid a reduction in or denial of benefits, for services or payments provided by CAPMC.
- Alteration or forgery of documents such as attendance sheets.
- Claiming that you have received child care services that you know your family has not received and/or that your provider of record has not given.
- In any way, intentionally providing misleading information, documentation and/or statements regarding your child care eligibility or need.

If services and/or payment are received by willful misrepresentation or withholding of pertinent eligibility information, CAPMC/APP will hold the parent and/or provider accountable for such actions. CAPMC/APP will act to recover any misappropriated funds up to and including prosecution by the District Attorney’s office.

Any person who makes threats against, harasses, verbally or physically abuses or endangers the safety of any child(ren), parent, provider, CAPMC/APP staff member or representative will be immediately terminated from the program.

I, (Print Name) ________________________________________ under penalty of perjury of the State of California and the County of Madera, do hereby attest that I have read and understand the policies and procedures of the CAPMC Alternative Payment Program as outlined in the Parent & Provider Handbook and agree to abide by them including the fraud policy.

__________________________________   __________________
Parent or Provider Signature     Date

CAPMC/APP
Copy for File