

OBTAINING A CONTRACT WITH OKDHS FOR

Child Care Subsidy Payments

Many working families are eligible for assistance through the Oklahoma Department of Human Services (OKDHS) to help them with the costs of child care. OKDHS contracts with child care providers to help eligible families pay these costs. Contracting with OKDHS allows more families to be able to select your facility.

Before a contract can be approved, providers must have an OKDHS license or permit.

Child Care Center providers:

- must have a star status of one plus or higher within 30 calendar days.

Child Care Home providers:

- if licensed, must have a star status of one or higher within 30 calendar days; or
- if on permit, must have a star status of one plus or higher within 30 calendar days.

Contract application process:

1. Visit your local Human Services Center (HSC) to obtain the compact disk (CD) titled "Orientation to Child Care Subsidy Contracts." This training CD includes information about:
 - getting and keeping a contract with OKDHS;
 - the business and recordkeeping side of child care paid by OKDHS; and
 - contracting rights and responsibilities.

The CD includes instructions on how the owner or the person who is designated to obligate the business (authorized signor) is to complete the training, take the proficiency test, and print the certificate of completion.

2. The owner or authorized signor goes to the HSC to meet with the child care liaison to sign a contract. The owner or authorized signor must provide:
 - license number (K8#);
 - photo identification;
 - Social Security card;
 - a complete Oklahoma State Bureau of Investigation (OSBI) Criminal History Record Information Report (Name Based Search required) dated within the last 12 months;
 - proof of the Employer Identification Number (EIN) for a center provider and any home provider who is not a sole proprietor; and
 - the certificate of completion of the required CD training dated within the past 30 days.



Contracts are approved or denied by staff in the State Office Family Support Services Division (FSSD) Child Care Subsidy Section. **The effective date of a contract is never earlier than the date it is approved and signed in the State Office.** A contract is never backdated.

If you care for children eligible for OKDHS subsidy before your contract is effective, OKDHS will not pay you for those days. The parent is responsible for paying the full cost of that care. The parent is also responsible for the cost of care provided before the date that the parent is approved for child care benefits. You will receive a Notice of Action after child care is approved at your facility.

Collaborations

If you have a collaboration or agreement with Head Start, Early Head Start, public schools, 21st Century Learning Center or any other program receiving state or federal funds, you must provide a copy of that agreement. OKDHS will determine if you are eligible for subsidy payments based on your agreement.

Electronic Benefits Transfer (EBT)

After being approved for a contract, child care providers must:

- have a land line phone;
- use the EBT attendance tracking and payment system to receive subsidy payments from OKDHS;
- have an account at a financial institution so an electronic payment can be made; and
- call Affiliated Computer Services (ACS) at 1-800-647-8533 AFTER a child has been authorized to attend your facility to ask them to install a Point-Of-Service (POS) machine. You should receive the POS machine within 10 days of the date you call ACS.

Although OKDHS recommends you not care for children until you receive the POS machine, if you choose to do so, you must record time in/time out attendance for them on the Child Care Claims forms.

Interested?

Contact the HSC child care liaison listed below for more information on how to obtain a contract.

OKDHS Pub. No. 07-12

Revised 4/2010

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OKDHS contact information

Licensing Specialist	Phone Number
Stars Outreach Specialist	Phone Number
County Child Care Liaison	Phone Number