



Top 10 Things you need to know about the Best Beginnings Scholarship

10. Case worker information

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9. Payments

Payments are made the 5th business day of each month & Tuesday's thereafter. Invoices must be turned in by 12pm on the 3rd business day in order to be paid on the first payout. Invoices must be submitted by 12pm on Mondays in order to be on the Tuesday outs. Invoices can be dropped off, mailed, faxed or if set up can also be done online. Provider may submit invoices & any corrections within 60 days. Invoices must be signed by the provider & provider must indicate if family has paid co-pay obligation

8. CALL

Please call us at 587-7786 to make sure the family you are providing care for is approved. If the family does not turn in required paperwork by their due date, they are responsible for all payments

7. Certified enrollment /Unexplained Absences

A provider may claim CE (certified enrollment) days (claim payments for days in which the child was absent if the child is authorized for more than 30 hours per week). This is only allowable if the provider also charges private pay families for absent days. If a child is approved for 30 or more weekly hours they are eligible for 70 CE hours (7 days) from July 1-June 30 each year. **Providers may not bill CE days on days they are closed! Providers must also notify Child Care Connections if a child is absent for 5 or more consecutive days**

6. Reporting changes

Parents are required to report ALL changes to their case worker within 10 business days and a change in provider within 1 business day. Changes CAN NOT be backdated and will start the day the case worker is notified.

5. Forms can be found on web-site

All forms for the scholarship can be found online at www.bozemanccc.org, under "For Parents", Assistance

4. Centralized Services– Family Connections

Providers need to notify Family Connections in Great Falls to change their rates, address & update their openings. They can be reached at 406-761-6010 or familyconnectionsmt.org

3. 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.

2. Billing

All child care providers shall maintain current sign in/out records for each child. The hours billed on the invoice must reflect the child's actual attendance rounded to the nearest quarter hour. Please be careful of "block billing" (not taking the actual attendance from the sign in/out sheets but rather placing "6" in every day)

1. Parent turns in ALL information

Parents are responsible for turning in ALL paperwork regarding their scholarship. We will **NOT** accept any paperwork the provider turns in (except the invoice) regarding a family's scholarship.