



**TO DAYCARE PROVIDERS:**

ENCLOSED ARE THE FORMS YOU NEED TO COMPLETE FOR DAYCARE PAYMENT PROCESSING.

**PLEASE RETURN THE COMPLETED W-9 FORM, A COPY OF YOUR STATE ISSUED DAYCARE LICENSE, AND THE COMPLETED DAILY ATTENDANCE RECORDS TO THE ADDRESS BELOW.**

**KVC Behavioral HealthCare  
Accounting Services  
21350 West 153<sup>rd</sup> Street  
Olathe, KS 66061**

**ALL FORMS MUST BE COMPLETED AND A COPY OF YOUR LICENSE MUST ALSO BE SUBMITTED BEFORE PAYMENT CAN BE PROCESSED.**

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL (913) 322-4900 TO SPEAK WITH AN ACCOUNTANT.

OUR DAYCARE POLICIES HAVE ALSO BEEN INCLUDED FOR YOUR INFORMATION.



## **KVC Behavioral HealthCare DAY CARE PAYMENT POLICIES**

Welcome to KVC! We are pleased to have you as one of KVC's daycare providers. Please review the following daycare policies. Should you have any questions or concerns please contact the accounts payable department at 913-322-4900 or [accountspayable@kvc.org](mailto:accountspayable@kvc.org).

The individual contractors are responsible for determining their day care guidelines for the children whose case is managed by them. Contact your Family Service Coordinator for more details.

1. Daycare payments are made directly to the day care provider by KVC.
2. KVC is directed to pay the daily rate established by the Kansas Department for Children and Families (DCF), and cannot waiver from this reimbursement amount. KVC does not pay weekly or monthly rates. **Any difference between the state rate and the rate the daycare charges is the responsibility of the foster parent.**
3. KVC **does not pay** for deposits, enrollment fees, application fees, or transportation charged by the day care. These charges are the responsibility of the foster parents and should be paid from the daily rate received by the foster parents.
4. KVC will pay up to a maximum of **twenty (20) approved** hours per week for children attending school and up to a maximum of **fifty (50) approved** hours per week for children not attending school. **If a child is in day care for more than the approved hours, the foster family will be responsible for payment of the extra cost.**
5. KVC will pay a maximum of **three** absent days per month for full time daycare for the usual number of hours per day that a child is approved for day care.
6. KVC **will not** pay for holidays or other days the day care is not open for business. KVC *will not* pay an absent day on a *holiday* that the foster parents are not scheduled to work and/or attend school. KVC *will not* pay for day care hours when a child is attending school and not present at the day care.
7. The foster parent is responsible for signing in and out each child and noting the time on the Daily Attendance Record when a child is taken to and picked up from day care. KVC is not responsible for giving the Day Care provider notice when a child leaves our care or changes day care providers. This is the responsibility of the foster parents. KVC does not pay notice days when a child leaves the care of the provider.

8. In the event that a child or youth needs emergency day care (i.e. suspended from school, family emergency, etc.), the KVC case manager may be able to assist the foster parents in obtaining temporary arrangements. However, the primary responsibility to arrange for emergency day care, including transportation, rests with the foster parent. KVC must approve all emergency day care providers and requires a CANIS and KBI screen for each emergency day care provider.
  
9. A foster parent who operates a full-time licensed day care in their home must utilize the day care slot for a foster child in their home. Day care payments are not provided by KVC for children or youth residing in non-licensed relative placements or residential settings.