

Employee Child Care Partnership Program

Information for the Employee

The Employee Child Care Assistance Partnership (ECCAP) program is a public/private partnership between the Employer, their Employee, and the State to contribute to a family's cost of quality child care. The Employer will agree to contribute to the total child care costs and make a payment directly to the Child Care Provider. The State will match the contribution (based on household income and size) and pay the Child Care Provider a matched amount up to 100% but no less than 50%. The Employee will be responsible for any remainder of the child care payment. The Employer and Child Care Provider must operate in the State of Kentucky, but the Employee may live outside Kentucky.

The Employer will initiate the process online at: <https://kynect.ky.gov/benefits/s/eccap-program>. The first step is to set up a Kentucky Integrated Child Care System (KICCS) portal account and a Kentucky Online Gateway (KOG) account. After the Employer and the Employee have a KICCS and KOG account, the employer will be able to submit Section I of the DCC-600, Employee Child Care Assistance Partnership Application and Contract. After the Employer submits Section I of the application, the Employee will submit Section II, and the Child Care Provider will submit Section III of the DCC-600. After each section is submitted the party responsible for the prior section will need to notify the next party to complete their portion of the DCC-600. The Employer shall be the primary source of information and shall provide verification of employment, and the Employee's income. Employees will be responsible for returning verification of income for other responsible adults in the home. Members of the household who are self-employed will need to submit most recent tax records for income verification.

Once the application is submitted, the State has 30 days to render an eligibility decision. After reviewing the submitted application, if further information is needed the State will return the contract to the Employee for corrections. Upon receiving a returned contract for further information, the Employee has 10 business days to respond. Failure to respond within 10 business days will result in the denial of the application. A DCC-605, Employee Child Care Assistance Partnership Notice of Action, will be sent to all parties notifying of the approval, denial, or termination of an ECCAP application.

The Employee may facilitate the Employer/ Child Care Provider relationship by providing contact information. Each party is responsible for payments established by the contract. The Employee will be responsible for any amount not covered by the Employer/State match. The State is not involved in the payment process outside of the State contribution.

The Child Care Provider must be a licensed/certified child care provider and participate in Kentucky All-STARS. Child care cannot be provided by a parent/step, legal guardian, or a person living in the child's home. Child care including before and after school care, is covered but private school tuition or programs funded by another agency is not.

An individual may not be eligible to apply as more than one party to the contract. One person cannot be the Employer and Employee or be the Employer and be a responsible adult in the Employee's household.

If an Employee's income is below 85% SMI, they will be referred to the Child Care Assistance Program (CCAP) and the ECCAP application will be denied. Employees working in a regulated child care program will also be referred to the CCAP program as they are eligible for CCAP with the child care employee income exclusion. These persons would apply for CCAP at [Kynect.ky.gov](https://kynect.ky.gov).

Family Size	85% SMI/Monthly
2	\$4639
3	\$5731
4	\$6822
5	\$7914
6	\$9005
7	\$9210
8	\$9414
Over 8	Add \$205 for each household member

The State match amount is based on the Employee's entire household income. All responsible adults' income in the household must be verified. A responsible adult is defined as a natural/adoptive parent, step parent, legal guardian of child, or spouse of an individual caring for a child in loco parentis. Self-employed household members will provide the most recent tax documents. All

household members (including the applying employee) will need to be listed in the Employee section, including all children in the home, regardless of their need for child care.

If child care is not needed at the start of the fiscal year, a Child Care Provider may note the date the enrollment will begin thus the date payments will begin. Contracts covering multiple children will have the payments applied to the youngest child first and any remaining match amounts will be applied to the next oldest child. If an Employee utilizes multiple Child Care Providers, the youngest child will have the contribution applied to their Provider first and any remaining funds will be applied to the next oldest child's Provider. Multiple Child Care Providers will result in a contract having multiple Provider sections of the DCC-600. DCC will work out the payment details for multiple children or multiple providers and communicate payment breakdown on the DCC-605 for all parties.

If payments are for a school year (ex. 10 months), the Child Care Provider would reflect the months payments are needed. Otherwise, payments will run from the start date of the contract until June 30th or the contract end date. Tuition changes will not affect the contractual contribution amounts for the duration of the contract.

The Employer, Employee, or Child Care Provider may request the contract be terminated for any reason and must notify all parties with a specific end date that is no sooner than 2 weeks from the date of notice, unless the Child Care Provider gives consent to an earlier termination date. All parties are financially obligated up to the date of termination. A DCC-605 will be sent to all parties upon termination.

All parts of the contract will remain in place for the approved State fiscal year, (July 1- June 30), unless the contract is terminated by one or more parties. The Child Care Provider may contact the State to terminate the contract if the Employer fails to pay the agreed upon contribution or if the Employee fails to pay the remaining costs. The Child Care Provider must notify the State within 5 business days if the Employer fails to make the payment. After receiving the notification, the State will cease providing the State match and will notify the Employer that the contract will be terminated unless the Employer remedies the nonpayment within 5 business days of receipt of the notification. If the Child Care Provider fails to make this notification and receives a State match, the Child Care Provider must reimburse the State for the overpayment. If the Employee fails to pay the Child Care Provider for costs not covered by the Employer/State contributions, the Child Care Provider may give the Employee reasonable time to remedy the nonpayment. The Child Care Provider may notify the State and terminate the contract on the date the notification was issued. If the Child Care Provider voluntarily excuses the Employee's nonpayment or the Child Care Provider does not notify the State within 2 calendar months from the date of the Employee's nonpayment and continues to provide services, then the contract between all parties will reflect the reduction in value.

An ECCAP contract will be terminated if the Child Care Provider ceases to be a licensed/certified provider or ceases to participate in the All-STARS program.

The Employer must terminate the contract if the employee is no longer employed. The Employer must notify the State of the Employee's termination within 3 business days and the contract is terminated on the calendar date provided by the Employer in the notification. If the Employer fails to notify the State and a State match is issued to the Child Care Provider, then the Employer must reimburse the State for the overpayment.

Any changes to the agreed upon terms of the contract will terminate the contract.

Reapplication is needed each year to continue participation in the ECCAP program. The end date on the DCC-605 serves as the notice of discontinuance for the program. Employers with existing ECCAP contracts may apply April 2nd of each year for continued participation for the upcoming State fiscal year beginning July 1st. New Employers may apply May 17th of each year for the upcoming state fiscal year beginning July 1st.

Any party to this contract may request an administrative hearing regarding an eligibility or payment determination within 30 days of adverse action by contacting the Office of the Ombudsman and Administrative Review, Quality Advancement Branch, 209 St. Clair Street, Frankfort, KY 40601.

Questions can be directed to ECCAP staff by contacting PartnershipChildCare@ky.gov

ECC AP Provider Portal User Guide

*User Guide for
Employers,
Employees, and
Providers*

Employee

Employees participating in the Employee Child Care Assistance Partnership (ECCAP) submit Contracts and receive documentation via the KICCS Provider Portal. Employers start the application process by creating a Contract, followed by the employee and provider submitting the applicable sections.

Pre-Requisites

A Kentucky Online Gateway (KOG) account is required for accessing the KICCS Provider Portal. See the KICCS Portal User Guide for instructions to create an account and request roles if you have not completed this step. Log into the KOG account and open Provider Portal to sync the account with the system. Provide the KOG email address to the employer. This is needed for the employer to create the Contract.

The employee must sign into KOG and open Provider Portal prior to the employer beginning the Contract.

The employer must submit Section I of the Contract before the employee may begin Section II.

Home screen

The Provider Portal Home screen includes a navigation menu on the left with access to the ECCAP My Contracts screen. Messages display in the main portion of the screen followed by a workbasket at the bottom.

The screenshot shows the ECCAP Home screen. On the left is a navigation menu with links: Home, ECCAP, My Contracts, and Contracts. The main content area displays several informational messages. A blue callout box on the right states: "Informational messages display on the Home screen. Many of these are instructions for child-care providers." At the bottom, there is a "Workbasket" section with a table of pending contracts.

Contract No.	Employer Name	Status	Status Date
10105	Steph C Job	Pending	3/13/2024

My Contracts

Click My Contracts in the left navigation menu to view existing Contracts. Contracts may be filtered by Contract/Fiscal Year or by selecting All. Click View to display existing Contracts.

The screenshot shows the ECCAP Contracts screen. The left navigation menu has "My Contracts" selected. The main area has a "Contract Year" filter set to "All" and a "View" button. A blue callout box on the right states: "The Add New Contract button is only enabled for Employers." Below the filter, a list of years is shown: 2023, 2024, and 2025.

The ECCAP Contracts grid displays all Contracts associated with the KOG account.

ECCAP Contracts									
Contract Year : All View Add New Contract									
Contract No.	Employer Name	Employee Name	Provider Information	Effective Date	Expiration Date	Status	Status Date		
10106	Steph C Job	Steph EE22		3/13/2024	6/30/2024	Pending	3/13/2024	Correspondence	
10070	Steph ECCAP Business	Steph EE22	2	3/7/2024	6/30/2024	Denied	3/8/2024	Correspondence	

Click the Contract No. to view the Contract History Details grid or click the Correspondence link to view the Contract Correspondence Details grid.

The Contract History Details grid displays with additional details of the selected Contract. Click the Version link to view the selected Contract or click the DCC-600 link to view the Contract in PDF format.

Contract History Details									
Versions	Status	Status Date	Employer Section Status	Employer Section Date	Employee Section Status	Employee Section Date	Provider Section Status	Provider Section Date	
Amend 1	Pending	5/23/2024	Submitted	5/23/2024	Pending	5/23/2024	Submitted	5/23/2024	DCC-600
Initial	Approved	5/23/2024	Approved	5/23/2024	Approved	5/23/2024	Approved	5/23/2024	DCC-600

The DCC-600 link is disabled if the Contract is in Amend, Pending, Submitted, or Returned status.

The Contract Correspondence Details grid displays with all notices related to the selected Contract. Click the DCC-605 link to view the notice.

Contract Correspondence Details		
Sent Date	Contract Status	
3/22/2024	Approved	DCC-605

Workbasket

Pending, Returned, and Amend Contracts can be accessed via the My Contracts page (as described above) or the Pending/Returned DCC-600 Employee workbasket. The Workbasket is located at the bottom of the Home page. Select the Pending/Returned DCC-600 Employee workbasket filter to view Contracts associated with your account when the Employee Section is in Pending or Returned status. Click the Contract No. link to open the Contract.

Workbasket						
Filter By: Pending/Returned DCC-600 Employee						
Contract No.	Employer Name	Status	Status Date			
10106	Steph C Job	Pending	3/13/2024			

Completing the Contract

DCC-600 displays with Employee section expanded after selecting from the My Contracts page or the workbasket.

DCC-600 Contract Summary

Contract ID: 10106

Status: Pending

Effective Date: 3/13/2024

Employer: Steph C Job

Employee: Steph EE22

Provider(s):

View Section Details

Fiscal Year: 2024

Status Date: 3/13/2024

Expiration Date: 6/30/2024

Section I. To be completed only by the employer

Section II. To be completed only by the employee

Adult Household

No Information Found

Dependent Household

No Information Found

Add Household Member

How many child care programs are needed?:

Providers Selected

No Information Found

Search Providers

Remove Providers

No Information Found

Are you or a household member currently working for an employer other than that specified in Section I? ☐ Yes ☒ No

Upload

If yes, you must upload proof. Proof could be a check stub from the current month or a written statement from the employer.

Employee Details

*Employee First Name: Steph

*Employee Last Name: EE22

*Employee Phone:

Employee Email: kiccstest+steph.ee22@gmail.com

Employee Physical Address

*Street 1: Street 2: *City:
 *State: *Zip: - *County:

Employee Mailing Address

Same as Employee Physical Address ☐

*P.O. Box/Street 1: Street 2: *City:
 *State: *Zip: -

Warning: Any person who aids another person to obtain assistance (or benefits) fraudulently is subject to penalties provided by state law, KRS 199.990(8), including fines, imprisonment, or both.

☐ I certify that the information contained in this form is true and correct to the best of my knowledge.

Employee Signature: Steph EE22 Date: 3/13/2024

Employees may view the Employer section by clicking the chevron on the right of the panel heading. Click the chevron again to collapse the panel.

Section I. To be completed only by the employer

Section II. To be completed only by the employee

Section I. To be completed only by the employer

Employee Details

*First Name: Steph *Last Name: EE22 Middle Name:
 *Is this person currently employed by you? ☐ Yes ☐ No Employee title:
 *Employee email address: kicctest+steph.ee22@gmail.com
 *Date hired: 2/1/2024 *Date first paid: 3/15/2024
 *Does your employee have any ownership in the business? ☐ Yes ☐ No
 *Employee's share of taxes deducted from gross wages? ☐ Yes ☐ No
 *Gross monthly income: 7289
 *Has the employee been employed for two or more months? ☐ Yes ☐ No

If yes, list the wages that have been paid during the previous two months or upload two months of paystubs. For self-employed individuals, please upload the most recent tax return or recent business records.

Employee Wage Details

Date Received	Hours	Gross Wages	Tips
3/1/2024	80	\$1,500.00	
2/16/2024	75	\$1,350.75	

Employee Document Upload Details

Document Name	Upload Date	User Uploaded
TestDoc.docx	3/13/2024	Steph ER5

Employer Details

*Does the business have less than fifty (50) employees working more than thirty-five (35) hours per week? ☐ Yes ☐ No
 *Industry type: Industry/Manufacturing *Monthly contribution toward employee's child care: 250
 Employer/Business Name: Steph C Job Phone: 5024449999
 *Email address: kicctest+steph.er5@gmail.com *Total number of employees: 42
 Physical Address: Job 1 , Job City KY 78459 Physical Address County: FLOYD
 Mailing Address: Job 1 - Mail , Job City - Mail KY 88888

Warning: Any person who aids another person to obtain assistance (or benefits) fraudulently is subject to penalties provided by state law, KRS 199.990(8) including fines, imprisonment, or both.

☒ I certify that the information contained in this form is true and correct to the best of my knowledge.

*Title of person completing section: Manager
 Employer Signature: Steph EE22 Date: 3/13/2024

Click the Add Household Member button to add details of individuals in your home, including yourself. Set the Household Role radio button to Adult or Dependent, as applicable. Complete all required fields as indicated by asterisks. Gross Monthly Income is required if Source of Income is set to Earned or Unearned. Job Title and Employer are required if Household Role is Adult and Source of Income is set to Earned. Date of Birth and "Is child care needed" are required if Household Role is Dependent. At least one dependent must be marked as Yes for "Is child care needed" to submit the Contract. Individuals should be entered more than once if they have more than one source of income. The individual is added to the appropriate Household grid after clicking the Save button.

Section II. To be completed only by the employee

Adult Household

No Information Found

Dependent Household

No Information Found

Household Role: ☒ Adult ☐ Dependent

*First Name: Is child care needed?: ☐ Yes ☐ No Active: ☒ Yes ☐ No
 *Relationship to Employee: Middle Name: *Last Name:
 *Source of Income: Job Title: Date of Birth:
 Gross Monthly Income: Employer:

Household Role: ☐ Adult ☒ Dependent

*First Name: Is child care needed?: ☐ Yes ☐ No Active: ☒ Yes ☐ No
 *Relationship to Employee: Middle Name: *Last Name:
 *Source of Income: Job Title: Date of Birth:
 Gross Monthly Income: Employer:

Adult Household						
Household Member	Relationship	Employer	Job Title	Source of Income	Gross Monthly Income	Active
Steph EE22	Self	Steph C Job	Assistant Manager	Earned	\$3,200.00	Y
Steph EE22	Self			Unearned	\$500.00	Y

Dependent Household						
Household Member	Relationship	Date of Birth	Source of Income	Gross Monthly Income	Is child care needed?	Active
Matthew EE22	Dependent	8/15/2019	None		Y	Y

[Add Household Member](#)

At any point, you can save the Contract and return later to complete.

Indicate the number of child care providers needed then click Search Providers. Enter at least CLR#, Business Name, or Last Name and click Search. Search Results display with all providers that match the search criteria. Select the checkbox next to your provider and click Add to Grid. Selected provider displays in the Providers Selected grid. Repeat these steps if you have more than one provider. At least one provider must be selected to submit the Contract.

How many child care programs are needed?:

Providers Selected

No Information Found

[Search Providers](#)
[Remove Providers](#)

Provider Search

CLR#:

Business Name:

Last Name:

First Name:

City:

County:

Middle Name:

State:

[Search](#)
[Clear Search](#)
[Cancel Search](#)

Search Results

Select	CLR	Provider Name	Address
<input type="checkbox"/>	L370003	Cissell - COO	123 Main St, Louisville KY 10000
<input type="checkbox"/>	L370056	Cissell - COO 1	1 Main St, Louisville KY 10000

[Add to Grid](#)
[Cancel](#)

Providers Selected

Select	CLR	Provider Name	Address	Provider Section Status	Status Date
<input type="checkbox"/>	L370056	Cissell - COO 1	1 Main St, Louisville KY 10000		

Documentation is required if you or a household member is working for an employer other than the employer that submitted Section I of this Contract. If yes is selected, click the Upload button to display the Document Upload panel.

Are you or a household member currently working for an employer other than that specified in Section I?
 ☐ Yes
 ☐ No
 [Upload](#)

If yes, you must upload proof.

 Proof could be a check stub from the current month or a written statement from the employer.

Click Choose File to upload pay stubs or a statement from the employer. A window will open to select a file from your computer. Select the file and click Upload File to add it to the grid. Repeat these steps to include all required pay information. Click the Document Name link to view the uploaded document. Uploaded files cannot be deleted.

Document Upload

[Choose File](#)

No file chosen

[Upload File](#)
[Cancel](#)

Document Name	Upload Date	Upload User
TestImage.jpg	3/13/2024	Steph EE22

Complete all required fields as indicated with as asterisk. Select the “I certify” to indicate the form is completed accurately. Review the Contract prior to clicking the Submit button. Click Submit once no additional changes are needed.

Warning: Any person who aids another person to obtain assistance (or benefits) fraudulently is subject to penalties provided by state law, KRS 199.990(8), including fines, imprisonment, or both.

☒ I certify that the information contained in this form is true and correct to the best of my knowledge.

Employee Signature: Steph EE22

Date: 3/13/2024

[Save](#)
[Submit](#)
[Clear](#)
[Cancel](#)

Red messages will display on Save or Submit if any required fields are missing or if any data is in an invalid format. A red asterisk will display next to any field requiring correction or completion.

▪ Please enter number of child care programs.

DCC-600 Contract Summary

How many child care programs are needed?:

A successful message displays once the Contract is submitted.

Each provider selected will have a section to complete if more than one provider was added.

Employee section has been submitted successfully.

DCC-600 Contract Summary	
Contract ID: 10106	Fiscal Year: 2024
Status: Pending	Status Date: 3/13/2024
Effective Date: 3/13/2024	Expiration Date: 6/30/2024
Employer: Steph C Job	
Employee: Steph EE22	
Provider(s): Cissell - Coo 1 (L370056)	
View Section Details	

Notify the provider(s) that they may complete the Provider Section when the Employee Section is submitted.

The Contract is available for DCC to review once the employer, employee, and provider(s) have submitted each section of the Contract.

Returned Contracts

DCC may determine that more information or corrections are needed on the Contract. DCC has the option to mark a section of the Contract incomplete and return the Contract. Email notifications are sent to the portal users associated with the Contract when the Contract is returned.

Returned Contracts may be selected from the My Contracts page or the Pending/Returned DCC-600 Employee workbasket. The Contract will only display in the Pending/Returned DCC-600 Employee workbasket if the Employee section was marked incomplete.

Click the View Section Details link in the Contract Summary panel after selecting the Contract. The Section Details includes the Review Result and Review Notes when a Contract is in Returned status. The Review Notes will provide instructions from DCC for updating the Contract.

DCC-600 Contract Summary	
Contract ID: 10056	Fiscal Year: 2025
Status: Returned	Status Reason:
Status Date: 3/22/2024	
Effective Date: 7/1/2024	Expiration Date: 6/30/2024
Employer: Steph ECCAP Job	
Employee: Steph Nineteen	
Provider(s): Cissell 5 Partners (L371615)	
View Section Details	

DCC-600 Contract Summary	
Contract ID: 10056	Fiscal Year: 2025
Status: Returned	Status Reason:
Status Date: 3/22/2024	
Effective Date: 7/1/2024	Expiration Date: 6/30/2024
Employer: Steph ECCAP Job	
Employee: Steph Nineteen	
Provider(s): Cissell 5 Partners (L371615)	
Hide Section Details	
Section: Cissell 5 Partners (L371615)	Status: Returned
Review Result: Incomplete	Status Date: 3/22/2024
Review Notes: correction needed for child's start date	
Section: Employee	Status: Returned
Review Result: Incomplete	Status Date: 3/22/2024
Review Notes: proof of spouse's income needed	
Section: Employer	Status: Returned
Review Result: Incomplete	Status Date: 3/22/2024
Review Notes: Additional wage details or uploaded stubs needed.	

Complete the requested updates and click the Submit button. The Contract will be resubmitted to DCC after all incomplete sections of the Contract are resubmitted. Sections can be completed in any order when a Contract is in Returned status. For example, if all sections are marked incomplete, the provider may complete their changes and resubmit even if the employer and employee have not completed their updates yet.

Amendments

Amendments are updates to an Approved Contract. Amendment reasons include new dependent, change in household size, provider change, address/phone change or a combination of these reasons. No changes are allowed to the Employer section during an Amendment.

Changes should be reported to DCC, and they will initiate the Amendment process. Email notifications are sent to the portal users associated with the Contract and the Employee Section is available in the Provider Portal for updates.

Submitted Amendments may be returned by DCC if additional information is needed. The Return process works the same as described above for initial Contracts.

Amend Scenarios

Example 1: The Employee reports the birth of a new child. The new child needs to be added to the existing provider. DCC updates the Contract Status to Amend-Pending.

The Employee Section Status updates to Pending and is available in the Provider Portal for updates. Click Add Household Member. Enter the new child's info and click Save. Click Submit after all changes are complete.

Add Household Member

Household Role: ☐ Adult ☒ Dependent

Is child care needed?: ☒ Yes ☐ No

Active: ☒ Yes ☐ No

*First Name:

Middle Name:

*Last Name:

*Relationship to Employee:

Job Title:

Date of Birth:

*Source of Income:

Gross Monthly Income:

Employer:

Dependent Household						
Household Member	Relationship	Date of Birth	Source of Income	Gross Monthly Income	Is child care needed?	Active
Herbert EE17	Dependent	11/22/2022	Unearned	\$100.00	Y	Y
Herbert EE17	Dependent	11/22/2022	Unearned	\$200.00	Y	Y
New Baby	Dependent	4/1/2024	None		Y	Y

Notify the provider that they may complete the Provider Section when the Employee Section is submitted.

The Provider Section updates to Pending and is available in the Provider Portal for updates. The Contract is available for DCC to review once the provider submits their section.

Example 2: The Employee reports that their spouse has moved out of the home. DCC updates the Contract Status to Amend-Pending.

The Employee Section Status updates to Pending and is available in the Provider Portal for updates. Select the spouse in the Adult Household grid. Change the Active selection from Yes to No and click Save. Click Submit after all changes are complete.

Household Role: ☒ Adult ☐ Dependent

Is child care needed?: ☐ Yes ☐ No

Active: ☐ Yes ☒ No

*First Name:

Middle Name:

*Last Name:

*Relationship to Employee:

Job Title:

Date of Birth:

*Source of Income:

Gross Monthly Income:

Employer:

Adult Household						
Household Member	Relationship	Employer	Job Title	Source of Income	Gross Monthly Income	Active
Steph EE17	Self	Steph Phase 2	Title	Earned	\$8,999.00	Y
Spouse EE17	Spouse/Partner	Spouse Job	Title	Earned	\$5,000.00	N

This change does not impact enrollments, so the provider is not included in the Amendment process. The Contract is available for DCC to review after the Employee submits.

Example 3: The Employee reports a provider change from Provider A to Provider B. Enrollment with Provider A is terminated in KICCS Main by DCC. DCC updates the Contract Status to Amend-Pending.

The Employee Section Status updates to Pending and is available in the Provider Portal for updates. Search for and select the new provider. Click Submit after all changes are complete.

Provider Search

CLR#: C57726

Business Name:

Last Name:

First Name:

County: Select One

Middle Name:

State: Select One

City:

Search

Clear Search

Cancel Search

Search Results

Select	CLR	Provider Name	Address
<input checked="" type="checkbox"/>	C57726	Cissell, CFH	1 Location St, Location City KY 11111

Add to GridCancel

Providers Selected

Select	CLR	Provider Name	Address	Provider Section Status	Status Date
<input type="checkbox"/>	L369644	Cissell - 5.11 - Lic	1 Main St, Louisville KY 10000	Terminated	6/6/2024
<input type="checkbox"/>	C57726	Cissell, CFH	1 Location St, Location City KY 11111		

The original provider displays with a Status of Terminated for informational purposes.

Notify the new provider that they may complete the Provider Section when the Employee Section is submitted.

The Provider Section for the new provider updates to Pending and is available in the Provider Portal for updates. The Contract is available for DCC to review once the provider submits their section.

Contract Versions

A new version of the Contract creates when an Amendment is started. The Initial version becomes read-only. This allows viewing the Contract with all details when it was initially approved and viewing the current details. The Amend 1 version becomes read-only if a second Amendment is started. Each version may be selected/viewed via ECCAP Search, Contract History Details.

Contract History Details									
Versions	Status	Status Date	Employer Section Status	Employer Section Status Date	Employee Section Status	Employee Section Status Date	Provider Section Status	Provider Section Status Date	
Amend 1	Pending	5/23/2024	Submitted	5/23/2024	Pending	5/23/2024	Submitted	5/23/2024	DCC-600
Initial	Approved	5/23/2024	Approved	5/23/2024	Approved	5/23/2024	Approved	5/23/2024	DCC-600

DCC-605 Employee Child Care Assistance Partnership Notice of Action

A DCC-605 generates to notify all parties when a Contract is Approved, Denied, Terminated, or Amended. The notice is mailed to the employer, employee, and provider(s) and is available on the My Contracts page in the Contract Correspondence Details panel. Email notifications are sent to the portal users associated with the Contract when correspondence is available.

Contract Correspondence Details		
Sent Date	Contract Status	
3/22/2024	Approved	DCC-605
3/22/2024	Amend	DCC-605