



Provider News



December 2010

Child Care Council, 1460 Newtown Pike, Suite 101, Lexington, KY 40511

"Closed" CCAP Office Dates for DECEMBER 2010

12/23/10 – 12/24/10 and 12/30/10 – 12/31/10

The Child Care Council and all State Offices
are closed for the holidays listed above.

Flu Shots

Kroger has graciously offered to donate flu shots to providers in our area through the Child Care Council due to Kroger's over-abundance of serum. These shots will be available on Friday, December 3, from 1:00 – 3:00 p.m. Due to the limited number of shots available, we are only able to offer one shot per FIRST 100 providers, and the shot will be available only to those providers who are bringing in their PBF's during the times that the shots are being administered. Consent forms are required and will be available on sight. The flu shots will be given in the Child Care Council library downstairs.

LICENSED AND CERTIFIED PROVIDERS

This is a reminder that effective **January 1, 2011**, certified and/or licensed child care providers are allowed payment for up to **ten (10) holidays** [exception code '43', '431' or '432'] during a calendar year.

KICCS will track holidays requested by the certified or licensed provider and will not allow additional holiday payments beyond the ten (10). If even one child is coded with the holiday code, that day will be included in the ten (10) day limit.

INFORMATION CONCERNING CHILD ATTENDANCE

Providers need to remember that all child absences need to be reported by the provider on the PBF (Provider Billing Form) every month. If there are questions about a child's reported attendance, it may be necessary to request attendance records before any payments can be made. Please assist our billing dept. with timely payments by using the absence codes on the cover sheet to report all child absences each and every month.

Please share these tips to celebrate holidays safely

- Consider buying a fire resistant artificial tree
- Set up fresh trees away from heat sources such as vents and fireplaces
- Decorate trees using only UL-approved lights and cords
- Turn off tree lights when you go to sleep or leave home
- Keep small ornaments and other decorations out of reach of small children
- Securely anchor all hanging decorations
- Do not obstruct handrails
- Keep poisonous plants out of reach
- Keep hard food and candles out of reach
- Do not place candles near draperies or anything that might easily catch fire
- Open the flue in your fireplace before lighting a fire
- After building a fire, always use a screen
- Keep matches and lighters out of children's reach
- *******NEVER leave young children unattended.*******
- For additional information, contact the Safe Kids Fayette County office at 859-323-1153 or visit their website at www.safekidsfayettecounty.com.

Reminder for Reporting Changes:

Clients are required to report changes to their child care eligibility specialists and can now do so *without coming to the office* by using the **CCAP Client Online Reporting Form** our website.

- ⇒ Help encourage clients to go to www.childcarecouncilofky.com and complete the **CCAP Client Online Reporting Form**.
- ⇒ The request will be date stamped and submitted to the appropriate child care eligibility specialist.
- ⇒ Clients can print a copy of the page for their records and will receive a DCC-90F *Request for Information* by mail within 5 business days.
- ⇒ Clients are then required to submit all requested documentation by the date noted on the DCC-90F form.

It's simple, easy, and assists with ongoing child eligibility and child care payments.

Please help us spread the word to all clients!!

Interested in doing your **provider billing online**? This option requires *no mailing, nor any signing, dating, or initialing of PBFs!!* It's also the quickest way to get your PBF to the CCAP billing office. For sign-up information, go to <http://chfs.ky.gov/dcbs/dcc/> and click on the **KICCS Provider Portal Link**.

For Provider Portal navigational issues, please contact the Portal Help Desk at 866-231-0003 option 6 (toll free), 7:30a – 5:00p, Monday – Friday.

**For billing questions, please contact the Child Care Council at:
859-254-9176 or 800-809-7076(toll free)**

