

November 2015



# BOULDER COUNTY

## Child Care Assistance Program



BOULDER COUNTY  
**HOUSING  
& HUMAN  
SERVICES**

**Two convenient office  
locations to serve you:**  
**515 Coffman, Suite 100**  
**Longmont**

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**3460 Broadway Street**  
**Boulder**

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**Phone: 303-678-6014**

**Fax: 303-441-1523**

**E-mail:**  
**ccap@bouldercounty.org**

### Welcome the **NEWEST** Boulder County CCAP and Early Childhood Team!

We have had a few changes recently, besides moving to a brand new gorgeous building, we have added some new members to our team. Cindy Billinger has always been a part of our team but not under our division, she moved over into the CCAP team officially on September 8<sup>th</sup>. We are excited to have everyone housed under “one” roof and are quickly seeing the benefits of having her with us.

We also welcome three new technicians to our team; they all come with varying degrees of experience but one thing in common, and their love for what CCAP means to our community and the children we serve.

Terri Albohn, Manager  
Jennifer Panicco, Team Lead  
Elizabeth Groneberg, Outreach Extraordinaire  
Cindy Billinger, CCAP Billing Technician  
Christy Steele, Ongoing Specialist  
Cynthia Aguilera, Intake Specialist  
Miriam Martinez, Referral Specialist  
Dawn Reed, Intake Technician  
Tiffani Luster, Referral Technician  
Julie Irwin, Redetermination Technician  
Daphne Duck, Administrative Assistant  
Kerri Chamberlain, Administrative Assistant

**Please be sure to give us a call if you have any questions, we will get you  
to the right person with the answers you need!**

## CCAP Can Help With....

### If you are a parent who is:

- Working
- Looking for a job
- A teen earning your first high school diploma or GED
- Earning your first college degree, enrolled in a technical training, GED, ESL or Adult Basic Education
- In a family receiving Colorado Works/TANF assistance

### We can help you pay for:

- Before and after school care
- Preschool
- Daycare
- Kindergarten enrichment
- Care on school-out days
- Summer care

## **CCAP Card Tips for Your Clients**

- Report lost CCAP cards immediately– you have 24 hours to make a report.
- Swipe CCAP cards daily & report issues right away.
- Check your swipes to make sure they are approved-if there are issues, call us!
- New CCAP cards should arrive within 5-7 days.
- Always keep your CCAP cards in your possession, never with the provider.

## CCAP Open Hours

### How can we help?

The CCAP eligibility team offers weekly drop-in “Open Hours” on Tuesdays and Thursdays from 11am-1pm at 3460 Broadway in Boulder & 515 Coffman, Suite 100 in Longmont.

Remind your clients we welcome the opportunity to meet with them! Whether they are a first-time CCAP parent needing help completing the application or an existing client with questions about their case, we can help! We can also teach clients how to pin their CCAP cards and have them practice swiping on the CCAP machine. If open hours do not work for their schedule they are welcome to make an appointment. We are available if you need us too—we want everyone to be successful on CCAP!



**Can't come to open hours?**

**It's easy to reach us by email at [ccap@bouldercounty.org](mailto:ccap@bouldercounty.org) or by phone at 303.678.6014**

## Tiered Reimbursement

Quality is one of Boulder County CCAP's Top Priorities for 2015-16 and ongoing into the future. Boulder County CCAP cannot emphasize enough how important QUALITY is to the program and that is why we are partnering with ECCBC to assist providers in reaching the highest level of quality possible for their businesses. Children in Boulder County deserve nothing less than the amazing care and learning environments possible regardless of any perceived notions that CCAP is a less than par standard. Unlike a lot of places you may go in the state or even around the country, Boulder County has made early childhood learning a strategic initiative.

With the passing of House Bill 14-1317, there is a requirement for County CCAP programs to create Tiered Reimbursement Rates that tie into the Quality Ratings through the State system. This new Rate Structure is required to be in place no later than July 1st, 2016. Boulder County is committed to creating our structure as soon as we can, but in order to do so we are waiting on some vital information regarding Market Rates from the State. Once we have this information we will be able to model rates and determine what is best for our County. Boulder County is committed to working alongside providers to determine what is feasible and sustainable for the budget.

Next Steps will include the State sharing the Market Rate survey with County; County Finance team models rate type changes and determines fiscal impacts; and Rate type changes are approved and announced. Once we have the new rate types, there will be a need to create all new fiscal agreements showing the new rate type for your particular contract. This is by far one of the most cumbersome parts of project as we, the CCAP team will need to go through all the active authorizations, and update all the cases attached. We are preparing for that now and although it will be time consuming, we plan on a smooth and easy process.

If you have questions, please feel free to contact Terri Albohn, CCAP Manager.

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## Non-School Day Child Care

If you are a site location that does not offer non-school day care please remind your clients that we need their non-school site location 10 days in advance of the day they are requesting care. They can specify which site location they are using for the entire year as their non-school site and this information will be added to their case.

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## Recertification

Every open case with CCAP has an annual recertification time. Redetermination packets are due 15 days prior to the end of their redetermination month. In order to prevent a delay in care, it is important that the client turns in a completed redetermination packet and required verifications by the 15<sup>th</sup> day of their redetermination month. *If we have not received a completed redetermination packet and required verifications by the end of the month, the client's case will be closed.* The client will have up to 30 days once their case has closed to get the paperwork into CCAP **but CCAP will not cover care from the date the case closes to the date the redetermination is complete.** If there is a gap in care, the client is responsible for payment. If the client does not turn in the redetermination packet within 30 days of the case closing they then will have to re-apply for CCAP.

Please note, once we have received a redetermination packet, or even a change in provider request, we have 10 days to work the documents. We work the cases in the order they are received and are currently processing all of our documents within the allowed timeframes. We want to thank all of clients and providers for their patience!



## Table –Top Turkeys

- 84 pieces candy corn
- 24 double-stuffed Oreo cookies
- 3/4 cup canned chocolate frosting
- 12 miniature peanut butter cups
- 12 Hershey Kisses of your choice
- 3/4 cup canned vanilla frosting
- Orange food coloring
- 6 miniature marshmallows, halved
- 6 mini Oreo cookies
- 12 Rolo candies

## Directions

1. Insert seven pieces of candy corn in a fan shape into half of the double-stuffed cookies. Position each cookie perpendicular to a remaining double-stuffed cookie; attach with chocolate frosting.
2. Using chocolate frosting, attach a peanut butter cup and a kiss to the front of each cookie. Tint vanilla frosting orange. For eyes, attach two marshmallow halves to each kiss with a small amount of orange frosting.
3. Twist mini cookies apart; remove and discard cream filling. Attach a Rolo to each mini cookie half with chocolate frosting and attach to tops of turkeys.
4. Using remaining frosting, pipe pupils, mouths and legs on turkeys. Let stand until set. Yield: 1 dozen.

## Gobbler Place Cards

*Sweeten up your table with these turkey pals, quickly and cleverly constructed from cupcake liners.*

**How it's done:** Flatten a standard-size cupcake liner, then draw eyes on a mini cupcake liner. With a glue stick, adhere a beak and snood cut from colored paper. Using a brush or cotton swab, dab white glue around the rim of the mini liner. Set it off-center on the larger liner, as shown, and let it dry. With the glue stick, attach the turkey to a folded tent card (we used decorative-edge scissors to cut ours from brown card stock). Add turkey feet and a name with marker.

