



## Getting Ready to Receive Best Beginnings Child Care Scholarship Payments

- **Log into the Early Childhood Services Bureau Child Care Under the Big Sky (CCUBS) Provider Portal** using your PS# and password. [Provider Portal User Guide \(mt.gov\)](#) This is where your license information is stored along with scholarship invoices, authorization plans for families in your care receiving scholarship payments, your Rights and Responsibilities under the scholarship program, Statements of Remittance (SOR).
  - If you do not know your PS#, please call Child Care Resources (CCR) to receive your PS# and to be sure the correct email address is on file. If no email address is on file, a password will be mailed to you.
  - Once you have your PS# and confirmed the correct email address is on file – You may request a new password by clicking “Forgot password”
  - The new password will be sent to your email address, and you may log into the Provider Portal with your PS# and Password.
- Read and sign the **Rights and Responsibilities**. Call CCR if you have any questions.
- **Sign up for online invoicing**. Once set up, online invoicing is faster and easier for you and for CCR than paper invoices. Faster processing means payment gets to sooner than if you use paper invoices.
- To receive payment **ECSB’s Fiscal Department must have your W-9**. Get it here [Form W-9 \(Rev. October 2018\) \(irs.gov\)](#)

Mail to:  
Early Childhood Services Bureau  
Josh Clement  
Pol Box 202925  
Helena MT 59620

Fax to:  
Early Childhood Services Bureau  
Josh Clement  
406-444-2547

Call: 406-444-2803

- **Sign up for Direct Deposit** to receive payment quickly and eliminate the risk of your check being lost or stolen in the mail. [Link to the form](#)

- You must have your hourly and daily rates in CCUBS to receive payment. Please call us when you change your rates so we can update them.
- You **may not** charge scholarship families more than you charge private pay families.
- Rates **are not** automatically updated when the scholarship reimbursement rate changes
- Rates **are not** retroactive. They will update on the first of the following month

- Don’t forget to [sign up with CCR’s Referral Program](#) so we can help you fill your [vacancies](#).