



**West Virginia Department of
Health and Human Resources**



**Tiered Reimbursement Application for
Family Child Care Homes**

New Tier Level

A tiered reimbursement system offers higher subsidy payments to programs that demonstrate they meet higher standards of care. Programs are now able to apply for Tier II reimbursement rates if higher quality standards are met. A child care home may receive one of three tiered rates based on the age of the children in care and the program’s tier level. The following table shows the difference in payment rates:

RATE TYPE	INFANT (0-24 Months) Day/Month	TODDLER (25-36 Months) Day/Month	PRE-SCHOOL (37-59 Months) Day/Month	SCHOOL-AGE (60 Months & Up) Day/ Month
Tier I	\$20 / \$400	\$20 / \$400	\$20 / \$400	\$16 / \$320
Tier II	\$22 / \$440	\$22 / \$440	\$22 / \$440	\$18 / \$360
Tier III – National Accreditation	\$24 / \$480	\$24 / \$480	\$24 / \$480	\$20 / \$400

Tier I Rates

If you are registered as a family child care home, you are a Tier I provider and receive Tier I rates through the child care subsidy program.

Tier II Rates

To be eligible for Tier II, you must document that you meet the additional standards which are attached. Your program must have a regular certificate of registration for at least six (6) months in WV and must enroll children who receive subsidies for care. A Tiered Reimbursement application form is attached that must be completed and submitted with the required documentation in order to be eligible to receive the Tier II rates.

Tier II Application Instructions

- Providers may submit the documentation material in one of two formats:
 1. You may create a compact disc (CD) with documentation material for each standard. Each item of documentation should be saved on the CD as the category name followed by the documentation number to which it applies. For example, the parent contract for your program will be saved on the CD as “Program Management #1.”
 2. You may also create a validation notebook using a three-ring binder divided into the eight sections of tiered standards (same as categories on CD) with all documentation in the appropriate section. Each item of documentation should be labeled in red in the upper right hand corner with the corresponding number. For example, a copy of your program’s parent contract will be labeled with a red “1” on the upper right hand corner, under the “Program Management” section.
- Please label the front of your documentation CD or notebook with your name and/or the name of your program.
- The required documentation must accompany this form, and will be used to validate Tier II Reimbursement status.
- Tier II training requirements must be met with training that is registered with WV STARS or approved by your regulatory specialist. Applicable courses completed at accredited colleges or universities are also acceptable.
- Programs that have been approved for Tier II Reimbursement will be required to submit a validation notebook annually, with accurate and updated documentation materials.

- Keep a copy of this application and supporting documentation for your records. Material that is submitted to the Division will not be retained after review. Any Department employee may come to your program to check your validation material at any time.
- The Division of Early Care and Education has 60 days to approve your application once submitted. You will receive a written notification of the action taken on your application. Once an application is approved, the new rate becomes effective the first day of the following month.

Tier III

To be eligible for Tier III, you must be nationally accredited. At present, child care homes may be accredited by either the National Association for Family Child Care. For more information on NAFCC accreditation, you may contact:

National Association for Family Child Care
Attention: Accreditation
5202 Piedmont Drive
Salt Lake City, Utah 84123
Phone: 1-800-359-3817
Fax: (801) 268-9507
Website: <http://www.nafcc.org>

Tier III Application Instructions

Family child care homes that are accredited and not already receiving Tier III reimbursement rates must submit the attached application form and a copy of the certification of accreditation from the above accrediting agency. However, no further documentation is needed beyond the certificate. Just submit the application form and your certificate of accreditation to the address below. If you lose your accreditation status, you must immediately notify the Division of Early Care and Education in writing either by e-mail or regular mail, as you will no longer be eligible for the increased payment rates.

Mailing Address and Contact Information

Submit Tiered Reimbursement application and documentations to:

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
DIVISION OF EARLY CARE AND EDUCATION
ATTN: JESSICA DIANELLOS
350 CAPITOL STREET, ROOM B-18
CHARLESTON, WV 25301

If you have questions or need further information, contact Jessica Dianellos by email at Jessica.L.Dianellos@wv.gov or by phone at (304) 558-6669.

**APPLICATION FOR WEST VIRGINIA TIERED REIMBURSEMENT
FAMILY CHILD CARE HOMES**

I. PROVIDER INFORMATION

1. Provider Name: _____

Phone Number: _____ **E-mail Address:** _____

Physical Location Address:

Street _____ City _____ State _____ Zip Code _____

Mailing Address (if different):

Street _____ City _____ State _____ Zip Code _____

II. TIER FOR WHICH YOU ARE APPLYING

TIER II - ATTACHED IS THE REQUIRED TIER II DOCUMENTATION

TIER III - ATTACHED IS A COPY OF MY CERTIFICATE OF ACCREDITATION

Provider Signature: _____ **Date:** _____

III. DOCUMENTATION REQUIREMENTS FOR TIER II REIMBURSEMENT

Section I. Program Management:

1. The Parent Contract for your program, which should include:
 - Hours of operation
 - Supplies needed for care
 - Vacation policy
 - Parent communication policy
 - Written positive guidance policy
2. Liability insurance policy

Section II. Health, Safety and Nutrition:

3. Emergency Preparedness Plan for your program
4. One (1) example of your program's food menu for at least one week, which is posted in the food preparation area.
5. Two (2) examples of both indoor and outdoor play equipment used in your program.

Section III. Child Growth and Development:

6. Lesson plans for each age group in your program showing activities that support each area of development, including social-emotional, physical, cognitive, language/communication and creative expression.

Section IV. Positive Interactions and Relationships:

7. A copy of your program's written rules in simple language, which are posted for children to see.

Section V. Curriculum:

8. A description of the learning centers used in the classrooms in your program, including five (5) examples of materials used in each learning center.
9. Three (3) examples of the books in your program that are available to children for each age group served, including books for infants, toddlers, preschool and school-age children (where applicable).
10. Daily schedule showing at least 30 minutes each day for the following types of activities:
 - Choice time (children choose their own activities)
 - Active gross motor activity
 - Fine motor activity

Section VI. Child Observation and Assessment:

11. An example of at least one (1) type of informal child assessment implemented in your program.

Section VII. Family and Community:

12. At least one (1) example of daily communication with parents and family involvement (i.e. form used to communicate daily notes, letter sent home to parents, parent survey or newsletter, items from parent bulletin board, etc.).
13. The name of the community support service used in your program at least once per quarter.

Section VIII. Professionalism:

14. A copy of the program provider's WV STARS Credential Certificate and training transcript for the STARS Career Pathway.
15. A copy of the current CPR and First Aid certification/card for the program provider.
16. Evidence of completion for training in the Family Child Care Environmental Rating Scale-Revised (FCCERS-R) self-assessment for the program provider **and** a completed self-assessment for your program using FCCERS-R.
17. Letter from an early interventionist stating that you work with him or her in your program (if applicable). If this standard does not apply to your program, submit a non-applicable statement with your documentation.
18. Certificate of attendance for the program provider for an early childhood conference showing attendance within the past year.

IV. CERTIFICATIONS

1. Access to Monitor Documentation File. The child care provider shall fully cooperate and assist the Department or its representative(s) with respect to the monitoring responsibilities and activities deemed necessary and appropriate by the Department at its sole discretion. The child care provider shall allow for the performance of onsite monitoring reviews by the Department or its representative(s), and agrees to provide any technical assistance, reports, records, documentation and to comply with all requests for information as deemed necessary and appropriate by the Department, at its sole discretion, to fulfill its monitoring responsibilities and objectives. The Department or its authorized representative(s) shall be given full and complete access to all information and personnel related to the performance of this agreement to ensure that program activities and cost are consistent with goals and objectives of the Department.

The Department and its Inspector General, State Auditors, program monitors, or any duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of the child care provider, in order to make audits, examinations, excerpts, transcripts and copies of such documents.

2. Self-Certifying Statements

The following are additional Tier II Standards not requiring documentation at this time, please sign below to certify compliance with these standards:

- I attest that all heavy furniture which is easily tipped, such as shelves and entertainment centers, are securely anchored to the wall in my family child care program.
- I attest that all play equipment used in my family child care program, such as climbing equipment and swings, are securely anchored into place to prevent injury from tipping.
- I attest that the toy chests or storage containers used for toys in my family child care program have either safety hinges and air holes, or no lid to prevent injury from suffocation.
- I attest that all food allergies for children in my family child care program are posted in the food preparation area.
- I attest that my family child care program uses safe sleeping practices for napping infants, including caregivers who are alert at all times to supervise infants during naps and visually check on the infants at a minimum of every 15 minutes.

I, _____, hereby certify that my child care program meets the quality standards required for Tier II of the *Home Based Tiered Reimbursement System*. I further certify that I will continue to meet the quality standards in addition to West Virginia Licensing Requirements. I understand that my program is subject to on-site inspection at any time, and that failure to maintain the quality standards or to maintain the required documentation on site will result in the loss of the \$2.00 extra per day per child provided as an incentive for meeting higher quality standards.

Provider Signature: _____ **Date:** _____

Approved by: _____ **Date:** _____

INSTRUCTIONS FOR TIER II REIMBURSEMENT REQUIREMENTS

The following quality standards are the program requirements that family child care homes in West Virginia must meet in order to obtain a Tier II reimbursement rate.

- To be eligible for Tier II Reimbursement, your program must have a regular certificate of registration for at least six (6) months in WV and must enroll children who receive subsidies for care.
- Upon application for Tier II Reimbursement, it is mandatory that you document compliance with the required following standards to receive the Tier II Reimbursement Rate. A list of specific documentation materials are listed on the attached Tier II application.
- Tier II training requirements must be met with training that is registered with WV STARS or approved by your licensing agent. Applicable courses completed at accredited colleges or universities are also acceptable.
- For the purpose of Tier II standard requirements, qualified staff refers to staff members who have a high school diploma or GED and meet the requirements for the position of director, assistant director, lead teacher, teacher, assistant teacher or teaching assistant (as defined in Licensing Regulations).
- If you have questions or need further information, contact Jessica Dianellos by email at Jessica.L.Dianellos@wv.gov or by phone at (304) 558-6669.

TIER TWO QUALITY STANDARDS FAMILY CHILD CARE HOMES
SECTION I. PROGRAM MANAGEMENT
1. The program has developed a Parent Contract that includes hours of operation, supplies needed, vacation policy, and parent communication policy.
2. The program uses at least one community support service per quarter, such as TRAILS, Child and Adult Food Program (CACFP), libraries, behavior consultant, museum, etc.
3. The program has liability insurance.
SECTION II. HEALTH, SAFETY AND NUTRITION
4. The program has an emergency preparedness plan that includes what to do in the event of severe weather or hazardous conditions such as chemical leaks.
5. The play equipment used both indoors and outdoors in the program is safe and developmentally appropriate for the children who use it.
6. Heavy furniture which is easily tipped, such as shelves and entertainment centers, are anchored to the wall.
7. Climbing equipment, swings, etc. are securely anchored into place.
8. The program's toy chests have either safety hinges and air holes, or no lid.
9. The provider has menus posted and children's food allergies posted in the food preparation area.
10. The provider is alert to napping infants and visually checks on them at a minimum of every 15 minutes.

SECTION III. CHILD GROWTH AND DEVELOPMENT

11. The program supports all areas of development, including social-emotional, physical, cognitive, language/communication, and creative expression.

SECTION IV. POSITIVE INTERACTIONS AND RELATIONSHIPS

12. The program provider has attended a minimum of two (2) hours of professional development in positive interactions and relationships with children.

13. The provider posts written rules in simple language that children can understand.

14. The program has a written positive guidance policy in addition to simple rules.

SECTION V. CURRICULUM

15. At least **two (2)** of the following learning centers are provided to children in the program:

- a. Art (drawing materials, paints, 3-D materials, collage, tools);
- b. Library (books for all age groups);
- c. Building Blocks and accessories (unit blocks, homemade blocks, toy people, animals, vehicles, road signs);
- d. Dramatic/Pretend Play (housekeeping, different kinds of work, fantasy, leisure);
- e. Writing;
- f. Math/Numbers (counting, measuring, comparing, quantities, shapes, written numbers);
- g. Nature/Science (collections of natural objects, living things, nature/science books, games, toys, and activities);
- h. Technology (computers with educational programs, filtered internet access, tape recorders, CDs, and cameras).

16. Children in the program have access to books all day that are appropriate for the different ages of the children in care.

17. Children are offered at least 30 minutes each day for activities that they choose on their own.

18. Active gross motor activities are available to children in the program at least 30 minutes of each day.

19. Fine motor activities are available to children in the program for at least 30 minutes daily, such as writing, art, and scribbling.

SECTION VI. CHILD OBSERVATION AND ASSESSMENT

20. The family child care provider receives a minimum of two (2) hours of professional development in child observation and assessment.

21. The family child care provider has implemented informal child assessment that aligns with the goals of the program.

SECTION VII. FAMILY AND COMMUNITY

22. The family child care provider has at least one (1) method of family involvement such as a family bulletin board, family surveys, family newsletters, and/or family activities.

23. The family child care provider has a system in place for individual family communications that includes:

- a. Daily communication for families with children under age 3, and
- b. Weekly communication for those with children over age 3.

SECTION VIII. PROFESSIONALISM

24. The family child care provider permits an early intervention specialist to enter the home to provide services to a special needs child and to assure the environment is appropriate for the child.

25. The family child care provider is registered on the WV STARS Career Pathway.

26. The family child care provider has current CPR and First Aid certifications.

27. The family child care provider has ten (10) hours of approved training annually, encompassing a minimum of two (2) Core Knowledge/Core Competency areas.

28. The family child care provider has attended training on the Family Child Care Environmental Rating Scale-Revised (FCCERS-R) training and has completed a self-assessment of their program using the FCCERS-R.

29. The family child care provider has completed **one (1)** of the following:

- a. 1 semester of Apprentice for Child Development Specialist (ACDS),
- b. the Family Child Care modules,
- c. WV Infant and Toddler Training (WVIT),
- d. a 3 hour college course in Early Childhood,
- e. CQCE training, or
- f. 40 hours of credit toward the WV Early Childhood Certificate.

30. The family child care provider has completed training on:

- a. Sudden Infant Death Syndrome (SIDS), and
 - c. Child Abuse and Neglect, and
 - d. Medication Administration.
- (This is in addition to the self-study guide received upon registration.)

31. The family child care provider participates in an early childhood conference at least once a year.