

West Virginia Department of Health and Human Resources  
**Tiered Reimbursement Application for  
Family Child Care Homes**



A tiered reimbursement system offers higher subsidy payments to programs that demonstrate they meet higher standards of care. Programs may apply for Tier II or Tier III reimbursement rates if higher quality standards are met. A child care home may receive one of three tiered rates based on the age of the children in care and the program’s tier level. Programs that meet Tier II standards receive \$3.00 extra daily and programs that are accredited receive \$6.00 extra daily per full day, per child. Part days are converted to full days before the supplement is calculated. The amount is added for actual days of care only. The following table shows the difference in payment rates:

<b>Rate Type</b>	<b>Infant (0-24 Months) Day/Month</b>	<b>Toddler (25-36 Months) Day/Month</b>	<b>Pre-School (37-59 Months) Day/Month</b>	<b>School-Age (60 Months and Up) Day/Month</b>
Tier I	\$29	\$26	\$26	\$25
Tier II	\$32	\$29	\$29	\$28
Tier III – National Accreditation	\$35	\$32	\$32	\$31

**Tier I Rates**

If you are registered as a family child care home, you are a Tier I provider and receive Tier I rates through the child care subsidy program.

**Tier II Rates**

To be eligible for Tier II, you must document that you meet the attached additional standards. Your program must have a regular certificate of registration for at least one year in West Virginia and must enroll children who receive subsidies for care. The attached Tiered Reimbursement application form must be completed and submitted with the required documentation to be eligible to receive the Tier II rates.

Application submission does not guarantee approval of Tier II.

**Tier II Application Instructions**

- Providers may submit the documentation material in one of two formats:
  1. You may create a compact disc (CD) or flash drive with documentation material for each standard. Each item of documentation should be saved on the CD or flash drive as the category name followed by the documentation number to which it applies. For example, the parent contract for your program will be saved on the CD or flash drive as “Administration and Management #1.”
  2. You may also create a validation notebook using a three-ring binder divided into the seven sections of tiered standards (same as categories on CD or flash drive) with all documentation in the appropriate section. Each item of documentation should be labeled in red in the upper right-hand corner with the corresponding number. For example, a copy of your program’s parent contract will be labeled with a red “1” on the upper right-hand corner under the “Administration and Management” section.
- Please label the front of your documentation CD or notebook with your name and/or the name of your program.
- The required documentation must accompany this form and will be used to validate Tier II Reimbursement status.
- All documentation must be current and dated.
- Tier II training requirements must be met with training that is registered with WV STARS or approved by your regulatory specialist. Applicable courses completed at accredited colleges or universities are also acceptable.



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- Programs that have been approved for Tier II Reimbursement will be required to submit validation materials annually, with accurate and updated documentation materials.
- Keep a copy of this application and supporting documentation for your records. Material that is submitted to the Division of Early Care and Education will not be retained after review. Any Division of Early Care and Education employee may come to your program to check your validation material at any time.
- The Division of Early Care and Education has 60 days to approve your application once submitted. You will receive a written notification of the action taken on your application. Once an application is approved, the new rate becomes effective the first day of the following month.

### Tier III Rates

To be eligible for Tier III, you must be nationally accredited. At present, child care homes may be accredited by the National Association for Family Child Care (NAFCC). For more information on NAFCC accreditation, contact:

National Association for Family Child Care  
Attention: Accreditation  
5202 Piedmont Drive  
Salt Lake City, Utah 84123  
Phone: 1-800-359-3817  
Fax: (801) 268-9507  
Website: <http://www.nafcc.org>

### Tier III Application Instructions

Family child care homes that are accredited and not already receiving Tier III reimbursement rates must submit the attached application form and a copy of the certification of accreditation from the above accrediting agency. However, no further documentation is needed beyond the certificate. Just submit the application form and your certificate of accreditation to the address below. If you lose your accreditation status, you must immediately notify the Division of Early Care and Education in writing either by email or regular mail, as you will no longer be eligible for the increased payment rates.

### Mailing Address and Contact Information

Submit Tiered Reimbursement application and documentations to:  
West Virginia Department of Health and Human Resources  
Division of Early Care and Education  
Attn: Elizabeth Teel  
350 Capitol Street, Room B-18  
Charleston, WV 25301  
Email: [Elizabeth.D.Teel@wv.gov](mailto:Elizabeth.D.Teel@wv.gov) Phone: (304) 352-4557



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**APPLICATION FOR WEST VIRGINIA TIERED REIMBURSEMENT  
FAMILY CHILD CARE HOMES**

**I. PROVIDER INFORMATION**

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**1. Provider Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Physical Location Address:**

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Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Mailing Address (if different):**

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Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**II. TIER FOR WHICH YOU ARE APPLYING**

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TIER II - ATTACHED IS THE REQUIRED TIER II DOCUMENTATION

TIER III - ATTACHED IS A COPY OF MY CERTIFICATE OF ACCREDITATION

**Provider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**III. DOCUMENTATION REQUIREMENTS FOR TIER II REIMBURSEMENT**

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**Section I. Administration and Management:**

1. The Parent Contract for your program, which should include:
  - Hours of operation
  - Supplies needed for care
  - Vacation policy
  - Parent communication policy
  - Written positive guidance policy
  
2. Liability insurance policy

**Section II. Health, Safety and Nutrition:**

3. Emergency Preparedness Plan for your program
4. One example of your program's food menu for at least one week, which is posted in the food preparation area.
5. Two examples of both indoor and outdoor play equipment used in your program.
6. Provide evidence of safe sleep policy.

**Section III. Child Growth and Development:**

7. Lesson plans for each age group in your program showing activities that support each area of development as defined by the WV Early Learning Standards Framework. Lesson plans are to be current and dated.

**Section IV. Environment and Curriculum:**

8. The name of the approved curriculum selected for your program.
9. A description of the learning centers used in the classrooms in your program, including five examples of materials used in each learning center.
10. Three examples of the books in your program that are available to children for each age group served, including books for infants, toddlers, preschool and school-age children (where applicable).
11. Daily schedule showing at least 30 minutes each day for the following types of activities:
  - Choice time (children choose their own activities)
  - Active gross motor activity
  - Fine motor activity

**Section V. Child Observation and Assessment:**

12. A completed example of at least one type of informal child assessment implemented in your program.

**Section VI. Family and Community Relationships:**

13. At least one (1) completed example of daily communication with parents and family involvement (i.e., form used to communicate daily notes, letter sent home to parents, parent survey or newsletter, etc.).
14. The name and evidence of use of the community support service used in your program at least once per quarter.

**Section VII. Professionalism and Leadership:**

15. A copy of the program provider's WV STARS Credential Certificate and training transcript for the WV STARS Career Pathway.
16. A copy of the current CPR and First Aid certification/card for the program provider.
17. Evidence of completion for training in the Family Child Care Environmental Rating Scale-Revised (FCCERS-R) self-assessment for the program provider **and** a completed self-assessment for your program using FCCERS-R.
18. Letter from an early interventionist stating that you work with him or her in your program (if applicable). If this standard does not apply to your program, submit a non-applicable statement with your documentation.
19. Certificate of attendance for the program provider for an early childhood conference showing attendance within the past year.



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**VIII. CERTIFICATIONS**

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**1. Access to Monitor Documentation File.** The child care provider shall fully cooperate and assist the West Virginia Department of Health and Human Resources or its representative(s) with respect to the monitoring responsibilities and activities deemed necessary and appropriate by the Department at its sole discretion. The child care provider shall allow for the performance of onsite monitoring reviews by the Department or its representative(s), and agrees to provide any technical assistance, reports, records, documentation and to comply with all requests for information as deemed necessary and appropriate by the Department, at its sole discretion, to fulfill its monitoring responsibilities and objectives. The Department or its authorized representative(s) shall be given full and complete access to all information and personnel related to the performance of this agreement to ensure that program activities and cost are consistent with goals and objectives of the Department.

The Department and its Inspector General, State Auditors, program monitors, or any duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of the child care provider, in order to make audits, examinations, excerpts, transcripts and copies of such documents.

**2. Self-Certifying Statements.**

**The following are additional Tier II Standards not requiring documentation at this time; please sign below to certify compliance with these standards:**

- I attest that all heavy furniture which is easily tipped, such as shelves and entertainment centers, are securely anchored to the wall in my family child care program.
- I attest that all play equipment used in my family child care program, such as climbing equipment and swings, are securely anchored into place to prevent injury from tipping.
- I attest that the toy chests or storage containers used for toys in my family child care program have either safety hinges and air holes, or no lid to prevent injury from suffocation.
- I attest that all food allergies for children in my family child care program are posted in the food preparation area.
- I attest that my family child care program uses safe sleeping practices for napping infants, including caregivers who are alert at all times to supervise infants during naps and visually check on the infants at a minimum of every 15 minutes.

**I, \_\_\_\_\_, hereby certify that my child care program meets the quality standards required for Tier II of the *Home Based Tiered Reimbursement System*. I further certify that I will continue to meet the quality standards in addition to West Virginia Licensing Requirements. I understand that my program is subject to on-site inspection at any time, and that failure to maintain the quality standards or to maintain the required documentation on site will result in the loss of the extra \$3.00 per day per child provided as an incentive for meeting higher quality standards.**

**Provider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INSTRUCTIONS FOR TIER II REIMBURSEMENT REQUIREMENTS

The following quality standards are the program requirements that family child care homes in West Virginia must meet in order to obtain a Tier II reimbursement rate.

- To be eligible for Tier II Reimbursement, your program must have a regular certificate of registration for at least one year in WV and must enroll children who receive subsidies for care.
- Upon application for Tier II Reimbursement, it is mandatory that you document compliance with the required following standards to receive the Tier II Reimbursement Rate. A list of specific documentation materials are listed on the attached Tier II application.
- Tier II training requirements must be met with training that is registered with WV STARS or approved by your regulatory specialist. Applicable courses completed at accredited colleges or universities are also acceptable.
- For the purpose of Tier II standard requirements, qualified staff refers to staff members who have a high school diploma or GED and meet the requirements for the position of director, assistant director, lead teacher, teacher, assistant teacher or teaching assistant (as defined in the WV Family Child Care Home Registration Requirements §78-19-6).
- If you have questions or need further information, contact Elizabeth Teel by email at [Elizabeth.D.Teel@wv.gov](mailto:Elizabeth.D.Teel@wv.gov) or by phone at (304) 352-4557.

### TIER II QUALITY STANDARDS FAMILY CHILD CARE HOMES

#### SECTION I. ADMINISTRATION AND MANAGEMENT

1. The provider has developed a Parent Contract that includes hours of operation, supplies needed, vacation policy, and parent communication policy.
2. The provider uses at least one community support service per quarter, such as TRAILS, Child and Adult Food Program (CACFP), libraries, behavior consultant, museum, etc.
3. The provider has liability insurance.

#### SECTION II. HEALTH, SAFETY AND NUTRITION

4. The provider has an emergency preparedness plan that includes what to do in the event of severe weather or hazardous conditions such as chemical leaks.
5. The play equipment used both indoors and outdoors in the program is safe and developmentally appropriate for the children who use it.
6. Heavy furniture which is easily tipped, such as shelves and entertainment centers, are anchored to the wall.
7. Climbing equipment, swings, etc. are securely anchored into place.
8. The provider's toy chests have either safety hinges and air holes or no lid.

9. The provider has menus and children's food allergies posted in the food preparation area.

10. The provider is alert to napping infants and visually checks on them at a minimum of every 15 minutes.

11. The provider practices safe sleep procedures as recommended by Caring for Our Children.

**SECTION III. CHILD GROWTH AND DEVELOPMENT**

12. The provider supports all areas of development, including social-emotional, physical, cognitive, language/communication, and creative expression.

**SECTION IV. ENVIRONMENT AND CURRICULUM**

The provider has selected an approved curricula or curriculum.

13. At least **two** of the following learning centers are provided to children in the program:

- a. Art (drawing materials, paints, 3-D materials, collage, tools)
- b. Library (books for all age groups)
- c. Building blocks and accessories (unit blocks, homemade blocks, toy people, animals, vehicles, road signs)
- d. Dramatic/pretend play (housekeeping, different kinds of work, fantasy, leisure)
- e. Writing
- f. Math/numbers (counting, measuring, comparing, quantities, shapes, written numbers)
- g. Nature/science (collections of natural objects, living things, nature/science books, games, toys, and activities)
- h. Technology (computers with educational programs, filtered internet access, tape recorders, CDs, and cameras)

14. Children have all day access to age-appropriate books.

15. Children are offered at least 30 minutes each day for activities that they choose on their own.

16. Active gross motor activities are available to children at least 30 minutes of each day.

17. Fine motor activities are available to children for at least 30 minutes daily, such as writing, art, and scribbling.

18. The provider posts written rules in simple language that children can understand.

19. The provider has a written positive guidance policy in addition to simple rules.

**SECTION V. CHILD OBSERVATION AND ASSESSMENT**

20. The family child care provider receives a minimum of two professional development hours in child observation and assessment.

21. The family child care provider has implemented informal child assessment that aligns with the goals of the program.

**SECTION VI. FAMILY AND COMMUNITY RELATIONSHIPS**

22. The family child care provider has at least one method of family involvement such as a family bulletin board, family surveys, family newsletters, and/or family activities.

23. The family child care provider has a system in place for individual family communications that includes:

- a. Daily communication for families with children under age 3, and
- b. Weekly communication for those with children over age 3.

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SECTION VII. PROFESSIONALISM AND LEADERSHIP
24. The family child care provider permits an early intervention specialist to enter the home to provide services to a special needs child and to assure the environment is appropriate for the child.
25. The family child care provider is registered on the WV STARS Career Pathway.
26. The family child care provider has current CPR and First Aid certifications.
27. The family child care provider has 10 hours of approved training annually, encompassing a minimum of two Core Knowledge/Core Competency areas.
28. The family child care provider has attended at least two professional development hours on the Family Child Care Environmental Rating Scale-Revised (FCCERS-R) training and has completed a self-assessment of their program using the FCCERS-R.
29. The family child care provider has completed <b>one</b> of the following: <ul style="list-style-type: none"> <li>a. 1 semester of Apprentice for Child Development Specialist (ACDS),</li> <li>b. Family Child Care modules,</li> <li>c. WV Infant and Toddler Training (WVIT),</li> <li>d. 3-hour college course in Early Childhood,</li> <li>e. Mind in the Making</li> <li>f. 40 hours of credit toward the WV Early Childhood Certificate.</li> </ul>
30. The family child care provider has completed at least two hours training on: <ul style="list-style-type: none"> <li>a. Safe Sleep,</li> <li>b. Child Abuse and Neglect, and</li> <li>c. Medication Administration.</li> </ul> (This is in addition to the self-study guide received upon registration.)
31. The family child care provider participates in an early childhood conference at least once a year.