



Care 4 Kids

Overview

Welcome to the Care 4 Kids Program!

Care 4 Kids helps low to moderate income families in Connecticut pay for child care costs. This program is sponsored by the Connecticut Office of Early Childhood (OEC).

The Federal Child Care and Development Block Grant (CCDBG) and state dollars fund this important program to support families of children ages birth through twelve years.



Topics Covered

Eligibility

Compliance

Application Process

Payments

Provider Portal

Resources

Eligibility

Provider Eligibility – Basic Requirements

All providers

- Must be providing care in a legal child care setting
- Cannot have any substantiations with DCF
- Cannot have a criminal background
- Provider must complete the pre-service training requirement prior to becoming eligible for payment
- Provider may require payment from the parent until C4K approval
- At least 20 years of age and capable of providing safe and competent child care services.



Provider Eligibility – Basic Requirements

Unlicensed Relatives must be an immediate relation to the child

- Aunt and/or Uncle
- Grandparent and/or Great Grandparent
- Adult Sibling to the child, living outside of the child's home

→ **Cousins, God Parents etc., are not eligible to receive payments from the Care 4 Kids program on behalf of the family**



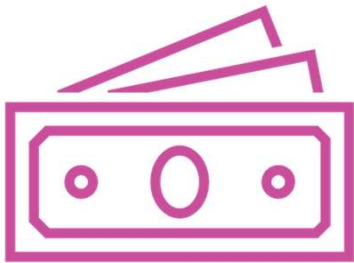
Parent Eligibility – Basic Requirements

- Parent needs to be working or in an approved Training Program
- There should be no other parent in the home available to provide child care
- Parent must be participating in the activity during the hours of child care
- Family must be income eligible



Effective December 1, 2023, families, and children eligible for protective services which includes DCF adopted children for 12 months from the date of adoption and families experiencing homelessness and DCF foster children, shall be given the highest priority for Care 4 Kids.

Parent Income Eligibility Guidelines



The income limit for families applying for Care 4 Kids must be less than 60% of the State Median Income (SMI).

<https://www.ctcare4kids.com/care-4-kids-program/income-guidelines/>

Unlicensed Relative Child Care

All Unlicensed Relative providers who receive C4K must complete a one-time health and safety orientation.

One-Time Orientation Requirement:

Unlicensed Relative Providers will be eligible for payment the day after the orientation is completed.

- Provider Orientation Program (POP) Preservice Training (One Time Training)

Department of Children and Families (DCF) and Criminal Background Checks

All unlicensed Care 4 Kids providers must complete the DCF Authorization for Release of Information Form online. This form is used by DCF to complete a background check for unlicensed providers. Submission of this form is an eligibility requirement of the Care 4 Kids program and must be submitted to Care 4 Kids. If the DCF substantiation makes a provider ineligible for Care 4 Kids payment, the provider will be required to repay benefits issued. [Click here](#) to complete the DCF Authorization for Release of Information form.

All Care 4 Kids unlicensed providers are subject to criminal background checks. If the results of the criminal background check confirm a crime on the crimes list which makes a provider ineligible for Care 4 Kids payment, the provider will be required to repay the benefits issued. [Click here for a complete crime list](#)

Licensed Family Child Care Providers

All C4K providers including home-based, licensed center, licensed group home, and license-exempt public schools and municipalities are required to complete the Federal Care 4 Kids Health and Safety Orientation.

Training Requirements:

Licensed Family Child Care Owners that are new to the Care 4 Kids program will be eligible for payment the day after all training requirements are completed.

- Provider Orientation Program (POP) Preservice Training (One Time Training)
- Care 4 Kids' Federal Online Health and Safety Orientation (One Time Training)
- First Aid, CPR & Medication Administration Training

Annual Requirements:

10 hours of annual professional development including at least one training on a health and safety topic area as defined in the Federal Child Care Development Block Grant. Click on link to see complete list of topic areas. [Health and Safety Requirements | Child Care Technical Assistance Network \(hhs.gov\)](#)

Visit the [Care 4 Kids website](#) for more information.

Licensed Family Child Care Assistants and Substitutes

All teacher assistants and substitutes working in licensed family childcare homes must complete the Care 4 Kids Health and Safety Orientation and other Training requirements.

Training Requirements:

- Care 4 Kids Federal Online Health and Safety Orientation – All Topics Required (One Time Training)

Annual Requirements:

10 hours of annual professional development including at least one training on a health and safety topic area as defined in the Federal Child Care Development Block Grant. Click on link to see complete list of topic areas. [Health and Safety Requirements | Child Care Technical Assistance Network \(hhs.gov\)](#)

Visit the [Care 4 Kids website](#) for more information.

Application Process

Application Process – Step 1

The first step is to complete the Application and/or Redetermination Form.

Remember to sign and date your form so it can be processed.

Employment /activity verification is required by submitting two weeks of current and consecutive paystubs if you're employed or written verification of enrollment in an educational/training activity.

There is a convenient checklist on the Care 4 Kids [website](#).



Application & Supporting Documents Checklist

Thank you for completing the Care 4 Kids (C4K) Application. In order to complete your application, please be sure to submit the following required documents:

- Parent Provider Agreement Form (4 pages)**
 - Required with all applications and redeterminations.
 - To be completed by you and the child care provider.
 - If your child care provider is new to Care 4 Kids, the provider's W-9 is required.
 - All new C4K providers must complete all orientation requirements for program staff prior to applying for C4K. See the C4K website for provider requirements – [Provider Requirements – CT Care 4 Kids](#)
 - Providers will be eligible for payment the day after the training is completed.
 - If you need help finding a provider, call 2-1-1 Child Care at 2-1-1 or 1-800-505-1000.

If **currently employed**, the following are required for you and the other legal parent in your home (if applicable):

- Existing Employment Income Verification (e.g. pay stubs, employer letter)**
 - If paid weekly, submit the last 4 pay stubs
 - If paid bi-weekly or semi-monthly, submit the last 2 pay stubs
 - If paid monthly or annually, submit the last 1 pay stub

If **beginning new employment**, the following are required for you and the other legal parent in your home (if applicable):

- New Employment Verification (Letter from Employer)**
 - Letters must be completed by the employer and contain the following:
 - Current date
 - Employment start date
 - Average weekly hours
 - Gross earnings
 - Title and contact phone number of the individual preparing the letter

If **self-employed**, the following are required for you and the other legal parent in your home:

- Self-Employment Verification**
 - Most recent signed and dated IRS tax forms (1040, Schedule 1 and Schedule C); or
 - Self-Employment Business Form (can be found at <https://www.ctcare4kids.com/wp-content/uploads/2023/07/Self-Employment-Form-English2023.pdf>); and
 - Business records including business income and expenses.



Parent Portal

The screenshot shows the 'Care 4 Kids Dashboard' for a user named John. The dashboard includes a sidebar with 'My dashboard', 'Upload/View Documents', and 'View Notices'. The main content area is titled 'Child Care Cases (1)' and shows a case for 'Child Care' with a case number of 49999999. The status is 'APPROVED'. There are buttons for 'Initiate Redetermination', 'View Notices', and 'Report Change'. Annotations with arrows point to these buttons and the 'View Notices' link, explaining their functions. A 'GET STARTED' button is also visible in the top right corner of the dashboard area.

Annotations:

- Click to see copies of the notices sent to you (points to View Notices)
- Click to review your case information ahead of submitting your renewal (points to Initiate Redetermination)
- Click to notify us of changes to your case (points to Report Change)
- Present status of your case (points to APPROVED)
- Click to see copies of the notices sent to you (points to View Notices)
- Click to see more (points to dropdown arrows)

The screenshot shows the 'Get Started on the Care 4 Kids Application' page. It includes a 'GET STARTED' button at the top right. Below the button, there is a section titled 'Effective March 1, 2023, Care 4 Kids will be using an Enrollment Management Waitlist for New Applications.' followed by a list of eligibility requirements. A 'GET STARTED' button is also at the bottom right. Annotations with arrows point to these buttons, explaining their functions.

Annotations:

- Click either to begin (points to both GET STARTED buttons)

Applications and Redeterminations can be completed and submitted [online](#).

Application Process – Step 2

Complete Parent Provider Agreement Form (PPA)

- Section 1 – Parent information
- Section 2 – Child Care Provider information
- Section 3 – Children’s care schedule, start date of care and weekly charge
- Section 4 – Provider must sign and date
- Section 5 – Parent must sign and date

→ Both the parent and provider must sign the PPA and discuss case information with the child care provider.

Parent Name:	C4K Case Number:
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Si quiere recibir este formulario en Español, llame al 1-888-214-5437.

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Parent-Provider Agreement Form

This form tells us about the child care arrangement.

Step 1: This form must be completed by the parent and the child care provider.
➤ **Parent** – Complete Sections 1, 3 and 5.
➤ **Child Care Provider** – Complete Sections 2, 3 and 4.

Step 2: Make sure all sections have been filled in and the information is correct. Answer all Yes or No questions by checking the right box. Once you have filled out and checked this form, make sure the parent and provider sign and date this form. If you need help, call 1-888-214-5437 or visit www.ctcare4kids.com. **Incomplete forms may not be accepted and will delay processing.**

Step 3: All Care 4 Kids (C4K) providers **must complete** all orientation and annual training requirements prior to receiving payments. See the C4K website for provider requirements: [Provider Requirements – CT Care 4 Kids](#)

Step 4: The law requires us to report all payments to the Internal Revenue Service (IRS) for income tax purposes. If you are a new child care provider with Care 4 Kids (C4K), you **must** provide us with your Social Security Number or Federal Employer Identification Number and fill out an IRS W-9 form. To get a W-9 form by mail, call 1-888-214-5437, or download the form at www.ctcare4kids.com. If you have already submitted a W-9 form to us, you do not need to fill out a new form unless your information has changed. Care 4 Kids does not withhold income taxes. Providers are responsible for paying taxes to the IRS and the State of Connecticut.

Step 5: Submit the completed form to: **Care 4 Kids, 55 Capital Boulevard, Rocky Hill, CT 06067** or fax it to: **1-877-868-0871**.

SECTION 1: PARENT INFORMATION (To be completed by Parent)

Parent Name: _____ C4K Case Number: _____
Last Name, First Name, Middle Initial

Parent Address: _____ City, State, Zip Code: _____

Telephone Number: (Cell) _____ (Secondary) _____

Reason for submitting this form: Part of my Application or Redetermination Reporting changes or a new provider

SECTION 2: CHILD CARE PROVIDER INFORMATION (To be completed by Provider)

What type of child care provider are you? **Are you accredited by any of the following? (check if yes)**

<input type="checkbox"/> Unlicensed Individual (relative)	<input type="checkbox"/> National Assoc. for the Education of Young Children (NAEYC)
<input type="checkbox"/> Licensed Family Child Care Home	<input type="checkbox"/> Council on Accreditation (COA)
<input type="checkbox"/> Licensed Child Care Center	<input type="checkbox"/> New England Assoc. of Schools and Colleges (NEASC)
<input type="checkbox"/> Licensed Group Child Care Home	<input type="checkbox"/> National Assoc. for Family Child Care (NAFCC)
<input type="checkbox"/> Licensed Youth Camp	
<input type="checkbox"/> Exempt Youth Camp	
<input type="checkbox"/> Exempt Center Based Program	

SECTION 2A: LICENSED CHILD CARE PROVIDERS/EXEMPT PROGRAMS (To be completed by Provider)

PROVIDER NAME

Center Name: _____ Licensed Home: _____
(Last) (First)

Address where child care is provided: _____
Street City State Zip Code

Telephone Number: (Cell) _____ (Secondary) _____

Date of Birth: _____ C4K Provider ID: _____ License Number: _____
Family Home Providers Only

Please list the address you would like notices to be mailed if different from the address where child care is provided:

Street Address: _____ City, State, Zip Code: _____

Application Process – Step 3

Approval or Denial

Parent and Provider will receive a Child Care Certificate or a Denial Notice

→ **Payment is not guaranteed until certificate issuance**



How Families Stay Eligible

→ Families must report changes within 10 days

- Families must report end of an approved work, education or training activity.
- Families must report household income that exceeds the program's income threshold.
- Families must report changes in family size if those changes result in the household income exceeding the program's income threshold.
- Families must report a change in provider.

Fraud Prevention

- The Care 4 Kids program takes measures to ensure the integrity of the program and independently verifies eligibility of clients and child care providers.
- The State of Connecticut may conduct unscheduled visits to verify any household, employer, or provider circumstances.



Fraud Prevention

Avoid Paying a Recoupment

Report Changes within 10 days

- Hours of Care
- Amount Charged
- Child Stops Attending
- Change to care location
- Change in criminal or child abuse/neglect history

Civil or Criminal Charges

- Knowingly omit, misrepresent, or provide false information to Care 4 Kids or do not report changes in a timely manner that affect payments or eligibility
- Liable for **all** penalties associated with crimes, including, but not limited to, larceny by defrauding a public community, conspiracy to commit larceny by defrauding a public community, vendor fraud, forgery, false statement, and other relevant crimes pursuant to Title 53a of the Connecticut General Statutes.

Licensing Division

Report any child fatalities and any injuries that result in a child being admitted to a hospital that occur while a child is in care to:

The Office of Early Childhood
Licensing Division
1-800-282-6063

Payment

Understanding Your Child Care Certificate

Case Number: 50000101

The Payment table shows the details of the certificate.

Start Date	End Date	Age Group	Care Level	Actual Reimbursement Rate		Amount of Payment			
				Base Approved Payment Amount per Week	Special Needs	Monthly Provider Incentive (+)	Monthly Family Fee (for child) (-)	Total Monthly C4K Payment Amount	
07/01/2018	08/31/2018	Pre-School Age	FT	\$150.00	No	NA	\$0.00	\$645.00	
09/01/2018	07/31/2019	School Age	FT	\$146.00	No	NA	\$120.00	\$508.00	

Total Monthly Payment paid to the provider by Care 4 Kids.

Care Level: Quarter Time (QT) is 1-15 hrs per week; Half Time (HT) is 16-34 Hrs per week; Full Time (FT) is 35-50 hrs per week; Extra Full Time (EFT) is 51-65 hrs

Age Group: Infant is 0 – 2 years; Pre-School is 3 – 5 years; School Age is 6+ years

Please note the following:

- This Certificate replaces all previous versions of the Certificate for this child.
- This Certificate mentions all information including any changes in the Payment Amount, Age Group or Care Level changes during the Certificate period.
- The Total Monthly Payment Amount is what we will pay on a regular basis during the period of this Certificate. If we approve additional amounts for extra hours or other special payments, we will send you a separate notice.
- Your provider may charge more than the Care 4 Kids Base Approved Payment listed above. In this case, your provider may charge you the Family Fee AND this additional amount. You are responsible to pay these amounts.
- Base Approved Payment Amount per Week - the amount Care 4 Kids has approved prior to any positive or negative adjustments.
- The Care 4 Kids Basic Rate takes into account your child's special needs.

If you have any questions, please call Care 4 Kids at 1-888-214-5437.

A copy of this notice has been sent to the provider.

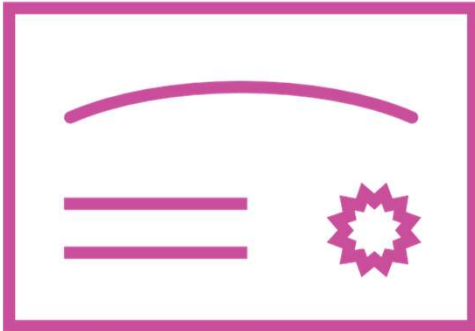
Thank you.

The additional payment for approved special needs is included in the Base Approved Payment Amount in the table above.

- Approved Care Hours
 - Quarter Time 1-15 hours/week
 - Half Time 16-34 hours/week
 - Full Time 35-50 hours/week
 - Full Time Plus 51-65 hours/week
- [Care 4 Kids \(C4K\) Maximum Payment Rate](#)
- Minus the Parent's Family Fee
- C4K Monthly Payment Amount
- Start and End date of Certificate

Effective December 1, 2023, Care 4 Kids will issue child care payments on behalf of DCF. All invoices will be submitted to C4K and one monthly payment will be issued to child care providers.

What is a Family Fee?



- Portion of the approved child care cost paid by the parent to their child care provider.
- Based on the household income and family size.
- Deducted from the youngest child.
- **The parent is responsible to pay any additional cost to their child care provider not covered by Care 4 Kids.**

Incentives for Receiving NAFCC and an Associate's Degree



Licensed Family Child Care Providers can **receive more \$\$\$** when they become accredited through the **NAFCC**

- What is **NAFCC**? - NAFCC is the National Association for Family Child Care. NAFCC is a professional association that promotes high quality early childhood experiences through their accreditation process.

Licensed Family Child Care Providers and Unlicensed Relative Care Providers can **receive more \$\$\$** when they achieve an associate's degree in Early Childhood Education.

- What is an **Associate's degree** in Early Childhood Education? - Generally, a 60 credit-hour (2 year) degree which prepares students to educate, guide, and monitor the development of young children between the ages of birth and 8 years-old.

How much will Care 4 Kids pay for these incentives?

- Currently, providers with **NAFCC** accreditation receive a **12.5% incentive**.
- **Licensed family child care providers** and **unlicensed relative providers** who achieve an associate's degree in ECE will receive a **3% rate increase incentive**.

How Will I Receive These Payments?

MUST have an account with the OEC registry. All documentation must be uploaded to the registry website as proof of completion.

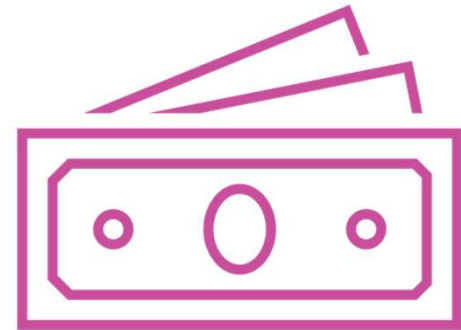
MUST have current/active child care certificate from Care 4 Kids. Care 4 Kids will issue incentive payments once OEC sends verified records of completion.

Electronic Payments

Payments are issued to Child Care Providers through Direct Deposit.

Child Care Providers will be mailed an enrollment packet with instructions to register online.

→ Once Care 4 Kids has processed payment, allow two (2) business days for funds to be available.



Electronic Invoicing



Invoices will only be available for viewing and submission through the [Care 4 Kids Provider Portal](#)

→ The invoice must be completed, electronically signed and submitted by the due date listed on the invoice.

Provider Portal



Provider Portal

New navigation to quickly get to the section you are looking for.

Click here to quickly access your profile

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Dashboard Payments Invoices eDocs Inbox Contact Us

Profile Logout

welcome!

NEW - Click here to view your Payment Summaries. Only Payment Summaries generated from the updated Care 4 Kids computer system can be viewed here.

This feature is only available for Licensed Providers to access Secure Messaging.

You are logged in as:

Provider ID: 200110797
JANE SMITH
 1344 Silas Deane Highway
 Rocky Hill, CT 06067

Primary Phone Number:
 860-571-7500

Email Address:
 test@123abc.com

Update Your Profile Information

Click here to edit your Profile Information including your email address, password and Payment Method.

Click here to quickly access your Profile Information to edit your Payment Method.

Payments

Unpaid Invoices:

Inv#:	Status:	Due:
850	Open	02/28/19
317	Submitted	02/28/19

[See all Invoices >](#)

Recent Payments:

Document Title:	Paid:
Child Care Check Remittance only	10/16/18
Child Care Remittance only	10/14/18

[See all Payments >](#)

Note: not all payments will appear here while we transition.

Payment Method:
 Payments are currently being made to your debit card #...

[Update Payment Method >](#)

Communications

Unread Messages:

Subject:	Date:
Outreach Request	10/26/18

[See all Inbox Conversations >](#)

Unread Documents:

Title:	Date:
Special Mailing Notice	10/16/18

[See all Documents >](#)

Note: not all documents will appear here while we transition.

Coming soon for all providers is electronic access to all notices including Certificates and Missing Information Notices

How to Read Your Care 4 Kids Electronic Invoice

Sample Electronic Invoice

Invoice: open

Service Month: January 2016 Invoice Date: 02/08/2016 Provider ID:
Invoice Number: 2534593 Due Date: 06/07/2016 Provider Name:

CHILD'S NAME

Cert: 2002393 Still in care? Actual Days: 22 Actual Charge (\$): 602.00 Additional Hours? Edit Approve
Cert Details Yes No Never Attended

Family ID: Total number of days per month approved by Care 4 Kids Your actual charge from the PPA

Care Level: FT Total Approved Days per Month: 194.0
Start Date: 01/28/2016 Provider Monthly Charge: \$602.00
End Date: 01/28/2016

Please approve all entries before signing and submitting the invoice.

I certify that the information submitted on this invoice is true and accurate.

Type name of individual submitting this invoice: _____ Date: 04/19/2016

Save Submit

To send your invoice to Care 4 Kids, click on Submit

Certify that the information submitted on the invoice is true and accurate, then type your name

Started your invoice but not ready to submit? Click on Save to finish later

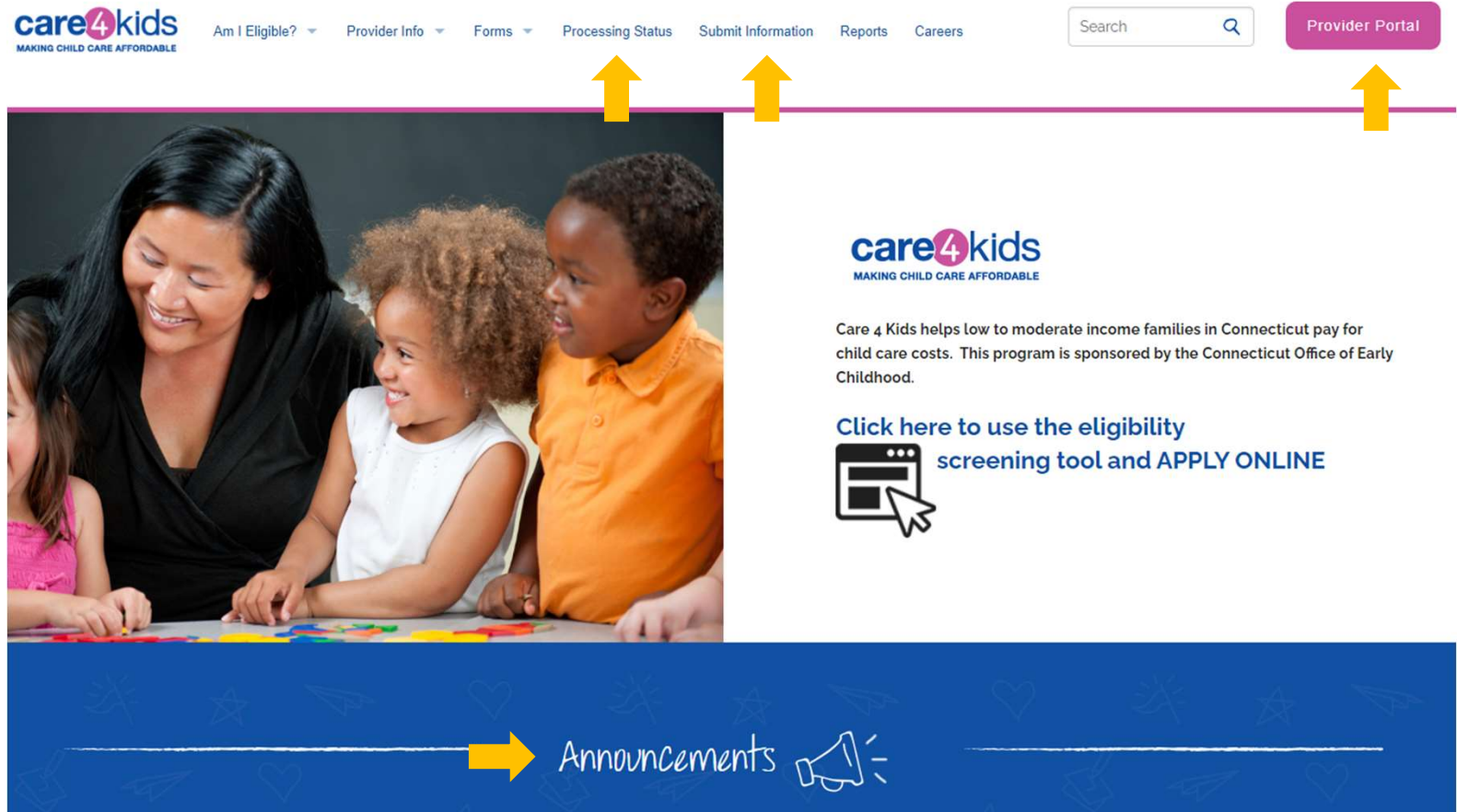
Understanding your Monthly Invoice



- Invoices will be available on the first of each month.
- Provider completes actual charges and the days the child attended.
- Provider must sign and date the invoice.
- Report last day of child care.
- Request extra hours.
- Invoice processing timelines are up to 15 days.

Resources


Care 4 Kids Website




The screenshot shows the Care 4 Kids website header with the following navigation links: Am I Eligible?, Provider Info, Forms, Processing Status, Submit Information, Reports, and Careers. A search bar and a purple 'Provider Portal' button are also visible. Three yellow arrows point to the 'Processing Status', 'Submit Information', and 'Provider Portal' links.

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Am I Eligible? ▾ Provider Info ▾ Forms ▾ Processing Status Submit Information Reports Careers

Search 


Provider Portal




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Care 4 Kids helps low to moderate income families in Connecticut pay for child care costs. This program is sponsored by the Connecticut Office of Early Childhood.

[Click here to use the eligibility screening tool and APPLY ONLINE](#)



Announcements 

Quick Links




Do you have any other health/human service needs today?

2-1-1 connects callers, at no cost, to critical health and human services in their community

Visit 2-1-1



- Program Information
- Provider Information
- Provider Portal
- Forms
- Reports
-  Contact Us

Quick Links

- Am I Eligible?
- C4K Weekly Payment Rates
- Online Application
- Processing Status
- Parent-Provider Agreement (PPA)

- Program Changes
- Search for Care
- Office of Early Childhood
- CSEA-SEIU



Select Language

Powered by
Google
Translate



Contact Information

www.ctcare4kids.com

55 Capital Blvd

Rocky Hill, Connecticut 06067

Call 1-888-214-5437

Fax 1-877-868-0871



How did we do?

Please take a moment to fill out our questionnaire by scanning the QR code below:

