

**CHILD CARE ASSISTANCE INCENTIVE Program**  
**Enrollment and Request for Reimbursement Process 2025**

**Description**

This program will increase the availability and accessibility of quality early education for families who are eligible for Child Care Assistance (CCA) by providing reimbursement of up to \$300 per month for each Child Care Assistance slot filled by a young child with select child care providers that maintain a Child Care Assistance cap of no less than 20% of enrollment and/or are agreeable to raising their CCA Cap.

**Budget**

\$575,000 ARPA funding at a rate of \$191,000 in 2023 and \$192,000 per year for the years of 2024 and 2025, with anticipation that all funds will be used no later than December 31, 2026.

EC.2.11.02 Create incentive program for state-funded child care slots. Provide up to \$300 monthly incentive to child care providers for each Child Care Assistance slot filled by a child age birth-47 months.

**Rationale:**

A major deterrent to child care providers in accepting CCA is the state's reimbursement rate, which is below market rate for Johnson County. This program would provide a monthly stipend for slots that are filled with young children age 0-47 months whose tuition is paid by CCA. The monthly stipend would bring total compensation to not more than the provider's private pay rate and address one major barrier for providers.

Child Care Assistance Incentive Program will increase the number of Child Care Assistance slots available without raising the cost for families and while supporting quality in early education environments. This program design supports parents to choose the best child care fit for them.

**Eligibility**

- Licensed Child Care Centers and Registered Child Development Homes located in Johnson County, Iowa, that serve children age birth-47 months.
- Early Education Providers that currently participate in Iowa's Quality Rating System (QRS) or Iowa Quality for Kids (IQ4K) or maintain NAEYC/NAFCC accreditation.
- Early Education Providers that currently accept Child Care Assistance (CCA). Priority given to providers that cap CCA participation at no less than 20% of enrollment or providers that are agreeable to raising their CCA Cap.
- Fewer than 50% of filled Child Care Assistance slots will be occupied by children of provider staff.
- May not charge families beyond the CCA-identified co-pay
- May not charge an application/registration fee to CCA families
- Families who are eligible and have been approved for CCA and have received a Notice of Decision: Child Care (NOD) from Iowa Health & Human Services (HHS).
  - Family must reside in Johnson County
  - All parents in household consistently work an average of 32 hours/week or more
  - Household income <161% federal poverty level
  - Young child age 0-47 months

### Application Process

- A Provider must submit an application for enrollment. Applications will be submitted electronically to Johnson County Social Services at: [socialservices@johnsoncountyiowa.gov](mailto:socialservices@johnsoncountyiowa.gov).
- Johnson County Social Services will email notification of Provider eligibility within 20 business days of receiving the completed application.
- After a Provider receives email notification of approval for the CCA Incentive Program, the Provider may begin identifying eligible children to be enrolled in the program.
- The Provider Director/Administrator will collect and submit CCA approval notifications (NOD) for participating children electronically to [socialservices@johnsoncountyiowa.gov](mailto:socialservices@johnsoncountyiowa.gov).
- Johnson County Social Services will email notification of slot eligibility to the Provider Director/Administrator.
- Provider Director/Administrator will provide Johnson County Social Services with future recertification notifications for each enrolled child.

### Billing Process

- After a child has been approved, the Provider is eligible for reimbursement for the slot of up to \$300 per month the child is enrolled and attends. Child Care Assistance Incentive Program must not bring reimbursement for the slot to more than the Provider's private pay rate.
  - Example 1: CCA reimburses \$860 per month and the Provider's private pay rate is \$925 per month, the CCA Incentive reimbursement does not exceed \$65 per month.
  - Example 2: CCA reimburses \$845 per month and the Provider's private pay rate is \$1175 per month; the CCA Incentive reimbursement does not exceed \$300 per month.
- A Provider may begin receiving reimbursement for slots at the beginning of the first week following notification of child/slot eligibility. Reimbursement will begin after CCA has been billed for that care.
- The Provider must submit a quarterly billing invoice using the template provided by Johnson County Social Services. The quarterly invoice will include daily attendance records for all children for each month of the quarter. Attendance records will include arrival time, departure time, absences, and days the Provider is closed. The billing invoice must be submitted by the 15<sup>th</sup> of the month following the end of the quarter. See schedule below.
- The County will issue reimbursement within 20 business days following receipt of the invoice.
- The Provider is responsible for notifying Johnson County Social Services of any changes in a child's CCA eligibility status or of a change in child occupying a CCA slot. A slot that is unfilled for more than 2 consecutive weeks will be considered ineligible for reimbursement.
- The Provider must notify Johnson County Social Services of any tuition increases prior to implementing the increase. Reimbursement changes require an Amended Agreement and may not occur until the following fiscal year.

Billing Period	Invoice Due
July – September	October 15
October – December	January 15
January –March	April 15
April – June	July 15

## Reporting Process

The Provider will complete and submit quarterly reports using the template provided by Johnson County Social Services. Reports are due no later than July 20, October 20, January 20, and April 20. Report will include information from the preceding three months.

<b>Reporting Period</b>	<b>Report Due</b>
July – September	October 20
October – December	January 20
January –March	April 20
April – June	July 20

A Provider that is not in program compliance will be presented with a corrective action plan and will be provided with the opportunity to achieve compliance. A Provider that is unable to reach or sustain program compliance may be removed from the Program with a minimum of 30- day notice.