

## **Daycare-Family Member Vendor Disclosure Information**

### **Introduction:**

The purpose of this Disclosure is to help you understand your responsibilities as a Daycare- Family Member vendor. By reading this Disclosure form, signing it, and returning one signed copy to North Bay Regional Center (NBRC) you are acknowledging that you have read and understood the information presented in the Disclosure.

### **What is Vendorization:**

Vendorization is a process established by the Department of Developmental Services (DDS) through regulations, which are used by NBRC to determine which individuals or agencies may provide services to NBRC clients. A regional center may not pay for services provided prior to vendorization.

### **When Is a Family Eligible for Daycare?**

Day Care can be provided so that adult family members, usually the parents, may work or attend a vocation-oriented education program. Daycare can only be reimbursed during hours when both parents are working or at school and when the child is not in a school or day program.

Day care plans may include up to 50 hours per week for employment/school/commute/meal breaks. Any hours that the consumer is at school or in a day program, while both parents are working or at school, will be deducted from the original 50 hours.

### **What are my Responsibilities as a Daycare – Family Member Vendor?**

As a Daycare – Family Member vendor, it is your responsibility to employ, train, monitor, and assign duties to the worker providing daycare to your child. The daycare worker must be at least 18 years of age and have a valid Social Security number. Daycare workers are solely your employees. Under regulations established by the Department of Developmental Services, NBRC may not participate in any of the duties outlined above.

NBRC will reimburse you up to the hours of daycare pre-authorized by NBRC (minus the current hourly parental fee if your child is under thirteen years of age) for payments you make to your employee(s) providing daycare to your developmentally disabled child.

If your child does not have Medi-Cal and is under the age of 18, then the Family Cost Participation Plan (FCPP) must be completed to access any additional parental fee.

### **Do I Have Responsibilities As An Employer?**

You are considered an employer for purposes of paying Unemployment Insurance (UI) and Disability Insurance (DI) if you pay wages of \$750 or more per calendar quarter. If you pay more than \$750 per calendar quarter in total wages to people working in your home, you must register with the Employment Development Department (EDD) after you pay \$750 in wages. Contact the nearest Employment Development Department. (See the attached list)

### **Are Vendors NBRC Employees?**

**No vendor may be an employee of NBRC.**

Under the Lanterman Developmental Disabilities Services Act, NBRC cannot provide direct services to clients. All vendors are independent contractors or agencies. As a vendor for NBRC, you will be an independent contractor.

### **How Do I Report the Taxes?**

NBRC does not have the expertise to give you tax advice. We recommend that you consult your personal tax advisor to determine if reimbursement as a Daycare-Family Member vendor will affect taxes.

Nothing in this disclosure is intended as tax advice.

### **Will Income Reported for Daycare Affect My Son or Daughter's Financial Eligibility for Public Benefits?**

The Social Security Administration (SSA) informs us that it excludes income received from foster care payments or payments for attendant care for the purpose of determining eligibility for SSI. Please contact your local Social Security Office for current information. Family Member should contact the County Department of Social Services (DDS) regarding whether this income will affect eligibility for MediCal or other public benefits.

### **Who Is Responsible For the Daycare Services Provided?**

As a Daycare-Family Member vendor, you are solely responsible for the daycare service you provide to your child. This includes, but is not limited to, screening, hiring, paying, training, and monitoring of the daycare worker you employ. NBRC will not screen you or anyone you employ as a daycare worker for your child. Remember that NBRC is not the employer.

### **Will My Insurance Be Affected By My Becoming A Vendor?**

NBRC strongly recommends that you contact your insurance agent or broker to determine whether becoming a Daycare- Family Member vendor will have an impact on your current coverage or if you may need additional coverage. NBRC CARRIES NO LIABILITY INSURANCE COVERING ANY VENDOR INCLUDING YOU, YOUR EMPLOYEE(S), or CHILD.

### **How Do I Become A Vendor?**

A signed copy of this Disclosure Form must be completed and returned to your child's Client Program Coordinator. Your child's Client Program Coordinator will then forward the forms to NBRC's Fiscal Department to assign a vendor number. You will then be established as a Daycare-Family Member vendor for your developmentally disabled child.

### **How and When Do I Receive Authorization for Daycare Services once I am Vendored?**

NBRC's Fiscal Department will send you an "Authorization to Provide Services." This form states the time period you are authorized to provide services, the number of hours you are authorized to provide, the rate of payment you will receive per hour, and your vendor number. The authorization for services has a beginning and an ending date. **You will not be paid for any services before the beginning or after the ending date as stated on the authorization.**

### **Who Can I Employ As A Daycare Worker?**

You may choose to employ anyone who has a Social Security Number and is at least 18 years of age. However a parent, step-parent or significant other living in either of the parent's homes can not be reimbursed for daycare.

### **How Do I Bill NBRC for Daycare Services?**

Attached to your first Authorization to Purchase Services you will receive a supply of time cards and a Provider of Care Claim Form along with a detailed instruction sheet. For each month you are authorized to provide daycare services, you must submit a Provider of Care Claim form with a Time Card for each daycare worker you employ. If the Provider of Care Claim form or Time Cards are not properly completed, you will receive them back with a letter explaining what additional information or documentation is needed.

When completing your billing form you may only bill for hours that have been authorized and provided for the child receiving services at NBRC.

**How Does NBRC Pay For Services?**

NBRC pays in arrears (payment is received after the worker provides the daycare). A billing received by the fifth working day of the month after service is provided will be paid by the seventeenth of that month. **By law, NBRC cannot pay for services not authorized in writing, or services provided prior to approving your vendorization.**

**How Will It Be Determined What My Rate Would Be?**

**California law requires NBRC to pay only the cost of daycare services that exceeds the cost of providing daycare to a child without disabilities, unless the family can demonstrate a financial need and when the Regional Center funding of daycare services will enable the child to remain living in the family home.**

By law NBRC is payer of last resort. All other generic resources including protective supervision provided by IHSS will need to be considered before NBRC can fund daycare services.

Families are expected to pay the usual cost of daycare for their developmentally disabled child under age thirteen. This amount is currently **\$5.00** an hour.

I HAVE READ AND UNDERSTAND THIS DISCLOSURE FORM AND HAVE ELECTED TO USE THIS METHOD TO RECEIVE DAYCARE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Name (Please Print)

\_\_\_\_\_  
Regional Center Staff/ Title

Copy: To Parent