

DEPARTMENT OF CHILDREN AND FAMILIES

Division of Early Care and Education
Milwaukee Early Care Administration

**Acceptance of Child Care Payments – DCF 201
Statement of Understanding and Agreement**

1. I understand and agree that I am required to comply with the standards and regulations of the Department of Children and Families (DCF 201) Administration of Child Care Funds.
2. I understand that this is my notice from the county or tribal agency regarding child care funding policy. I have received a copy of DCF 201.
3. I understand that in order to receive payments from the voucher system I must be certified by a county or tribal agency under standards specified in s. DCF 202 or licensed by the Department of Children and Families.
4. I understand that the child care administrative agency may refuse to authorize payment for child care services if an operator fails or refuses to submit documentation of the operator's child care prices.
5. I understand that the child care administrative agency may refuse to authorize payment on an operator's attendance report that is submitted more than three (3) months after the attendance report was issued.
6. I understand that the child care administrative agency or the department shall take all reasonable steps to recover an overpayment of child care benefits when the parent(s) was not eligible for the benefit received.
7. I understand that the child care administrative agency shall take all reasonable steps necessary to recoup or recover from an operator any overpayment made for child care services for which the operator was responsible or overpayments caused by administrative error that benefited the operator.
8. I understand that if the child care administrative agency has given notice to a operator that the operator is in violation of licensing or certification rules and the operator has not corrected the violations or if the operator submits false attendance reports, refuses to provide documentation of the child's actual attendance or gives false or inaccurate child care price information, the child care administrative department or agency may take one or more of the following steps:
 - a. Refuse to issue new authorizations to an operator for a time period not to exceed six (6) months.
 - b. Revoke existing child care authorizations to the operator.
 - c. Refuse to issue payment to the operator until the operator has corrected the violation.
9. I understand that the child care administrative agency may take one (1) or more of the following steps to monitor my compliance with the child care voucher payment system.
 - a. Require documentation signed by the parent of the actual time the child was dropped off to and picked up from the child care facility.
 - b. Contact parents to determine the child's actual hours of attendance.
 - c. Require the operator to submit attendance and payment records for families that pay for child care cost out of their own personal funds.
 - d. Require the operator to have attendance records available at the child care site whenever the department or child care administrative agency requests to review them.
 - e. Make on-site inspections to monitor provision of authorized services.
10. I understand that I (the child care operator) may appeal and request a review for any action taken against me regarding the recoupment or recovery of funds, including refusal to issue child care authorizations or payment. The request for a departmental review must be made in writing and received at the Division of Hearings and Appeals within 30 days from the date printed on the notice of action. Upon receipt of a timely request for departmental review, the department shall give the child care operator a contested case hearing under ch. 227, Stats.
11. I understand that I must report earnings from child care subsidies if I apply for or I am currently receiving W-2, Food Share, BadgerCare Plus or Medicaid.

SIGNATURE – Operator

Date Signed

Print the Operator's / Provider's Name

Distribution: White – Child Care Payment Liaison
Yellow – Operator