Missouri Child Care Works Provider Agreement

Business Name:

MO DVN Number:

Additional DVN Numbers:

Authorized Signer Name:

Title:

Email Address:

Phone:

Missouri Child Care Works (CCW) is a child care assistance program offered by the State of Missouri, administered by Child Care Aware of Missouri and Kids Win Missouri, and powered by TOOTRiS. CCW is designed to make child care more affordable for Missouri's working parents, help Missouri's employers offer a highly desirable benefit that improves employee recruitment and retention, and support communities in expanding families' access to affordable, quality child care. Through CCW, participating families' child care costs are shared between families and other contributors, including employers, philanthropy, and the public sector.

Child Care Aware of Missouri and its technology partner, TOOTRiS, (CCAMO and its Partner) serve as intermediaries for CCW. As intermediaries, CCAMO and its Partner facilitate the collection of payments from contributors and families and remit them to child care providers to offset the direct child care costs of children enrolled in CCW. CCAMO and its Partner also provides documentation for contributors to claim any tax benefits for which they may be eligible.

To be eligible to participate in the program, child care providers must be either licensed in Missouri or registered in Missouri's child care subsidy program.

To receive CCW payments, please complete or submit the following electronically:

- This signed Provider Agreement
- W-9 (no need to return instruction pages)
- Complete your provider profile on TOOTRiS.com/providers

Agreement

This Agreement is between CCAMO and its Partner and your child care program (Provider). It outlines the responsibilities of CCAMO and its Partner as intermediaries for CCW and the Provider's responsibilities as a provider providing care for eligible children enrolled in CCW.

1) Provider agrees to claim their provider profile in TOOTRiS in order to participate in CCW. There is no charge to claim the profile. Assistance can be provided by CCAMO and TOOTRiS at no charge.

Sample

2) Provider agrees to notify CCAMO immediately if it receives Missouri child care subsidy, Head Start, or Early Head Start payments for any child enrolled in CCW. Families cannot receive other public child care assistance and CCW benefits for the same child.
3) CCW covers costs for care provided to eligible children beginning on the benefit start date. It does not cover registration fees (unless they are for direct care costs), one-time fees, late fees, or past-due balances; the child's family is responsible for these fees.
4) CCW is available to children receiving full-time care. If a child's care shifts from full-time status to half-time or part-time status, CCW benefits will terminate at the end of the month that care was reduced to half- or part-time.
5) Contributions from contributors and families participating in CCW will submit their contributions through TOOTRiS. To the extent possible, all contributions from contributors will be made one month in advance.
6) TOOTRiS will generate payments to the Provider via ACH deposit or mailed checks. Such payment amounts will consist of the contributions from contributors or families for direct child care costs to offset Provider's program child care fees for a child enrolled in CCW.
7) If Provider is planning a rate increase (for all families, including those not participating in CCW), Provider should update Provider's profile in the TOOTRiS portal. Parents or guardians are responsible for additional costs due to the rate change.
8) Provider agrees to notify CCAMO and its Partner immediately when an eligible child is no longer enrolled in Provider's program. Upon termination of a child's enrollment in Provider's program, all CCW Payments will terminate and parents or guardians of the child are 100% responsible for all child care fees owed to Provider. Provider is responsible for communicating this information to families.
9) If a child is no longer enrolled in CCW, parents and guardians are 100% responsible for any child care costs after the termination date. Provider agrees to permit the child to remain enrolled in Provider's program so long as parents and guardians continue to meet Provider's enrollment requirements. Provider is responsible for communicating this information to families.
10) Provider agrees that all information submitted is complete, accurate, and honest to the best of Provider's knowledge. If any information is found to be falsified, misrepresented, or omitted, Provider's participation in CCW could be terminated. CCAMO retains the authority to recoup the contributions that were made based on incorrect information.
11) Either party may terminate this agreement, with a 30-day notice, with or without cause, upon providing written notice to the other party.
12) Please email any required notices under this agreement to CCAMO at cckmw@mochildcareaware.org.

Each signatory below is authorized to enter this Agreement on its organization's behalf. By signing below, each party acknowledges that it has carefully read and fully understands this Agreement, and each accepts and agrees to be bound by the terms of this Agreement. This Agreement may be signed in counterparts, using an electronic or handwritten signature, which constitute one copy and are of equal effect, whether on original or electronic copies.

Sample

Provider:

Name:

Title:

Signature:_____ Date:_____

Child Care Aware of Missouri:

Name:

Title:

Signature:_____ Date:_____

TOOTRiS:

Name:

Title:

Signature:_____ Date:_____

Attachment
Provider W-9:

Sample

If you have questions or encounter a problem with CCW, please email Child Care Aware® of Missouri at CCW@mochildcareaware.org.

CHILD CARE WORKS