



October 2, 2025

Via e-mail

MEMORANDUM

To: All current CCDF Providers

From: Brandy Ishmon, Early Childhood Program Administrator

Re: Participant Agreement Updates and Acknowledgement

Effective: November 3, 2025

Dear Provider,

Please view and acknowledge the following changes to your CCDF Program Participant Agreement, effective November 3, 2025. Failure to comply with these changes may impact your ability to bill and receive payment.

[Section II: Definitions](#)

H. **Daily Rates:** Daily payment rates are determined according to the Arkansas Market Rate Survey (75th percentile of costs) with a standardized rate by county.

K. **OEC Representative:** An employee or contractor of OEC.

EE. **Professional Development:** Closure due to staff training (with an agenda) on a date or dates where the Participant would have otherwise provided services to children.

FF. **Authorized Representative:** For Caseheads, an individual or individuals approved to have access to sensitive case information and act on the Casehead's behalf. Authorized Representatives must be approved by OEC. Childcare providers cannot be an authorized representative for CCDF families.

GG. **Casehead Daily Amount:** The specific dollar amount stated on the Certificate of Authorization that the CCDF recipient is required to pay.

Section III: Department of Education Responsibilities

7. OEC is not obligated to pay bills more than thirty (30) calendar days after the date of service unless prior written approval has been granted by the CCDF Program Administrator. Such approval may be issued on a case-by-case basis, limited to once every three (3) calendar years. Any additional requests beyond the initial exception will require a Corrective Action Plan (CAP). Additionally, OEC will not process or pay invoices for services rendered in previous state or federal fiscal years.

Section IV: Participant Responsibilities

A. Initial Approval

4. The Participant acknowledges that the Office of Early Childhood (OEC) will not reimburse for services provided outside the authorized dates listed on the Certificate of Authorization. The Participant agrees not to accept children for care without written approval from an authorized OEC representative or a valid Certificate of Authorization. If the Participant chooses to provide services without proper authorization, OEC is not obligated to offer reimbursement or retroactive payment for those services.

7. The Participant may charge an additional fee to the Casehead if the combined daily Casehead amount and daily ADE amount do not meet the Participant's private pay daily rate. However, a Participant cannot charge a family receiving CCDF subsidy a higher daily rate than private pay families. Families participating in the TEA program and those in foster care are exempt from all fees

E. Billing and Financials

1. The Participant is required to register their facility license(s) in the State-approved electronic system to submit billing to OEC. The Participant accepts liability for all billing submitted to OEC using the registered e-mail account and agrees that only directors, owners, or authorized representatives will bill OEC. User e-mail management is the responsibility of the Participant.

3. The Participant agrees to follow professional development, absentee, holiday and inclement weather billing procedures for children temporarily absent from the program. Billing is not allowed when the facility is closed unless it is an observed holiday, approved staff professional development, or due to inclement weather. Should the Participant bill for inclement weather or professional development, documentation must be uploaded to the State-approved electronic system and provided upon request with attendance records for that billing period.

5. Families who are responsible for a Casehead daily amount, as indicated on their Certificate of Authorization, are expected to remit payment to the Participant promptly. Failure to pay the required amount may result in termination of benefits and could lead to exclusion or debarment from state and/or federal programs. All charges must be clearly outlined in a document provided to the Casehead and made available to the Office of Early Childhood (OEC) upon request. Families participating in the TEA program and those in foster care are exempt from all fees.

6. OEC is not obligated to pay bills more than thirty (30) calendar days after the date of service unless prior written approval has been granted by the CCDF Program Administrator. Such approval may be issued on a case-by-case basis, limited to once every three (3) calendar years. Any additional requests beyond the initial exception will require a Corrective Action Plan (CAP). Additionally, OEC will not process or pay invoices for services rendered in previous state or federal fiscal years.

10. Professional development days may be reimbursed if the facility is closed on a day the Participant would normally provide child care. To qualify, the Certificate of Authorization must be obligated and the request, submitted with an agenda, must be entered in the State-approved system before billing. Cleaning or classroom reset days would not be considered professional development. Participants may claim up to five paid professional development days per calendar year.

Section V: Program Violations

A. Corrective Action Process

Any non-compliance with the Participant Agreement may require a Corrective Action Plan (CAP). If required, action will be taken according to the following process:

1. Notice of Action (NOA) sent to Participant requesting a Corrective Action Plan (CAP) requesting:
 - a. Full repayment or negotiation of a payment plan within fifteen (15) calendar days of dated letter.
 - b. Request for Participant to schedule in-person Corrective Action Plan training within thirty (30) days of dated letter.
 - c. Compliance with a Corrective Action Plan completed by OEC addressing the findings and required action for the Participant, effective immediately.
2. If training is not scheduled and/or attended within thirty (30) days of the dated letter, the Participant will be placed on billing hold until the requirement is met.

Failure to Respond:

3. If on the 16th day after the 1st NOA was sent the CCDF Program Participant has not made payment arrangements or submitted an appeal, a 2nd Notice of Action/Notice of Billing Hold will be sent to the Participant.
4. If on the 16th day after the 2nd NOA was sent the CCDF Program Participant has not submitted an appeal or remitted payment, OEC will send a Letter of Proposed Termination with fifteen (15) days to appeal.

Continued CAP Compliance:

5. A follow-up review of the CCDF Program Participant shall be conducted no sooner than ninety (90) calendar days after the completed training to ensure compliance.

6. If the facility is still out of compliance at time of review, next steps will be determined at the discretion of OEC, up to termination of the CCDF Program Participant Agreement.
7. While under a CAP, ADE may not allow new Certificates of Authorization for Citizens enrolled after a CAP is implemented at any site location(s) associated with the responsible party. Authorizations may resume for new Citizens once the Participant is determined to be in good standing with the Department and all aspects of this Agreement.

B. Recoupment Process

1.a.i. All Participants responsible for improper payments must submit payment via cashier's check or money order to ADE Finance at the address given in the Notice of Action demanding repayment. Payments in the form of cash, business checks, or personal checks will not be accepted.

1.a.iii. Any late payments may result in a billing hold and acceleration of the debt against funds in holding.

1.b.iv. For Participants under an approved repayment agreement, any late payment may result in cancellation of the repayment agreement and demand for payment in full, and proposed termination of the CCDF Program Participant Agreement. The responsible party may be recommended for placement on a Federal, internal, or other exclusion or debarment list.

Sincerely,



Brandy Ishmon, Early Childhood Program Administrator
Division of Elementary and Secondary Education, Office of Early Childhood