



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Roadmap to Licensed Centers and Group Homes contracting and maintaining compliance with the DES contract

As a contracted DES provider one of the main benefits is receiving the Federal Child Care Development Funds (CCDF) reimbursement for child care. These rates for reimbursement are set forth in the current DES [Maximum Reimbursement Rates for Child Care form](#) (CCA-1227A).

By contracting with DES the provider will receive the following benefits package:

- Stability, consistency, and continuity of care for DES families
- Advertise that you accept DES children which may result in an increase in enrollment
- Child Care Development Funding (CCDF) is paid per DES child attending. The parent (guardian) in most cases pays a smaller portion of the cost
- Five paid absences can be claimed if eligibility is met
- You, the provider, would receive a monthly payment for the child's attendance
- Technical Assistance is available for DES billing
- Special Needs Enhancement Rates for 3,4, or 5 Quality First Star Rated and/or being Nationally Accredited
- Enhanced Reimbursement Rates for 3, 4, or 5 Quality First Star Rated and/or being Nationally Accredited
- FREE Quality Professional Development Training is available for all staff in topics that cover:
 - Expulsion and Suspension Prevention
 - Health & Safety (Required 12 hours per ADHS)
 - Early Childhood/ Infant & Toddler and School-Age Developmental Trainings
 - PCPP Scholarships available for Preschool or Infant Toddler college certification



START



Visit the Arizona Department of Economic Security (DES) website under [Become a Licensed Center and Group Home Provider](#). Review the two available pathways for providers by clicking the Group Home or Licensed Center drop-down box for information on how to become licensed by the Arizona Department of Health Services (DHS).



Complete and submit an online pre-application request to become a [DES contracted provider](#).



The provider application is reviewed with a risk assessment tool to determine provider eligibility.

- a. If the application is accepted the provider will receive a welcome letter by email.
- b. If the application is denied the provider will receive a notification with reasons for the denial by email.



After you have been accepted as a DES provider your file will be assembled and you will be assigned a Compliance Specialist. The specialist will reach out to you by email with their contact information in case you have questions.

Maintaining Compliance with DES



The Compliance Specialist will place you on Billing monitoring for the first three months of the new contract to ensure that the provider billing is being completed correctly. You will be provided with technical assistance and a warning Corrective Action Plan during the three month time period if issues are identified.



Within the first 15 days, the provider will need to ensure that the administrator or director requests and maintains administrative access to the Arizona Early Childhood Workforce Registry located at the following website: www.azregistry.org. All staff need to create a Registry account.



During the first 90 days, the DES contracted provider will need to ensure that all staff have taken the 12 hours of CCDBG Health and Safety training offered on the Arizona Early Childhood Workforce Registry.



A new Expulsion and Suspension Prevention Requirement is now established and all Staff are required to complete the AZ STEPS Moving Forward with Expulsion Prevention (Foundations 1) training within 90 days of hire date. [Resources & Highlights](#)



All staff need to comply with the ongoing annual training required to maintain contract compliance.



Providers need to maintain the DES group size requirement and maintain the Arizona Administrative Code (A.A.C.) § 9-5-404, ADHS BCCL ratios and licensed capacity may not be exceeded.



Yay! You did it! By following all the DES contract requirements you are maintaining compliance with your contract.



Corrective Action to Termination Process



Providers are required to comply with the Policy Requirements through the Provider Registration Agreement.



A Corrective Action Plan (CAP) may be put in place to identify measures that will eliminate future non-compliance action.



Failure to address compliance issue through the CAP process can include:

- a. Additional training requirements
- b. Placing the provider new child care authorizations on hold until the requirement is met
- c. Notification of failure to comply
- d. Contract termination for failure to comply

FINISH

