

ECCAP Provider Portal User Guide

*User Guide for
Employers,
Employees, and
Providers*



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Employers

Employers 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. Division of Child Care (DCC) will create an Employer/Business record for the business participating in the Contract. This Employer/Business will be associated with the employer's KOG account as part of the account approval process.

The employee must also have an approved KOG account before an ECCAP Contract can be initiated. The employer and employee should each log into their KOG account and confirm access to the Provider Portal. The employee's KOG email address is needed when creating the Contract.

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.

My Contracts

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

The ECCAP Contracts grid displays all Contracts associated with the Employer/Business attached to the employer account.

Contract No.	Employer Name	Employee Name	Provider Information	Effective Date	Expiration Date	Status	Status Date	
10098	Steph C Job	Steph EE28	Cissell STARS III - L370844	3/12/2024	6/30/2024	Approved	3/12/2024	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.

Initial	Status	Status Date	Employer Section Status	Employer Section Status Date	Employee Section Status	Employee Section Status Date	Provider Section Status	Provider Section Status Date	DCC-600
Initial	Approved	3/12/2024	Approved	3/12/2024	Approved	3/12/2024	Approved	3/12/2024	DCC-600

The link is disabled if the Contract is in 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.

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

Workbasket

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

Contract No.	Employer Name	Employee Name	Status	Status Date
10106	Steph C Job	Steph EE22	Pending	3/13/2024

Creating a Contract

Click the Add New Contract button on the My Contracts page to create a new Contract.

The DCC-600 Contract Summary panel displays. These fields will populate as the Contract is completed.



The Choose Fiscal Year dropdown will always include the current state fiscal year. The dropdown will include the current and the next fiscal year between April 2 and June 30 of each year.

A warning message displays if the next fiscal year is selected. Change the selection to the current fiscal year if you want the start date of the Contract to be the date the Contract is submitted. Continue with the selection if you want the Contract to begin on July 1.

Select the Employer Name associated with your account. Contact DCC if the Employer Name dropdown does not include your business. Click the Start Contract button.

The DCC-600, Employer Section displays.



First Name, Last Name, and Employee email address are required to save. Employee email address must match the email associated with your employee's KOG account.

If the below message displays:

- Verify the email is entered correctly.
 - Verify the employee's KOG account has been created and approved.
 - Verify the employee has signed into their KOG account and opened Provider Portal at least once.
- Try to create the Contract again after confirming the above.

• The employee email must match the email address the employee used for Kentucky Online Gateway access.

DCC-600 Contract Summary

Contract ID:
Status:
Effective Date:
Employer:
Employee:
Provider(s):

Section I. To be completed only by the employer

Employee Details

*First Name: *Last Name:

*Is this person currently employed by you? Yes No

*Employee email address:

A successful message displays once the Contract is saved. The DCC-600 Contract Summary panel begins populating with related data as the Contract is saved or submitted. Once receiving this message, you may leave the page and return to finish later, if needed.

The employer section of the contract has been saved. The contract number is 10106.

DCC-600 Contract Summary

Contract ID: 10106 Fiscal Year: 2024
Status: Pending Status Date: 3/13/2024
Effective Date: Expiration Date:
Employer: Steph C Job
Employee: Steph EE22
Provider(s):
[View Section Details](#)

Complete all required fields, indicated with an asterisk.

You must enter wage details and/or upload 2 months of pay stubs if the employee has been employed for two or more months.

*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

Employee Document Upload Details

No file chosen

Click the Add Wage Info button to add wage details. Click Save Wage Info to add the details to the grid. Repeat these steps to include 2 months of pay information. Click the Edit link if you need to correct any records.

Employee Wage Details

Date Received: Hours:
Gross Wages: Tips:



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

[Add Wage Info](#)

Click Choose File to upload pay stubs. 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 2 months of pay information. Click the Document Name link to view the uploaded document. Uploaded files cannot be deleted.

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

[Choose File](#) | No file chosen

[Upload File](#)

The “Monthly contribution toward employee's child care” is the amount your business commits to paying. The Employer/Business Name, Phone, and Address fields populate based on the selected Employer Name and the record create by DCC. Notify DCC if any corrections are needed to this information.

Employer Details

Does the business have less than fifty (50) employees working more than thirty-five (35) hours per week? Yes No

*Industry type: *Monthly contribution toward employee's child care:

Employer/Business Name: Steph C Job Phone: 5024449999

*Email address: **Total number of employees:

Physical Address: Job 1 , Job City KY 78459 Physical Address County: FLOYD

Mailing Address: Job 1 - Mail , Job City - Mail KY 88888

Click Save once all fields are complete. Select the “I certify” checkbox 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:

Employer Signature: [Steph ERS](#) 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.

▪ No selection has been made

DCC-600 Contract Summary

Industry type: *

A successful message displays once the Contract is submitted. Notify the employee that their section of the Contract is now available for completion.

The employer section of the contract has been submitted. The contract number is 10106.

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):	

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 Employer workbasket. The Contract will only display in the Pending/Returned DCC-600 Employer workbasket if the Employer 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	Expiration Date: 6/30/2024
Effective Date: 7/1/2024	
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	Expiration Date: 6/30/2024
Effective Date: 7/1/2024	
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.

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



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 confirm access to the Provider Portal. Provide the KOG email address to the employer. This is needed for the employer to create 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.

Home

ECCAP Billing forms are not yet available for processing.

My Contracts

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.

ITCS Centers
Infant/Toddler Contract Slot participants will need to use the special 700 codes when submitting the PBF to ensure correct payments. The 700 codes will only need to be used for those children/slots enrolled in the ITCS program.

Important Copay Information

Previously, the Division of Child Care had stated they would stop paying the parent copayments effective January 1, 2023. We're happy to announce that the decision has been made to continue covering the assessed copayment through 2023. Families are still responsible for any overages assessed by the provider.

If you have further questions, please contact: CCAPProviderPayments@ky.gov.

Due to the COVID-19 outbreak, our employees are working remotely and phone coverage is limited. For technical assistance please email the KICCS Helpdesk at CHFS.KICCSHelpdesk@ky.gov.

Assigned Providers
No Information Found

Workbasket
Filter By: Pending/Returned DCC-600 Employee

Contract No.	Employer Name	Status	Status Date
10106	Steph C Job	Pending	3/13/2024

Informational messages display on the Home screen. Many of these are instructions for child-care providers.

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.

Home | **ECCAP Contracts**

ECCAP Contract Year : All View Add New Contract

My Contracts All 2023 2024 2025

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 KOG account.

Contract No.	Employer Name	Employee Name	Provider Information	Effective Date	Expiration Date	Status	Status Date	Correspondence
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.

Initial	Status	Status Date	Employer Section Status	Employer Section Status Date	Employee Section Status	Employee Section Status Date	Provider Section Status	Provider Section Status Date	DCC-600
Initial	Approved	3/12/2024	Approved	3/12/2024	Approved	3/12/2024	Approved	3/12/2024	DCC-600

The link is disabled if the Contract is in 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.

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

Workbasket

Pending and Returned 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.

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 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):
[View Section Details](#)

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: *Employee Last Name:
 *Employee Phone: Employee Email:

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: Date:

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

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: *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: *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: Date:



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

Add Household Member

Household Role: Adult Dependent
 *First Name:
 **Relationship to Employee:
 **Source of Income:

Is child care needed?: Yes No
 Middle Name:
 Job Title:
 Gross Monthly Income:

Active: Yes No
 *Last Name:
 Date of Birth:
 Employer:

Save Clear Cancel

Household Role: Adult Dependent
 *First Name:
 **Relationship to Employee:
 **Source of Income:

Is child care needed?: Yes No
 Middle Name:
 Job Title:
 Gross Monthly Income:

Active: Yes No
 *Last Name:
 Date of Birth:
 Employer:

Save Clear Cancel

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: 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		

Providers must be in Approved status and participate in the All STARS program.

Providers may have multiple locations or similar names. Confirm your provider's details to insure you select the correct result.

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
 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

No file chosen

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

Complete all required fields as indicated with an 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

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. Notify the provider that their section of the Contract is now available for completion. 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](#)

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	Expiration Date: 6/30/2024
Effective Date: 7/1/2024	
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	Expiration Date: 6/30/2024	
Effective Date: 7/1/2024		
Employer: Steph ECCAP Job		
Employee: Steph Nineteen		
Provider(s): Cissell 5 Partners (L371615)		
Hide Section Details		
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.

DCC-605 Employee Child Care Assistance Partnership Notice of Action

A DCC-605 generates to notice 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



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.

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.

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 Contract Year : All View Add New Contract

My Contracts All 2023 2024 2025

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 providers attached to the KOG account.

Contract No.	Employer Name	Employee Name	Provider Information	Effective Date	Expiration Date	Status	Status Date	Correspondence
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 No.	Employer Name	Employee Name	Provider Information	Effective Date	Expiration Date	Status	Status Date	Correspondence
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

The link is disabled if the Contract is in 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 No.	Employer Name	Employee Name	Provider Information	Effective Date	Expiration Date	Status	Status Date	Correspondence
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

Workbasket

Pending and Returned 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.

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 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 County: JEFFERSON
Licensee Name: Cissell Llc Phone: (502) 111-1111 Email Address: coo@email.com
Physical Address: 1 Main St, Louisville KY 10000
Mailing Address: 1 Main St, Louisville KY 10000

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:

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 Staronly Date: 3/13/2024

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 Staronly Date: 3/13/2024

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.



*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 Fiscal Year: 2024
Status: Submitted Status Reason:
Status Date: 3/22/2024
Effective Date: 4/15/2024 Expiration Date: 6/30/2024
Employer: Steph Employer/Business 1
Employee: StephANIE Sixteen
Provider(s): Cissell TI (L369666)
[View Section Details](#)



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

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3/22/2024	Amend	DCC-605