

CCAP Parent Policies Options Infant Center

Options Infant Center (OIC) will only honor and start child(ren) on the start date listed on the letter authorizing care. If a parent decides to take the child (ren) before the start date, parent will be responsible for the costs.

Teen parents waiting for CCAP authorization will pay \$30/month until CCAP case is approved and in effect. This fee is due the 1st of every month. The cost remains the same regardless of absences and/or school breaks. There is a \$1.00/day late fee until the \$30 month charge is paid.

OIC does not accept any verbal authorizations from the counties. All authorizations must be in writing.

All parent co-pays are due by the 1st of the month unless other arrangements have been made in advance. If the parent fee is not paid, care for the child will be discontinued until parental fee has been paid. There is a \$1.00/day late fee charged until parent fee is paid in full.

OIC provider will refuse care to all families who have not paid their parental fee/monthly fee by the 15th.

Parent is responsible for paying their late fees first and then paying their parental fee. Parental fee is due EVERY month regardless of the child's attendance (June & July not included).

It is the parent's responsibility to ensure that he/she/they have a current authorization, a pinned CCAP card and that he/she/they contact the county if any changes are needed in authorization.

It is the parent's responsibility to use his/her/their CCAP card everyday.

If a parent forgets his/her/their CCAP card said provider can deny care until the parent brings in their CCAP card.

The parent will be charged the private pay rate up front each time the client forgets the CCAP card. The provider will refund the payment or apply it to any outstanding parent fee if the client returns with the card and successfully records attendance.

If a denied or pending message appears on the receipt, OIC will not provide care until that message has been cleared. The parent will need to correct denied or pending swipes or contact his/her/their case worker to have this fixed.

If a parent misses a swipe or a denied message appears, the parent will be financially responsible for the days of attendance that can not be corrected by previous check in/check outs on the POS device.

Most counties allow only three absences per month. After three absences, the center is to report the lack of attendance to the caseworker.

If absences exceed three per month, OIC has the right to bill the parent their private rate.

I agree to all of the statements above and I agree to be in good standing with said provider.

Parent Guardian Signature

Date

Provider Signature

Date