Provider Services FAQ’S

NEW PROVIDER

Q: How do I become a registered child care provider?
A: Family/Group Provider: To become a registered provider you must submit an application packet. You can find the application packet on the DPHHS website under child care licensing, click here. In addition, you must Complete orientation flow chart. There is a Pre-Oriention available that is optional and designed for individuals who would like assistance going through the application packet. For more information please call, 587-7786.

Q: Who is the child care licensor in our area?
A: Child Care Center: Contact Kirsten Geiger 522-2271 in the Bozeman area, Gloria Tatchell or Anna Haire 444-1954 in the Helena area.

Q: Where can I go to get more information about licensing regulations, paperwork and forms?
A: https://dphhs.mt.gov/qad/Licensure/childcarelicensing

Q: Can I watch a couple children in my own home?
A: Yes, you may watch 1 child per family from 2 families or all children from 1 family. If you are watching 3 or more children from different families it is a requirement to be licensed with the state of Montana. If you have children of your own they do not count in these numbers.

Q: Do I have to get licensed if I have a preschool?
A: If you provide care for children younger than three years of age, children three to four years of age more than 3 hours per day, children who are age five years for more than six hours a day you must be licensed.

Q: What training do I have to have before I can get licensed?
A: Please see the orientation flow chart.

Q: When can I start providing care?
A: You can take up to 2 children before you are registered/licensed. Before you are able to take more you must wait for a provisional license to be issued.

Q: How do I get clients (children/families)?
A: Once you are registered you need to fill out the Provider Information form and the Rate form and call our Referral Specialist at 587-7786.

Q: What immunizations do I have to have to provide care?
A: Measles and Mumps immunity, rubella immunity and TDAP.
Q: What immunizations do the children enrolling in my program need?

Q: Are there religious exemptions for immunizations in Montana?
A: No, all children in registered/licensed care must be immunized. The only exemption acceptable is a medical exemption and that must be documented with a physician’s note.

Q: What are the adult to child ratios for care in a family/group program?
A:

Provider’s children under the age of 6 are counted in the ratio

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Adult: Child</th>
<th># of Infants</th>
<th>In or outside home</th>
<th>Overlap Care</th>
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</thead>
<tbody>
<tr>
<td>Family</td>
<td>1:6</td>
<td>3</td>
<td>In or out</td>
<td>1:8</td>
</tr>
<tr>
<td>Group</td>
<td>2:12</td>
<td>6</td>
<td>In or out</td>
<td>2:16</td>
</tr>
<tr>
<td>Infant Only</td>
<td>1:4</td>
<td>Only infants</td>
<td>In or out</td>
<td></td>
</tr>
</tbody>
</table>

Q. What are the adult to child ratios for Child Care Centers?
A: 1:4 (babies) 1:8 (children ages 2-4) 1:10 (children ages 5-6) and 1:14 (children ages 7-10)

Q: What do I charge clients for child care?
A: We can’t tell you what to charge but we can tell you what the state would reimburse for the Best Beginnings Scholarship.

<table>
<thead>
<tr>
<th></th>
<th>Infant/Toddler</th>
<th>Preschool Age</th>
<th>School Age</th>
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<tbody>
<tr>
<td>Age 0 up to 3</td>
<td>$20.00</td>
<td>$40.00</td>
<td>$17.50</td>
</tr>
<tr>
<td>Age 3 up to 6</td>
<td>$17.50</td>
<td>$35.00</td>
<td>$13.13</td>
</tr>
<tr>
<td>Age 6 and over</td>
<td>$13.13</td>
<td>$26.25</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Center</th>
<th>$20.00</th>
<th>$40.00</th>
<th>$17.50</th>
<th>$35.00</th>
<th>$13.13</th>
<th>$26.25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>$16.50</td>
<td>$33.00</td>
<td>$15.00</td>
<td>$30.00</td>
<td>$11.25</td>
<td>$22.50</td>
</tr>
</tbody>
</table>
TRAINING

Q: How many training hours do I need a year?
A: 16 hours are required for licensing.

Q: What is the time frame to complete annual training hours?
A: Your “year” depends on your Practitioner Registry expiration date.

Q: What is the practitioner registry?
A: Workforce development database that tracks the Early Childhood workforce in Montana. Click here for information. If you are working in a licensed program you are required to be registered through the Practitioner Registry.

Q: Where can I take training?
A: Child Care Connections, www.childcaretraining.org, or any approved training through the Montana Early Childhood Project.

PROVIDER REQUIREMENTS

Q: What is required for NEW staff?
A: New staff are required to become a member of the practitioner registry and complete a series of training in order to be approved as a teacher. The new teacher orientation flow chart will walk you through the steps.

Q: Who is required to have an FBI background check?
A: All NEW staff upon hiring. FBI background checks will need to be re-done every 5 years after the initial check.

Q: Where can I get an FBI background check?
A: Child Care Connections has a LiveScan system for FBI background checks. You can go to either CCC office to get your background check. We offer walk-in hours from 8:30-10:30 Monday through Friday and by appointment. Background checks are $30. If you are an employee of a STAR 1 or above STARS program that fee is waived.
SPECIAL NEEDS SUBSIDY

Q: Can the Special Needs Scholarship apply to children over the age of 13?
A: Yes, children with disabilities are eligible for Best Beginnings Scholarships until age 18.

Q: Are all families of young children with disabilities eligible for this program?
A: Unfortunately, not all families with young children with special needs are eligible for Best Beginnings Scholarship program. Eligibility is limited to families whose income falls below a certain percentage of the federal poverty guidelines.

Q: Do all children with disabilities qualify for the Special Needs Scholarship if the family meets the financial eligibility requirements?
A: The Special Needs Scholarship is designed to assure that children with special needs receive high quality child care. The subsidy amount is directly linked to the child’s needs. Not all children with special needs require significant modifications to participate in child care routines and activities.

Q: Do children have to have a diagnosed disability to qualify for the Special Needs Scholarship?
A: No, a diagnosis is not required. However, relevant, appropriate supporting documentation of necessary modifications is required.

Q: I have chosen a Legally Certified Provider (LCP) to care for my child. Is the process still the same?
A: Yes, the same procedures already described are used to establish eligibility when the child is in this type of placement.

Q: What is the role of early intervention specialist, therapists, physicians, public health nurses, and others who work with young children with special needs and their families?
A: Collaboration is a key element in the eligibility process. Any professional providing support to your child can and should assist in the development of both the Rating Scale and the Child Care Plan.