

Frequently Asked Questions: Child Care Providers

What is a sliding fee?

The sliding fee is the income eligible family's share of the child care cost, based on the eligibility unit's income and household size. The provider must collect the sliding fee as part of the provider's child care subsidy payment.

What is a copayment?

A copayment is the amount paid to the child care provider by the parent when the child care provider's rate for care is higher than the maximum rate paid by the Department. Households eligible for Child Care Subsidy through the Family Support Division (FSD) must negotiate this co-payment directly with the child care provider.

NOTE: A provider cannot charge a co-payment for Protective Services Child Care. However, an adoptive parent may choose to pay a co-pay as long as the co-pay is not required to secure a child care slot.

How will I know when a child is no longer authorized for Child Care Subsidy?

The Authorization Letter will give begin and end dates of the authorization. If the child's authorization closes prior to that date, another letter telling you the new authorization end date will be issued.

Child care providers who use the [Child Care Online Invoice System \(CCOIS\)](#) can also check a child's authorization at any time through the authorization tab. Notification authorization information is received by email/regular mail.

Child care providers on the new Child Care Business Information Solution (CCBIS) can also check a child's authorization at any time through the Child tab in KinderConnect. Notification of authorization information is received by email/regular mail.

What should I do if I have questions about my Authorization Letter?

If there are questions about the Authorization Letter, contact your local DSS office. It is important to remember the state will not pay for more hours or days of care than stated in the Authorization Letter. **It is beneficial to keep the Authorization Letter for your records.**

What do I do if I have a payment issue? Submit payment issues and/or discrepancies through the provider payment resolution process within 60 calendar days of verified service month by completing a [Child Care Provider Payment Resolution Request form \(CD-147\)](#) and submitting it to the Department.

How will I be paid for children in foster care?

The Department has the authority to make payment for child care services provided to Protective Services children receiving Child Welfare Services based on the current rates and payment policies.

What are the requirements for absences and holidays?

Payment for absences and/or holidays is allowed only for units when the child would normally be in care. Payment for absences and/or holidays may be made for the authorized units the child is not in attendance, as long as the child attended a minimum of one unit in the month. There are limitations for the maximum number of units that will be paid for a child within a month.

Are taxes withheld from the payments I receive?

As a Registered or License/Contracted Child Care Provider with the Department, you are not employed by the State of Missouri. Payments made for child care services provided are reported to the Internal Revenue Service (IRS). You must keep your own records and may seek the help from a tax filing professional or the IRS for more information about filing taxes.

What is the Family Care Safety Registry (FCSR)?

As part of the Comprehensive Background Screening, the **Family Care Safety Registry (FCSR)** helps ensure that persons caring for children, seniors, or physically or mentally disabled individuals can be screened for employment purposes. Missouri law requires child care providers and all household members age 17 years and older before January 1, 2021, or age 18 years or older on or after January 1, 2021 to register with the FCSR. Providers who do not register are considered guilty of a Class B misdemeanor offense.

How often must I renew my Registration Agreement?

You must renew your Registration Agreement annually.

What changes must I report concerning my child care registration?

You must report a:

- Change in your name
- Change in your physical address
- Change in household members 17 and older before January 1, 2021, or age 18 years or older on or after January 1, 2021 (current member turns 17 before January 1, 2021, or age 18 older on or after January 1, 2021 or someone new 17 or older before January 1, 2021, or age 18 years or older on or after January 1, 2021 enters into the home)

Child care providers must report these changes to the Child Care Provider Registration Unit by calling (573) 526-3011 within 10 calendar days of the occurrence. Failure to report these changes may result in termination of your Child Care Provider Registration Agreement.