West Virginia Department of Human Services

# Tiered Reimbursement Application for West Virginia 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 specific higher quality standards are met. Programs that meet Tier II standards receive $3.00 extra daily and programs that are accredited receive $6.00 extra daily per child. The following table shows the difference in payment rates:

| Rate Type | Infant (0-24 Months) Day/Month | Toddler (25-36 Months) Day/Month | Pre-School (37-59 Months) Day/Month | School-Age (60 Months and Up) Day/Month |
|---|---|---|---|---|
| Tier I | $30 | $30 | $29 | $26 |
| Tier II | $33 | $33 | $32 | $31 |
| Tier III – National Accreditation | $36 | $36 | $35 | $32 |

**Tier I Rates**

If you are registered as a family childcare home, you are a Tier I provider and receive Tier I rates through the childcare 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 flash drive with documentation material for each standard. Each item of documentation should be saved 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 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 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 flash drive 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 annually.
- Tier II training requirements must be met with training that is registered with WV STARS or approved by your regulatory specialist. Applicable courses in Early Childhood and/or Child Development completed at accredited colleges or universities are also acceptable.
- 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, childcare homes may be accredited either by the National Association for Family Child Care (NAFCC) or National Association for the Education of Young Children (NAEYC). Please note that only the highest level (Accreditation+) of the NAEYC Accreditation model (new accreditation model went into effect March 1, 2025) is eligible for Tier III status. 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

National Association for the Education of Young Children
1313 L Street, N.W. Suite 500
Washington, D.C. 10005
Phone: 202-232-8777 or 1-800-424-2460
Website: http://www.naeyc.org

**Tier III Application Instructions**

Family childcare homes that are accredited and are not already receiving Tier III reimbursement rates must submit the attached application forms (pages 3 and 6) 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 forms 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.

**Tiered Reimbursement Policy and Procedures: https://bfa.wv.gov/media/7011/download?inline**

**Mailing Address and Contact Information**

Submit Tiered Reimbursement application and documentation to:
West Virginia Department of Human Services
Division of Early Care and Education
Attn: Jaime Price
350 Capitol Street, Room B-18
Charleston, WV 25301

Email: Jaime.L.Price@wv.gov Phone: (304) 637-5560

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

### I. PROVIDER INFORMATION

**1. Provider Name:** _____

**Phone Number:** _____ **Email Address:** _____

**Physical Location Address:**

_____

Street City State Zip Code

**Mailing Address (if different):**

_____

Street City State Zip Code

### II. TIER FOR WHICH YOU ARE APPLYING

☐ TIER II - ATTACHED IS THE REQUIRED TIER II DOCUMENTATION and SECTION VIII CERTIFICATIONS

☐ TIER III - ATTACHED IS A COPY OF MY CERTIFICATE OF ACCREDITATION and SECTION VIII CERTIFICATIONS

**Provider Signature:** _____ **Date:** _____

## III. DOCUMENTATION REQUIREMENTS FOR TIER II REIMBURSEMENT

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

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

6. 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:**

7. A list of the learning centers used in the classrooms in your program, including five examples of materials used in each learning center.
8. Three examples of the current 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).
9. 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:**

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

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

11. At least one (1) completed example of daily communication with parents and family involvement (i.e., form used to communicate daily notes, letters sent home to parents, parent survey or newsletter, etc.).
12. 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:**

13. A current copy of the program provider's WV STARS Career Pathway Certificate and training transcript from WV STARS.
14. A copy of the current CPR and First Aid certification/card for the program provider.
15. Evidence of completion for training in the Family Child Care Environmental Rating Scale-3 (FCCERS-3) self-assessment for the program provider **and** a completed self-assessment for your program using FCCERS-3.
16. 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.
17. Certificate of attendance for the program provider for a Tier II approved early childhood conference showing attendance within the past year with a minimum of 6 hours of documented training.

## VIII. CERTIFICATIONS

**1. Access to Monitor Documentation File.** The childcare provider shall fully cooperate and assist the West Virginia Department of Human Services or its representative(s) with respect to the monitoring responsibilities and activities deemed necessary and appropriate by the Department at its sole discretion. The childcare 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 childcare 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 childcare program.
- I attest that all play equipment used in my family childcare 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 childcare 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 childcare program are posted in the food preparation area.
- I attest that my family childcare 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 childcare program meets the quality standards required for Tier II or Tier III 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 per day per child reimbursement provided as an incentive for meeting higher quality standards.**

**Provider Signature:** _____ **Date:** _____

**For DoHS Use Only:**
**Approved by:** **Date:**
**Denied by:** _____ **Date:** _____

West Virginia Department of Human Services

# Tiered Reimbursement Application for West Virginia Family Child Care Homes

## INSTRUCTIONS FOR TIER II REIMBURSEMENT REQUIREMENTS

**The following quality standards are the program requirements that family childcare 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 is 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 Jaime Price by email at Jaime.L.Price@wv.gov or by phone at (304) 637-5560.

| TIER II QUALITY STANDARDS FAMILY CHILD CARE HOMES |
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| **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 play equipment used both indoors and outdoors in the program is safe and developmentally appropriate for the children who use it. |
| 5. Heavy furniture which is easily tipped, such as shelves and entertainment centers, are anchored to the wall. |
| 6. Climbing equipment, swings, etc. are securely anchored into place. |
| 7. The provider's toy chests have either safety hinges and air holes or no lid. |
| 8. The provider has menus and children's food allergies posted in the food preparation area. |
| 9. The provider is alert to napping infants and visually checks on them at a minimum of every 15 minutes. |
| 10. The provider practices safe sleep procedures and has a written policy as recommended by Caring for Our Children. |

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| **SECTION III. CHILD GROWTH AND DEVELOPMENT** |
| 11. The provider supports all areas of development, including social-emotional, physical, cognitive, language/communication, and creative expression through age appropriate, developmentally appropriate activities. |
| **SECTION IV. ENVIRONMENT AND CURRICULUM** |
| 12. At least **two** of the following learning centers, well-defined and sufficiently equipped, are provided to children in the program:<br>a. Art (drawing materials, paints, 3-D materials, collage, tools)<br>b. Library (books for all age groups)<br>c. Building blocks and accessories (unit blocks, homemade blocks, toy people, animals, vehicles, road signs)<br>d. Dramatic/pretend play (housekeeping, different kinds of work, fantasy, leisure)<br>e. Writing<br>f. Math/numbers (counting, measuring, comparing, quantities, shapes, written numbers)<br>g. Nature/science (collections of natural objects, living things, nature/science books, games, toys, and activities)<br>h. Technology (computers with educational programs, filtered internet access, tape recorders, CDs, and cameras) |
| 13. Children have all day access to age-appropriate books. |
| 14. Children are offered at least 30 minutes each day for activities that they choose on their own. |
| 15. Active gross motor activities are available to children at least 30 minutes of each day. |
| 16. Fine motor activities are available to children for at least 30 minutes daily, such as writing, art, and scribbling. |
| 17. The provider posts written rules in simple language that children can understand. |
| 18. The provider has a written positive guidance policy in addition to simple rules. |
| **SECTION V. CHILD OBSERVATION AND ASSESSMENT** |
| 19. The family childcare provider receives a minimum of two professional development hours in child observation and assessment. |
| 20. The family childcare provider has implemented informal child assessment that aligns with the goals of the program. |
| **SECTION VI. FAMILY AND COMMUNITY RELATIONSHIPS** |
| 21. The family childcare provider has at least one method of family involvement such as a family bulletin board, family surveys, family newsletters, and/or family activities. |
| 22. The family childcare provider has a system in place for individual family communications that includes:<br>a. Daily communication for families with children under age 3, and<br>b. Weekly communication for those with children over age 3. |

| **SECTION VII. PROFESSIONALISM AND LEADERSHIP** |
|---|
| 23. The family childcare 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. |
| 24. The family childcare provider is registered on the WV STARS Career Pathway. |
| 25. The family childcare provider has current CPR and First Aid certifications. |
| 26. The family childcare provider has 10 hours of approved training annually, encompassing a minimum of two Core Knowledge/Core Competency areas. |
| 27. The family childcare provider has attended at least two professional development hours on the Family Child Care Environmental Rating Scale-3 (FCCERS-3) training and has completed a self-assessment of their program using the FCCERS-3. |
| 28. The family childcare provider has completed **one** of the following:<br>a. 1 semester of Apprentice for Child Development Specialist (ACDS),<br>b. Family Child Care modules,<br>c. WV Infant and Toddler Training (WVIT),<br>d. 3-hour college course in Early Childhood Education or Child Development,<br>e. Mind in the Making<br>f. 40 hours of credit toward the WV Early Childhood Certificate<br>g. The Growing Brain |
| 29. The family childcare provider has completed the following training on:<br>a. Safe Sleep,<br>b. Making a Difference- Mandate to Report, Responsibility to Prevent Child Abuse and Neglect, and<br>c. Medication Administration.<br>(This is in addition to the self-study guide received upon registration.) |
| 30. The family childcare provider participates in a Tier II approved early childhood conference at least once a year with a minimum of 6 documented hours of training. |

Any conference not listed must have prior approval from Division of Early Care and Education Tiered Reimbursement State Coordinator

****Conference attendance must meet a minimum of 6 documented training hours**

1. Celebrating Connections
2. Great Beginnings
3. Handle With Care
4. Summits sponsored by the Division of Early Care and Education
5. Partners in Prevention Annual Conference
6. WVAYC Annual Conference
7. FCC Summits sponsored by the Division of Early Care and Education- **(for facility and home providers only)**
8. WV Family Child Care Association Annual Conference- **(for facility and home providers only)**