



## Best BEGINNINGS CHILD CARE REFERRAL PROGRAM PROVIDER RATE FORM

**This form is available on each regional Child Care Resource and Referral (CCR&R) agency website. By providing information in this form, the child care facility will be added to the child care referral services for families in Montana.**

FIRST NAME	LAST NAME	PERSON NUMBER (PS#)
BUSINESS/FACILITY NAME		PROVIDER NUMBER (PV#)
PRIMARY PHONE NUMBER	EMAIL ADDRESS	

### Provider Status

*Please mark the appropriate box below.*

I am a new provider reporting rates for the first time.	
I am an existing provider reporting a change in my rates.	

***PLEASE INITIAL THE FOLLOWING STATEMENTS. THE FOLLOWING STATEMENTS APPLY TO THE PROVIDER RATES FOR THE BEST BEGINNINGS CHILD CARE SCHOLARSHIP.***

	<p>Child care provider reimbursement rates are set by the state of Montana. I, as a child care provider, can report different rates following the methodology of the state. The following methodology is used:</p> <ul style="list-style-type: none"> <li>Age increments: Infant/toddler (birth to 35 months), Preschool Age (Age 3 up to age 6), and School Age (Age 6 Up to Age 12)</li> <li>Half-time day (Less than 5 hours) and Full-time day (More than 5 to 12 hours)</li> </ul>
	It is not the responsibility of the Child Care Resource and Referral (CCR&R) agency to calculate amounts for half day and full day based on other payment methodology I may submit.
	The CCR&R agency cannot assume the amounts that you are charging if rate fields are left blank. No data will be updated if a rate field is left blank. Rates will not be able to be entered into the system for Best Beginnings scholarship payment purposes which may hinder the creation of authorizations and the payment of invoices.
	Rates supplied below will be effective the first of the month following the date we receive them in accordance with the policy outlined below. Policy Section 1-4: Scholarship Rates, <i>Provider Must Report Rates and Associated Changes</i> (Page 1 of 2), "Participating child care providers must report their current rates for private-pay families to the Child Care Resource and Referral [CCR&R]. Rate changes, for scholarship payments, become effective the first of the month following the date the change is made."
	<p>It is a provider's responsibility to report a change in the child care facility's provider rates.</p> <ul style="list-style-type: none"> <li>A change in child care provider type does not automatically change the reimbursement rate provider could receive.</li> </ul>
	<p>If you are a new provider, your rates will be entered into the Child Care Under the Big Sky (CCUBS) computer database with an effective date coinciding with your license effective date for payment purposes.</p> <ul style="list-style-type: none"> <li>If you have been a provider in the past, please note that reporting the rates you charge for services immediately to your CCR&amp;R agency could eliminate the possibility of a delay in rate adjustment from your previous license timeframe to your new license begin date.</li> </ul>

The following information will be used for payments from the Best Beginnings Child Care Scholarship. You must report rates only per the time periods and age increments indicated in the reimbursement rate methodology. These reported rates will only be updated in the Child Care Under the Big Sky (CCUBS) computer database.

Provider Rates for Best Beginnings Child Care Scholarship		
	Half-Time Day	Full-Time Day
<b>Infant/Toddler</b> (Age 0 up to 3)		
<b>Preschool Age</b> (Age 3 up to 6)		
<b>School Age</b> (Age 6 and over)		

**PLEASE INITIAL THE FOLLOWING STATEMENT. THE FOLLOWING STATEMENT APPLIES TO THE PROVIDER RATES FOR THE REFERRAL PROGRAM ONLY.**

	It is not the responsibility of the Child Care Resource and Referral (CCR&R) agency to calculate amounts for any blank fields based on other payment methodology I may submit.
	The CCR&R agency cannot assume the amounts that you are charging if rate fields are left blank. No data will be updated if a rate field is left blank.
	It is a provider's responsibility to report a change in the child care facility's provider rates. <ul style="list-style-type: none"> <li>A change in child care provider type does not automatically change rates for a provider.</li> </ul>

The following information will be available in child care referrals. You may report rates in any of the following time periods and age increments that are in line with your private-business practices. The rates reported below will only be updated in your Referral Profile used for child care referrals.

Provider Rates for Referral Program Only										
	Hourly		Daily		Weekly		Monthly		Other	
	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time
<b>Infant</b> (0 - 23 months)										
<b>Toddler</b> (2 years)										
<b>Preschool</b> (3 - 5 years)										
<b>School Age</b> (5+ years)										

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date