



**Rhode Island Department of Human Services  
Office of Child Care**

# **Child Care Assistance Program (CCAP)**

## **Provider Handbook**

Revised March 2025

## **Contact us at the Office of Child Care. We're here to help!**

### **CCAP Provider Management Team**

Attendance, enrollments, CCAP provider applications/renewals/change requests, provider portal access, BrightStars ratings, collective bargaining unit-related payments, general questions

**DHS.ChildCare@dhs.ri.gov**

**(401) 462-6877**

### **CCAP Financial Management Team**

Billing and payments, back billing, direct deposit, checks

**DHS.CCAPBilling@dhs.ri.gov**

**(401) 462-6800**

### **Child Care Licensing**

Questions related to your center or family child care license and licensing requirements

**DHS.ChildCareLicensing@dhs.ri.gov**

**(401) 462-3009**

### **Rhode Island Start Early System (RISES)**

Creating an account, logging in, using the system

**Rises.Support@dhs.ri.gov**

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## Office of Child Care Mission, Values, and Overview

### Mission

As a division of the Rhode Island Department of Human Services, the Office of Child Care (OCC) supports the workforce in providing families with equitable access to high-quality, safe, affordable child-care.

### Core Values

The Core Values describe the desired culture and foundational beliefs of the Office of Child Care:

- Service: Commitment to protecting the health and safety of children.
- Compassion: Valuing each individual and creating a culture of respect.
- Accountability: Being transparent, solution-focused and committed to improvement.
- Partnership: Working collaboratively with the child care workforce, families, and each other for the benefit of children in care.



## Office of Child Care Mission, Values, and Overview

The Office of Child Care (OCC) at the RI Department of Human Services (DHS) administers and manages the Child Care Assistance Program (CCAP). This program supports the dual purpose of promoting children’s healthy development and supporting families with equitable access to high-quality, safe, affordable child-care.

The Office of Child Care is comprised of the following teams and initiatives:

### **CCAP Provider Management Team**

This team processes and approves provider applications and renewals and provides provider portal and enrollment support to CCAP-approved providers. The provider management team also works closely with CCAP financial management on provider billing and payment, with DHS policy, IT, and operations teams on CCAP policy development and implementation.

### **Child Care Licensing Team**

All early learning programs (child care centers, family child care, Head Start, and Early Head Start programs) must be licensed by the Department of Human Services. All licensed providers are strongly encouraged to become CCAP-approved providers.

### **Early Childhood Quality Initiatives & Support Team**

Provides oversight to a variety of quality initiatives using CCDF, TANF, and PDG funds to support early childhood education quality improvement.

### **Head Start Collaboration Office**

Supports Rhode Island Head Start grantees’ engagement and representation within the state’s early childhood systems, programs and services. Administers and monitors the state’s supplemental, non-federal share for Head Start.

# Child Care Assistance Program (CCAP)

## Introduction

Rhode Island families need access to affordable, high quality child care so that parents who are working, in training, or pursuing education can do so with the confidence that their children are learning, growing, and thriving under the quality care of an early childhood professional. The Child Care Assistance Program (CCAP) **provides subsidies to offset the cost of child care for families** who meet income eligibility guidelines and are employed at least 20 hours a week, earning at least minimum wage, or are participating in approved training or college programs. CCAP is also available to families participating in Rhode Island Works (RIW). CCAP is available for children who are US citizens or legal residents under age 13. The age can be extended to 18 if the child has documented special needs. The Department of Human Services determines the family's eligibility for benefits, the number of authorized hours, and uses the applicable tiered reimbursement rate to pay the provider on a bi-weekly basis.

Your role as a CCAP-approved provider is critical to ensuring families have access to high-quality, safe, affordable child care. The Office of Child Care is here to assist you with any questions you have or assistance you may need as you come through the CCAP provider approval process, begin to enroll children, submit attendance through the Provider Portal, and to answer any billing or payment questions.

**This CCAP Handbook is an informational resource for DHS-approved CCAP providers (CCAP providers) outlining the requirements, responsibilities, and opportunities for serving children in the Child Care Assistance Program.** It is not an all-inclusive list of provider responsibilities and duties. For a full listing of the requirements, please review your CCAP Provider Agreement and the [Child Care Assistance Program Rules and Regulations 218-RICR-20-00-4](#) and [RI General Laws 42-12-23](#).

**Terms and Definitions**

Term	Definition
Age Categories	<p><u>Infant/Toddler</u>: Six (6) weeks up to three (3) years of age</p> <p><u>Pre-School</u>: Three (3) years up to 1st grade entry (includes all kindergarten children)</p> <p><u>School Age</u>: 1st grade up to thirteen (13) years of age (Note: children with diagnosed disabilities may be categorized as school age through the age of eighteen [18])</p>
Application Date	<p>The date that a signed CCAP provider application is received by the Office of Child Care</p>
Authorized Hours	<p>The child care hours a CCAP-eligible child is approved to use on a weekly basis. These hours are based on the family's need for services. CCAP authorized hours are categorized as follows:</p> <p><u>Full Time</u>: 30 hours or more per week</p> <p><u>Three-Quarter Time</u>: 20-29 hours per week</p> <p><u>Half Time</u>: 10-19 hours per week</p> <p><u>Quarter Time</u>: 0-9 hours per week</p>
Back Billing	<p>Enrollments not captured in the two-week batch payment period (due to a system issue, change in eligibility, etc.) that must be submitted outside of the CCAP provider portal using the CCAP Provider Back Billing Request Form found on the DHS website.</p>
Batch	<p>A two-week pay period for CCAP providers. Payment schedules can be found on the DHS website.</p>

**Terms and Definitions**

Term	Definition
Benefit Decision Notice (BDN)	A system-generated notice that informs the family of their authorized benefits including child care eligibility, authorized hours, and family co-pay (if any).
BrightStars Rating	Rhode Island's Quality Rating and Improvement System (QRIS). The QRIS works to assess, improve, and communicate the level of quality in early learning/school age settings. The QRIS consists of five star-level ratings. Participation in BrightStars is a requirement for CCAP Providers.
Care End Date	The date the parent/guardian intends to stop – or stops – bringing their child to the provider for care.
Care Start Date	The first day that child care is provided.
CCAP Provider ID	The unique ID number assigned to the provider by DHS.
Center-Based Child Care Program	A DHS-licensed facility operated on a regular basis that provides non-residential care and education in a group setting.



**Terms and Definitions**

Term	Definition
Certificate Number	The unique number given to a parent/guardian who applies for child care. Child care providers must have this number to enroll a child.
Certification Period	The period that an eligible child may obtain CCAP authorized child care services. A certification period shall not be interrupted unless a family exceeds the income threshold, moves outside of RI, withdraws, or commits fraud.
Disenrollment	If a child is deemed ineligible for CCAP services – or discontinues attendance at a program – the CCAP provider must end the child’s enrollment from the program in the CCAP provider portal.
End Time	The time of day a child signs out of provider care. Recorded on a daily basis.
Enrollment	Once a child is deemed eligible for CCAP services, a CCAP Approved Provider must enroll the child in the CCAP Provider Portal for their eligible care hours.
Family Child Care Home	<p>A DHS-licensed child care program located in the provider’s residence in which child care services may be offered at the same time to either six (6) children unrelated to the provider and who do not live in the same residence as the provider, or up to eight (8) children with an approved assistant.</p> <ul style="list-style-type: none"><li>- Family child care home shall not mean a private residence used for an informal cooperative arrangement among neighbors or relatives, or the occasional care of children with or without compensation.</li></ul>

**Terms and Definitions**

Term	Definition
Family Share	The amount a family is expected to contribute in co-payments to the cost of child care services.
License Exempt Child Care	<p>A relative of a family eligible for CCAP that is providing child care in the home of either the child or the provider (not to exceed six [6] related children) and who does not live in the same residence as the child(ren). License-exempt providers must be successfully screened by the DHS and determined eligible to participate in the CCAP.</p> <ul style="list-style-type: none"><li>- License exempt providers are not required under applicable State laws to obtain licensure from DHS but must meet the capacity requirements.</li><li>- License exempt providers are only approved in CCAP if they have a CCAP-pending or eligible child already in their care.</li></ul>
License Provider ID	The number printed on the lower left corner of a program's DHS child care license
Pending Certificate Number	The unique number that is given to a parent who applies for CCAP benefits but has not yet been authorized (approved). Child care providers can use this number to enroll a child for care prior to eligibility being established. However, if the child is later deemed ineligible, the state is not responsible for the payments made during the time a pending certificate number is used.

**Terms and Definitions**

Term	Definition
Provider Name	Legal name of the person or name of the organization providing child care.
Relationship	<p>When you enroll a child, you will be asked if you are related to the child in your care.</p> <ul style="list-style-type: none"> <li>- Licensed CCAP providers cannot provide care for their own children.</li> <li>- License exempt providers must have a relationship of acceptable degree (see definition of relative) to the child for whom they are providing care.</li> </ul>
Relative	As pertains to licensed exempt providers, a relative is an individual at least eighteen (18) years old who is the grandparent, great-grandparent, aunt/uncle, or sibling not living in the same home as the child receiving care. The status of relative is established by blood, marriage, or court decree.
Star Rating	The BrightStars rating, also referred to as a Star Rating, determines the provider's CCAP reimbursement rate. As a provider increases quality along the Quality Rating and Improvement System (QRIS), they are eligible to receive an increased CCAP reimbursement rate. Payment rates can be found on the DHS website.
Start Time	The time of day a child arrives to the provider. Must be recorded on a daily basis.
Taxpayer Identification Number	Number used by the Internal Revenue Service (IRS) to confirm identity on tax returns. Center-based providers use their Employer Identification Number (FEIN), and family child care providers may either use an FEIN or their Social Security Number (SSN).
Tiered Reimbursement Rates	CCAP reimbursement rates are tiered according to a program's quality rating with Rhode Island's QRIS, BrightStars. Programs demonstrating higher quality indicators receive a higher quality rating which correlates to a higher reimbursement rate.

## Provider Responsibilities

The integrity of the Child Care Assistance Program depends in part on your compliance with the regulatory requirements of the program.

Your CCAP Provider Agreement, the CCAP policy, this handbook, the DHS website, and the frequent communications you receive from the Office of Child Care contain very important details about the processes providers are required to follow to maintain program integrity. As a CCAP provider, you are required to read and understand these documents and send any questions or concerns you have to [DHS.ChildCare@dhs.ri.gov](mailto:DHS.ChildCare@dhs.ri.gov).

Abiding by CCAP policy helps ensure that families receive the child care benefits they are eligible for and that you receive accurate and timely payments. You have a responsibility to do your part to ensure that the CCAP payments you receive from DHS on behalf of the families you serve are accurate and to report any questions or concerns to the Office of Child Care.

Understanding and following the program requirements also reduces the likelihood of program violations and potential penalties. Penalties for intentional program violations and/or fraud may include civil or criminal prosecution and/or disqualification from the CCAP program.

# Provider Responsibilities

CCAP provider responsibilities include (but are not limited to):

1. Agree to comply with child care licensing regulations pertaining to program type.\* **Program regulations can be found on the [DHS website](#).**
2. Agree to read and comply with your **CCAP Provider Agreement including all record-keeping policies**
3. Complete the online, self-paced New CCAP Provider Orientation to gain access to the provider portal and use it in accordance with OCC policies
4. Have a working phone and valid email address at all times
5. Regularly check email and the provider portal for OCC announcements, updates, deadlines, etc.
6. Notify the OCC of:
  - a. Any program changes that might impact CCAP enrollments or payments
  - b. Changes to phone number, email address, or CCAP contact
  - c. Changes in status, location, or any information maintained in the CCAP Provider Agreement within ten (10) days of change
    - i. Please note: CCAP Provider Agreements are not transferable between providers or locations. In the event of a relocation or business transfer/sale, a new child care license must be obtained and a new CCAP Provider Agreement executed.
7. File income taxes as advised by a financial advisor using the 1099 received in January that represents payments received from the Office of Child Care for the previous calendar year.
  - a. Note: center-based providers are paid based on their organization's FEIN. Family child care providers have the option to be paid based on their personal Social Security Number or their FEIN.

\*License-exempt providers are not required under applicable State laws (RI General Laws Chapter 42-72.1, et. Seq) to obtain licensure from the Rhode Island Department of Human Services. However, they must complete a comprehensive background check for all adults living in the house, New CCAP Provider Orientation, required health and safety trainings, and must meet the capacity requirements.

## **P r o v i d e r   M o n i t o r i n g**

To ensure program and payment integrity monitoring, as required by our Federal partners at Administration for Children and Families (ACF), the Office of Child Care conducts monitoring reviews of CCAP provider enrollments, attendance (sign in/sign out documents) and payments on a rolling basis. Providers are asked to provide this information for a portion of the CCAP eligible children enrolled in their program during specific batch periods.

The Office of Child Care is committed to supporting providers through this documentation collection, thoroughly reviewing submissions, and providing follow up guidance and technical assistance as needed. Provider monitoring will inform decisions around our attendance, tracking, enrollment and payment practices. It will also serve as a program integrity tool as required by ACF. It is important that CCAP-approved providers continually review their record-keeping strategies.

More information on record-keeping expectations can be found in the following section.

## Provider Record Keeping Parent-Provider Agreement

This form is a signed document attesting to the hours of child care the parent/guardian is requesting for their child and serves as an agreement between you and the family acknowledging that DHS CCAP will be accepted as their payment. This agreement must be used to enter the exact same schedule into the provider portal. It must be signed by you and the parent/guardian on or before the child's first day in care and **must be kept on file for three (3) years**. If the child's schedule changes, a new Parent-Provider Agreement must be created, and enrollment must be updated in the provider portal.

**The agreement must contain the following data points:** provider ID number (PID), the child's name, the child's certificate number, the agreed hours of care, a parent/guardian signature and date, a provider staff signature and date.

A template of a parent-provider agreement can be found on the [DHS website](#).

## Provider Record Keeping Enrollment

**A child's schedule must be entered into the provider portal within the first week of care** to ensure accurate and timely payments. Please contact [DHS.ChildCare@dhs.ri.gov](mailto:DHS.ChildCare@dhs.ri.gov) in the first week of care if any issues enrolling a child. The enrollment **must match the most current Parent-Provider Agreement** on file for each child. This ensures that your payment is accurate based on the child's enrollment and attendance.

To initiate the process of enrolling an eligible child for CCAP authorized child care services, the family of the child will contact a CCAP provider and present the CCAP page of their **Benefit Decision Notice (BDN)** or Pending Certificate Notice with the **CCAP certificate number**.

CCAP providers will enroll a child in the CCAP provider portal for the hours of care requested by the family on the Parent-Provider Agreement (must be within the child's approved authorized hours, i.e., full time, three-quarter time, half-time, or quarter time).

DHS will only reimburse CCAP providers for the child's enrolled hours not to exceed the authorized hours of care. A CCAP provider may charge a family the difference if a family seeks care above what is authorized by DHS, i.e., if the child is authorized for half-time care, but the family would like full time care, the CCAP provider may charge the family the difference between full time and half time. If a family authorized for full time hours is enrolled for more than thirty (30) hours per week, providers accept the full time reimbursement rate from DHS (plus assigned family share if any) as payment in full and may not charge the family additional fees for care in excess of thirty (30) hours.



# Provider Record Keeping Enrollment

## Problem Enrollments

If a CCAP provider encounters difficulty within the provider portal when entering or modifying an enrollment, the Provider Management Team is available to assist. Enrollment issues must be reported to the [DHS.ChildCare@dhs.ri.gov](mailto:DHS.ChildCare@dhs.ri.gov) within 48 hours of identification to ensure timely resolution and payment. The email must include a screen shot of the system issue preventing the systematic enrollment. Please allow 48 hours for the Provider Management Team to review. Depending on the complexity of the issue, the team may need to work with the provider to map out an individual plan to resolve the issue.

## Disenrollments

A CCAP provider must **disenroll an eligible child immediately (within 48 hours)** through the provider portal when notice is received that the child shall no longer be attending for any reason. A provider shall not receive payment for a child no longer in their care even if the parent failed to notify the provider of the child's disenrollment. When a child loses their CCAP eligibility, the CCAP provider will receive a Disenrollment Notice (DHS-0199) at least ten (10) days in advance of the child's effective disenrollment date.

## Pending Certificates

Pending certificate numbers: A pending certificate means that DHS has received a CCAP application from the family, but eligibility has not yet been determined. Providers can enroll and care for children on a pending certificate. However, if the child's eligibility is denied, the CCAP provider will not be paid by DHS for care provided during the pending period and/or the CCAP provider does not enroll the child upon learning of their eligibility.

## School Age Enrollments

School age children will not be able to enroll in care during hours when school is in session, which are defined as from 9:30am to 1:30pm Monday through Friday. During school vacation weeks or holidays (excludes summer), a CCAP provider may request an "attendance upgrade" for a temporary increase in hours of care provided above the current Parent/Provider Enrollment Agreement. A child must be in attendance during the hours for which the CCAP provider requests reimbursement. An upgrade is made in the CCAP provider portal during the attendance submission process. During the summer and return to fall schedule months, providers should update Parent/Provider Agreements and update the enrollments on the provider portal to reflect accurate enrollment.

## Provider Record Keeping Attendance

CCAP providers are required to maintain accurate daily attendance records, also referred to as sign-in/sign-out records. Per licensing and CCAP regulations, CCAP providers must track daily attendance records on-site -- either on paper or electronically -- and **retain these records for a minimum of three (3) years.**

**The attendance records must record the following:** time of arrival (sign in), time of departure (sign out), and a signature of the parent/guardian/staff user for each time. Some children may come and go multiple times throughout the day (e.g., children who only attend morning and afternoon care) - each time must be recorded with a signature.

A template of an attendance record can be found on the [DHS website](#).

**CCAP Providers are required to submit accurate attendance reports online using the CCAP provider portal** by a specific date every two weeks. Attendance generation dates in the provider portal and attendance due dates can be found on the **Bi-Weekly Child Care Payment Schedule** also found on the [DHS website](#).

If an eligible CCAP child attended child care during the two-week batch period but is not reflected in the provider portal's attendance report, the provider must contact the Office of Child Care immediately via email at [DHS.ChildCare@dhs.ri.gov](mailto:DHS.ChildCare@dhs.ri.gov) stating the child is not reflected on the report. Please include in your email the child's certificate number, date of birth, and enrolled hours.

## Provider Orientation

Both newly approved CCAP programs and new staff to current CCAP programs who will be completing CCAP enrollment and billing tasks are **required** to complete the online, self-paced **New CCAP Provider Orientation** in order to gain access to the provider portal. The provider portal is the online database where enrollments are processed, attendance is submitted for those enrollments, and reports related to enrollments and payments are viewed. **Two (2) professional development hours are earned upon completion.**

In order to register for and complete the training, providers must either have an account or must create an account with the Center for Early Learning Professionals (CELP) as well as be registered with the Rhode Island Start Early System (RISES) workforce registry.

## A b s e n c e P o l i c y

For CCAP payment to be made, an eligible child enrolled with an approved CCAP provider must attend at least some portion of their CCAP authorized enrollment each week.

For CCAP payment to be made for absences of one full week and up to two (2) full weeks, the parent must submit a signed CCAP-351 Absent Notice to the provider and the provider must upload that notice with their attendance. **Absent with notice for up to two (2) consecutive weeks will not impact provider payment.**

If a CCAP child does not attend child care for more than a week with no notice to the provider, the CCAP provider must reach out to the parent/guardian to confirm whether the child intends to return. CCAP providers cannot mark an absent child “present” in order to “hold” the spot.

**A CCAP provider must be open and available to serve CCAP children.** DHS payment shall only be made for CCAP authorized child care services during periods in which the approved provider is open or available to provide services.

Per the collective bargaining agreement between SEIU 1199 and DHS, family child care providers can utilize two (2) weeks of paid vacation time if the time is coordinated with each parent/guardian to authorize payment and the provider ensures alternative care is not being utilized.

## Payments

CCAP reimbursement rates are defined in CCAP Rules and Regulations, RI General Laws 42-12-23, and are published on the [DHS website](#). Rates are tiered based on provider type and program BrightStars rating. With tiered reimbursement, licensed programs demonstrating higher quality can move up the BrightStars quality continuum (from 1 to 5 Stars) to receive a higher quality rating which translates to increased CCAP reimbursement rates.

CCAP approved providers agree to accept DHS child care reimbursement rates as full payment for authorized child care services. For families required to share in the cost of paying for child care services, the combination of payments made by DHS and the DHS-assigned family share (co-payment) will constitute full and total payment. Per state law and CCAP Rules and Regulations, full time care is categorized as 30 hours or more per week.

Occasionally, a CCAP provider may need to **back bill** for services rendered due to a system issue. In the event of a system issue, the CCAP provider is required to notify the Provider Management Team within 48 hours of the system issue to avoid the potential need to back bill. If the issue is can't be resolved and is documented, the Provider Management Team will process a CCAP provider's request for back billing upon submission of the **Back Billing Request Form** found on the [DHS website](#) and a screenshot of the enrollment details from the provider portal.

## B r i g h t S t a r s

BrightStars is Rhode Island's Quality Rating and Improvement System (QRIS) and works to assess, improve, and communicate the level of quality in early learning/school age settings on a five (5) star continuum.

**CCAP-approved center-based and family child care programs are required to be BrightStars rated.** Every CCAP provider is assigned a Navigator from BrightStars who will help them to achieve and maintain a quality rating.

Studies show that a state's QRIS can improve the quality of child care available over time. BrightStars measures a variety of program quality indicators when determining a Star rating including staff qualifications, learning environment, family engagement, and staff-child interactions.

Providers are required to renew their BrightStars application every three (3) years, which will be coordinated directly with the provider by BrightStars. Providers can contact BrightStars via email ([info@RIAAYC.org](mailto:info@RIAAYC.org)) or phone at (401) 739-6100.

A CCAP provider's current BrightStars rating is also displayed in the provider portal based on monthly updates from BrightStars. If there is ever a discrepancy in their BrightStars rating displayed on the provider portal, providers should contact the Provider Management Team at [DHS.ChildCare@dhs.ri.gov](mailto:DHS.ChildCare@dhs.ri.gov).

## Family Copays and Additional Fees

Depending on a family's income and household size, the family may be assigned a **family share** or **co-pay** to cover their portion of child care costs. A family's copay will not increase during their certification period; however, it may decrease. Copays are typically, but not always, attached to the youngest child or may be distributed across multiple children. Providers should trust the information displayed in the provider portal and coordinate with families to collect their family share. Coordination with other providers may be necessary and providers should reach out to the provider management team at [DHS.ChildCare@dhs.ri.gov](mailto:DHS.ChildCare@dhs.ri.gov) if necessary.

CCAP-approved providers accept the DHS reimbursement plus assigned family share/co-pay, if any, as payment in full. **Under limited circumstances approved by the DHS, providers may charge a CCAP family additional fees** when the same policy applies to all families. Allowable fees are outlined in the CCAP Allowable Fees resource document on the [DHS website](#) and can include transportation, late/after-hours pick up, care beyond authorized hours, and bounced check/credit card transaction fees. Providers may not charge CCAP-participating families for fees pertaining to waitlists, registration/enrollment, annual fees, field trips, activities/enrichment, or withdrawal from care.

## Professional Development

DHS funds a variety of professional development and technical assistance opportunities for the early childhood workforce through **The Center for Early Learning Professionals (CELP, “the Center”)**. Courses are available in person and online on a variety of topics essential to teaching and operating an early learning program.

The Center supports Rhode Island's commitment to improving the care and education of the state's youngest children by providing innovative professional development and technical assistance services that help early learning professionals develop new skills, advance their careers, and better serve the children in their care. Working collaboratively with BrightStars and other DHS-funded community partners, the Center delivers professional development programs and technical assistance tailored to the specific needs of programs and providers including child care centers, family child care homes, public school inclusion preschools, and current and prospective state-funded Pre-K programs.

**All providers must create a CELP account** to complete the New CCAP Provider Orientation.

[Click here](#) to learn more about professional development and technical assistance opportunities with the CELP.



## Quality Initiatives

In addition to providing subsidies to offset the cost of child care, professional development, and the quality rating and improvement system, DHS funds a variety of initiatives that support early care and education for providers to enhance the quality of their programs. DHS provides workforce development opportunities for the current and future child care entrepreneurs and teachers as well as the following initiatives:

### The Early Childhood Education and Training Program

- DHS contracts with Community College of Rhode Island (CCRI) to operate the Rhode Island Early Childhood Education and Training Program (RIECETP), one of several early care and education quality initiatives developed to support the Birth Through Five workforce to obtain the requisite knowledge, competencies, and skills to provide optimal learning environments where children thrive.
- The RIECETP is a comprehensive and unique education and training program that strengthens the knowledge and skills of both seasoned and novice early childhood educators by providing formal academic course work and training using a cohort model to optimize the experience for the adult student.
- RIECETP offers two (2) stackable pathways to achieve credentialing and/or college credits. Students have the option to enroll in one of three (3) Child Development Associate (CDA) programs of study (infant/toddler, preschool, and family child care) which leads to a nationally recognized early childhood credential. The second pathway is a four-course sequence where students can earn up to twelve (12) college credits in early childhood education over the duration of a 16-month period. Each program of study is aligned to the state's QRIS system and complimentary to the RI Early Childhood Education (ECE) workforce pathway.

# Quality Initiatives

## Rhode Island Early Learning and Development Standards (RIELDS)

- The standards outline early learning expectations at key benchmarks from birth to 60 months of age. They are designed to guide early childhood educators and families to support a child's social, emotional, physical, and cognitive development, and to provide a framework for implementing high-quality early childhood programs.

## Child Care Facilities Fund

- DHS contracts with the Local Initiatives Support Corporation (LISC) to manage the Rhode Island Child Care and Early Learning Facilities Fund (RICCELFF). The fund helps early learning programs develop safe, high quality learning environments – both indoor and outdoor. Services include low interest capital and technical assistance to improve the existing child care facilities as well as the development of new facilities.

## Supporting Children's Competencies in Emotional and Social Skills (SUCCESS)

- SUCCESS is a statewide infant and early childhood mental health consultation (IECMHC) program for early care and education settings. IECMHC promotes nurturing relationships and enhances the capacity of staff, families, programs, and systems to prevent, identify, and intervene with the social, emotional, and behavioral health needs of young children (infants to age 5). SUCCESS is staffed by early childhood clinicians at Bradley Hospital and provides multiple supports at no charge.

## SEIU 1199

The **Service Employees International Union (SEIU)** is the labor union that represents nearly 2 million workers in healthcare, the public sector, and property services. District 1199 is a union of almost 5,000 workers in the healthcare, childcare, and public health fields in Rhode Island.

### **Education and Support Fund (ESF)**

Through the Collective Bargaining Agreement between the State of Rhode Island and SEIU District 1199NE, ESF provides professional development, technical assistance, business supports, peer mentorship, family child care apprenticeship programs, and Educator-Led Communities of Care (ELCC) cohorts to CCAP **family child care providers**.

For more information about the family child care training opportunities SEIU ESF offers in Rhode Island, [click here](#).

# SEIU 1199 Collective Bargaining Agreement

**SEIU 1199NE represents family child care and license exempt providers** who are approved to participate in the DHS Child Care Assistance Program. The **Collective Bargaining Agreement (CBA)**, negotiated between SEIU 1199 and the State of Rhode Island, outlines the provisions and benefits for SEIU 1199 NE members.

The CBA provides several services and supports specifically for family child care providers who participate in CCAP including those outlined below.

## Time Off/Vacation Closure

DHS shall make payment for up to two (2) weeks of CCAP authorized child care services per calendar year when a CCAP family child care provider closes their program in coordination with families, provided that the following conditions are met:

- Providers must coordinate their vacations/closure dates with their CCAP families and provide at least forty-five (45) days of notice to CCAP parents of their intent to close for a week or more
- Providers must also notify DHS CCAP Licensing Team of their vacation/closure dates according to the proper procedure and inform DHS Provider Management Team of their intent to use their vacation
- CCAP parents must authorize payment to the provider during this vacation/closure and the child's absence from the program using the Family Child Care Vacation/Closure form. This form is to be submitted by the provider when the provider submits for payment.
- A provider shall not be reimbursed during their vacation/closure for any CCAP child who enrolls in and attends another CCAP-approved program during the hours in which the child is normally enrolled with the provider.

# SEIU 1199

## Collective Bargaining Agreement

### Sick Time/Approved Assistants

- **Forty (40) hours of sick leave is credited to family child care providers** at the beginning of each calendar year
- CCAP providers must use their DHS Child Care Licensing approved assistants when using sick leave pursuant to [RI Gen. Law Section 28-57-6](#) who must be pre-registered with DHS and approved as vendors before they begin to be paid
- Sick leave payments will be issued to the approved assistant in two-hour increments at \$15/hour and will be capped at forty (40) hours unless the provider has carried over unused sick leave from the previous year. Please note, unused sick leave shall carry over from year to year not exceeding a total of 80 hours at any given time.
- The provider must submit the **Authorization for CCAP Sick Leave Payment to Approved Assistants** and **CCAP Payment Form** (found on the [DHS website](#)) and return it to the [DHS.ChildCare@dhs.ri.gov](mailto:DHS.ChildCare@dhs.ri.gov) prior to submitting their request for payment. Request for payment must be submitted within six (6) months of the date the approved Assistant provided sick time coverage for the provider.

### Registration Fees

- The State provides an annual registration fee reimbursement to family child care providers who have a written private pay registration fee policy. The amount is equivalent to the amount charged per the provider's policy and does not exceed fifty dollars (\$50) per child
- Such registration fees will be paid no more than once each year for each enrolled child
- A provider should submit the **CCAP Payment Request form** to [CCAP.ChildCare@dhs.ri.gov](mailto:CCAP.ChildCare@dhs.ri.gov) for each registration fee request

# SEIU 1199

## Collective Bargaining Agreement

### Orientation Bonus

- Family child care providers will be paid \$75 for completing the [New CCAP Provider Orientation](#) or when subsequent orientations are completed at the request of DHS
- Providers should submit the **[CCAP Payment Request form](#)** and a copy of the certificate of completion to [CCAP.ChildCare@dhs.ri.gov](mailto:CCAP.ChildCare@dhs.ri.gov)

### Direct Deposit Bonus


- All providers have the option of being paid by automatic direct deposit or by check
- Effective upon the signing of their CCAP Provider Agreement, family child care providers who are currently enrolled in or switch from check to direct deposit shall receive a one-time incentive bonus of \$100
- Providers must submit the **Authorization for Direct Deposit** and **CCAP Payment Form** (found on the [DHS website](#)) and return it to the [DHS.ChildCare@dhs.ri.gov](mailto:DHS.ChildCare@dhs.ri.gov)

### License-Exempt to Family Child Care Bonus

- Any license-exempt CCAP provider who obtains a DHS child care license and is approved as a CCAP family child care provider shall receive a one-time bonus payment of \$500
- Providers should submit the **[CCAP Payment Request form](#)** and a copy of the certificate of completion to [CCAP.ChildCare@dhs.ri.gov](mailto:CCAP.ChildCare@dhs.ri.gov)




# Resource Guide



**BrightStars**  
Recognizing, Improving, Connecting  
Quality Care & Learning

Helping early learning, education and school-age programs that care for children learn about best practices and apply them to the care children receive. Work one-on-one with your navigator to identify your best path to quality!

[www.brightstars.org](http://www.brightstars.org)




**CENTER FOR EARLY LEARNING PROFESSIONALS**  
Professional Development • Technical Assistance • Resources

High quality professional development opportunities—both in person and online—designed to build knowledge and strengthen competencies. All services are at no cost to the program.


[www.center-elp.org](http://www.center-elp.org)

Early Childhood Education Workforce Development Pathways



DHS funds a number of pathways for educators to continue to grow and learn without commitment to a full degree. This includes multiple pathways for both English and Spanish for both center and family child care.

<https://dhs.ri.gov/programs-and-services/child-care/child-care-providers/workforce-development>



**LISC RHODE ISLAND**

Helping child care and early learning programs develop safe, high-quality learning environments – indoors and outdoors! LISC provides training, technical assistance and resources for improving physical childcare spaces.


[www.ricelff.org](http://www.ricelff.org)



**SEIU EDUCATION & SUPPORT FUND**

Professional Development  
Technical Assistance by trained peer mentors  
Registered Apprenticeship Program for FCCs  
Substitute pool for FCCs  
Educator-led Communities of Care  
We Empower Providers Assembly (WEPA)


[www.seiueducation.org](http://www.seiueducation.org)



**success**  
Supporting Children's Competencies in Emotional and Social Skills

Providing early childhood mental health consultation to support the social, emotional, and behavioral health of children, families, and early learning programs. Consultants are graduate-level mental health professionals affiliated with Bradley Hospital.

<https://www.brownhealth.org/centers-services/success>



**T.E.A.C.H.**  
Early Childhood  
RHODE ISLAND  
A Program of RIAEYC

RI TEACH provides scholarships for early childhood educators to obtain certificates and degrees at CCRI, RIC and URI.

[www.teach-ri.org](http://www.teach-ri.org)

<p><b>CCAP Provider Management</b></p> <p>DHS.Childcare@dhs.ri.gov 401-462-6877</p> <p>For attendance, eligibility, enrollment, provider portal access, new provider orientation, provider applications</p>	<p><b>CCAP Financial Management</b></p> <p>DHS.CCAPBilling@dhs.ri.gov 401-462-6800</p> <p>For financial matters including direct deposit, back billing</p>	<p><b>Child Care Licensing</b></p> <p>DHS.ChildCareLicensing@dhs.ri.gov 401-462-3009</p> <p>For new licenses, license renewals, licensing complaints</p>
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