

# RECIPIENT RESPONSIBILITIES FOR SUBSIDIZED CHILD CARE SERVICES

## REQUIREMENTS

1. I understand I must provide written documentation of my income to my child care social worker so that eligibility for child care services can be determined. If written documentation is not available, signing this form gives permission to the child care social worker to verify income by telephone or through other documents on file in the county department of social services (DSS) or other agencies.
2. I agree to report changes to my child care social worker **within five (5) workdays** of when changes occur. If I am not sure whether to report a particular change, then I must contact my child care social worker for clarification.

Below are some changes that **I am required** to report to my child care social worker; however, there may be additional changes that could affect my services which I must also report.

- Change of address and telephone number.
- Marriage, remarriage, separation, or divorce.
- Change in members of your household.
- Child receiving child care services moves out of the home.
- Change of job or work shift, or increase/decrease in the number of hours or days employed.
- Increase or decrease in income from job, child support, or other sources.
- Loss of current employment.
- Increase, decrease, or change in hours of school or employment training attendance and class schedule.
- Change in the number of hours child care is needed.
- Other changes that may affect your eligibility for services.

**I understand that failure to report a change in my situation can result in the termination of child care services and/or prosecution for fraud.**

(See Continuation of Requirements on Reverse Side)

## ACKNOWLEDGMENT

**By my signature below, I declare that my child care social worker has fully explained my responsibilities as a recipient of the Subsidized Child Care Program. Also, that I fully understand and agree to the requirements on the front and back of this document and have been given a copy. I understand that I should keep my copy of this document where I can refer to it when I need to make a change or check the expiration date of my eligibility for child care services. I understand that if I give false, incorrect or incomplete information, or do not report changes on time, that I may be breaking the law and could be prosecuted for fraud.**

\_\_\_\_\_  
Parent/Responsible Adult

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative of Local Purchasing Agency (LPA)

\_\_\_\_\_  
Date

**White Original: Local Purchasing Agency (LPA)**

**Yellow Copy: Recipient**

**CONTINUATION OF REQUIREMENTS:**

- 3. I understand my child(ren) must attend the child care program on a regular basis and I must notify my child care provider when my child(ren) will be absent.
- 4. I understand I must call my child care social worker when my child(ren) is/are absent from the child care arrangement more than five (5) days during a month or if my child will no longer be enrolled at the center or home.
- 5. I understand I must pay the parental fees determined by my child care social worker to my child’s provider. Failure to pay these fees regularly and on time can result in termination of child care services and I will not be eligible for child care services until the parental fees are paid. Also, I should request a receipt from the provider each time I pay my child care fees.
- 6. I understand I will be responsible for any payments for child care services that I was not eligible to receive. This includes payments for child care services received in other counties or states.
- 7. I understand that if a sanction has been imposed on me or if I have been disqualified from the Subsidized Child Care Program, I must indicate the reason, time frame and county that this action took place.

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| <b>Reason</b>                                    |                    |
|--|--------------------|
| <b>From (Month/Day/Year) To (Month/Day/Year)</b> | <b>County Name</b> |

- 8. I understand that if the reason I am receiving child care services is to support my education, I must submit my grades to my child care social worker at the end of the grading period within a reasonable time.
- 9. I understand when it is time to redetermine my eligibility, I will be notified of the need to visit or contact the county DSS or local purchasing agency (LPA). I understand that failure to respond to that notice before the end of my eligibility period will result in the termination of services.

**NOTE:** If my child care services are terminated and there is a child care waiting list, I understand that I may have to go on the waiting list to receive child care services again.

- 10. I understand that my eligibility for child care services expires on \_\_\_\_\_ unless I sign a new application prior to that date.

**FRAUD**

Fraud is a criminal offense. The North Carolina General Statute 110-107 states that a recipient of child care subsidies commits the offense of fraudulent misrepresentation when that person, with the intent to deceive, makes a false statement or representation regarding a material fact, or fails to disclose a material fact, and as a result obtains, attempts to obtain, or continues to receive child care subsidy for himself or herself or another person. After the first incident of fraudulent misrepresentation, I may have to repay the amount of child care subsidy for which I was not eligible to receive and I may not be eligible to receive subsidized child care services in any county for twelve (12) months. Also, after the second incident of fraudulent misrepresentation I may have to repay the amount of child care subsidy for which I was not eligible and I may be permanently ineligible to receive child care services in any county.