

## IMPORTANT ANNOUNCEMENT

September 2017

### **Revised Deadlines for Completing the Health and Safety Required Trainings**

To all licensed and license-exempt providers participating in the Child Care Assistance Program (CCAP):

The deadline for completion of the required Health and Safety trainings has been extended. An orientation period for new CCAP providers has also been established.

**Current CCAP Providers:** Providers approved for CCAP payments before 10/1/17 will now have until 3/31/18 to complete the required Health and Safety trainings in order to remain eligible for CCAP payments.

**New CCAP Providers:** Individuals hired for a licensed or license-exempt center must complete all required trainings within the orientation period of 90 days from the date of hire in order for the center to maintain CCAP eligibility.

\*\*\* If you are a new Licensed Home Provider, the 90-day orientation period begins on the date you are approved for CCAP payments.

- All Health and Safety trainings must be completed within the 90-day orientation period in order to continue receiving payments from CCAP.
- To be able to work with children unsupervised, providers **must complete** the CPR/First Aid and the Child Abuse and Neglect/Mandated Reporter trainings. Providers who have not completed these trainings cannot be approved for CCAP unless they are supervised.
  - Only providers who completed all of the required Health and Safety trainings can supervise new providers while they complete their trainings, and still receive CCAP payments.

\*\*\* If you are a new License-Exempt Home Provider you must complete the CPR/First Aid and the Child Abuse and Neglect/Mandated Reporter trainings before you can receive CCAP approval. You will then have 90 days from CCAP approval date to complete the rest of the required trainings or be canceled from all CCAP active cases until all trainings have been completed.

**All CCAP providers** must complete the additional Child Development training by **9/30/2018** as listed on the most recent training requirements notices. You can find these notices on the Illinois Department of Human Services' web site by visiting <http://www.dhs.state.il.us/page.aspx?item=87061>.

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Effective immediately, completion of the required trainings will **only** be tracked from the Gateways to Opportunity Registry (Registry) and you ***will not*** be required to submit any training documents to IDHS. IDHS will check the Registry to ensure compliance. Keep copies of your current training documents in your file for five (5) years. You must be able to produce a copy when requested by IDHS as proof of training completion.

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When confirming the training you are required to complete, please note that for the purposes of the CCAP, a **school age child** is a child ages 5-13 (or through the age of 18 if approved for CCAP due to a special need or court order) who is enrolled in school. A 5 year old child is considered school age **only when** enrolled in a school based kindergarten. This enrollment does not include a before/after school program.

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Please visit the IDHS web site for additional information on the training requirements at <http://www.dhs.state.il.us/page.aspx?item=87061>

For specific information about the training requirements (Health, Safety and Child Development) and how to register in the Gateways to Opportunity Registry to self-report your training, please contact your local CCR&R.

If you have any questions regarding this notice, please send them to [dhs.ccap-reauth@illinois.gov](mailto:dhs.ccap-reauth@illinois.gov)