



Child Care Provider Checklist

Best Beginnings Child Care Scholarship

You will need to log in to the Early Childhood Services Best Beginnings Child Care Provider Portal. This is where you will access invoices, authorization plans, Rights and Responsibilities, SOR's, etc.

<https://dphhs.mt.gov/CCUBS>

1. If you know your PS# and Password, proceed to log in.
2. If you do not know your PS# or Password, please call Child Care Connections (CCC) to receive your PS# and to be sure the correct email address is on file. If no email address is on file, a password will be mailed to you.
3. Once you have your PS# and confirmed the correct email address is on file – You may now request a new password. “Forgot password”
4. The new password will be sent to your email address and you may now log into the Provider Portal with your PS# and Password.

Sign off on your Rights and Responsibilities
Please read through these. Call CCC if you have any questions.

Sign up for online invoicing

To receive payment, you must have a W9 submitted to the Fiscal Department. Please call CCC to have this form mailed, faxed, or emailed to you.

Mail To:

Early Childhood Services
Rebecca Phillips
PO Box 202925
Helena, MT 59620

Fax To:

Early Childhood Services
Rebecca Phillips
406-444-2547

Fiscal phone number: 406-444-2803

To receive Direct Deposit:

Please contact us to receive a direct deposit form

- Your rates must also be updated in the system, please contact us to make sure your rates are updated so that you receive proper payment.
- Rates *ARE NOT* retroactive and will update on the 1st of the following month.
- Rates *ARE NOT* automatically updated if the reimbursement rate is changed.
- Rates **MUST BE** the same for all families attending your program.

Referral System:

Have you completed and submitted the Provider Information Form?
Update CCC on a regular basis with your openings.

IMPORTANT NOTES

Payments are made Tuesday and Thursday each week. Invoices must be turned in by 12:00 pm (noon) on the previous business day in order to be paid on the first payout. Invoices must be signed and indicate if family has paid the co-pay obligation.

Please note that payments could be delayed based on holidays and Fiscal production schedule.

Billing & Sign-in/out sheets:

All child care providers (FFN/RCE) shall maintain current sign-in/sign-out records for each child receiving child care assistance and utilize them as follows:

- Each time the child enters or leaves the facility identified on the Child Care Service Plan, the parent or other individual authorized to deliver or pick up the child shall sign the sign-in/sign-out sheet. An electronic signature system may be used if it employs a unique and confidential identification process for individuals. With electronic systems, providers must ensure verification that records are not able to be changed without parental involvement. If records can be changed, providers must have a policy in place which parents manually sign off on that the sign in and out sheets are true and correct.
- Sign-in/sign-out records must indicate the facility name and location, the child's name, the date, the hour, and the minute when the child enters and leaves the facility identified on the Child Care Service Plan. All children in attendance on a given day must be on the same sign-in/sign-out record and not be divided by family.
- The provider shall make their sign-in/sign-out records available to child care resource and referral agency staff and state and local government health, safety, or law enforcement representatives upon request.
- The provider shall keep sign-in/sign-out records for five years beyond the date of attendance.
- The provider shall manage sign-in/sign-out sheets in a manner which protects the identity of families receiving scholarship assistance but does not single them out.

Absent Days: A provider can claim payments for days that the child was absent. If a child is approved for 30 or more weekly hours, they are eligible for 2 absent days per month, rolling over when not used, from July 1 – June 30 each year. You must notify Child Care Connections if a child is absent for 5 or more consecutive days.

Notifications: If CCC terminates or reduces the scholarship before the end of the certification period, a 15-day notice will be given to the provider. When a parent is determined eligible notification will be mailed to the provider and parent indicating their co-pay, authorization dates and hours of care.



(406) 587-7786 or (800) 962-0418
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901 N. Benton Ave, Helena, MT 59601

Please feel free to visit our website at cccmontana.org or visit:
<https://dphhs.mt.gov/hcsd/childcare/childcarepolicymanual>