Provider Agreements

July 2025





How to Submit a Provider Agreement



Option 1: Portal

Select 'Provider Home' tab

Click for CCA Provider Agreement

If you do not see this button, you may not have permission

Directors or center owners will need to give permission



No new announcements

CCA Provider Agreement

Click for CCA Provider Agreement

Click button above to submit or change a Child Care Assistance Provider Agreement.



Option 2: Email



Use to scan the completed copy of the provider agreement



Email completed provider agreements to crsacca@hhs.iowa.gov



Option 3: Mail



Mail a copy of the provider agreement



Mail completed agreements to:

2309 Euclid Ave Des Moines, IA 50310



Call to request a mailed/emailed copy

866-448-4608 Option 4



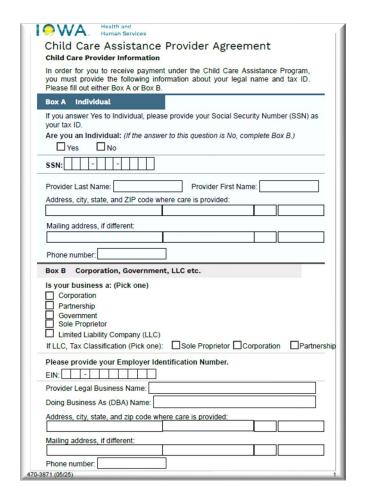
When to Submit a New Provider Agreement

Registered/ Nonregistered Homes	Licensed Centers
At renewal	Rate changes
A category change	
	Change of care address
Change of address	
Rate changes	Changing EINs
Filing under an EIN	
	Change of legal name on your EIN
Name change	



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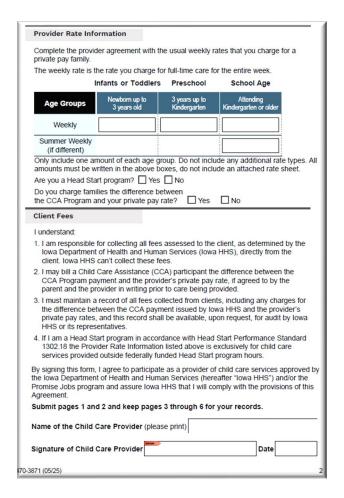
- ► Either complete Box A or Box B
 - Individual only complete Box A
 - EIN only complete Box
- ► If you have an EIN, list your correct legal name
- ► If you have a DBA name, please make sure to list this
- ► Registration unit may request your IRS letter for proof of your EIN





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- Starting July 1st, 2025, Iowa HHS will only accept weekly rates
- Starting July 1st, 2025, Iowa HHS will only accept rates listed on the new provider agreement
- Only include one rate per age group
- Do not include any additional rate types
- Do not attach a rate sheet
- ▶ If you charge monthly, convert that to a weekly rate by dividing the amount by 4
- ► Summer rates are for school age only
- Only list summer rate if the amount is different from standard school age rate





Provider Agreement Rules

Client Fees

- ► Provider collects all fees assessed to the client, as determined by Iowa HHS
- ► Iowa HHS can't collect these fees
- ► You may bill a child care assistance participant the difference between the CCA program payment and the provider's private pay rate
 - Must be agreed to by the parent and the provider in writing prior to care being provided

Billing & Payment

- ► Complete and submit the Child Care Assistance Billing/ Attendance form to HHS for the actual hours of child care services provided
 - Form must be signed by the provider and the parent
 - Keep a copy of the signed form for five years
- ► Option to submit attendance online through the KinderTrack web portal
 - Print the Child Care Assistance Billing/Attendance Provider Record form for parents and provider to sign and keep for record

Payment for Child Absences

May bill for up to four days of absences per month

- Must match the units approved for that day
- Only applies when a child is scheduled to attend but is absent from care

May not bill for absences if private pay families are not also required to pay for absences

Holidays may be paid as an absent day if the child care facility is closed for business

- The child is normally scheduled to be in attendance on that day
- AND these days are charged to private pay families
- Holidays are included in the four days maximum per month

May not bill for days of absences when you are not available to provide care

Vacation, sick, or other closure reason other than a holiday



Special Needs Rates

Parents must provide lowa HHS with written documentation that their children meet the definition of "special needs"

Providers must provide lowa HHS with documentation that they are meeting the child's special needs

- Required to receive "special needs" reimbursement rates
- Examples: adaptive equipment, more careful supervision, special staff training

Providers and families must contact the eligibility unit to request the special needs forms

- Providers & families can email the eligibility unit at <u>ccaapps@hhs.iowa.gov</u> or call 866-448-4605, option 3
- For billing questions email <u>crsacca@hhs.iowa.gov</u>



