

Updated May 2026

# Child Care Assistance Provider Guide

**Effective August 3<sup>rd</sup>, 2026**

South Dakota Department of Social Services

Child Care Assistance

700 Governors Drive | Pierre, SD 57501

<https://dss.sd.gov/childcare/childcareassistance/>

[CCS@State.sd.us](mailto:CCS@State.sd.us)



South Dakota  
Department of  
**Social Services**

# Child Care Assistance Program

The Department of Social Services (DSS), Division of Economic Assistance, administers the Child Care Assistance (CCA) program, which provides support to low-income families who need help with child care costs while parents work or attend school. DSS also provides oversight, technical assistance, and support in promoting safe, healthy, and caring environments for children through licensing, registration, and quality improvement activities. The availability of quality childcare is not only important for maintaining a strong workforce, but it is vital for the healthy growth and development of children.

Funding is available to South Dakota through the Child Care and Development Block Grant, which helps qualifying families pay for childcare while they work, attend school, or a combination of both.

To learn more about the Child Care Assistance program, visit the DSS website at <https://dss.sd.gov/childcare/childcareassistance/>, email at [CCS@state.sd.us](mailto:CCS@state.sd.us), or call at 1-800-227-3020.

As a recipient of Federal financial assistance and a state or local governmental agency, the Department of Social Services (DSS) does not exclude, deny benefits to or otherwise discriminate against any person on the ground of race, color, or national origin, or on the basis of disability or age in admission or access to, or treatment or employment in, its programs, activities or services, whether carried out by DSS directly or through a contractor or any other entity with which DSS arranges to carry out its programs and activities; or on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation or disability in admission or access to, or treatment or employment in, its programs, activities or services when carried out by DSS directly or when carried out by sub-recipients of grants issued by the United States Department of Justice, Office on Violence against Women.

DSS provides free aids and services to people with disabilities to communicate effectively DSS, such as:

- Qualified sign language interpreters.
- Written information in other formats (large print, audio, accessible electronic formats, other formats)

DSS provides free language services to people whose primary language is not English, such as:

- Qualified interpreters
- Information written in other languages

If you need these services, contact your local DSS office.

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## Introduction

The following guide will supply providers with information regarding provider and family eligibility, how to request and receive payment, education and training requirements from the Child Care Assistance (CCA) program, as well as additional general CCA information. This guide also includes information related to CCA's online Provider Portal, including how to get access and what the portal can be used for.

To qualify for CCA, a family must meet certain program eligibility requirements. Depending on household size and income, the family may be financially responsible for a portion of the Child Care Assistance, which is referred to as their copay. The copay is collected by the provider from the family. CCA payments are made directly to the childcare provider at a weekly rate based on the county in which the provider resides, the age of the eligible child, and the Level of Service determined for the household while the family is working and/or attending school.

Providers will use the Child Care Assistance Provider Portal to submit rosters for payment. The initial roster that a provider submits for a child will confirm the child's enrollment with the provider. The confirmation of child enrollment allows for CCA to begin paying on behalf of the approved family. Rosters can be submitted weekly which allows weekly payments to providers.

Providers will also use the Child Care Assistance Provider Portal to view notices and payment transaction details, view CCA-participation details for children in care, and complete required documents.

CCA makes changes to the Provider Guide regularly. Please be sure to review the guide online to ensure information is current and accurate. Providers may also request a copy of the most recent guide by contacting CCA. This guide is also available on the CCA website at the following web address: [dss.sd.gov/childcare/childcareassistance](http://dss.sd.gov/childcare/childcareassistance).

Please contact CCA for any questions regarding the Child Care Assistance Program. CCA can be reached by phone at 1-800-227-3020 or by email at [CCS@state.sd.us](mailto:CCS@state.sd.us)

# Family Eligibility Process

## **How can a family apply?**

Families can apply for Child Care Assistance (CCA) the following ways:

- Visit the Customer Portal website (<https://eaportal.sd.gov/>)
- Pick up an application at any DSS local office
- Pick up an application at any Department of Labor and Regulation local office
- Request an application be mailed by calling your local DSS office
- Download an application or apply online by visiting the DSS website: <https://dss.sd.gov/childcare/childcareassistance/apply.aspx>

## **Determining Family Eligibility**

When an application for CCA is received, a Benefits Specialist will make an eligibility determination within 30 days of receiving the application. If an incomplete application is received, the family will be sent a notice stating what is needed to complete the application process. Please note that an incomplete application may delay the processing time.

Families may utilize their Customer Portal or contact their local DSS office for updates on the status of an application.

Eligibility for CCA may begin as soon as all requirements are met. A family's eligibility level will be determined based on their work and/or school schedule and child care need. The eligibility level, referred to as the Level of Service, helps determine the benefit amount paid to the provider. Based on the family size and income, the family may also be responsible for paying part of the cost, which is referred to as a copay.

## **Approval**

When a Benefits Specialist determines that a family is eligible for CCA, the family and provider will each receive a copy of the Notice of Decision. The Notice of Decision is proof that the family is eligible for assistance and will include information regarding the family's eligibility. Providers will receive a Notice of Decision in their Provider Portal account and/or by mail, depending upon their selected notification preferences.

The family is ultimately responsible for full payment until a Notice of Decision is received verifying approval for CCA benefits.

## **Annual Recertification and Closure Notices**

Families are required to complete an annual recertification to determine continued eligibility. Recertification paperwork will be sent to the families two months prior to their certification end date.

If the family does not reapply in time or is no longer eligible, their CCA case will close. The provider will receive a Closure Notice, which will be mailed and/or made available on the Provider Portal.

### **Denial of Application**

CCA does not send the provider notification if a family's application is denied. If there are questions about the status of a family's application, the family may call their local DSS office. Please note that providers are not able to obtain information regarding a family's application without written approval from the applicant.

### **Family Reporting Responsibilities**

To remain eligible to receive CCA, a family must follow several guidelines, including reporting required changes to DSS.

According to Administrative Rules of South Dakota 67:47:01:18, a household must report when they experience any of the following changes:

1. A permanent change in employment or school status.
2. A change in child care provider.
3. An address change.
4. If the monthly income exceeds 85% of the state median income.

Changes can be submitted through the recipient's Customer Portal, via phone, email, mail, fax, or in-person at any local DSS office. Providers should encourage families to report any changes in circumstances that may affect their eligibility. If it is ever suspected that a family is receiving assistance in error, please contact CCA to report the concern. CCA appreciates your help in ensuring program integrity is upheld by all recipients.

### **Continued Assistance following a permanent change**

If a current recipient of CCA has a permanent change in employment or school status, three months of continued assistance can be granted from the last day of employment or school attendance. A permanent change is defined as a job quit or termination, a job ending due to the closing of a business, cessation of attendance, graduating from an educational or training program, or no longer participating in a TANF-approved activity. Permanent changes must be reported in a timely manner.

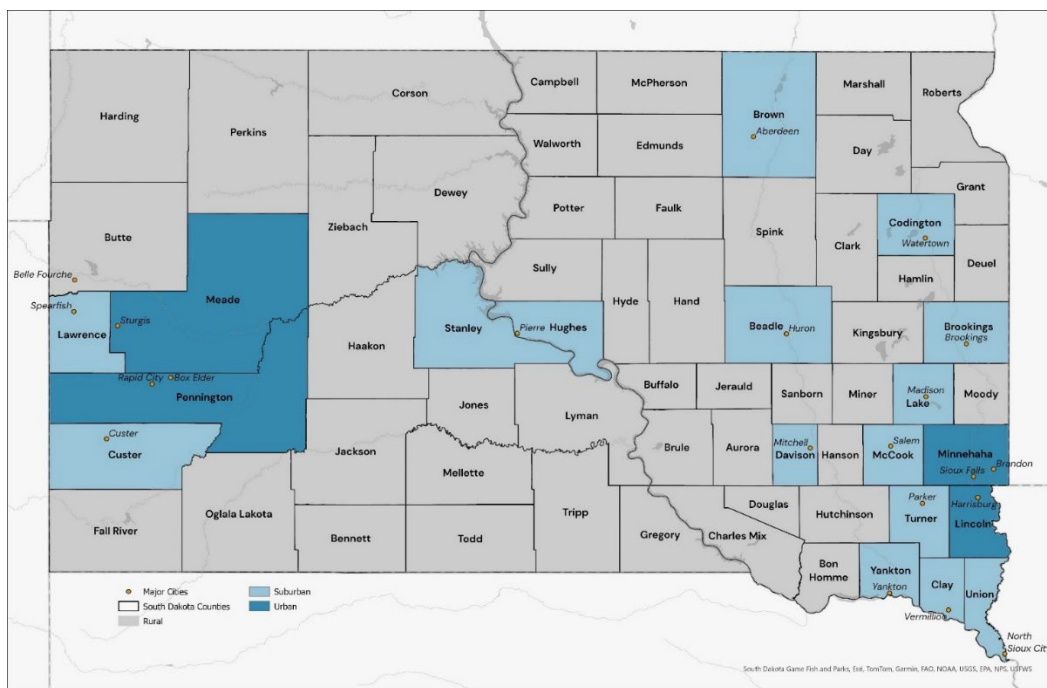
# Child Care Assistance Rates

## CCA Rate Determination

CCA conducts a market rate survey to assess what South Dakota providers are charging for their services. The questionnaire is sent to every registered and licensed child care provider. When a survey is received, it is very important for providers to complete and return it. The information provided is used to assist DSS in establishing provider rates and is collected to comply with Federal and State program requirements

The Child Care Assistance rates are categorized by the county in which the provider resides, the provider type, the child's age, and the child's determined level of service.

The counties are classified as Urban, Suburban, or Rural regions and are outlined in the map below.



Provider types are classified by 1) Family Day Care, 2) Licensed Center or School Age Program, or 3) Informal, In-home or Relative.

Child age groupings are classified by:

- Infant- under 12 months
- Toddler- 12-35 months
- Preschool- 36-71 months
- School-Age- over 60 months

Level of Service is categorized as:

- Full-time- more than 27 hours per week
- Part-time- 16-27 hours per week
- Limited time- less than 16 hours per week

Please note that CCA may authorize benefits differently for school-age children during the school year and summer, based on the requested care need for each timeframe. The school year and summer periods are posted on the Child Care Assistance rate table available on our website.

### **Special CCA Rates Available to Providers**

A provider serving a child with special needs may need to make special accommodations to best care for that child. CCA may offer a higher rate for children with special needs to help offset any additional enhanced services. To determine if the higher rate may be allowed, the family must provide medical documentation of the child's condition and a written request that the special needs rate be allowed. The provider must complete and submit a questionnaire relating to the enhanced services being provided to the child.

### **Higher Rates Available for Regulated Providers**

If a Relative, In-Home, or Informal provider is interested in receiving a higher reimbursement rate, they should consider becoming a Regulated Family Child Care Provider. A Child Care Licensing Specialist can explain the benefits of becoming regulated. These benefits include higher maximum reimbursement rates through the Child Care Assistance program and eligibility to participate in the U.S. Department of Agriculture's Child and Adult Care Food Program.

To speak with a Licensing Specialist, please contact the Office of Licensing and Accreditation at 1-800-227-3020 or visit the CCA website to find the phone number of the Licensing Specialist assigned to your county: [dss.sd.gov/childcare/licensing/districts.aspx](http://dss.sd.gov/childcare/licensing/districts.aspx).

### **How to access the Child Care Assistance Rates**

The Child Care Assistance Rates are also available on the CCA website ([dss.sd.gov/childcare/childcareassistance](http://dss.sd.gov/childcare/childcareassistance)).

## Family Copay

An eligible family may be responsible for a portion of the Child Care Assistance payment referred to as the copay. The copay amount is calculated based on the family household size and income. The copay is then divided per child; and if a family is using more than one provider for the same child, the copay will be divided between each provider.

The CCA rate is reduced by the copay to determine the benefit amount, which is paid to the provider on behalf of the child.

The Notice of Decision lists the CCA rate, copay, and benefit amount for each child. The copay values for each child can be added to determine the weekly family copay, if needed. If a change to the family's household size or income results in a change to the copay amount, a new Notice of Decision will be provided.

The provider is responsible for collecting the copay from the family. If the assistance paid by CCA and the copay do not cover the family's total child care bill, the family is responsible for paying the remaining balance of their child care bill. Providers have the right to follow their policy for non-payment just as is done for private-pay families.

# Provider Eligibility Requirements

In order to participate in the Child Care Assistance (CCA) program, child care providers must be licensed, registered, or authorized by the Office of Licensing & Accreditation or Child Care Assistance.

In order to receive payment, a provider must complete the following requirements.

## **Submit a W-9 Form**

Each new CCA-participating provider will receive a Form W-9: Request for Taxpayer Identification Number and Certification. The form can be returned by mail, email, fax, or uploaded to the Provider Portal. Once the form is successfully processed by CCA, the provider will be able to create rosters to initiate payment.

## **Create a Provider Portal Account**

Each new CCA-participating provider will receive a Provider Portal Access Form. Complete the form by providing the name and email address for each person (member) that needs access to the Portal. The Portal access process begins as soon as CCA enters the email address(es) into our system. Each member will receive two emails during the portal creation process, both from the sender: '[donotreply@DSSEABees.sd.gov](mailto:donotreply@DSSEABees.sd.gov)' Providers must ensure that anyone receiving access is aware of and prepared to respond to the emails.

The first email, with subject line: *Provider Portal Action Needed: Verify Email Account* requests the member to verify their email address.

The second email, with subject line: *Provider Portal Action Needed: Access Portal Account* provides a link to authenticate identity and access the Portal.

## **Complete the Provider Agreement**

The annual Provider Agreement serves to ensure all parties agree and understand the policies and procedures governing the South Dakota Child Care Assistance program. The Provider Agreement must be completed each year and is accessible through the Provider Portal, where providers can review, accept, and submit the document electronically. Once completed, a copy of the agreement is retained on the Provider Portal, and the provider can download a copy for future reference. Failure to comply with all terms and conditions of the agreement may result in ineligibility to receive child care CCA funds

Any questions regarding a provider's registration, license, or provider status should be directed to the appropriate office based on oversight responsibilities.

- The Office of Licensing and Accreditation (OLA) oversees all regulated and licensed providers, including Family Daycares, Licensed Centers, Informal Providers, In-Home Providers, and School Age programs.
- CCA oversees all Relative Providers and Out-of-State Providers.

For more information about the benefits of becoming a regulated provider, please contact a Child Care Licensing Specialist at 1-800-227-3020 or visit [dss.sd.gov/childcare/licensing/districts.aspx](http://dss.sd.gov/childcare/licensing/districts.aspx).

## Required Daily Attendance Records

ALL providers are **required** to maintain daily attendance records for children who receive CCA. To ensure daily attendance records comply with the requirements of the CCA Program, the records must legibly document the child's first and last name, the dates the child was present, and **a daily** signature by the parent, or person designated by the parent, to verify the accuracy of the attendance records.

As an alternative, there are child care software programs available for child care providers in which parents sign in/out electronically each day. Reports from these programs meet requirements as long as parents sign their child in/out with an individualized, private code. The attendance records from the program must accurately reflect the person who picked up or dropped off a child.

Providers are required to maintain all attendance and billing records for a period of at least four (4) years after a child has left care. This requirement still pertains to any providers whose program closes or has a change in ownership.

CCA does have sample attendance records available on the CCA website ([dss.sd.gov/childcare](http://dss.sd.gov/childcare)). Providers may develop their own attendance record, as long as it includes all required information including **a daily** parent/guardian signature.

### **Purpose of Attendance Records**

Keeping accurate records is important for providers and the families served. Proper attendance records support submitted rosters and ensure agreement between the provider and the family.

CCA reimburses providers on behalf of the CCA participating family. If a family becomes ineligible to receive assistance, they could be responsible for repaying benefits paid on their behalf to their provider. For this reason, it is important for the parent/guardian to have the opportunity to review and attest to the times listed on the attendance records.

Furthermore, if a provider is audited, they will be asked to provide attendance records. The records will be reviewed in comparison to their submitted rosters and CCA program policy. Clear and accurate records are important to ensure that providers comply with program requirements. Without proper attendance records, providers will be unable to support submitted rosters to CCA. As a result, repayment may be required.

# Child Care Assistance Provider Portal

The Provider Portal gives a Provider access to information and actions related to the Child Care Assistance Program.

The Child Care Assistance Provider Portal is located at: [ccaprovider.sd.gov](http://ccaprovider.sd.gov)

The Provider can do the following in the Portal:

- Link to Resources
- Find contact information for the Child Care Assistance Program
- View program specific information
- View who has Portal Access
- Set notification preferences to text or email when a new notice is available
- Opt for paperless notices
- View information about CCA-participating children in care
- Report care status on roster to initiate payment
- View and search all CCA payments made to the provider
- Sign the Annual Provider Agreement
- View Sanction details
- View Notices
- Upload and Attachment

**Please note:** although the Portal is mobile compliant, it is not intended to be used on a mobile device. The best-use experience is by accessing the Portal on a computer.

## **Portal Access for the Provider**

Each new CCA-participating provider will complete a Provider Portal Access form to gain access to the Provider Portal. The Portal access process begins as soon as CCA enters the email address(es) into our system. Each member will receive two emails during the portal creation process, both from the sender: '[donotreply@DSSEABees.sd.gov](mailto:donotreply@DSSEABees.sd.gov)'

The first email, with subject line: *Provider Portal Action Needed: Verify Email Account* requests the member to verify their email address.

The second email, with subject line: *Provider Portal Action Needed: Access Portal Account* provides a link to authenticate identity and access the Portal.

## **Portal Access for others**

Providers can request full access to their portal account for other individuals (members). Each member uses their own email account and password for access, ensuring unique login credentials. If you have more than one program associated with you or your organization, all programs will be accessible to each member added.

To request access for another member, the provider will complete the Child Care Assistance Portal access form. Each member will have full access to all functionality including provider

agreement acceptance, roster submission, program communication, and payment history. The Provider is ultimately responsible for the actions of anyone accessing the Portal account.

As we process requests or changes to portal access for program(s), we do so with the assumption that the requester has authority and oversight to do so. The provider is able at any time to view a list of portal users from within the Portal from the Member List tab.

### **Removing Portal Access**

If a provider needs to remove a member from Portal access, contact CCA. After the request is confirmed and processed, revocation is immediate.

### **Portal Access Timelines**

The Portal is accessible for 12 months after a program closure, suspension, or revocation. After 12 months following the closure, suspension, or revocation, that program will no longer be accessible.

### **View the following Quick Guides in the Appendix for more information:**

- Provider Portal Access
- Member Access for Provider Portal
- Provider Portal Navigation

## Requesting Payment

To receive payment for CCA-eligible children, providers must report the care status of each CCA-participating child in care for each service week Roster in the Provider Portal. A 'service week' covers child care provided from Sunday through Saturday.

For each child on the Roster, the Provider will answer the following question: 'Was the child in care this week?' The Provider should answer this question based on whether the child attended any amount of time during that week, rather than a specific number of hours or days.

The care status must be entered for all children included on a roster before it is able to be submitted. The system will not allow a provider to submit a partial roster.

When a provider creates a roster, the oldest available roster in which care status needs to be reported is displayed. The provider will select 'Create New Roster' until all available rosters are completed.

### **View the following Quick Guide in the Appendix for more information:**

- Child Care Assistance Rosters and Payments
- Viewing Child care Assistance Payments

### **Roster Submission Timelines for Weekly Payment**

The most recent Service Week becomes available on the Sunday of the Current Week. Providers are encouraged to complete their roster weekly to remain up-to-date with the available service weeks and to receive weekly payment. However, providers can choose their own schedule.

### **Roster Creation Limits**

Any rosters needing to be submitted that are more than five months prior to the current month must be processed by CCA. Please contact CCA for assistance.

### **Payment coverage**

Providers are paid if a child is reported in care during a Service Week.

Providers are also paid if a child is reported as absent during a Service Week, for up to 3 consecutive absent weeks. If a child is absent for more than three consecutive weeks, payment will cease for that child. Payments may resume when the child is reported in care on the roster.

### **Exceptions not payable through CCA**

- Additional fees not included in your tuition rate, such as transportation, meals, or enrollment fees.
- Care you provide for a child in your household: According to the Administrative Rule of South Dakota 67:47:01:11 ...'a provider registered...may not receive child care assistance payments for children who reside in the provider's household...' This includes a child who is in your care due to a foster care situation, including

respite care.

- Care hours for a school-age child during the typical school day if homeschooled. A school-age child who is homeschooled is considered as 'attending' school during the typical school day (8 am to 3 pm); these hours of care are therefore not reimbursable.

### **Payment Timelines**

Payment Processing will run Tuesday night and Thursday night. Submit your roster by 6:00 pm Central Standard Time to be included. Generally, payment is available within three business days after payment is processed.

- Rosters included with the Tuesday night run are estimated to be paid by Friday of the same week.
- Rosters included with the Thursday night run are estimated to be paid by the following Tuesday.

If CCA is closed on a Tuesday or a Thursday, the payment system will still run for rosters already submitted in the system. However, staff will not be available on days the state offices are closed.

### **Viewing payment information**

Remittance Notice:

- After a payment transaction has processed, Providers receive a Remittance Notice which includes details on the amount paid for each child and the reported care status. The Remittance notice is available in the Provider Portal and will be sent by mail, unless the Provider has opted for paperless notices. Providers can also set a notification preference for text and/or email when a new Remittance Notice is available to view on the Provider Portal. A copy of the remittance notice will also be sent to the family.

Transaction Page:

- Providers can view each payment transaction through the Provider Portal Transaction Page. This includes the same information as the Remittance notice, with the addition of incentive payments, as applicable.

Financial Transaction Search Page:

- This specific transaction search allows providers the ability to search for specific transactions by child name or reference ID, Transaction ID, or timeframe.

State of South Dakota electronic payment notice:

- After a payment transaction has processed, the provider will receive this notice with the sum total of payments paid to the provider from the State. This notice will be emailed to the email address the provider entered on the W-9 form.

### **Payment Method**

Providers receive their payment reimbursement electronically through direct deposit into the account designated on their W-9.

### **Tax Information**

Child care providers who receive \$600 or more per year in payment from CCA will be mailed a 1099 Miscellaneous Tax Form by January 31st of each year. The form summarizes all payments the provider received from CCA in that year.

### **Mistakes on Roster Submission**

If an error is made on a roster submission, the provider must contact CCA prior to submitting any future rosters. CCA staff will determine what actions need to be taken to correct the error. If a roster correction results in overpayment to the provider, CCA will review and take appropriate action.

If a roster correction results in an underpayment to the provider, the underpayment amount will automatically be included with the next payment cycle and will be detailed on the subsequent Remittance Notice.

### **Accurate Roster Submission is Important**

Please take the time to make sure that the correct care status for the appropriate service week is reported when submitting rosters. Incorrect roster submissions will need to be corrected by CCA and could delay payment to a provider.

### **Perjury Statement**

By clicking "save" when submitting a new roster, the provider is declaring and affirming under the penalties of perjury that the roster data has been examined and is true and correct to the best of their knowledge.

# Child Care Assistance Notices

**It is extremely important to read all notices provided by CCA. The notices contain important information that may affect providers or families enrolled in their program.**

The following notices are sent to the provider and family. The notices are available in the Provider Portal and will also be sent by mail, unless the provider has opted out of paper notifications, in which case the notice will only be available on the Portal.

## **Notice of Decision**

Once a family is determined to be eligible for CCA, both the family and provider will receive a copy of the Notice of Decision. This Child Care Notice of Decision serves as proof that the family qualifies for CCA.

December 09, 2025				Provider No: 5399809		
STATE- CARE 4 KIDS 789 STREET AVE PIERRE, SD 57501						
<b><u>Notice of Decision</u></b>						
A decision has been made or updated for the following child(ren) for Child Care Assistance. See below for details. Be sure to read both sides of each page.						
Child Name	Child Ref	Benefit Start Date	Benefit End Date	CCA Rate	Copay	Benefit Amount
Cameron Doe	000122506	10/1/2025	10/31/2026	112.00	N/A	112.00
<b><u>Report Child No Longer in Care</u></b> If a child is no longer in your care, please report it promptly through your Child Care Assistance Provider Portal or by contacting our office.						
<b><u>Update W-9</u></b> If you have had a change in your Taxpayer Identification Number, your name, mailing address, or direct deposit account, submit a new W-9 form. Visit <a href="https://dss.sd.gov/formsandpubs/">https://dss.sd.gov/formsandpubs/</a> to download a form or contact our office for assistance.						
<b><u>Available Resources</u></b> To learn more about participating in the Child Care Assistance program, visit <a href="https://dss.sd.gov/childcare/childcareassistance/">https://dss.sd.gov/childcare/childcareassistance/</a> to access the Child Care Assistance Provider Guide and other resources.						
<b><u>Provider Portal Information</u></b> The Child Care Assistance Provider Portal allows providers to initiate payment, view notices and payment transaction details, view participation details for children in care, and complete required documents. The Child Care Assistance Provider Portal is available at <a href="http://ccaprovider.sd.gov">ccaprovider.sd.gov</a> .						

## **Remittance Notice**

After a payment has been processed, both the family and provider will receive a Remittance Notice. The Provider Remittance Notice provides details on the amount paid to the provider for each CCA recipient. It also displays the care status reported by the child care provider via their submitted rosters. If a change to a case results in an additional payment due to the provider, the Remittance Notice will provide detail of the additional payment in the 'Payment Corrections' section at the bottom. Payment information is also available on the Transaction Page in the Provider Portal.



DEPARTMENT OF SOCIAL SERVICES  
 DIVISION OF ECONOMIC ASSISTANCE  
 700 Governors Drive  
 Pierre, SD 57501-2291  
 PHONE: 605.773.4766  
 FAX: 605.773.7294  
 EMAIL: CCS@state.sd.us

April 09, 2026

Provider No:1139356336

UAT - Logan Price  
 710 C Street  
 Timber Lake, SD 57656

**Provider Remittance Notice**

Transaction ID:10496

Expected Payment Total:348.75

Family Benefit Subtotal:348.75

Infant/ Toddler Incentive Subtotal:0.00

This notice details the amount expected to be paid based on your most recent roster submission. To see your final payment total, refer to the State of South Dakota electronic payment notice which will be sent to your email account once it is issued.

If you have questions about a discrepancy between the amount deposited in your account and the expected payment total, please contact our office.

Visit your Child Care Assistance Provider Portal to view the up-to-date status for each child. If a child's status is incorrect for any week, please contact our office.

Child Name - Ref ID	Service From	Service To	Care Status	CCA Rate	Copay	Benefit Amount
Susie Campbell - 000126611	2/15/2026	2/21/2026	Present	116.25	N/A	116.25
Susie Campbell - 000126611	2/8/2026	2/14/2026	Present	116.25	N/A	116.25
Susie Campbell - 000126611	2/1/2026	2/7/2026	Present	116.25	N/A	116.25

**Payment Corrections**

The following are payment corrections made as a result of information provided to our office. The increased benefit amount is included in the Expected Payment Total.

Cecilia Hills - 000126448

	Service From	Service To	CCA Rate	Copay	Benefit Amount
Prior	2/15/2026	2/21/2026	0.00	N/A	0.00
Updated	2/15/2026	2/21/2026	180.00	N/A	180.00

Increased Benefit Amount total : 180.00

**Closure Notice**

The Closure notice informs the family and provider of the end of a benefit. As a reminder, providers can view benefit coverage for all CCA-participating children in care in the Child Directory of the Provider Portal.



DEPARTMENT OF SOCIAL SERVICES  
 DIVISION OF ECONOMIC ASSISTANCE  
 700 Governors Drive  
 Pierre, SD 57501-2291  
 PHONE: (605) 773-4766  
 FAX: (605) 773-7294  
 EMAIL: CCS@state.sd.us

May 06, 2026

Provider No: 1672612705

PROVIDER 19B  
 820 WASHINGTON AVENUE SOUTH  
 MADISON, SD 57042

**Closure**

As of 5/5/2026, Child Care Assistance payments have ended for the following child(ren).

- Kavitha RedMene

**Report Child no longer in care**

If a child is no longer in your care, please report it promptly through your Child Care Assistance Provider Portal or by contacting our office.

**Update W-9**

If you have had a change in your Taxpayer Identification Number, your name, mailing address, or direct deposit account, submit a new W-9 form. Visit <https://dss.sd.gov/formsandpubs/> to download a form or contact our office for assistance.

**Available Resources**

To learn more about participating in the Child Care Assistance program, visit <https://dss.sd.gov/childcare/childcareassistance/> to access the Child Care Assistance Provider Guide and other resources.

**Provider Portal Information**

The Child Care Assistance Provider Portal allows providers to initiate payment, view notices and payment transaction details, view participation details for children in care, and complete required documents. The Child Care Assistance Provider Portal is available at [ccaprovider.sd.gov](http://ccaprovider.sd.gov).

# Child Disenrollment

## **Child Directory**

The Child Directory is a real-time searchable list of all CCA-participating children in care with a provider at any given time and is accessible on the Provider Portal.

The Child Directory is also used to report disenrollment of a child. 'Disenrollment' means that the provider has confirmed with the family that a child is no longer enrolled in their child care program and will not be enrolled again at any future date.

Providers should report immediately if a child disenrolls from the child care program.

**View the following Quick Guide in the Appendix for more information:**

- Child Directory & Disenrollment

# Child Care Assistance Audits and Fraud

To provide program integrity and financial accountability, CCA conducts regular provider audits. These audits allow for a review of provider billing practices to ensure alignment with program policies.

If a provider is selected for an audit, original daily attendance records for children within the program receiving Child Care Assistance will be requested. CCA may request these records with or without notice.

**Please note the following Administrative Rule of South Dakota:** 67:47:01:24 (5) The department may withhold payments, in whole or in part, to a provider if the department requests sign-in/sign-out attendance records, and the provider does not provide them to the department within the requested time frame.

When records have been received and audited, a notification of the findings will be sent. If payments have been requested incorrectly, the provider will be responsible for repaying the resulting over-issuance. Please be aware that repeated roster submission errors due to provider negligence may result in more stringent billing guidelines or disqualification from the CCA program.

Significant or recurring issues identified through the audit or ongoing roster submission error could lead to an investigation for an Intentional Program Violation (IPV). An IPV can result in the following penalties:

- 1st Offense IPV—Disqualification from receiving any monies or assistance from Child Care Services for a period of one year.
- 2nd Offense IPV—Disqualification from receiving any monies or assistance from Child Care Services for a period of two years.
- 3rd Offense IPV—Permanent disqualification from receiving any monies or assistance from Child Care Assistance.

IPV offenses will result in the provider being sanctioned by CCA. A provider's current and past sanctions can be found on their Provider Portal.

Anyone who intentionally obtains benefits and is not entitled to them is committing fraud; this includes inaccurate roster submission resulting in incorrect payments.

Please ensure all rosters and care status are accurate prior to submission to avoid potential program disqualification. Please ensure that ONLY the provider caring for the children or their designated group member is submitting rosters for payment. Rosters submitted by anyone other than the provider are considered welfare fraud and are subject to program disqualification and criminal prosecution.

**Any person who knowingly and willingly commits fraud against the Department will be subject to criminal prosecution.**

## **Welfare Fraud is a Crime**

If you suspect that someone is committing welfare fraud, please call the Welfare Fraud Tip Hotline at 1-800-765-7867. Reporters will not be required to provide their name, and all information will be kept completely confidential.

## Frequently Asked Questions

**Q.** Do I have to accept children into my child care program that are receiving Child Care Assistance?

**A.** No. A provider can choose whether to participate in the CCA program.

**Q.** I received my CCA payment for a family in my care, and it does not cover their entire child care bill. The family has a benefit with a \$0.00 copay. Who is responsible for the remaining bill?

**A.** If it is determined that the family has a \$0.00 copay, that means that CCA has determined that the family will not need to 'cost-share' a portion of the assistance. However, the family is still responsible for paying the child care provider if the CCA payment does not cover the whole child care bill.

**Q.** What if the CCA benefit amount does not cover the family child care bill?

**A.** If the CCA payment, and the family copay if applicable, do not cover the family's child care bill, the provider may choose to charge the family the remaining balance.

**Q.** What should I do if a family participating in CCA is not paying the rest of the child care bill that is owed to me?

**A.** If a family receiving CCA does not pay the child care bill, you have the right to use your policy for non-payment just as you do for private-pay families.

**Q.** It is hard to get families to sign the attendance records for their child; they are often in a hurry and sometimes do not come all the way into my house. Can I just have them sign each month or week, or just when CCA requests my records?

**A.** No. Records that are not signed daily do not comply with CCA requirements.

**Q.** Since I am receiving money from the State of South Dakota, am I considered a state employee?

**A.** No. You are not considered to be an employee of the state. You are still considered to be self-employed as you are only receiving payment from the state on behalf of eligible families.

# Child Care Assistance Office Closure Dates

Child Care Assistance will be closed on the following holidays:

- New Year's Day January 1
- Martin Luther King Jr. Day Third Monday in January
- President's Day Third Monday in February
- Memorial Day Last Monday in May
- Juneteenth June 19
- Independence Day July 4
- Labor Day First Monday in September
- Native American Day Second Monday in October
- Veteran's Day November 11
- Thanksgiving Day Fourth Thursday in November
- Christmas Day December 25

When a holiday falls on a Sunday, CCA will be closed on the following Monday.

When a holiday falls on a Saturday, CCA will be closed the preceding Friday.

Additional days may be proclaimed as a legal holiday by the Governor of South Dakota or the President of the United States. In the event of such an occurrence, CCA will be closed.