



DPHHS-HCS/CC-156
(New 01/11)

BEST BEGINNINGS CHILD CARE SCHOLARSHIP REPORTING REQUIREMENTS

Dear Applicant,

Please read this letter carefully. It has information about your responsibilities as an applicant in the Best Beginning Child Care Scholarship program, child care fraud, and the consequences of providing false information. If you have questions, please call your local Child Care Resource and Referral [CCR&R] Agency Eligibility Specialist.

Reporting Changes

You must report all required changes to your local CCR&R within 10 calendar days of when they occur. Talk to your Eligibility Specialist if you are not sure whether to report a particular change. **You are required to report the following changes within 10 calendar days:**

- Change of employment for any household member
 - Loss of employment to less than 120 hours per month for a two-parent family or 60 hours per month for a single parent family (40 while attending school full-time; 60 hours while attending school part time)
- Changes in residence or mailing address, or phone number
- The loss or addition of a household member
- Changes in school attendance
- Opening or closing of any child support case through Montana Child Support Enforcement Division or other state, any change in the amount of child support received through an approved court order, or any change to good cause for not applying for child support

Fraud

Child care fraud is larceny. Fraud involving more than \$500 is a felony. In Montana, a person who purposely makes a false statement to get assistance or who knowingly fails to notify of a change in circumstances that could affect eligibility for assistance is guilty of larceny. If you are convicted of child care fraud, you can be punished according to Montana law.

Payment Policies

Parents are responsible for paying their Scholarship co-payment, charges above the maximum reimbursable rate the Scholarship may pay to providers, and those registration and activity fees not paid by the Best Beginnings Scholarship. LCP/LCI providers must pay all fees associated with background checks.

Repayment

In addition to criminal punishment, anyone who causes an improper payment to a provider by withholding information about any of the above changes will be required to repay the amount of the improper payment. Repayment will be in either a lump sum or according to a written repayment plan.

By my signature below, I declare that I fully understand and agree to the above reporting requirements. If I give false, incorrect, or incomplete information or do not report changes on time, I may be breaking the law and could be prosecuted for perjury, larceny, or fraud.

Applicant

Date

CCR&R Eligibility Specialist

Date