

Attachment 2.6.1

SOUTH DAKOTA DEPARTMENT OF SOCIAL SERVICES  
DIVISION OF CHILD CARE SERVICES  
CHILD CARE CERTIFICATE (CCC)

Date ..

CCC Number

You have been approved to receive child care benefits through the Division of Child Care Services (CCS). You have listed \_\_\_\_\_ as your child care provider.

The certificate is issued for the period of \_\_\_\_\_ to \_\_\_\_\_. Your child care provider has received a copy of the certificate for billing purposes.

The assistance is being provided for the following children:

Child ID No	Name of Child	Max Monthly Hours	Hourly Rate
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Your co-payment, or amount you are responsible to pay your provider, is \$ \_\_\_\_\_ twice per month or a total of \$ \_\_\_\_\_ once a month. Child Care Services is authorized to pay up to \$ \_\_\_\_\_ a month. This amount may vary depending on the number of actual hours your child(ren) are in care and the type of payment rate established by your child care provider.

YOU ARE RESPONSIBLE FOR ANY CHILD CARE COSTS IN EXCESS OF THE ABOVE AMOUNTS.

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## RECIPIENT INSTRUCTIONS

## Your certificate states:

Your Child Care Certificate Number: Your child care provider will use this number to bill the Division of Child Care Services for child care provided.

Amount of child care assistance you are eligible for each month: This is the maximum amount of child care assistance you are eligible for each month while you are working and/or attending school. Your child care provider should bill the Division of Child Care Services only for actual hours of child care used while you are working and/or attending school. The Division of Child Care Services will make payment directly to your provider and will not pay for child care costs which exceed the monthly assistance amount. You can not carry over one month's unused assistance to the next month.

Amount of co-payment you are required to pay your provider, if applicable: Your share must be paid directly to your child care provider when due. Failure to pay your share (the co-payment amount) may result in loss of child care assistance.

Eligible children in your household and hours allowed per child: Only those children listed on this certificate were determined eligible for the indicated hours of assistance. If there has been a mistake, call Child Care Services immediately at 1-800-227-3020.

Start and end date for child care assistance: As dates may vary, please pay close attention to these dates to avoid a lapse in child care assistance.

## IMPORTANT FACTS TO REMEMBER

Please review the following facts outlining your responsibilities as a recipient of child care benefits.

You are required to open and maintain an active case with the Division of Child Support Enforcement (DCS) on any absent parent to your child(ren) unless good cause is established. Your renewal application will be denied if you fail to cooperate with DCS. To locate your nearest DCS representative, call your local Social Services office.

All changes in employment, income, school status or child care arrangements must be reported in WRITING and postmarked within 5 days of the date of the change. Child care benefits received due to a delay in reporting a change are subject to recovery. Failure to notify our office of a change may result in a loss or delay of benefits.

Check your certificate for effective dates. A courtesy reminder letter will be sent to the most recent reported address in advance of the renewal date. At this time you will need to reapply for child care benefits. In order to receive ongoing notices regarding your benefits, it is important to notify CCS if you have an address change.

## PARENTAL RIGHTS AND RESPONSIBILITIES

You have the right to see or talk to your child(ren) or pick up your children at any time. A child care provider can not prohibit you from access to your children.

If you believe the Department has made an incorrect decision regarding your benefits, you have the right to schedule a conference, request a fair hearing or both. If you would like a fair hearing, mail your signed and dated written request to the address below or you may contact the Department of Social Services, Fair Hearing Section at (605) 773-6851.

Office of Administration Hearing  
RE: Child Care Services  
Department of Social Services  
700 Governors Drive  
Pierre SD 57501

If you have questions, call 1-800-227-3020 or (605)945-5016.

CASEWORKER