

Parent/Provider Update

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“ON YOUR HONOR”

When a parent/caretaker (p/c) applies for subsidized day care she signs a statement located in the application packet stating that “I swear or affirm that all information given is true, correct and complete to the best of my ability, knowledge and belief”. This statement is called an “affidavit”. The affidavit appears in the initial application and in every redetermination form that is submitted to CCIS after the child is enrolled in care.

When a p/c signs an affidavit and provides the additional documentation required to determine eligibility, CCIS accepts your statement as truth because you have sworn or affirmed it by signing the affidavit. You did not raise your right hand or put your left hand on a Bible, but you gave your word “on your honor”.

Sometimes, CCIS suspects that a p/c has not been totally honest when completing the application or redetermination paperwork. When this occurs, CCIS contacts an investigator from the Office of Inspector General (OIG). This investigator represents the

Department of Public Welfare and is able to contact your employer, landlord, utility carriers, family, neighbors, post office, etc. If it is discovered that

false or incomplete information was supplied to obtain subsidized day care, a p/c will be required to pay back money that was paid out by CCIS for their child care. In addition, a p/c may face action in a court of law and may lose the privilege of using subsidized day care for a period of six months or longer.

The next time that you complete an application or redetermination for subsidized day care, read the affidavit before you sign. Make sure that you have given true, correct and complete information and that you report any changes of any of the information that you entered on your application or redetermination.



**Read
Before You
Sign**

AFFIDAVIT

- Definition: a sworn statement in writing.
- Appears in the initial application and every redetermination
- By signing you are swearing that all information given is true, correct and complete



Parents may be asking providers for their Social Security or FEIN number for their own tax preparations.

**1099 FORMS WILL BE
MAILED BY
JANUARY 31ST**

TAX TIME REMINDERS

Child care providers are not employees of OCDEL (Office of Child Development & Early Learning) or the CCIS agency. All providers are considered self-employed and assume full responsibility for reporting their earnings to Federal, State and Local Tax authorities. To assist providers in completing their taxes a payment invoice is included with each check mailed to providers.

Our office will issue 1099 Misc. forms to providers who received payment of \$600 or more from our office during the 2010 calendar year. Each 1099 is based on the dates you received your checks not on the month(s) you provided care. The 1099 forms will not reflect parent co-payments. The amount of co-payments that you collected must also be reported on your taxes. If you do not receive a 1099 from our office, you still must report the payment received from our office and parent co-payments on your 2010 taxes. Please consult your tax preparer if you have any questions about reporting your self-employment income.

TRAINING UPDATE



After you submit your worksheet for review, you will receive a certificate of completion. Always give CCIS a copy of your certificate for your file.

ALL childcare providers are required by DPW regulations to receive yearly training to maintain their status as subsidy eligible providers. Please do not solely depend on the CCIS newsletter to find upcoming trainings. We can only publish our newsletter every two months so it is likely that we will miss training that is planned between publishing dates. Also with the changes in training allocations it is becoming increasingly hard to locate local training opportunities. Be diligent in checking the PA KEYS website, www.pakeys.org for Indiana County training opportunities. After pulling up the website select "login". Create an account, if you do not already have

one. Once you have entered your account page select "Calendar" on the left side of the screen. Enter a time period and search for Indiana County trainings. You will see that most of the trainings are classified as on-line learning.

If you do not have access to a computer and there are no local training opportunities you have the option of completing Mail-in Education. This involves ordering videos from either Penn State's Better Kid Care Program or ECELS. Watch the video, complete the accompanying worksheet, and then submit it for review. You can receive information on these programs by calling CCIS at 724-349-8830.

CCIS will be closed in honor of the following holidays:
Jan. 17th - M.L. King Day
Feb. 21st - Presidents' Day

CONGRATULATIONS R/N PROVIDERS

Beginning July 1, 2009, the Office of Child Development and Early Learning (OCDEL) instituted a requirement that all child care providers receive training as a condition of their agreement with DPW. Required training is a new and sometimes daunting aspect for Relative/Neighbor providers. We would like to congratulate the following providers who have complete or are in the process of

completing their training:

V. Griffith - 12 hours
 D. Bartlebaugh - 12 hours
 S. McAdams - 12 hours
 N. Patterson - 8 hours
 E. Sipos - 9 hours

OCDEL wants all children to have access to high quality child care services and early education opportunities. Providers who began child care in 2009 need to be completing training now!



Chase those winter blues away with a good dose of fun, sunshine and fresh air!

SAFE SLEDDING THIS WINTER

Sledding - a fun winter activity that is responsible for 20,000 children being taken to emergency rooms each year. The majority of visits because of sledding accidents are due to head injuries.

The best way to avoid head injuries is to wear a helmet. Skiers, snow boarders and hockey players all wear helmets - children and adults should too! Next dress children in layers. Not only does it add warmth it adds

padding for when those falls occur. Find a sledding area that is safe and away from traffic, boulders and trees. Have children sit facing forward on the sled. This allows them more control of the sled. Lastly adults, not older children, should supervise young kids. In fact, why not hop on the sled and enjoy the ride. It's fun, good exercise and gives you the opportunity to absorb some of those winter sun rays.

INDIANA CO. FAMILY FRIENDLY BUSINESS AWARDS, 2011

The Children's Advisory Commission of Indiana County's Early Care and Education Committee (AKA Community Engagement) would like to recognize the **Family Friendly Businesses in Indiana County** that demonstrate an exceptional standard of family friendly practices.

Nominate your favorite places to shop, dine and work in our *Family Friendly Businesses* survey! Additionally, there is a section specific to nominate businesses that are friendly to women who breastfeed. We also want to recognize businesses that give back to the community.

You can choose to answer all, or just parts of the survey. **The survey can be anonymous, or, you can choose to provide contact information.** Anyone providing contact info will be eligible to win two seats at the Family Friendly Business Awards Luncheon to be held on April 5, 2011.



Web Link: <http://www.surveymonkey.com/s/FFBA>

A link to the survey is also on the Children's Advisory Commission's web site: www.IndianaCountyCAC.com or for a hard copy call 724-463-8200, ext 17 or 18.



Nominations are due by Tuesday, March 22, 2011.

TAX HELP IS AVAILABLE!

Beginning January 21, 2011, ICCAP will provide FREE tax service for low to moderate income families through their Volunteer Income Tax Assistance Program, (VITA). ICCAP offers free pre-paid VISA cards so an individual can select direct deposit to obtain their refund. Financial literature will be available during the tax season. Call today to schedule your tax appointment at 724-465-2657. Just ask for the "VITA Department".

AARP is sponsoring a FREE tax preparation and assistance program for all tax payers with moderate to low income. Taxes will be done **by appointment only** at Aging Services Social Centers and Oak Place Building at 1055 Oak Street, Indiana. To schedule an appointment, call the center nearest you or the Oak Place building at 724-349-4564.

Families participating in the VITA program may choose to purchase Savings Bonds with their tax refund in \$50 increments.

THE 8th ANNUAL FAMILY FUN FEST

Saturday, March 19, 2011

10 am - 3 pm

Indiana Mall, Indiana PA

No Cost to Participate

Come enjoy a day of fun, food, activities and contests.

Entertainment for all ages throughout the day!



Promoting the importance of early learning in Indiana County through play for children, information for parents, and education for the community.

-CAC

**CHILD CARE
INFORMATION
SERVICES OF
INDIANA COUNTY**

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555

E-mail: someone@example.com

We're on the Web!
example.com


Organization

Your business tag line here.

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served. It would also be useful to include a contact name for readers who want more information about the organization.

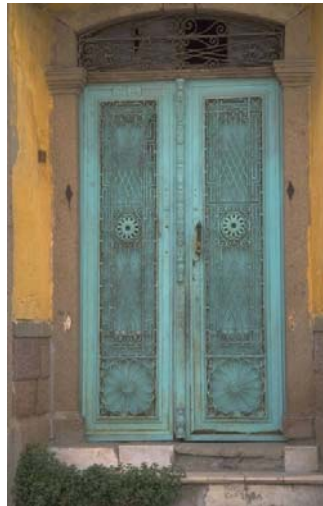
Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.



Caption describing picture or graphic.

here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.

If you have any prices of standard products or services, you can include a listing of those