



CHILD CARE ASSISTANCE PROGRAM

Division of Public Assistance
Child Care Program Office

Office Use Only

PARENT RESPONSIBILITY AGREEMENT – PASS I

Parent: I understand child care benefits may be authorized for activities assigned on my Family Self-Sufficiency Plan (FSSP) when verification is received by my Work Services Provider (WSP)/Case Manager. I understand it is my responsibility to contact my case manager and I am responsible for the following:

- Requesting Child Care Assistance (CCA) before I begin using child care services. I understand I may have to pay my provider out of pocket for care used prior to my approval with the Child Care Assistance Program (CCAP);
- Using a child care provider who is approved to participate in the CCAP;
- Using child care only during the provider's hours of operation;
- Advising my WSP/Case Manager of my child care needs by the 20th of each month so my child(ren)'s care can be requested for the following month to include advising when I need to use a secondary provider and/or when care is needed for a child who is added to my family;
- Paying my child care provider the difference between their charges and what PASS I CCA pays on my behalf. I understand:
 - If I do not pay my provider I can be debarred from the PASS program and will not have childcare coverage;
 - I must pay my child care provider for the days and hours of care used which are not supported by activities listed in my FSSP; and
- Child care is not covered for children who are suspended or expelled from school;
- Reporting changes in my child care needs to my WSP/Case Manager within 10 business days before or after the change occurred.
 - **Timely Reports of change** (reported within 10 business days of the change occurring) are effective base on the date the change occurred and the family's need, up to 10 days prior to the report.
 - **Untimely Reports of change** (reported outside of 10 business days of the change occurring) are effective the date the change is reported.
- Giving a 10 business day notice to my provider, before ending services. Notice will be given before care begins with my current provider on day 1 of the 10 business day timeframe.
- Advising my WSP/Case Manager if I continue to need CCA to stay employed after my Alaska Temporary Assistance Program (ATAP) case closes;
- Advising my WSP/Case Manager if I continue to need CCA to stay employed after receiving an extension of ATAP benefits.
- Applying to the local CCA office after my ATAP case closes for continued child care assistance;
- Reporting if I suspect, or have been advised, my child care provider is billing the CCAP or me for care which was not used; and
- Reporting a Priority Level 1 health and safety concern within 24 hours regarding allegations of abuse, harm or serious risk of harm to local police and child care licensing.

By signing the Release of Information below, you agree to abide by all of the parent responsibilities on the first page of this document.

Authorization For Release Of Information

I authorize the release of information requested by the Department of Health and Social Services, its designees, or its agents within the Department of Law. The requested information will only be used in the administration of the Child Care Assistance Program and unless allowed by law, will not be released to any other person or agency outside the Department of Health and Social Services, its designees, or its agents within the Department of Law.

This release of information will be in effect while I am an applicant or recipient of the Child Care Assistance Program through PASS I.

Persons or organizations that may be contacted are limited to past, current, and future child care providers.

Parent Printed Name

Parent Signature

Case Manager Printed Name

Case Manager Signature

Client ID

Date Reviewed/Discussed