

Employee Child Care Partnership Program

Information for Providers

The Employee Child Care Assistance Partnership (ECCAP) program is a public/private partnership between an 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 and pay the Child Care Provider 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 by submitting a DCC-600, Employee Child Care Assistance Partnership Application and Contract, to the Division of Child Care (DCC). The Employer will fill out Section I, the Employee Section II, and the Child Care Provider Section III.

A DCC-605, Employee Child Care Assistance Partnership Notice of Action, will be sent to all parties to notify of the approval, denial, or termination of an ECCAP contract.

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 State's match will be paid like other State payments the provider currently receives, (All-STARS or CCAP). Payments from the State will be made within the first 5 business days of each month. The current banking information in KICCS will be used for the State match payment and a remittance statement will be available to verify the payment. The State match may not exceed the total cost of child care and rates charged for this program cannot be more than what is charged to the public.

The Child Care Provider must be a licensed/certified child care program and be a participant 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 along with before and after school care is covered but not private school tuition or programs funded by another agency.

Child care employees are eligible for regular CCAP with the child care employee income exclusion. Child Care employees who receive CCAP will have 100% of the child care costs covered up to the State Max Rate or the rates the provider charges, if less than the State Max Rate. It is advantageous to child care employers to advise child care employees to apply for the CCAP program as CCAP will pay the bulk of the payment without the employer contribution. A licensed/certified provider is eligible to apply for the program as an employer. The owner of a child care facility cannot be eligible to participate as an employee. 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.

There are no attendance stipulations for the ECCAP program. The agreed upon contributions will be guaranteed until the end of the contract. A Child Care Provider may have multiple ECCAP contracts in place with multiple Employers and Employees.

If child care is not needed at the start of the fiscal year, the Child Care Provider may note on Section III 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 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 child care program. Multiple Providers will result in a contract having multiple Section III's to cover all Providers. 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), Section III 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 has 3 business days to notify the State of the Employee's termination.

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

All parties 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

ECCAP Provider Portal User Guide

*User Guide for
Employers,
Employees, and
Providers*

Provider

Providers 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 confirm access to the Provider Portal. Existing Provider Portal accounts with the All STARS role automatically have access to ECCAP.

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

Home screen

The Provider Portal Home screen includes a navigation menu on the left with access to the ECCAP My Contracts screen. Additional menu items are available depending on the roles associated with the account. Messages display in the main portion of the screen followed by a workbasket at the bottom.

Kentucky.gov

KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
KENTUCKY INTEGRATED CHILD CARE SYSTEM

KICCS Provider Portal (Release 6.58.3)

KY Agencies | KY Service
Welcome, steph.starson@test.extdev.ky.gov

About CHFS | Contact Us | My Account | Sign Out

Home

View/Process
PBFs

Print PBFs

CCAP
Certificates/Notices

Print
Remittance

Registered
Provider
Documents

Provider
Info

Renewal/Change
App.

Inspections

ALL STARS

Request Re-
evaluation
Documents
Correspondence
Opt-Out
Opt-In

Special
Payment
Contracts

ECCAP

My Contracts

Home

Billing forms are not yet available for processing.

Should you have any questions regarding this message or any other issues, please contact the KICCS HelpDesk by email at CHFS.KICCSHelpdesk@ky.gov or by phone:
• (502) 564-0104, option 6 (Frankfort area local calls)
• (866) 231-0003, option 6 (toll free)

Best Regards,
The KICCS Team

Beginning December 1, 2022, CCAP payments will be paid based on Enrollment not Attendance. Children who attend a childcare facility in November will be paid based on the enrollment on the CCAP certificate that is prefilled on the Provider Billing Form (PBF).

All providers, Licensed, Certified and Registered, will submit the PBF blank, unless the prefilled codes do not accurately reflect the child's schedule and an exception needs to be made. Exclusions to this rule are listed below in the "Flex Schedules" and "ITCS Centers" sections.

Exceptions/Care Schedules

- An exception is a change to the preprinted schedule on the PBF. Exception codes will be used if the prefilled schedule is different than the child's actual schedule.
 - For example, the prefilled schedule is a 1 but the child's actual schedule is part day. The provider will enter a 2 in the Provider Exception box.
- Exception codes that will be used while paying based on enrollment are:
 - 1= Full Day
 - 2= Part Day
 - 43=Holiday Code
 - 55=No payment requested (to follow 60/65, if center is closed other than one of the 10 holidays allowed, or if care schedule is incorrect for child's needs)
 - 60= Last Day Attended
 - 65= Last Day Attended, Non-Payable Day

Enrollment ending codes 60 (child's last day/payment is requested) and 65 (no payment requested) require a code 55 to be filled in all boxes after the 60 or 65 to prevent overpayment.

- If a child's care schedule is incorrect on the certificate, it will be incorrect on the PBF. Parents should be advised to contact the DCBS Family Support office to have incorrect care schedules corrected.
- When receiving a new certificate for signatures, do not sign and return the certificate if the care schedule is incorrect as the billing process will be incorrect.

Flex Schedules

All flex schedule enrollments will need to be coded according to the child's actual attendance using codes 1 and 2. If a Flex schedule PBF is left blank then a payment will not occur.

School Age Enrollments

School age children should be on a regular school schedule (part days when school is open and full day when school is closed) unless they attend 5 or more hours per day or attend during non-traditional hours.

Workbasket

Filter By: Pending/Returned DCC-600 Provider

Contract No.	Employer Name	Employee Name	CLR	Provider Name	Status	Status Date
10106	Steph C Job	Steph EE22	L370056	Cissell - COO 1	Pending	3/13/2024

My Contracts

Select a provider on the Home screen, then 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.

[Home](#)
[ECCAP Contracts](#)

[ECCAP](#)

My Contracts

Contract Year : All 2023 2024 2025

[View](#)
[Add New Contract](#)

[Site Map](#) | [Privacy](#) | [Disclaimer](#) | [Individuals with Disabilities](#)

The Add New Contract button is only enabled for Employers.

The ECCAP Contracts grid displays all Contracts associated with the provider selected on the Home screen.

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 Provider workbasket. The Workbasket is located at the bottom of the Home page. Select the Pending/Returned DCC-600 Provider workbasket filter to view Contracts associated with your account when the Provider Section is in Pending or Returned status. Click the Contract No. link to open the Contract.

Workbasket						
Filter By: Pending/Returned DCC-600 Provider						
Contract No.	Employer Name	Employee Name	CLR	Provider Name	Status	Status Date
10047	Steph Employer/Business 1	StephANIE Sixteen	L369666	Cissell II	Pending	3/1/2024
10050	Steph Employer/Business 1	Steph EE1	L371615	Cissell 5 Partners	Pending	3/1/2024
10131	Apple INC	Carolyn EE1	L370946	Cissell DC 1	Pending	3/19/2024

Completing the Contract

DCC-600 displays with Provider 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): Cissell - Coe 1 (L370056)
[View Section Details](#)

Fiscal Year: 2024
 Status Date: 3/13/2024
 Expiration Date: 6/30/2024

Section III. To be completed only by the child care provider

Provider Details

Provider/Business Name: Cissell - COO 1
 Licensee Name: Cissell LLC
 Physical Address: 1 Main St, Louisville KY 10000
 Mailing Address: 1 Main St, Louisville KY 10000

CLR #: L370056
 Phone: (502) 111-1111

County: JEFFERSON
 Email Address: coo@email.com

Children Enrolled

No Information Found.

*Child Name: Matthew EE22
 Date of Birth: 8/15/2019
 *Weekly Rate: 175
 *Daily Rate: 35
 *Start Date: 1/1/2022
 End Date:
[Save](#) [Clear](#) [Cancel](#) [Delete](#)

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:
 Provider Signature: Steph Starsonly
 Date: 3/13/2024
[Save](#) [Submit](#) [Clear](#) [Cancel](#)

The Child Name dropdown includes the Employee's children marked as needing care on the Employee section. Select the child(ren) enrolled with the selected provider. Enter the Daily Rate, Start Date, and Weekly Rate. End Date is not required and should only be entered if a known end date exists. Click Save to add the selected child to the Children Enrolled grid. Repeat these steps for each enrolled child.

Child Name	Date of Birth	Weekly Rate	Daily Rate	Start Date	End Date
Matthew EE22	8/15/2019	\$175.00	\$35.00	1/1/2022	

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

Enter the Title of the person completing the Contract. 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.

*Title of Person Completing Section:
 Provider Signature: Steph Starsonly
 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 Weekly Rate.

DCC-600 Contract Summary

*Weekly Rate:
 *

A successful message displays once the Contract is submitted.

The provider section of the contract has been submitted.

DCC-600 Contract Summary

Contract ID: 10047
 Status: Submitted
 Status Date: 3/22/2024
 Effective Date: 4/15/2024
 Employer: Steph Employer/Business 1
 Employee: StephANIE Sixteen
 Provider(s): Cissell II (L369666)
[View Section Details](#)

Fiscal Year: 2024
 Status Reason:
 Expiration Date: 6/30/2024

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 Provider workbasket. The Contract will only display in the Pending/Returned DCC-600 Provider workbasket if the Provider 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

Status: Returned

Status Date: 3/22/2024

Effective Date: 7/1/2024

Employer: Steph ECCAP Job

Employee: Steph Nineteen

Provider(s): Cissell 5 Partners (L371615)

[View Section Details](#)

Fiscal Year: 2025

Status Reason:

Expiration Date: 6/30/2024

DCC-600 Contract Summary

Contract ID: 10056

Status: Returned

Status Date: 3/22/2024

Effective Date: 7/1/2024

Employer: Steph ECCAP Job

Employee: Steph Nineteen

Provider(s): Cissell 5 Partners (L371615)

[Hide Section Details](#)

Fiscal Year: 2025

Status Reason:

Expiration Date: 6/30/2024

Section: Cissell 5 Partners (L371615)

Status: Returned

Status Date: 3/22/2024

Review Result: Incomplete

Review Notes: correction needed for child's start date

Section: Employee

Status: Returned

Status Date: 3/22/2024

Review Result: Incomplete

Review Notes: proof of spouse's income needed

Section: Employer

Status: Returned

Status Date: 3/22/2024

Review Result: Incomplete

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. The Provider Section is available for updates after the Employee submits their section if the change impacts enrollments.

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. The Employee adds the new child and submits Section II.

The Provider Section updates to Pending and is available in the Provider Portal for updates after the Employee section is submitted. Select the new child from the Child Name dropdown. Enter rates, start date, and end date, if applicable, and click Save. Any children previously added to the Contract are disabled for edits. Click Submit after all changes are complete.

Child Name	Date of Birth	Weekly Rate	Daily Rate	Start Date	End Date
Fiona EE19	1/1/2021	\$100.00	\$20.00	6/3/2024	

*Child Name:	Select One	Date of Birth:		*Weekly Rate:	
*Daily Rate:	Select One	*Start Date:		End Date:	
	Freddy EE19				

Save Clear Cancel Delete

Child Name	Date of Birth	Weekly Rate	Daily Rate	Start Date	End Date
Fiona EE19	1/1/2021	\$100.00	\$20.00	6/3/2024	

*Child Name:	Fiona EE19	Date of Birth:	1/1/2021	*Weekly Rate:	\$100.00
*Daily Rate:	\$20.00	*Start Date:	6/3/2024	End Date:	

Save Clear Cancel Delete

The Contract is available for DCC to review once the provider submits their section.

Example 2: 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. The Employee adds Provider B to the Contract and submits Section II.

The Provider Section for the new provider updates to Pending and is available in the Provider Portal for updates after the Employee section is submitted. Select the child(ren) enrolled. Enter rates, start date, and end date, if applicable, and click Save. Click Submit after all changes are complete.

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	
Section III. To be completed only by the child care provider	
Provider Details	
Provider/Business Name: Cissell - COO 1	CLR #: L370056
Licensee Name: Cissell Lic	Phone: (502) 111-1111
Physical Address: 1 Main St, Louisville KY 10000	County: JEFFERSON
Mailing Address: 1 Main St, Louisville KY 10000	Email Address: coo@email.com
Children Enrolled	
No Information Found.	
*Child Name: Matthew EE22	Date of Birth: 8/15/2019
*Daily Rate: 35	*Start Date: 1/1/2022
	*Weekly Rate: 175
	End Date:
Save Clear Cancel Delete	
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.	
<input type="checkbox"/> I certify that the information contained in this form is true and correct to the best of my knowledge.	
*Title of Person Completing Section:	
Provider Signature: <u>Steph Staronly</u>	
Date: 3/13/2024	
Save Submit Clear Cancel	

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	
<u>Amend 1</u>	Pending	5/23/2024	Submitted	5/23/2024	Pending	5/23/2024	Submitted	5/23/2024	DCC-600
<u>Initial</u>	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	<u>DCC-605</u>
3/22/2024	Amend	DCC-605