DIVISION OF EARLY CHILD CARE AND DEVELOPMENT

MISSISSIPPI CHILD CARE PAYMENT PROGRAM

POLICY MANUAL

NOVEMBER 2025

MDHS
MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

Table of Contents

Chapter 1: What is the Child Care Payment Program? 6
Rule 1.1 Legal Authority 6
Rule 1.2 Purpose of the CCDBG and CCDF 6
Rule 1.3 Non-Discrimination Statement 7
Rule 1.4 Organizational Structure of CCPP 7
Chapter 2: CCPP Definitions 8
Chapter 3: Priority Service Populations 17
Priority Service Populations 17
Other Service Populations 17
Rule 3.1 Eligibility Guidelines by Priority Group 17
TANF and TCC clients 17
Homeless clients 18
Children meeting the definition of Protective Services 18
Teen parents 18
Parent(s) with Special Needs/Disabilities 19
Children with Special Needs/Disabilities 19
Deployed Military Parents 19
Families with Very Low-Income 19
Families with Low-Income 20
Chapter 4: Parent Application Process 21
Rule 4.1 Before Submitting an Application 21
Rule 4.2 Submitting an Application 22
Rule 4.3 Notices from DECCD to Applicant 23
Acknowledgment/Request for Documents 23
Request for Information 23
Reminder: 30-day Notice 23
Denial: 60-day Notice 23
Chapter 5: Parent Eligibility Requirements 24
Rule 5.1 Eligibility Requirements 24
Rule 5.2 Proof of Eligibility Requirements 24
Rule 5.3 Required Documentation 25
1. Proof of Age (Child) 25

2. Proof of Income (Family) 25
3. Federal 1040 Tax Form – (Total Income) 25
4. Schedule C Form 1040 – (Gross Income) 25
5. New Employment or Temporary Agency Employment ..... **Error! Bookmark not defined.**
6. Paid in Cash 25
7. Paid by Personal Check 26
8. Self-Employed with Filed Tax Return 26
9. Self-Employed, New Business 26
10. Teen parent(s) must submit valid ID for identification. 26
11. Wage Verification Form 26
Rule 5.4 How Income is Calculated 27
1. Calculating Income 27
2. Countable Income 27
3. Non-Countable Income 28
Rule 5.5 Proof of Work/Education or Training (Parent/Applicant) 29
Proof of Work 29
Proof of Education/Job Training 29
Combination of Employment and School 30
Rule 5.6 Proof of Relationship or Guardianship 30
Rule 5.7 Proof of State Residency (Parent/Applicant) 31
Rule 5.8 Proof of Identity (Parent) 32
Rule 5.9 Proof of Special Needs/Disability (Child and/or Parent, if applicable) 32
Rule 5.10 Teen Parent Eligibility Requirements 33
Rule 5.11 Proof of Meeting the Definition of Protective Services 33
Rule 5.12 Reasons for Ineligibility 33
Rule 5.13 Eligibility Period 34
Rule 5.14 Reporting Requirements 34
Rule 5.15 Redetermination of Eligibility 36
Rule 5.15 Termination Reasons During Redetermination Process 37
Underutilization of Child Care Certificate 37
Rule 5.16 Reasons for Certificate Termination 37
Chapter 6: Billing and Financials 39
Rule 6.1 Registration/Activity Fee 39
Rule 6.2 Co-Payment Fee 39
Determining Who Pays a Co-Payment Fee 39

Rule 6.3 Assessing Co-Payment Fees Per Child 40
Rule 6.4 Non-Payment of Co-Payment Fees 41
Rule 6.5 Co-Payment Reimbursement 41
Rule 6.6 Prorating Co-Payment Fees 42
Chapter 7: Provider Application Process 42
Rule 7.1 Types of Child Care Providers 42
Center Based Child Care Providers 42
Family Child Care Provider 42
In-Home Child Care Provider 42
Kinship Requirements 43
Rule 7.2 CCPP Provider Requirements 43
Rule 7.3 CCPP Health and Safety Orientation Training 44
Rule 7.4 Ongoing Professional Development 45
Rule 7.5 Health and Safety Requirements 46
Prevention and Control of Infectious Diseases (Including Immunizations) 46
Prevention of Sudden Infant Death Syndrome and the Use of Safe-Sleep Practices 46
Administration of Medication, Consistent with Standards for Parental Consent 47
Prevention of and Response to Emergencies due to Food and Allergic Reactions 48
Building and Physical Premises Safety, including the identification of and Protection from Hazards, Bodies of Water, and Vehicular Traffic 48
Prevention of Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment 49
Emergency Preparedness and Response Planning for Emergencies Resulting from a Natural Disaster or a Human-Caused Event (such as Violence at a Child Care Facility) 50
Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio- Contaminants 50
Precautions in Transporting Children (If Applicable) 50
Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) Certification 52
Recognition and Reporting of Child Abuse and Neglect 52
Nutritional Standards 52
Physical Activity 53
Caring for Children with Special Needs 53
Sun Safety 54
Literacy Development 54
Rule 7.6 Child Maltreatment 54
Rule 7.7 Discipline of Children 54
Rule 7.8 Suspension and Expulsion of Children 55
Chapter 8: Procedures After Approval of a Certificate 56

Rule 8.1 Reimbursement Rates 56
Rule 8.2 Other Fees 57
Rule 8.3 Payment Process 57
Rule 8.4 Parent Choice of Provider 59
Rule 8.5 Parent Compliance 60
Rule 8.6 Allowable Leave Time for Parents 60
Exceptions to the Excessive Absence Rule: 60
Rule 8.7 Allowable Closures for Providers 61
Holidays and Professional Development Training Allowed Closures 61
Natural Disasters/Inclement Weather 63
Rule 8.8 Payment Ledger Cycle 63
Rule 8.9 Ledger Payments 63
Rule 8.10 Payment Adjustment Request 64
Overpayment/Underpayment 64
Certificate Error 64
Rule 8.11 Types of Care 64
Full-Time and Part-Time Care 64
Non-Traditional Care 65
Rule 8.12 Reimbursement 65
Rule 8.13 Garnishment/Levies 66
Rule 8.14 Licensure Revocation or Closure 66
Rule 8.15 Provider Change of Status 67
New Child Care Owners 67
Death of Owner/Director 68
Change in Ownership Not Related to Death 68
Rule 8.16 Tax Identification 68
CCPP Provider Obligation of Duty 69
Chapter 9: Program Compliance 70
Rule 9.1 Child Care Facility Complaint Process 70
Filing a Complaint 70
Record of Complaints 70
Types of Complaints 70
Rule 9.2 Referrals to MSDH 71
Rule 9.3 Monitoring Responsibilities 71
Licensed Child Care Centers 71

Licensed Family Child Care Providers 72
Licensed In-Home Child Care Providers 72
Rule 9.4 Record Reviews 72
Rule 9.5 Monitoring Fines 73
Rule 9.6 Public Posting of Inspection Reports 73
Rule 9.7 Improper Payments and Penalties 74
Improper Payment Categories 74
Recoupment Processes 75
IPV Penalties for Child Care Providers 75
IPV Penalties for CCPP Recipients 76
Rule 9.8 Administrative Agency Appeal 77
Rule 9.9 Civil Action 78
Rule 9.10 Criminal Prosecution 78
Chapter 10: Child Care Consumer Education 79
Consumer Education Website 79
Additional Consumer and Provider Education 79
Inspection Reports 79
Social –Emotional and Behavior Support 79
Developmental Screenings 80

Chapter 1: What is the Child Care Payment Program?

The Child Care Payment Program (CCPP), with the Division for Early Childhood Care and Development (DECCD) of the Mississippi Department of Human Services (MDHS), provides child care tuition assistance to eligible parents and guardians.

The CCPP is funded by the Child Care and Development Fund (CCDF), Temporary and Need Families (TANF) funds, and Mississippi General Funds. The CCPP allocates these funds to help cover child care costs for low-income families engaged in work, education, or job training, with children under 13 years of age, or those under 19 with special needs. This manual adheres to the Child Care and Development Block Grant (CCDBG) Reauthorization Act of 2024, CCDF regulations, and the CCDF Triennial State Plan. The CCPP's goal is to ensure that all CCPP eligible families have access to high quality child care by establishing health and safety standards for providers, early education standards, professional development training to the child care workforce, and ensuring CCDF beneficiaries have access to affordable care from all participating providers in the CCPP. The Division of Early Childhood Care and Development (DECCD) aids eligible parents in finding child care assistance, offering a directory of approved providers, and guidance on child development to facilitate informed decisions. Providers approved by the CCPP are tasked with fostering early childhood education in settings that comply with all federal and state required guidelines.

Rule 1.1 Legal Authority

CCDF is authorized under the CCDBG which was enacted under the Omnibus Budget Reconciliation Act of 1990. The CCDBG Act was amended and reauthorized by the Personal Responsibility and Work Opportunity Act of 1996, and again by the CCDBG *Reauthorization Act of 2024*.

Source: 45 CFR 98; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 1.2 Purpose of the CCDBG and CCDF

The CCDBG enhanced the statutory purposes of the CCDF program to better balance the dual purposes of promoting children's healthy development and school success and to support parents who are working, in training, or pursuing education:

1. To allow each State maximum flexibility in developing child care programs and policies that best suit the needs of children and parents within that State.
2. To promote parental choice to empower working parents to make their own decisions regarding the child care services that best meet their family's needs.
3. To encourage States to provide consumer education information to help parents make informed choices about child care services and to promote involvement by

parents and family members in the development of their children in child care settings.

4. To assist States in delivering high-quality, coordinated early childhood care and education services to maximize parents' options and support parents trying to achieve independence from public assistance.
5. To assist States in improving the overall quality of child care services and programs by implementing the health, safety, licensing, training, and oversight standards established in this subchapter and in State law (including State regulations).
6. To improve child care and the development of participating children; and
7. To increase the number and percentage of low-income children in high-quality child care settings.

Source: 45 CFR 98.1
Revised: August 2025

Rule 1.3 Non-Discrimination Statement

Individuals shall not be discriminated against on the basis of race, color, national origin, religion, sex, age, or disability in the provision of child care services.

Source: 45 CFR 98.20(b)(1); Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 1.4 Organizational Structure of CCPP

The Governor of Mississippi has appointed MDHS as the Lead Agency of the CCDBG. As Lead Agency, MDHS has primary responsibility for compliance with all requirements of the grant, and for administering, and coordinating all functions of the grant.

Source: 45 CFR 98.10; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Chapter 2: CCPP Definitions

1. **Absent Day**: Any day in which a child does not attend the child care center/setting for the scheduled hours he/she is enrolled.
2. **Abused Child**: A child whose parent, guardian, custodian, or any person responsible for the care or support, whether legally obligated to do so or not, has caused or allowed to be caused, upon the child, sexual abuse, sexual exploitation, emotional abuse, mental injury, nonaccidental physical injury or other maltreatment. An "abused child" also means a child who is or has been trafficked within the meaning of the Mississippi Human Trafficking Act by any person, without regard to the relationship of the person to the child.
3. **Actual Center or Facility Hours**: The time a child actually spends in a center or facility setting.
4. **Administrative Agency Appeal Hearing**: An informal proceeding held before an impartial Mississippi Department of Human Services (MDHS) administrative hearing officer, in which an applicant or recipient appeals an adverse agency action.
5. **Administrative Disqualification Hearing**: A hearing initiated by MDHS whenever there is documented evidence to substantiate that a claimant of a state or federal program committed an act that constitutes a violation of said regulations or any related state statute, with the exception of the Supplemental Nutrition Assistance Program (SNAP).
6. **Adverse Action**: An action that denies the applicant assistance with the Child Care Payment Program.
7. **Adult**: A person who is of the age eighteen (18) years or older.
8. **Agency Error (AE)**: Occurs when MDHS staff incorrectly takes action or fails to take action that causes improper payment.
9. **Applicant**: The person submitting the child care application on behalf of the household.
10. **Attending Educational Program/Job Training**: Full-time enrollment in an education and/or job training program resulting in a degree or certificate designed to promote job skills and employability, or a combination of the two (2). Full-time enrollment is defined by an accredited institution providing the education and/or job training program.
11. **Authorized Representative**: An individual who, via written and/or verbal authorization by the parent or legal guardian, may speak or act on the parent's behalf. Written and/or verbal authorization must come to the Division of Early Childhood Care & Development (DECCD) directly from the parent or legal guardian and be maintained in the parent or legal guardian's case file in the Child Care Payment System (CCPS).
12. **Business Day**: Any day in which MDHS is open that excludes holidays and weekends.
13. **Calendar Day**: Any day of the week, including holidays and weekends.
14. **Care Giver**: An individual at least eighteen (18) years of age with at least a high school diploma or equivalent GED who provides direct child care, supervision, and guidance to an eligible child.

15. **Care Types**: Different types of child care services such as full-time, part-time, night, or weekend selected by the applicant.
16. **Child Care Provider**: A child care provider or family child care provider that has been determined duly eligible by the Mississippi State Department of Health (MSDH) and the Mississippi Department of Human Services Division of Early Childhood Care & Development (DECCD) through meeting minimum requirements to participate in the Child Care Payment Program (CCPP). The child care provider refers to the individual or entity to whom DECCD issues payments for reimbursement of child care services to not the individual locations for which the provider may be licensed to operate a child care facility.
17. **Child Care and Development Fund (CCDF)**: A federally funded program designed to improve the affordability and quality of child care and provide access to child care services for eligible low-income families so they can work or attend an education or job training program provided under the Child Care Development Block Grant (CCDBG).
18. **Child Care Certificate**: Issued by DECCD directly to the parent of a child who has been determined eligible for CCDF funds. A child care certificate (voucher) is assistance to the parent that allows a CCPP approved provider to claim CCPP reimbursement for child care services delivered. Child Care Certificates are only valid when care is provided by the approved provider at the approved location indicated on the certificate.
19. **Child Care Development Block Grant (CCDBG)**: The primary source of the United States federal funding for child care subsidies for low- income working families and funds to improve child care quality.
20. **Child Care Payment Ledger**: The method used in the Child Care Payment System (CCPS) for providers to record attendance of enrolled children. Providers are paid based on the claims submitted on the payment ledger.
21. **Child Care Payment Program (CCPP)**: Child Care Payment Program is the name Mississippi uses for the CCDF program which is administered by MDHS to provide child care payment assistance to eligible low-income families through the CCDF.
22. **Child Care Payment System (CCPS)**: The system used by DECCD staff to process parent applications and to determine eligibility. The system is also used by parents to submit applications, updates, and renewals and by providers to submit payment ledgers, updates and renewals.
23. **Child Care Services**: Care provided for a fee by a child care provider to an eligible child or children in the parent or guardian's absence.
24. **Child Care Staff**: A caregiver who provides child care services for a child(ren) when the parent(s) and other family members are unavailable, including the child care director, hired staff, volunteers, and drivers.
25. **Child with Special Needs**: A child under the age of 19 who meets the Supplemental Security Income (SSI) definition of disability by having a medically determined physical or mental impairment that results in marked and severe functional limitations, that can be expected to result in death, or that has lasted or can be expected to last for a continuous period of not less than twelve (12) months.

26. **Child in Protective Services**: Children that are court ordered to receive Protective Services from the Mississippi Department of Child Protection Services (MDCPS). This term also refers to children of emergency personnel during declared Disaster or Emergency Conditions.
27. **Consumer Education Website**: The consumer education website is available to parents, providers, and the general public to ensure access to information and services within the state.
28. **Co-Payment Fee**: A mandatory parent or guardian contribution to the cost of child care in the CCPP that is paid directly from the parent or guardian to the provider and is determined by DECCD through application of a sliding fee scale.
29. **Critical Violation**: Violation of rule(s) identified by the Mississippi State Department of Health (MSDH) in the Regulations Governing Licensure of Child Care Facilities as most critical because non- compliance with those rules poses a threat to the health, safety, or well-being of the children in care and to the operation of the center. See Class I violations in the MSDH Regulations Governing Licensure of Child Care Facilities.
30. **Deadline**: Refers to the last day any action can occur on processes related to parents or providers.
31. **Degrees of Kinship According to The Law**: The first degree of kinship refers to parents and children. The second degree of kinship refers to siblings (brothers and sisters), grandparents, and grandchildren. The third degree of kinship refers to uncles, aunts, nieces, nephews, great-grandparents, and great- grandchildren.
32. **Designated Study Hours**: Study hours are allowed in a 1:1 ratio with actual classroom hours the parent/guardian participates in and cannot exceed actual classroom hour enrollment for the parent/guardian.
33. **Director**: The person who has primary responsibility for the daily operations and management of a child care center. CCPP approved providers must be onsite for a minimum of 60% of the operating hours of each program day to receive reimbursement.
34. **Director Designee**: Any individual designated to act as the director having all responsibility and authority of a director during the director's short-term absence, as defined by the Mississippi State Department of Health (MSDH).
35. **Educational Hours**: Hours which may be a combination of actual classroom hours and designated study hours for parents/guardians enrolled in educational programs/job training.
36. **Educational Program/Job Training**: A program offering educational or job training content. Educational programs must be accredited by the State of Mississippi or a national organization. Job Training programs must result in a certificate of completion or professional certification. Verification of participation in a Job Training program can be provided by the employer. Participation may be used to meet the work requirement for CCPP eligibility.
37. **Eligible Child**: A child that meets the eligibility requirements either through family or individual conditions as set forth by the CCDBG Act and this policy manual.

38. **Eligibility Period**: A period of at least twelve (12) months during which a family or child is eligible to receive child care subsidy. Periods of eligibility shall be shortened for violations of eligibility or fraud.
39. **Emergency Preparedness Plan**: Each child care center is required to have an emergency preparedness plan - all activities and processes designed to prepare for an unsafe event and deal with the immediate emergency conditions created by or associated with the event, per the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)).
40. **Excessive Absences**: An event where a child is absent from the child care provider for sixty (60) consecutive calendar days or more without contact with the child care provider.
41. **Families with Very Low Income**: A family with the total family income at or below 50% of the State Median Income (SMI).
42. **Family Child Care Provider**: A person which provides shelter and personal care for five (5) or fewer children who are not related within the third degree computed according to the civil law to the operator and who are under 13 years of age and under 19 years of age for children with special needs, for any part of the 24-hour day, whether such place be organized or operated for profit or not within a Family Child Care Home. This facility must be licensed and monitored by the Mississippi State Department of Health (MSDH).
43. **Family Unit**: Any person living in the household who is financially or legally responsible for the care of the child(ren) included in an application for a child care certificate.
44. **Full-Time Child Care**: Child care provided for six (6) or more hours of a 24-hour day. Full-time child care should meet the needs and reflect the work, education, or job training schedule of the parent.
45. **Gross Income**: A household's income before any deductions are made of any member of the family as defined above (see Family Unit).
46. **Homeless Children**: The McKinney-Vento Homeless Education Assistance Improvements Act of 2001 defines homeless children and youth as "individuals who lack a fixed, regular, and adequate nighttime residence." Examples of homeless children and youth include those who: (1) share the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled up); (2) live in motels, in hotels, or on camping grounds due to lack of adequate alternative accommodation; (3) live in emergency or transitional shelters; (4) were abandoned in hospitals; (5) are awaiting foster care placement; (6) have a primary nighttime residence that is not ordinarily used as a regular sleeping accommodation for human beings; (7) live in caves, parks, public spaces, abandoned buildings, substandard housing, and bus or train stations; (8) are migratory children and youth living in any circumstances described above.
47. **Improper Payment**: An unauthorized payment made to a provider on behalf of a parent or guardian for CCDF subsidy at the time the payment was made. The error may have been due to Agency Error (AE), Unintentional Program Violation (UPV), or Intentional Program Violation (IPV).

48. **Income**: Funds received by all applicable individuals as described in this policy that are not supplemented by any public assistance other than child support received, medical assistance, or the Supplemental Nutrition Assistance Program (SNAP). Income that is counted towards the maximum allowable income limit includes: wages or salary (gross income of any family unit as defined above), base pay for military personnel, gross income from self-employment, unemployment compensation, worker's compensation, alimony (regular and ongoing payments), veteran's benefits, military allotments, capital gains, rental income (regular and ongoing payments), dividends (regular and ongoing payments), retirement/pension, commission, cash bonuses, and regular or lump sum payments.
49. **Infants**: Children from birth through 12 months.
50. **In-Home Care Provider**: A provider that cares for a child with special needs in the child's home. The provider must be at least 18 years of age and shall not reside in the child's home. The limitations on in-home care are that all children must reside in the home, must be related or connected through Child Protective Services placement or adoption, and must have special needs. A maximum of three children is allowed in the home at any one time. Providers must also be licensed with MSDH and hold a Special Needs In-Home Certificate.
51. **In Loco Parentis**: An individual who functions in place of a parent, if the child's parent is unable to act as the parent or has delegated his or her parental authority. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship. Requires submission of a Guardianship/In Loco Parentis Verification form as part of the Child Care Payment Program (CCPP) application process.
52. **Intentional Program Violation (IPV)**: An intentional act by the parental authority or a child care provider to misrepresent or mislead by providing false documentation or verification or intentionally omitting documentation or verification in an effort to wrongfully obtain eligibility for services or payment, which is proven by clear and convincing evidence.
53. **Lead Agency**: The Mississippi Department of Human Services (MDHS) is the state entity that serves as the Lead Agency for the administration of programs and services funded by the Child Care and Development Fund.
54. **License –Exempt Child Care Provider**: A child care provider that meets one of the conditions for exemption as established by Mississippi law. A License-Exempt provider must meet one of the exemptions AND one of the legal definitions for a child care provider as defined in Mississippi law. Proof of License exempt status is provided solely by the Mississippi State Department of Health.
55. **Licensed Child Care Provider**: A provider licensed to deliver child care services for fewer than twenty-four (24) hours per day per child in a non-residential setting. Providers who meet a condition of license exemption as described in Mississippi Law and are voluntarily licensed, as well as providers in residential settings who are voluntarily licensed are also identified as a Licensed Child Care Provider.

56. **Licensing or Regulatory Requirements**: Requirements necessary for a provider to legally provide child care services in a state or locality including regulations and requirements established under State, Local, or Tribal Law. The Mississippi Child Care Licensing Law (see Miss. Code §43-20-3) provides the legal authority under which the Mississippi State Department of Health (MSDH) regulates health, safety, and welfare in licensed child care facilities.
57. **Mississippi Early Learning Guidelines and Standards**: Educational standards and guidelines for children from birth through four years old.
58. **Natural Disaster**: Catastrophic events that cause, or may cause, substantial damage or injury to civilian property or persons, per Section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)). Examples of these events include but are not limited to hurricanes, tornados, floods, earthquakes, fires, or snowstorms.
59. **Neglected Child**: A child (i) whose parent, guardian or custodian or any person responsible for his care or support, neglects or refuses, when able so to do, to provide for him proper and necessary care or support, or education as required by law, or medical, surgical, or other care necessary for his well-being; (ii) who is otherwise without proper care, custody, supervision or support; or (iii) who, for any reason, lacks the special care made necessary for him by reason of his mental condition, whether the mental condition is having mental illness or having an intellectual disability; or (iv) who, for any reason, lacks the care necessary for his health, morals or well-being.
60. **Non-Traditional Care**: Includes weeknight care and supervision of children for less than 24 hours per day within the twelve hours between 6:00 p.m. and 5:59 a.m., and/or weekend care and supervision of children between 6:00 p.m. Friday and 5:59 a.m. Monday.
61. **Notice of Redetermination (Parent)**: Informs the parent and provider of a child's upcoming redetermination of eligibility.
62. **Notice of Redetermination (Provider)**: Informs the provider of an upcoming redetermination of eligibility.
63. **Parent**: A mother or father by blood, marriage, or adoption; a legal guardian; or another person standing in loco parentis.
64. **Parent with a Disability**: A parent who meets the SSI definition of disability by being unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than twelve (12) months.
65. **Part-Time Child Care**: Child care provided for fewer than six (6) hours of a 24-hour day.
66. **Preschool-Aged Child**: Children from three (3) years of age up to their first day of kindergarten, with the exception of children participating in Early Head Start, Head Start, or public PreK programs during the school day.
67. **Priority Population**: A term used to refer to a population with shared characteristics and identify the order in which applications will be processed in the event that funding is inadequate to serve all applicants.

68. **Provider**: A general term used to refer to any center or individual providing care to children as described in this policy manual.
69. **Provisional Child Care Certificate**: A child care certificate that is issued to children of parents with Temporary Assistance for Needy Families (TANF) and Transitional Child Care (TCC) cases who are no longer qualified due to TANF guidelines, with the exception of cases excluded for intentional program violation. The provisional certificate is issued at the end date of the TANF or TCC case closure and allows for a full consecutive twelve (12) months of child care subsidy. The provisional certificate is issued upon the closure of TANF or TCC cases for the remainder of a twelve (12) month period from the initial issue date of the original certificate. (The date of termination will be listed on the provisional certificate upon issuance. Therefore, this provisional certificate does not provide the traditional two-week notice to the provider or parent afforded by a non-TANF or non-TCC child care certificate.)
70. **Redetermination of Eligibility**: Eligibility for child care assistance through the Child Care Payment Program (CCPP), which is to be conducted no more frequently than every twelve (12) months for each eligible family.
71. **Residing/Living With**: Living with, including taking meals and sleeping in the same house, for a majority of a seven (7) day period beginning Sunday and ending Saturday.
72. **Referral & Resource Sites (R&Rs)**: Offer technical assistance, training, consultation, materials and resources on developmentally appropriate practices, health related issues and practices. R&Rs offer consumer education to parents and interested parties on a variety of health, social support programs, and child care options, including helping families apply for CCPP. The R&Rs can assist providers to include children with disabilities in their programs and provide onsite consultation to assist providers in problem solving child care, health and serving children with special needs. In addition, R&Rs identify unmet training needs of providers and provide information on existing training opportunities or arrange for training when none exist.
73. **School-Aged Care**: Child care services for school-age children or those attending other educational programs such as Head Start or public pre-K during the hours before and after the regular school day. The regular school day is defined by the educational program providing the child care services. Extended child care is available before and after school for Early Head Start and Head Start children (6 weeks to 5 years) and school-age children (ages 5-12) who need such care due to the work, education, or job training schedule of their parent(s).
74. **School-Age Child**: A child who is five (5) years of age or older and eligible to be enrolled in public school.
75. **Seasonal Workers**: Individuals whose employment is seasonal and may include periods of unemployment due to the nature of their work.
76. **Serious Injury**: Injuries that require medical attention by a licensed health practitioner or as defined by the Mississippi State Department of Health regulations.
77. **Social Security Benefits**: Benefit payments to individuals or certain family members based on how long the individual worked and whether the individual paid sufficient Social Security taxes, considered as countable income for eligibility purposes.
78. **State Median Income (SMI)**: The median income of all Mississippi employees.

79. **Substantiated Child Abuse**: Cases of child abuse occurring in child care settings that have been confirmed by law enforcement and/or the Mississippi Department of Child Protection Services (MDCPS) or a state authorized agency.
80. **Summer Care**: Child care for eligible children during the summer months, when primary school settings are not in session.
81. **Supplemental Security Income (SSI)**: A monthly payment to a person for having a medically proven physical or mental condition that causes marked and severe functional limitations that are expected to last at least twelve (12) months in duration. Unlike Social Security Benefits, SSI benefits are not based on prior work or a family member's prior work. SSI is considered as countable income for eligibility purposes.
82. **Teen Parent**: Any student parent under the age of eighteen (18) who is either enrolled in high school full-time or attending a full-time educational program.
83. **Temporary Assistance for Needy Families (TANF)**: A federal subsidy program that provides time-limited benefits to eligible families.
84. **Temporary Change**: A temporary change is defined as temporary job loss, or if a working parent is temporarily absent from employment due to extended medical leave, has changes in seasonal work schedule, or if a parent is enrolled in a training or educational program that is temporarily not attending classes between semesters. Assistance will not be terminated due to a temporary change.
85. **Temporary Long-Term Absences**: A child's absence of more than sixty (60) days due to special circumstances such as chronic illness of the child, custody situation that requires the child to spend extended time with a non-custodial parent, or a temporary move out of state. If pre-approved by DECCD, the CCPP certificate will not be terminated.
86. **Terminated Child Care Certificate**: A certificate that has been used as payment for child care services for a period of time and is no longer valid.
87. **Toddler**: Any child who is more than twelve (12) months old but less than 36 months old.
88. **Transitional Child Care (TCC)**: A period of time that is up to twenty-four (24) months of subsidized child care for eligible parents, issued by the MDHS Division of Economic Assistance to assist parents in making a successful transition from TANF to self-sufficiency.
89. **Underutilization of Child Care Certificate**: Occurs when a parent who has been approved for a child care certificate fails to utilize child care services for a period of sixty (60) consecutive days or more with no correspondence with the child care center and/or the Division of Early Childhood Care & Development (DECCD)
90. **Unintentional Program Violation (UPV)**: An improper payment made on behalf of a parent/guardian to a child care provider, due to a misunderstanding of policy or an unintended error on the part of the parent or child care provider.
91. **Vendor Payment**: A payment made on behalf of a household by a third party to the household's creditors or a person or organization providing a service to the household. Vendor payments are not countable as income.

92. **Work Requirement**: The Parent or Guardian work requirement is met through performing duties to earn a wage. Applicants may combine work hours with enrollment in an educational/job training program to satisfy this requirement.

Source: 45 CFR 98; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Chapter 3: Priority Service Populations

CCPP serves families who fall under these characteristics. If CCPP funding becomes limited, families will be served in the order in which they are listed below.

Priority Service Populations

1. Temporary Assistance for Needy Families (TANF) recipients/Transitional Child Care (TCC) recipients,
2. Homeless children, as defined by McKinney-Vento Act,
3. Children who meet the definition of Protective Service as identified in Chapter 2 of this document,
4. Teen parents who satisfy all work and/or educational requirements,
5. Special needs populations, these clients include (up to 85% of the SMI):
    a) Children with documented special needs or parent(s) with a documented disability
6. Children of parents who are deployed by a branch of the United States Armed Services (up to 85% of the SMI).

Other Service Populations

1. Children of very low-income working parent(s) whose income is at 50% or below the SMI.
2. Children of parent(s) meeting work and/or educational requirements whose income is at or below 85 percent of the SMI.

Source: 45 CFR 98.46; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 3.1 Eligibility Guidelines by Priority Group

The eligibility guidelines for each Priority Service group are as follows:

TANF and TCC clients

1. Not required to complete an online Child Care Payment Program (CCPP) application form.
2. Eligibility for CCPP is determined by the Mississippi Department of Human Services (MDHS), the MDHS TANF/TCC Case Manager determines full or part-time care.
3. Must meet TANF/TCC eligibility requirements.
4. Receive a certificate based on the referral date entered by the MDHS TANF/TCC Case Manager.
5. Parents are required to comply with all the requirements for the TANF/TCC program in order to remain eligible for child care assistance beyond the 12-month eligibility period.

Homeless clients

1. Required to submit an online application. Must include the application number if submitted by an approved agency serving homeless families.
2. Eligibility for CCPP shall be determined by MDHS and/or an approved agency serving homeless families.
3. Must meet the definition of homeless as defined by McKinney Vento Act.
4. Homeless children who receive child care payment assistance shall be granted a 10-business day grace period to receive documentation of immunizations. The grace period will begin on the date the child's subsidy voucher is approved for services in a child care facility that provides CCDF subsidy assistance.

Children meeting the definition of Protective Services

1. Referred only by the Mississippi Department of Child Protective Services (MDCPS). These are children that are court ordered to receive Protective Services from the Mississippi Department of Child Protection Services (MDCPS).
2. Eligible for child care services without regard to the income of the guardian.
3. Children in custody of MDCPS shall receive funding based on the referral date entered by the case manager.
4. Children may qualify under this definition due to declared emergency conditions and shall receive funding based on the application approval date.
5. Children in foster care who receive child care payment assistance shall be granted a ten (10) day grace period from the date of admission into a child care payment-approved program to obtain the necessary immunization records. Payment for these children during the grace period shall not be considered an error or an improper payment. The timeframe for immunizations is established by the MSDH for the enforcement of health, safety, and welfare.

Teen parents

1. Must complete a CCPP application. The teen parent must make the application in his/her own name as a family unit separate from his/her parent.
2. Must be enrolled full-time in high school or attending a full-time educational program.
3. If the teen parent is living with his/her parent(s), the parent(s) of the teen must meet the work requirement or be enrolled full-time in an educational/training program; however, income of the parent(s) of the teen parent should not be counted.
4. If the parent of the teen meets the special needs requirement (as described in Chapter 5: Parent Eligibility Requirements), the work requirement is waived.
5. If the teen parent has been legally emancipated from his/her parent(s), the teen parent must meet the work requirement or be enrolled full-time in an educational/training program.

Parent(s) with Special Needs/Disabilities

1. Must complete a CCPP application form.
2. Must meet the SSI definition of disability by being unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than twelve (12) months. Current documentation of SSI benefits is necessary to determine priority eligibility for child care.
3. Spouse of a parent with a disability must meet the twenty-five (25) hour per week work or school requirement.
4. The household must be at or below 85% of the SMI.

Children with Special Needs/Disabilities

1. Must complete a CCPP application form.
2. The parent(s) must be working at least twenty-five (25) hours per week or be enrolled full-time in an educational program or engaged in an approved job training program; or a combination of both.
3. The household must be at or below 85% of the SMI.
4. For children who live in households that do not meet income eligibility requirements for receiving SSI, an Individualized Educational Plan (IEP) or Individualized Family Service Plan (IFSP) may be used to verify that a child has a documented disability.

Deployed Military Parents

1. Must complete a CCPP application form.
2. Must meet the twenty-five (25) hours per week work requirement, unless they are sixty-five (65) years of age or provide proof that they have retired from full-time employment.
3. If the child(ren) is/are transferred to a different household during deployment, the temporary responsible guardian's income shall not be counted.
4. Must be at or below 85% of the SMI.

Families with Very Low-Income

1. Must complete a CCPP application form.
2. The parent(s) must be working at least twenty-five (25) hours per week or be enrolled full-time in an educational program or engaged in an approved job training program; or a combination of the above.
3. Must be at or below 50% of the SMI.

Families with Low-Income

1. Must complete a CCPP application form.
2. The parent(s) must be working at least twenty-five (25) hours per week or be enrolled full-time in an educational program or engaged in an approved job training program; or a combination of both.
3. Income must be above 50% or below 85% of the SMI.

Source: 45 CFR 98.46; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Chapter 4: Parent Application Process

The Division of Early Childhood Care and Development (DECCD) accepts applications year-round. Eligible families shall be served on a first-come, first-served basis by date of application. If funding is not available, eligible families shall be added to a waitlist. As funding becomes available, families in a service priority population as described in Chapter 3: Priority Service Populations will be served first. All other eligible families will be served on a first-come, first-served basis.

- Client referrals from Temporary Assistance for Needy Families (TANF), Transitional Child Care (TCC), are accepted throughout the year from Mississippi Department of Human Services (MDHS) staff. Referrals for children experiencing homelessness and children involved with the Mississippi Department of Child Protection Services (MDCPS) are accepted throughout the year from case managers. Families experiencing homelessness may also complete a standard application without being referred to by an approved agency.
- Applications must be completed online on the consumer education website www.mdhs.ms.gov. Parents, not providers, must fill out the application; however, providers may make computers available to parents for the completion of the application. Parents may visit any child care resource and referral center. A full list of R&R sites may be found at https://www.mdhs.ms.gov/eccd/rrcenters/.
- In addition, parents requiring technical assistance in completing the application may contact DECCD at 1-800-877-7882.
- A paper application and related forms are available on the Lead Agency's website at https://www.mdhs.ms.gov/eccd/parents/apply/ for Spanish and Vietnamese speaking individuals. In addition, Spanish translators may be available by appointment for Spanish-speaking parents by contacting DECCD.
- The applicant may be the biological or adoptive parent, or a designated guardian serving in loco parentis.

Source: 45 CFR 98.30; 45 CFR 98.31; 45 CFR 98.33; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 4.1 Before Submitting an Application

- A list of the required documentation to complete the application process is available on the consumer education website at https://www.mdhs.ms.gov/eccd/parents/apply/.

- Parents must select a child care provider prior to submitting an online application. Parents may search for an approved provider by name, type, city, county, or zip code on the consumer education website at https://www.mdhs.provider.webapps.ms.gov/ccsearch.aspx. No payments will be issued for child care services before a provider can be approved.
- DECCD STRONGLY suggests that a parent contact their preferred child care provider to ensure space is available for their child before filling out the CCPP application.

Source: 45 CFR 98.47; 45 CFR 98.33; 45 CFR 98.30; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 4.2 Submitting an Application

- Applications should be submitted through the Child Care Payment System (CCPS) found on the consumer education website at https://www.mdhs.ms.gov/eccd/parents/apply/. The application must be completed and submitted before MDHS can review the application for eligibility. Applications submitted in Spanish or Vietnamese must be mailed to DECCD or delivered to the State Office or any Child Care Resource & Referral site.
- All applicants are required to submit a current email address, address, and telephone number so MDHS eligibility workers can contact the applicant if necessary. All notices will be sent to the email address provided. Applicants should check their spam or junk folders for email correspondence.

  Furthermore, applicants must submit required supporting documentation by mail, fax, or application document upload located at www.mdhs.ms.gov. The applicant may submit any required documents in person to the MDHS State Office, to the attention of DECCD. In addition, local Child Care Resource and Referral sites can assist parents with application submission and document upload.

  Applicants must include their application number on all documents submitted to the MDHS, whether they are mailed or faxed. The application number can be found in bold in the first paragraph of the application confirmation email that will be sent to the applicant's email address. If the application number is illegible on any necessary documents, MDHS will attempt to match those documents with the correct application. However, if they are unable to do so, the application may be delayed or denied due to insufficient documentation. It is the responsibility of the applicants to ensure that all required documentation is submitted to meet the program requirements.
- DECCD may request additional documentation upon review of an application. All required supporting documents must be submitted within sixty (60) calendar days of submitting an application. If any requested document(s) are not submitted within that timeframe, the application will be listed as closed.

- If the application is closed, the applicant will need to start a new application if child care is still needed. It is the responsibility of the applicant(s) to provide the documentation needed to meet the program requirements.

Source: 45 CFR 98.33; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 4.3 Notices from DECCD to Applicant

DECCD may contact applicants if additional information is needed and may request additional documentation as necessary.

Acknowledgment/Request for Documents

After the applicant completes and submits a CCPP application, the applicant is immediately notified of the required documents needed to determine eligibility by email. The applicant will have sixty (60) calendar days to submit the required documents needed to determine eligibility.

Request for Information

If the required documents have not been submitted when the caseworker initially reviews the case, the applicant will be sent a request for information notice, notifying the parent/guardian to provide the requested documents. This notice will contain the deadline date as well as a list of the documents needed to determine eligibility.

Reminder: 30-day Notice

On the 30th day from the application submission date, if the applicant parent/guardian has not submitted all required documents, a 30-day reminder notice will be sent to the applicant. This notice will include a list of any missing required documents needed to determine eligibility along with the deadline date.

Denial: 60-day Notice

On the 60th day from the application submission date, if the applicant has not submitted the documents, the application will be denied for failure to provide requested documents. Applicants will then be sent a notice of denial. Once the application is denied, the applicant may complete and submit a new application, along with the required documents needed to determine eligibility, or the applicant may appeal the denial through the Administrative Agency Appeal Hearing Process, incorporated herein by reference.

Source: 45 CFR 98.33; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Chapter 5: Parent Eligibility Requirements

Child Care and Development Fund (CCDF) regulations require that child care assistance provided through certificates permit parents to choose from child care categories and be provided information regarding the range of provider options. MDHS makes the following choices available to parents: (1) Licensed Center Based Care, (2) Licensed Family Child Care, or (3) Licensed In-Home Care. Parents participating in the Child Care Payment Program (CCPP) must select a CCPP Provider.

Source: 45 CFR 98.30; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.1 Eligibility Requirements

To be eligible to participate in CCPP, a child typically must meet the following requirements to receive CCDF subsidy unless the child is a member of a household that falls within one of the priority populations as described in Chapter 3:

1. Be under the age of 13 (or under the age of 19 with special needs); and
2. Reside with a family whose income does not exceed 85% of the State Median Income (SMI) for a family of the same size and whose assets do not exceed $1,000,000; and
3. Reside with a parent(s) who is working, attending a job training program, or enrolled in an educational program or a parent who has been approved for the CCPP but has been diagnosed with a life threating illness that temporarily prevents the parent from meeting the working or school requirement for the Child Care Payment Program; and
4. Reside with a parent who is a Mississippi resident.

Source: 45 CFR 98.20; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.2 Proof of Eligibility Requirements

Parents/applicants must prove they meet eligibility requirements through the submission of documents. When possible, MDHS will access other documentary evidence in available databases, however, proof of eligibility requirements is the applicant's responsibility.

Provision of social security numbers is NOT an eligibility requirement and is strictly optional. Eligibility will not be denied due to the failure of the parent to provide a Social Security Number. Social Security numbers may be used, if applicants choose to provide them, to assemble research data sets that do not identify individuals or to verify other requirements.

If the parent chooses to voluntarily provide their Social Security Number, acceptable forms of verification include:

- Social Security card
- Tax returns for the previous year

Source: 45 CFR 98.20; 45 CFR 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.3 Required Documentation

A document may be used as proof that a parent meets more than one of the eligibility requirements and need not be submitted more than once. The following is a list of acceptable proof for each requirement:

1. Proof of Age (Child)

- Long Form Birth Certificate
- Record of Live Birth for children under the age of three (3) months until birth certificate is received.

2. Proof of Income (Family)

- Eligibility is based on gross family income. Applicants must provide proof of income for the last thirty (30) days to include one (1) of the following:
  - Check stubs: One (1) if paid monthly – must include the most recent check stub issued; or Two (2) if paid bi-monthly – must include the last two consecutively issued check stubs; or Four (4) if paid weekly – must include the last four consecutively issued check stubs.

3. Federal 1040 Tax Form – (Total Income)

4. Schedule C Form 1040 – (Gross Income)

- Letter from the employer on company letterhead verifying employment: start date, income, rate of pay, how often applicant paid, number of hours worked, letter signed by employer. The letter must include the employer's name, address, telephone number. The letter must be signed and notarized by an employer.

5. Paid in Cash

- A wage verification form, or a notarized letter from the employer verifying start date of employment, income, rate of pay, how often applicant paid, and number of hours worked. The letter must include the employer's name, address, telephone number, and states that the employee is paid in cash the letter must be signed by an employer.

6. Paid by Personal Check

- Applicants must submit copies of the front and back of checks that have cleared the bank. One (1) if paid monthly – must include the most recent check issued; or Two (2) if paid bi-monthly – must include the last two consecutively issued check; or Four (4) if paid weekly – must include the last four consecutively issued check. All Documentation must meet the state minimum wage requirement, or the occupation must meet the exempt categories.

7. Self-Employed with Filed Tax Return

- Completed Wage Verification Form, and with anticipated work hours. Manual signature of person completing the form.

AND

- Federal 1040 Tax Form with the Profit/Loss Statement (Schedule C). The Total Sales and Receipts amount located on the Profit/Loss Statement will be used to determine if the work requirement has been met. Gross annual income will be used to determine if the applicant meets income eligibility criteria.

8. Self-Employed, New Business

- For businesses that have been started within the current tax year the current business license must be listed with the Secretary of State, and the hours of operation for the business. Applicants must include documentation of earned income for eligibility verification.

9. Teen parent(s) must submit valid ID for identification.

- State issued ID or current school ID.

10. Wage Verification Form

- MDHS form that can be used by applicants to provide verification of new employment. The Wage Verification form can be found at https://www.mdhs.ms.gov/eccd/parents/forms/.

Source: 45 CFR 98.20; 45 CFR 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1
Revised: August 2025

Rule 5.4 How Income is Calculated

All countable income, excluding non-countable income (see below) received by the parent(s) or responsible adults of the child will be used when determining if a parent meets the income eligibility requirements. The processes for calculating income will be as follows:

1. Calculating Income

- The CCPS calculates income automatically based on documentation provided by the applicant and entered into the system by MDHS staff. The following business rules are applied for calculations:
  - All income above or less than forty (40) hours per week is considered irregular income. Irregular income and commissions shall be averaged.
  - For commissions and tips, the amount on the check stub or statement from an employer shall be averaged over a period of twelve (12) months and added to regular work income.
- Eligibility is based on gross income.
- Parents who experience seasonal fluctuations in income must submit income documentation at initial application or redetermination which shows the increase is seasonal or irregular. A temporary increase in income, even if it exceeds 85 percent of SMI, will not affect the eligibility of the parent. Irregular hours of employment, seasonal increase in income, commissions, bonuses, and tips are added to regular work income and averaged over a period of twelve months.

2. Countable Income

- Wages or salary (gross income of all adults in the family unit as defined in Chapter 2)
- Base pay for military personnel
- Gross income from self-employment
- Unemployment compensation (redetermination **only**)
- Worker's compensation
- Alimony (regular and ongoing payments)
- Veteran's benefits
- Military allotments
- Capital gains
- Rental income (regular and ongoing payments)
- Dividends (regular and ongoing payments)
- Retirement/pension
- Commission, bonuses, tips (averaged over 12 months)
- Lump sum payments
- Supplemental Security Income (SSI) benefits for both the parent(s) and child(ren)
- Social Security Administration (SSA) benefits for both the parent(s) and child(ren)

- Short-term disability payments

3. Non-Countable Income

- Spouse income, if separated and residing in a separate residence
- Pell Grants
- Student/Educational income
- Student Scholarships
- Student loans
- Non-monetary or in-kind benefits
- Vendor payments
- Flexible Employee benefits
- Earned Income Tax credits (EITC)
- Loans
- Census bureau income
- Combat pay
- Reimbursements
- Unavailable income from trust fund
- Energy assistance payments
- Earned income of students under 18
- HUD's family self-sufficiency program
- Gift cards
- Income specifically excluded by other laws
- Child support payments
- Board payments for foster children

Source: 45 CFR 98.20; 45 CFR 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.5 Proof of Work/Education or Training (Parent/Applicant)

Parent(s) must work at least twenty-five (25) hours per week; or be enrolled in a full-time educational program; or a combination of both. In two parent families, both parents must meet the work/education requirement.

Proof of Work

Parents must provide proof of work for the last thirty (30) days to include one (1) of the following:

1. Check stubs - One (1) if paid monthly – must include the most recent check stub issued; or Two (2) if paid bi-monthly – must include the last two consecutively issued check stubs; or Four (4) if paid weekly – must include the last four consecutively issued check stubs.
2. New Employment or Employment at Temporary Agency – notarized letter from the employer on company letterhead verifying the start date of employment, income, rate of pay, and number of hours worked.
3. Paid in Cash – a wage verification form, or a notarized letter from the employer verifying employment, income, rate of pay, and number of hours worked. The letter must also include the employer's name, address, and telephone number, and state that the employee is paid in cash.
4. Self-Employed – a wage verification form and a copy of the business license.
5. Paid by Personal Check – applicants must submit copies of the front and back of two checks that have cleared the bank.
6. Medical Leave – if the parent is on medical leave at the time of application or redetermination, a notarized letter on employer letterhead may be submitted to satisfy this requirement. This letter must include the rate of pay, hours typically worked per pay period, frequency of pay, and an expected date of return to work.
7. Wage Verification Form which can be found at https://www.mdhs.ms.gov/eccd/parents/forms/.

Note: The agency will verify all submitted information as needed. Please ensure all current documentation is provided to facilitate the processing of your application without delay.

Proof of Education/Job Training

If the parent is not working at least twenty-five (25) hours per week, he/she must be enrolled in an approved full-time educational or training program resulting in a degree or certificate designed to promote job skills and employability, including but not limited to GED classes. Educational programs must be accredited by the State of Mississippi or a national organization. Full-time enrollment is defined by the institution providing the education and/or job training program.

Acceptable proof includes:

1. Letter from the educational institution confirming current full-time enrollment, or
2. The current printout of the class schedule verifying full-time status with the applicant's name on schedule within the most recent school year If redetermination is occurring between semesters/quarters, a copy of the applicant's future course schedule may be submitted, provided that the next semester/quarter begins within 30 days of the submission.

Combination of Employment and School

If the parent shows proof of less than twenty- five (25) work hours per week, or less than full-time enrollment in an educational or job training program, educational hours from an approved educational or training program may be combined with work hours, to meet the requirement.

1. Educational hours - may be a combination of actual classroom hours and designated study hours.
2. Actual classroom hours - The time spent in the classroom setting. Please note that DECCD will include one (1) hour of study per class. For example, one (1) hour of study would be added to each three-hour college course for which a parent is enrolled for a total credit of four (4) classroom hours per course.

Source: 45 CFR 98.20; 45 CFR 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.6 Proof of Relationship or Guardianship

Documents must include both the parent/applicant and child's name. Acceptable proof includes:

1. Long form birth certificates, or
2. Court documents outlining custody arrangements and the child's name must be listed in court documents.
3. Elementary/Middle/High School registration documents provided by the school.

If the child's parent is unable to act in the role of the parent or if the parent has delegated his or her authority to someone else, acceptable forms of guardianship verification include:

1. MDHS Guardianship/In Loco Parentis Verification form (if the signing parent's identity and relationship can be verified).
2. Court Order - must be certified documents by the courts.

Source: 45 CFE 98.20; 45 CFR 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.7 Proof of State Residency (Parent/Applicant)

The address of residency on any submitted documentation must be listed as a Mississippi address. The address listed on the application should accurately reflect where the applicant resides, even if on a temporary basis. Acceptable forms include:

1. Valid Mississippi driver's license
2. Valid state issued ID
3. Current bank statement
4. Current cell phone bill
5. Current utility bill
6. Current cable bill
7. Current employment documents
8. Rent/lease agreement effective as of the date the document is submitted to MDHS
9. Mortgage documentation

Documentation must be dated no more than thirty (30) days prior to application submission date. If the applicant resides at a temporary address or is homeless and cannot produce a corroborating document, the applicant and applicant's host must complete and submit the MDHS Transitional Living form. The MDHS Transitional Living form can be found at https://www.mdhs.ms.gov/eccd/parents/forms/.

If a parent attends school in/out of state, the application shall be made in the parent's name using the address where the child(ren) reside(s). Parents and children must reside in the State of Mississippi to participate in the CCPP. CCDF has subsidy programs in all 50 states, and out-of-state residents are encouraged to apply for subsidy in the state of residence.

Source: 45 CFR 98.20; 45 CFR 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.8 Proof of Identity (Parent)

Acceptable forms include:

1. One (1) Photo ID for the applicant:
   - Driver's license, or
   - Other state issued photo ID, or
   - Passport or other government issued photo ID
   - If no Photo ID is available, applicant must submit two (2) forms of identity verification.
2. Work or school ID
   - ID for health benefits
   - Voter registration card
   - Birth certificate
   - EBT card
   - EPPIC Card

Source: 45 CFR 98.20; 45 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.9 Proof of Special Needs/Disability (Child and/or Parent, if applicable)

Parents with Special Needs/Disability may submit any of the following documentation to show proof of their disability:

1. Supplemental Security Income (SSI) award letter, or
2. Social Security Administration (SSA) award letter. If the parent receives Survivor/Death Benefits from the Social Security Administration, it will not be considered special needs, and the parent will not be eligible.
3. Veterans Disability award letter

   The award letter must be dated no more than twelve (12) months prior to application submission date.

   If a parent meets the special needs requirement, the work requirement is waived for that parent only.

Children under the age of eighteen (18), may be considered "disabled" if a medically determinable physical or mental impairment, (including an emotional or learning problem) is present. Documentation that may be submitted for a child with a disability includes:

1. Supplemental Security Income (SSI) award letter, or
2. Social Security Administration (SSA) award letter. The award letters must be dated, with date no more than twelve (12) months prior to application submission date.
3. Individualized Education Program (IEP)
4. Individualized Family Service Plan (IFSP)

Source: 45 CFR 98.20; 45 CFRR 98.21; 45 CFR98.33; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.10 Teen Parent Eligibility Requirements

Any teen parent enrolled full-time in high school or attending a full-time educational program must apply for child care services in his/her own name as a family unit that is separate from his/her parent.

If the teen parent is living with his/her parent(s), the parent(s) of the teen must meet the work requirement or be enrolled full-time in an educational/training program; however, income of the parent(s) of the teen parent must be submitted on the application but will not be counted toward income eligibility.

If the parent of the teen meets the special needs requirement (described above), the work requirement is waived.

If the teen parent has been emancipated from his/her parent(s), the teen parent must meet the work requirement or be enrolled full-time in an educational/training program.

Source: 45 CFR 98.20; 45 CFR 98.21; 45 CFR 98.34; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.11 Proof of Meeting the Definition of Protective Services

To provide proof that a child or children's situation meets the definition of protective services, the following documentation is required:

- A current referral from MDCPS listing the child(ren) in their custody.
- A current certified custody order indicating the child is in custody of the Mississippi Department of Child Protection Services.

Rule 5.12 Reasons for Ineligibility

After an application for child care services has been submitted, an MDHS employee will determine if the applicant meets all eligibility requirements based on the information and documentation submitted by the parent. If the parent does not meet all the eligibility

requirements or does not submit all required documents, the application will be denied. If an applicant is determined to be ineligible, denial notice will be sent to the parent via email stating the reason/s the application was denied.

Reasons for denial may include but are not limited to:

- Child is over 13 years of age or 19 years of age (special needs).
- Household income is over 85% of the SMI.
- Family assets exceed $1,000,000.
- Parent, spouse, or biological parent not working at least twenty-five (25) hours per week or enrolled in a full-time educational program, or job training program.
- Child is not a Mississippi resident.
- Failure to submit required documents.
- Submitting fraudulent documents.
- Director/Owner of a child care facility who does not meet the household income and will be verified by the 1099 documents issued by the state.

Source: 45 CFR 98.20; 45 CFR 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.13 Eligibility Period

Families who are determined eligible to participate in the CCPP shall receive a minimum of twelve (12) months assistance provided the family income does not exceed 85% SMI on a non-temporary basis, or the parents do not experience a non-temporary change in meeting the work/education requirement during the 12-month eligibility period. The 12-month eligibility period begins on the date the client is determined eligible, and a child care certificate is issued. Sixty (60) days prior to the end of the 12-month eligibility period, the family will receive notification to initiate the redetermination application to determine if the family still meets eligibility criteria and can continue services for an additional 12-month period following the end of the initial 12-month period. Families must continue to meet all eligibility requirements to be approved for continued services.

Source: 45 CFR 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.14 Reporting Requirements

MDHS requires parents participating in the CCPP to report any changes in circumstances or information that might affect their eligibility status that may occur during the 12 months of service. Failure to report any changes in circumstances affecting eligibility for the CCPP, which include but are not limited to(family unit income, work hours, employment or education/job training, relocation to another state, or voluntary withdrawal from CCPP) shall

be subject to penalties as described in Chapter 9: Program Compliance. Changes must be reported within ten (10) days after the change has occurred. The Parent Change of Information Form, which can be found at https://www.mdhs.ms.gov/eccd/parents/forms/.

Note: Families should not wait until the redetermination period begins sixty (60) days prior to the end of the initial eligibility period to report changes that may have occurred past the ten-day (10) reporting period. If a parent has a loss of job, a 90-day job search will be issued to provide the family with time to secure new employment or educational training.

MDHS is required to act on information reported by the family if it will reduce the family's co-payment or increase the family's subsidy benefit amount. MDHS is prohibited from acting on information reported by the family that would reduce the family's subsidy benefit amount unless the information reported indicates that the family's income exceeds 85% of the State Median Income after considering temporary or irregular fluctuations in income or the family has experienced a non-temporary change in meeting the work/education requirement.

MDHS assumes that the last reported contact information provided to be accurate unless notified otherwise by the parent or family. Correspondence will be sent to the most recent email address and/or phone number that MDHS has on file. Parents and families are required to report any changes to contact information within the ten (10) days of contact information being changed.

Changes that must be reported include:

1. Changes in household income
2. Parents must report if work hours fall below twenty-five (25) hours per week.
3. Marital status
4. Household size
5. Change in residency/address
6. Contact information (email address, phone number, etc.)
7. Parent or guardian legal name change
8. Voluntary withdrawal from CCPP
9. Changes in Employment or Education/Job Training which include but are not limited to:
    - Any cessation in employment (i.e. resignation, retirement, termination, or reduction in workforce) must be reported to MDHS
    - Any cessation of attendance at a job training or educational program
    - Failure to report under this rule will result in the parent's inability to be eligible for the 90-day job search period, which can result in a loss of subsidy.

Please note that child care providers are notified no later than the date MDHS becomes aware of a family's eligibility status change. The notification gives providers a two-week notice of the pending change.

Source: 45 CFR 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4

Rule 5.15 Redetermination of Eligibility

A redetermination of eligibility for families who receive child care assistance from the CCPP shall occur no sooner than twelve (12) months from the date eligibility is determined. Documentation for redetermination will only be required for proof of income, work/education or training, and state residency.

The redetermination process is as follows:

1. MDHS will email the parent (at the last reported email address of the parent) sixty (60)-days' notice prior to the end of the current eligibility period. This email will include instructions for submitting the online redetermination application and a list of required documentation needed to confirm eligibility. The parent must submit the online redetermination application and return the required documentation by the due date indicated on the notice.
2. MDHS will email a Notice of Missing Documents to the parent and/or the designated child care provider if the application with supporting documentation is not submitted as instructed.
3. MDHS will send a follow up redetermination email thirty (30) days prior to the end of the current eligibility period if a parent does not respond to the 60-day Notice of Redetermination. The thirty (30) day notice will include instructions for submitting the online redetermination application and a list of required documentation needed to confirm eligibility to the parent and the designated provider. The parent must submit the online redetermination application and return the required documentation by the due date indicated on the notice.
4. If MDHS staff determines the parent meets all eligibility requirements during redetermination, child care services shall be extended for twelve (12) months. A certificate will be issued and emailed to the parent as well as the selected child care provider within one (1) business day of completion of the redetermination process.
5. When income is recalculated for redetermination and there is a change in co-payment, a notice shall be sent to the parent and the provider in the form of an amended certificate. The updated co-payment fee is effective on the first day of the newly issued certificate.
6. Parents are not required to complete any portion of the redetermination application in person or during standard work hours, in efforts to minimize disruption of employment, education, or job training. The application for child care services can be completed online, and the required verification documents can be submitted by mail, fax, upload, or in person.
7. If a client reports job loss or cessation of job training or attendance in an educational program as required in "Rule 5.15 Reporting Requirements" and that 90-day job

search period is active at the deadline for redetermination, then the following will occur:

- Redetermination will be suspended, and
- The current child care certificate will continue to be active until the end of the 90-day job search period at which time the client shall submit proof of work, and residency verification in order to continue services. If the client does not submit the required documentation for employment, job training, or education then a two-week notice of termination will be issued to the client and child care provider.

Source: 45 CFR 98.20; 45 CFR 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.15 Termination Reasons During Redetermination Process

Reasons for termination include, but are not limited to:

1. Parents do not apply for redetermination.
2. Parents do not provide the required documents needed to redetermine eligibility.
3. Child who has reached age 13 (or age 19 if the child has special needs as defined by the SSI definition of disability).
4. Families whose income increased above 85% of the State Median Income (SMI).
5. Parent does not meet the work/education requirement.

If the parent fails to comply with the redetermination process, a two (2) week notice of termination will be emailed to the parent's last reported address and to the provider. A new application must be submitted if the parent wishes to continue to receive child care services after the date of termination. New applications will be processed by the date received and are subject to eligibility and available funding.

Underutilization of Child Care Certificate

If a child is absent from a child care program for sixty (60) consecutive days or more with no correspondence from the enrolling parent, the certificate will be terminated due to underutilization. If a certificate is terminated due to underutilization, the parent must reapply for the CCPP.

Source: 45 CFR 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 5.16 Reasons for Certificate Termination

MDHS shall terminate child care certificates in the Child Care Payment Program (CCPP) for any of the following reasons:

1. Family income has increased to greater than 85% of the State Median Income (SMI) on a non-temporary basis.
2. Non-temporary interruption in work/education requirement. The parent must notify MDHS within ten (10) days of job loss or withdrawal from enrollment in an educational/training program. A 90-day job search period will be allowed to search for a replacement job or educational program to meet the work/education requirement. At the end of the search period, if the parent has not started new employment or is not enrolled in an educational/training program, the certificate shall be terminated.
3. Expiration of the twelve (12) month eligibility or redetermination period, if the child/family no longer meets eligibility requirements.
4. Family change of residence to a state other than Mississippi.
5. Upon request of the parent.
6. MDHS finds that the documents that were used to establish eligibility were false, falsified, or manipulated and all components of eligibility cannot otherwise be verified.
7. CCPP Certificates shall be terminated due to nonpayment of co-payments for a period of three (3) months.

MDHS will provide a two (2) week notice to the parent and provider before terminating the certificate, unless the provider has been closed by the Mississippi State Department of Health, Bureau of Child Care Licensure.

Source: 45 CFR 98.21; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Chapter 6: Billing and Financials

Rule 6.1 Registration/Activity Fee

The Division of Early Childhood Care and Development (DECCD) will provide payment of an annual registration/activity fee of $50 for each child enrolled in the Child Care Payment Program (CCPP). This payment will only be paid once a year when a new child care certificate is issued. Payment will occur at initial application for new applicants and at redetermination for existing parents.

The parent will be responsible for the difference of the amount, if the child care provider charges more than $50 towards the registration fee. If the registration/activity fee has already been paid to the current provider and the parent wishes to transfer his/her child(ren), an additional fee will not be paid by DECCD to transfer to the new provider.

Source: 45 CFR 98.45; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 6.2 Co-Payment Fee

Co-payments are based on the full-time and part-time status, and the child's age. Parents must pay the designated fee once a month to the child care provider, in which his/her child(ren) is enrolled. Co-payments are assigned by MDHS. Providers shall not charge parents co-payment rates that deviate in any way from the co-payment amount issued by MDHS. Providers are not authorized to waive a parent's co-payment. Co-payments are part of the agreement between MDHS/DECCD and the parent.

Co-payment fees are divided evenly between the number of children receiving services in the family. For example: If the total co-payment is $10 for a family with three (3) children receiving child care services, two (2) children will have a co-payment fee of $3.33 and one (1) child will have a co-payment fee of $3.34. If a copayment is divided among children in the family, the divided amount will be shown on the child's individual certificate. The parent is responsible for the monthly copayment amount shown on each certificate.

Determining Who Pays a Co-Payment Fee

Co-payment fees are not charged to the following service populations:

1. Temporary Assistance for Needy Families (TANF) recipients,
2. Homeless families with no countable income,
3. Any family whose income is at or below the federal poverty line.

A minimum Co-Payment Fee (For families with incomes above the federal poverty line and who meet the conditions in one of the service populations below will have a co-payment fee that is no more than $10):

- Transitional Child Care (TCC) recipients,
- Teen Parents,
- Children served by the Mississippi Department of Child Protection Services (MDCPS),
- Parents with a disability who are receiving Supplemental Security Income (SSI), and
- Children with special needs. Please note: If there are other children in the family who are receiving child care services, the monthly co-payment fee shall be $10 or the child's prorated share of the family's co-payment fee, whichever is less.

For all other parents, co-payment fees are calculated in CCPS based on family size and income by applying the CCDF Child Care Monthly Co-Payment Fee Scale for Parents.

Source: 45 CFR 98.45(k); Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 6.3 Assessing Co-Payment Fees Per Child

Child care providers must charge the co-payment fee listed on each child's certificate. Co-payments cannot be waived for any reason. The child care provider shall not charge parents a higher co-payment than is listed on the child's certificate. However, if the tuition amount for the public is higher than the subsidy reimbursement amount, the child care provider may charge CCPP participating families the difference in amounts. Full-time and part-time rates and co-payment amounts are listed on each certificate. Child care providers should ensure they are charging the correct co-payment amount based on the child's full-time or part-time enrollment status.

If a parent has a child receiving full-time child care services, the total co-payment fee for full-time services is listed on the child's certificate.

If a parent has a child receiving part-time child care services, the total co-payment fee for part-time services is listed on the child's certificate.

If a child is in full-time child care and part-time child care during the same month, the co-payment fee shall be assessed for the majority of the type of care provided.

For example: If a child is served sixteen (16) part-time days and five (5) full-time days, the part-time co-payment fee shall be assessed for the month.

Source: 45 CFR 98.45(k); Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 6.4 Non-Payment of Co-Payment Fees

Co-payment fees shall be paid during the current month directly to the child care provider according to the child care certificate issued by DECCD. Child Care providers shall maintain proof of collection of co-payment fees, identified separately from tuition overage payments made by parents.

Providers must provide proof of co-payment fees to parents in the form of a receipt that must include the following:

1. Parent's name,
2. Payment amount,
3. Date of payment,
4. Child care provider's name
5. Child care center's name (if applicable).

If a parent fails to pay the co-payment fee prior to the end of the month, the provider shall notify DECCD. If the parent requests a change in child care provider with an outstanding balance of co-payment fees to the current provider, the parent must pay all co-payment fees before a new certificate is issued.

Source: 45 CFR 98.45(k); Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 6.5 Co-Payment Reimbursement

If an incorrect co-payment amount is assessed, the amount will be reimbursed to the parent or child care provider.

If a parent's fee is incorrectly assessed at a rate higher than the correct fee and the parent has made payment to the provider, the parent will be reimbursed by the provider for the difference for each month paid. The correct fee shall be noted on the certificate and a notice of the change forwarded to the provider and the parent.

If a parent's fee is incorrectly assessed at a rate lower than the correct fee, the parent must be responsible for reimbursing the provider for the difference between the corrected co-payment amount and the incorrect co-payment amount that was paid.

Source: 45 CFR 98.45(k); Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 6.6 Prorating Co-Payment Fees

The assessed co-payment fee reflects the monthly rate regardless of attendance. If a child is enrolled between the 1st and 15th of the month, the full monthly co-payment fee shall be assessed for the first month of service. If the child is enrolled between the 16th and last day of the month, one-half of the monthly co-payment fee shall be assessed for the first month of service. If a parent desires to change a provider during the month, the parent shall pay the appropriate prorated co-payment fee to any subsequent providers.

Source: 45 CFR 98.45(k); Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Chapter 7: Provider Application Process

Rule 7.1 Types of Child Care Providers

Child Care Payment Program (CCPP) approves the following types of child care providers:

Center Based Child Care Providers

A non-residential facility that regularly provides child care services for six (6) or more children who are not related to the operator within the third degree and who receive care for any part of a 24- hour day that must be licensed by the Mississippi State Department of Health (MSDH) Bureau of Child Care Licensure.

Family Child Care Provider

Provides shelter and personal care in a residential setting. There are two categories of family child care providers:

1. A family child care provider that provides child care services to no fewer than six (6) and no more than twelve (12) children with two (2) adult staff, must be licensed by the MSDH Bureau of Child Care Licensure and will be monitored by MSDH, and may also be monitored by Mississippi Department of Human Services (MDHS) for program compliance.
2. A family child care provider that provides child care services to five (5) or fewer children must be licensed by the MSDH Bureau of Child Care Licensure and will be monitored by MSDH and may also be monitored by Mississippi Department of Human Services (MDHS) for program compliance.

In-Home Child Care Provider

Care provided in the child's home. This type of care is limited to care for children with special needs and will be monitored at least one time annually in an unannounced inspection by MSDH Bureau of Child Care Licensure to ensure compliance with health and safety, fire safety standards, and criminal background checks. Additionally, provider may also be monitored by MDHS for any aspect of program compliance.

Kinship Requirements

No parent or guardian, within the first degree of kinship, who is also a child care owner may provide care for his/her child receiving CCPP assistance in their facility. Family members who meet the definition of other degrees of kinship (grandparents, aunts, uncles, etc.) may be approved to receive reimbursement through CCPP, provided the family member meets all other requirements to participate as a CCPP provider. Child care owners may care for their own child provided the child is not receiving CCPP assistance. Furthermore, parents or guardians employed in a child care center receiving assistance from the Child Care Payment Program (CCPP) are not permitted to provide care for their own children under any circumstances.

However, the child may attend the child care center where the parent is employed provided the child is not enrolled in the same classroom where the parent works.

This rule applies to providers who own the child care center, foster parents who are also providers, and situations involving the adoption of children, among others. In addition, parents or foster parents/guardians who receive assistance from the Child Care Payment Program may not provide care for children living in their home, biological children, or relative children, as outlined by the kinship rule, in any setting.

Source: 45 CFR 98.30; 45 CFR 98.40; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-14
Revised: August 2025

Rule 7.2 CCPP Provider Requirements

Any child care provider regardless of type of program that is interested in participating in the Child Care Payment Program (CCPP) must first become licensed by the Mississippi State Department of Health (MSDH) Bureau of Child Care Licensure. Upon receiving a child care license with MSDH, the following steps are required for a child care provider to be eligible to participate in CCPP:

1. Completion of the e-Ledger Training Webinar by Owner and/or Director.
2. DECCD provides e – Ledger training webinars on a regular basis. Applicants must register on the DECCD website or the consumer education website, and the webinar orients providers to participate in the CCPP, including how to receive payment for care. The e-ledger training webinar may be submitted before or after application submission, however the application cannot be approved until the training webinar is successfully completed. Providers may view upcoming training and register for e-ledger training at https://www.mdhs.ms.gov/eccd/providers/e-ledger/.
3. Completion of Health and Safety orientation training (contents discussed in detail below) by the Director and all staff. Prior to approval, new providers must ensure that both the director and owner have completed the Health and Safety training class. Additionally, all staff members are given ninety (90) days from their date of hire to fulfill this requirement.

4. Completion of Criminal Background checks for the director and all staff. More information on criminal background checks may be access at https://msdh.ms.gov/page/30,0,206.html.

5. Registration and continued participation in ELEVATE, Mississippi's Quality Support System. For more information visit www.mslift.org. CCPP providers will be required to earn an Educational Interaction badge within twelve (12) months of enrollment in CCPP. The badge must be renewed every two (2) years.

Additionally, the child care provider must submit the following documentation:

1. W-9 Internal Revenue Service Tax form- required to receive payment, must be signed by the owner.
2. Internal Revenue letter showing name of company and EIN Number.
3. Signed *Provider Statement of Agreement* which is an agreement between the provider and DECCD wherein the provider agrees to comply with CCPP policies and requirements, must be signed by the owner and the director if the owner is not the same person as the director.
4. A copy of the child care center handbook must be submitted each time it is updated by the child care provider.

The process to become an approved CCPP provider along with all necessary forms can be found at www.mdhs.ms.gov/eccd/providers/apply.

Source: 45 CFR 98.40; 45 CFR 98.41; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 7.3 CCPP Health and Safety Orientation Training

All staff that work for a CCPP participating child care provider must complete the required Health and Safety Training within ninety (90) days of employment. If all staff do not complete training within the ninety (90) day window, payments will be suspended until training is completed and/or a corrective action plan implemented. Each staff member must complete the CCDF Health and Safety Training every two (2) years while employed by a CCPP participating child care provider.

The CCDF Health and Safety training is offered in person and online to all child care providers. Participants are required to register in advance for the training and must attend the entire session to receive credit. Partial credit will not be given under any

CCDF Health and Safety topics include:

1. Prevention and control of infectious diseases (including immunization).
2. Prevention of sudden infant death syndrome and the use of safe-sleep practices.
3. Administration of medication, consistent with standards for parental consent.
4. Prevention of and response to emergencies due to food and allergic reactions.
5. Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic.
6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.
7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility).
8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
9. Precautions in transporting children (if applicable).
10. Pediatric first aid and cardiopulmonary resuscitation (CPR) certification.
11. Recognition and reporting of child abuse and neglect
12. Child development

Source: 45 CFR 98.41; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 7.4 Ongoing Professional Development

The CCDF Health and Safety Training must be completed every two (2) years by every staff member working in a CCPP participating child care program, regardless of program type Additionally, licensed providers must follow MSDH regulations requiring fifteen (15) contact hours of professional development each year for all staff members.

Rule 7.5 Health and Safety Requirements

The following requirements describe the expectations and requirements for all CCPP providers and will be monitored by the Mississippi State Department of Health:

Prevention and Control of Infectious Diseases (Including Immunizations)

Each child receiving CCDF subsidy and any caregiver providing subsidized childcare have current immunizations. Providers must maintain the following records for each child and each caregiver on site, and readily accessible for review by MDHS or MSDH.

Certificate of Immunization Compliance (MSDH Form 121, signed by the District Health Officer, a physician, nurse, or designee);

OR

Certificate of Medical Exemption (MSDH Form 122, must be approved and signed by the MSDH District Health Officer from the public health district or the State Epidemiologist). Acceptance of exemptions from immunization requirements is at the discretion of the child care provider.

Homeless children and children in foster care who receive CCPP assistance shall be granted a ten (10) day grace period from the date of admission into a CCPP-approved child care program to obtain the necessary immunization records. Payment for these children during the grace period shall not be considered an error or an improper payment.

Prevention of Sudden Infant Death Syndrome and the Use of Safe-Sleep Practices

A safe sleep environment for infants to lower the risk of sudden infant death syndrome (SIDS) is required as follows:

1. An infant shall be placed on his/her back for sleeping unless written physician orders to the contrary are in the child's record. Sleeping infants shall be within the view of the staff and visually checked regularly when sleeping. Nothing shall obstruct the view of the staff or prevent the staff from clearly seeing infants or children.
2. Infants shall be dressed in clothing appropriate for sleeping that is designed to keep the infant warm without the possible hazard of head covering or entrapment. The room shall be kept at a draft-free seasonally appropriate temperature of 65 degrees Fahrenheit to seventy-eight (78) degrees Fahrenheit. If a child is already asleep and not dressed in clothing appropriate for sleeping, the caregiver does not need to awaken the infant to change his or her clothes.
3. Facilities shall use a firm mattress covered by a fitted sheet.
4. Items such as but not limited to pillows, blankets, sheepskins, bumpers, soft objects, stuffed toys, loose bedding, etc., shall not be in the crib.

5. The use of safe sleep practices for children is required as follows:

- Individual beds, cots, mattresses, pads, or other acceptable equipment shall be used for rest periods, and children shall not be placed directly on the floor for rest periods. Bed linens, such as blankets or sheets, cannot be used in place of a bed, cot, mattress, or pad. These shall be kept in a sanitary condition. Once a sheet or blanket has been used by a child, it shall not be used by another child until it has been laundered.
- Rest period equipment shall be clean and covered with a waterproof cover.
- Nap pads/cots are designed for use by one (1) child only at a time.
- Nap pads utilized by more than one (1) child shall be sanitized after each child's use. Nap pads utilized by only one (1) child shall be sanitized immediately when soiled or at least weekly.
- Nap pads and nap cots without mattresses are not acceptable for use in 24-hour programs. Beds, cribs, or roll away cots are the only acceptable bedding for 24-hour centers.
- The facility shall provide a crib or other similarly commercially purchased bed unit, approved and designated for the purpose of sleeping. Mobile infants, at a minimum of eight (8) months, may be placed on a mat during the transition period of crawling to walking. If such mat is used, it shall be a flame retardant, minimum of two (2) inch commercially purchased sleep mat, especially designated for the purpose of sleeping. All cribs, sleep units, and mats must be maintained clean, in sanitary condition and without chips, holes, fraying, tears, or stains. Cribs, cots, and mats are to be a minimum of 24 inches apart or separated by a solid barrier. A minimum of 36 inches is recommended.
- Children are not allowed to sleep in shared places, such as infant seats, strollers, swings, cozy areas, or on tables. If a child falls asleep in a shared place, he or she should be moved immediately to a sanitary individual sleeping place.

Administration of Medication, Consistent with Standards for Parental Consent

A record shall be maintained of any medication administered by the director or caregiver showing the date, time, and signature of dispensing employee. A medication record may be destroyed ninety (90) days after administered the medication. Signed written authorization to obtain emergency medical treatment and to administer medication must be signed by parent or guardian and kept in child's record/file. The use of any food or medication in any manner or for any purpose other than that for which it was intended is prohibited.

Prevention of and Response to Emergencies due to Food and Allergic Reactions

A child requiring a special diet due to medical reasons, allergic reactions, or religious beliefs, shall be provided with meals and snacks in accordance with the child's needs. If medical reasons exist for the special diet, a medical prescription from the child's physician which states that the special diet is medically necessary is required. Information required for dietary modifications includes:

1. Child's full name and date of instructions updated annually;
2. Any dietary restrictions based on special needs;
3. Any special feeding or eating utensils; any foods to be omitted from the diet and any foods to be substituted;
4. Limitations of life activities;
5. Any other pertinent special needs information;
6. What, if anything, needs to be done if the child is exposed to restricted foods.

Building and Physical Premises Safety, including the identification of and Protection from Hazards, Bodies of Water, and Vehicular Traffic

1. All child care facility buildings shall meet all fire safety standards listed on the MSDH Form #333 and all applicable local fire safety standards and/or ordinances.
2. All fire extinguishers, as required in the fire safety plan, shall be serviced on an annual basis by a qualified fire extinguisher technician.
3. Unused electrical outlets shall be protected by a safety plug cover.
4. No extension cords shall be used in areas accessible to children.
5. Every child care facility which uses nonelectric heating and/or cooling systems, cooking stoves, and/or hot water heaters or other nonelectric equipment, shall have sufficient carbon monoxide monitors placed appropriately throughout the child care facility.
6. All glass in doors, windows, mirrors, etc., in the child care facility shall have a protective barrier at least four (4) feet high when measured from the floor. Doors, windows, mirror, etc., using safety grade glass or polymers (e.g., Lexan®) are not required to have a protective barrier.
7. A separate space in the child care facility shall be provided for the use of an ill or injured child until the child can be picked up by the parent. Space shall be located in an area that is supervised at all times by an employee.

8. All parts of the child care facility used by children shall be lead-safe, well-lit, ventilated, and free of hazardous or potentially hazardous conditions, such as but not limited to, open stairs and unprotected low windows.
9. The child care facility shall be equipped with an outdoor playground area that directly adjoins the indoor facilities or that can be reached by a route free of hazards and is no farther than 1/8 mile (660 feet) from the child care facility.
10. The outdoor playground area shall be free of hazards and not less than thirty (30) feet (measured horizontally parallel to the ground) from electrical transformers, high-voltage power lines, electrical substations, railroad tracks, or sources of toxic fumes or gases.
11. Hazards, including but not limited to air conditioner units and utility mains, meters, tanks, and/or cabling shall be inaccessible to children.
12. Fencing at least four (4) feet high shall be provided around the outdoor playground area. Fencing higher than four feet but not to exceed eight feet may be required if the licensing authority determines that a hazard exists.
13. Outdoor playground areas shall be free from unprotected swimming and wading pools, ditches, quarries, canals, excavations, fishponds, or other bodies of water.
14. The soil in outdoor playground areas of the child care facility shall not contain hazardous levels of any toxic chemical or substances. The child care facility shall have soil samples and analyses performed where there is good reason to believe a problem may exist.

Prevention of Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment

Shaken baby syndrome (SBS) and abusive head trauma (AHT) are the constellation of signs and symptoms resulting from violent shaking or shaking and impacting the head of an infant or small child. Shaken baby syndrome is a subset of abusive head trauma with injuries having the potential to result in death or permanent neurologic disability. SBS/AHT is a form of child abuse. Caregivers are trained to recognize the possible signs and symptoms of SBS/AHT and the consequences of SBS/AHT.
Additional child maltreatment is defined as prohibited behavior. The following behaviors are prohibited by anyone (i.e., parent, caregiver, or child) in all child care settings:

1. Corporal punishment, including hitting, spanking, beating, shaking, pinching, biting, and other measures that produce physical pain.
2. Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities.
3. Abusive or profane language to include but not limited to yelling at, and/or using harsh tones toward the children or in close proximity (hearing distance) to children.
4. Any form of public or private humiliation, including threats of physical punishment.

5. Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating (out of view of a caregiver), or corrupting a child.

6. Use of any food product or medication in any manner or for any purpose other than that for which it was intended.
7. Inappropriate disciplinary behavior includes, but is not limited to, putting soap or pepper in a child's mouth.
8. Any acceptable disciplinary action that is not age-appropriate for the child or is excessive in time or duration

Emergency Preparedness and Response Planning for Emergencies Resulting from a Natural Disaster or a Human-Caused Event (such as Violence at a Child Care Facility)

CCPP approved providers are required to have a written Emergency Preparedness and Response Plan to be implemented in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard to children. Plans must describe procedures for relocation, evacuation, shelter in place, and lockdown. MSDH also has an agency-wide emergency preparedness plan which describes agency procedures for relocation, evacuation, shelter in place, and lockdown.

Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio-Contaminants

Garbage and trash shall be removed from the child care facility daily and from the grounds at least once a week. Garbage and trash shall be stored inaccessible to the children, and in insect and rodent resistant containers.

The child care facility shall comply with all regulations promulgated by the Division of Sanitation of the Mississippi State Department of Health for:

1. Food Service
2. On-site Wastewater Systems
3. Vector (pest) Control

Precautions in Transporting Children (If Applicable)

1. All children will be properly restrained whenever they are being transported in a motor vehicle.
2. Every person transporting a child under the age of four (4) years in a passenger motor vehicle, and operated on a public roadway, street or highway, shall provide for the protection of the child by properly using a child passenger restraint device or system meeting applicable federal motor vehicle safety standards, e.g., child safety seat.

3. Every person transporting a child in a passenger motor vehicle operated on a public roadway, street or highway, shall provide for the protection of the child by properly using a belt positioning booster seat system meeting applicable federal motor vehicle safety standards if the child is at least four (4) years of age, but less than seven (7) years of age and measures less than four (4) feet nine (9) inches in height or weighs less than sixty-five (65) pounds.
4. Any vehicle equipped with seatbelts is subject to the requirements listed above.
5. No vehicle shall be occupied by more individuals than its rated capacity. No children shall be transported in the front seat of vehicles equipped with passenger side air bags.
6. All vehicles under 10,000 lbs. GVWR (Gross Vehicle Weight Rated) shall be equipped with occupant restraints appropriate for the age and/or weight of the children being transported. A child under the age of four shall be transported only if the child is securely fastened in a child safety seat that meets Federal Motor Vehicle Safety Standards (FMVSS, 49 CFR 571.213), which shall be indicated on the child safety seat. The child safety seat shall be appropriate to the child's weight and be installed and used according to the manufacturer's instructions.
7. Vehicles (e.g., school buses) with a GVWR 10,000 lbs. or more at a minimum shall meet the current Federal Motor Vehicle Safety Standards (FMVSS) for buses of that size. It is the responsibility of the child care facility operator to have documentation verifying that a bus meets the current FMVSS.
8. An individual seat restraint must be used for each child. The use of an individual seat restraint for two or more children is not allowed. NOTE: Federal Motor Vehicle Safety Standards (FMVSS) means the National Highway and Traffic Safety Administration's standards for motor vehicles and motor vehicle equipment established under Section 103 of the Motor Vehicle Safety Act of 1966 (49 CFR Part 571) as they apply to school buses.
9. On vehicles with a GVWR of less than 10,000 lbs., the staff-to-child ratio shall be maintained at all times. The driver of the vehicle shall not be counted as a caregiver while transporting the children.
10. On vehicles with a GVWR of 10,000 lbs. or more, the staff-to-child ratio shall be one caregiver to each 25 children or fraction thereof. The driver of the vehicle shall not be counted as a caregiver while transporting the children. In facilities that are dually licensed, i.e., licensed to provide care for both preschool and school-age children, if the vehicle is only transporting school-age children (no preschool children, infants, or toddlers are being transported), the driver may be counted as a caregiver while transporting the school-age children.

Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) Certification

Programs that operate in a central location shall have at least one (1) caregiver on the premises at all times the facility is in operation that has a current certification in CPR and first aid. When groups of children are away from the central location for field trips etc., there shall be at least one caregiver with the group that holds a current certification in CPR and first aid. All caregivers in summer day camps are required to have current CPR and first aid certification, copies of which shall be kept with their personnel records.

First Aid and Medical Supplies:

1. A first-aid supply shall be kept on-site and easily accessible to employees, but not in reach of the children.
2. A first aid supply shall be taken on all field trips and excursions and shall be easily accessible to employees, but not in reach of the children.
3. Medicine shall be kept out of the reach of the children.
4. All vehicles used by the facility in transporting children shall be equipped with a first aid kit.
5. It is recommended that first aid kits contain items pursuant to American Red Cross guidelines.
6. Some items in this kit may have expiration dates. All first aid kits should be periodically inspected for contents. Depleted and out-of-date materials should be replaced.
7. Special attention should be exercised when utilizing first aid supplies or any medication for children who have allergies or other special medical needs.

Recognition and Reporting of Child Abuse and Neglect

The Health and Safety training covers the topics of child abuse and neglect including definitions of types of abuse (physical, emotional, sexual), maltreatment of children, recognizing signs of abuse, and reporting policies.

Nutritional Standards

A child care provider shall provide adequate and nutritious meals prepared in a safe and sanitary manner. Healthy diets contain the amounts of essential nutrients and calories needed to prevent nutritional deficiencies while preventing an excess number of discretionary calories. Planned meals and snacks provide the right balance of carbohydrate, fat, and protein to reduce risks of chronic diseases, and are part of a full and productive lifestyle. Children's food needs are based on the amount of time spent in the child care facility. Any child in the care of a child care provider at the time of service of a meal or snack will be served that meal or snack.

Meals and vending services in licensed child care facilities shall meet the standards from the Offices of Healthy Schools and Child Nutrition for the Mississippi State Department of Education as well as USDA Food and Nutrition Service guidelines.

1. Menus shall be nutritionally adequate and consistent with the Dietary Guidelines for Americans.
2. Foods shall be provided in quantities and meal patterns that balance energy and nutrients with children's ages, appetites, activity levels, special needs, and cultural and ethnic differences in food habits.
3. Parents shall be involved in the nutrition component of their child-care facility.
4. A variety of fruits, vegetables, and whole-grain products shall be offered to children for meals and snacks. Mealtime should be used as an opportunity to teach nutrition and/or food concepts.
5. The addition of fat, sugar, and sources of sodium shall be minimal in food preparation and service.
6. Food preparation and service shall be consistent with best practices for food safety and sanitation.
7. Furniture and eating utensils shall be age-appropriate and developmentally suitable to encourage children to accept and enjoy mealtimes.
8. Child-care personnel shall encourage positive experiences with food and eating.
9. Caregivers shall receive appropriate training in nutrition, food preparation, and food service

Physical Activity

Children should be provided with opportunities for physical activity throughout the day. Examples of "light physical activity" may be found in the Child Care Licensure section of the MSDH website at www.HealthyMS.com. Examples of "moderate physical activity" are aerobic dancing, light calisthenics, getting up and down from the floor, dancing, playing on school ground equipment, singing while actively moving about, etc. Examples of "vigorous physical activity" are running, jumping rope, performing jumping jacks, playing soccer, skipping, etc. Regardless of the activity, it should be age appropriate and within the physical ability limits of the child.

Caring for Children with Special Needs

The environment utilized for caring for children with special needs shall be adapted as necessary to accommodate special devices that may be required for the child to function independently, as appropriate.

Caregivers serving children with special needs shall receive staff development related to the specific needs of the children served.

Sun Safety

Providers should provide opportunities for children of all ages to engage in activities to support sun safety practices.

Providers should adopt policies encouraging sun safety while children are in attendance at the program.

Literacy Development

1. Materials should be accessible to children of all ages.
2. Materials should be developmentally appropriate.
3. Activities should align with educational standards and guidelines for the age group.
4. Children should engage in literacy activities and with literacy materials every day.
5. Providers can encourage literacy development through language and reading aloud throughout the day.

Source: 45 CFR 98.44; Miss. Code Ann. § 43-1-2; Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 7.6 Child Maltreatment

All child care providers and all responsible parties must report child abuse and neglect immediately if they suspect or have evidence that a child in their care is being abused or neglected by a parent, family member, child care worker, or other individual with access to the child. Providers and all responsible parties shall submit criminal child abuse reports directly to the Mississippi Department of Child Protection Services for investigation and shall notify MDHS. MDHS may also notify MSDH if necessary.

Mississippi Department of Child Protection Services (MDCPS) reports can be made online at www.mdcps.ms.gov or verbally by calling the Mississippi Abuse Hotline at 1-800-222- 8000.

Source: 45 CFR 98.41; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 7.7 Discipline of Children

All child care providers should establish practices for promoting developmentally appropriate social-emotional-behavioral health practices and procedures for discipline and intervention. These procedures and practices shall be clearly communicated to all staff, families, and community partners. Corporal punishment of a child is prohibited.

Source: 45 CFR 98.16; 45 CFR 98.41; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 7.8 Suspension and Expulsion of Children

MDHS strongly discourages the use of expulsion, suspension, and other exclusionary discipline practices; these practices should only be used as a last resort. Child care providers are encouraged to access the technical assistance (TA) and resources provided by MDHS through TA partners and the Mississippi Early Childhood Inclusion Center (MECIC) to assist the provider in maintaining therapeutic inclusion of the child if at all possible. The provider should document evidence of appropriate behavioral interventions. Should a situation arise where there is documented evidence that all possible interventions and supports recommended by a qualified professional have been exhausted and it has been determined that transitioning a child to another program is necessary for the well- being of the child or his or her peers, providers are encouraged to take a series of documented steps to ensure a smooth transition into another setting that offers a rich social context and opportunities for interactions with socially competent peers so that the child's learning and social skills practice are optimized in a natural environment. If the child has a disability and is receiving services under the Individuals with Disabilities Education Act (IDEA), the provider and MDHS shall ensure that additional applicable procedural safeguards and requirements are met.

Source: 45 CFR 98.16(ee); Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Chapter 8: Procedures After Approval of a Certificate

Once a family is approved for the Child Care Payment Program, a certificate is issued to both the parent and the child care provider electronically. The following information is included on the CCPP certificate:

1. The name of the child approved for care.
2. The rate of subsidy reimbursement for which the child was approved.
3. Whether the child was approved for full-time care, part-time care, or both, including the days of care requested by the parent.
4. The assigned co-payment rate to be billed on behalf of this child.
5. The name and ID number of the approved child care provider location designated for care. Care shall only occur at the location associated with both the child care provider name and ID number indicated on the certificate. **A certificate may not be transferred to another child care location without written approval from the MDHS Division of Early Childhood Care & Development.**

Source: 45 CFR 98.45; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Initial: May 2023

Rule 8.1 Reimbursement Rates

MDHS sets full-time and part-time reimbursement rates statewide for child care services based on the age of the child and the location of the child care facility at which child care services are provided. MDHS also has an established reimbursement rate for serving children with special needs.

Reimbursement rates shall be reviewed at least once every three (3) years, which aligns with the Child Care Development Fund (CCDF) State Plan cycle to ensure that payment rates are set to cover tuition charged by at least 75% of child care providers in the state. This is meeting the 75th percentile.

CCPP providers may charge more than the reimbursement rates established by MDHS, but to do so, they must submit their published tuition rates to the MDHS within CCPS and publish in all marketing materials. Providers shall not charge a different rate to families in the certificate program than the rate charged to families who do not receive child care certificates. If CCPP providers elect to charge more than the published reimbursement rate, the provider is responsible for collecting the additional amount from the parent or any responsible party.

Source: 45 CFR 98.45; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.2 Other Fees

CCPP providers may charge reasonable late fees, but they must be published to the public, and in all marketing materials, and must apply equally to CCPP and non-CCPP children.

Copayment fees are the responsibility of the parent and must be collected by the child care provider. All outstanding co-payment fees must be paid to the child care provider before MDHS grants a change of provider request. Upon DECCD approval, copayment collection may be waived if the parent demonstrates emergency circumstances in which the physical, emotional, or mental well-being of the child is threatened and requests the child be relocated to another child care provider. All other fees are between the parent and provider and must be resolved outside of the Child Care Payment Program.

Providers must provide proof of copayment to parents that includes the following:

1. Parent's name
2. Payment amount
3. Date of payment
4. Child care center's name
5. Child care provider's name

Source: 45 CFR 98.45; Miss. Code Ann. § 43-1-2(4), 43-1-4
Revised: August 2025

Rule 8.3 Payment Process

CCPP providers will submit ledgers each month to request payment for services provided. CCPP providers must submit a ledger in the Child Care Payment System (CCPS) to receive payment for child care services rendered to parents. MDHS reimburses providers based on child enrollment with the center rather than attendance, however, all child care providers are still required to maintain a record of accurate attendance and absences on sign-in/out sheets and on daily class rolls for each child. Providers shall retain sign-in/out sheets for a period of three (3) years. Child care providers may utilize a system that captures digital signatures/sign-in and sign-out processes of parents provided that the system has been approved to use by the MSDH Bureau of Child Care Licensure as part of the licensing process. Electronic attendance systems will not require a signature. Computer generated spreadsheets are not considered an electronic attendance system and are NOT exempt from signatures.

The sign-in/out sheets must show the following:

1. Each child's legal first and last name (no nicknames) (as listed on the child care certificate),
2. Full name of the parent/guardian or parent's authorized representative,
3. Date each child was present or absent,
4. Time the child is signed in with the signature or digital signature of the person signing the child in each day, and time care begins and ends for each child (if providing 24-hour care, a.m. and p.m. must be placed beside the times).

Child(ren) must have a signature from a parent, guardian, or authorized representative verifying the attendance of each child on a daily or weekly basis. Electronic attendance systems may be used but must provide a record of date and time of when parents sign their child/children in and out of the child care program. The use of any electronic attendance system must be approved by the MSDH Bureau of Child Care Licensure. Electronic attendance systems will not require a signature. Computer generated spreadsheets are not considered an electronic attendance system and are NOT exempt from signatures.

Sign in/out sheets must be maintained and made available upon request. Refusal to provide sign-in/out sheets upon request to any MDHS staff may result in further administrative investigation and/or sanctions taken against the child care provider.

If sign-in/out sheets are lost or damaged by an unforeseen occurrence such as fire, flood or natural disaster, the child care provider must report the occurrence, and submit evidence to MDHS within ten (10) days of the occurrence. Evidence of the occurrence must include the date and time of the occurrence. The evidence can be submitted by mail, fax, email or in person to MDHS.

In the event of program closure, three (3) years of sign-in/out sheets must be provided to MDHS upon last day of operation. If the sign-in/out sheets are not submitted by the provider, the provider will be in violation of the agreement and can be responsible for all payments issued to the center.

Signatures or digital signatures of staff must be provided on all attendance sheets if staff are signing children in/out.

Child(ren) must have a signature by a parent, guardian, or authorized representative verifying the attendance of each child on a daily or weekly basis. (Electronic attendance systems will not require a signature. Computer generated spreadsheets are not considered an electronic attendance system and are NOT exempt from signatures).

Child care providers must agree to retain all books, records, and other documents relating to expenditures, services rendered, attendance or individuals served for three (3) years from the date of service. If an audit or investigation is pending at the end of the three-year period, information shall be retained until resolution of the audit, investigation, or any issues, disputes or appeals raised by or resulting from the audit or investigation. Any person authorized by MDHS will have full access to these records during this period.

Attendance records must be reconciled with the attendance of children as reported on monthly ledger submissions. If attendance records do not meet all of the requirements listed above, MDHS will consider the payment in question to be improper payment and subject to recoupment from the provider by MDHS.

Source: 45 CFR 98.45; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.4 Parent Choice of Provider

Parent choice is a fundamental tenet of the CCDF program. Parents are free to choose any provider that has been previously approved to participate in the CCPP. The selected provider is listed on the certificate after the child has been approved for program participation.

Parents may change child care providers for any reason but must follow the procedure outlined below:

1. Submit a Change in Provider request to MDHS via the https://www.apps.mdhs.ms.gov/ccis/NewApplication/AppStartPage.aspx.
2. Ensure that all outstanding co-pay fees are paid to the current provider.
3. Provide a minimum two (2) week notice to the current provider prior to withdrawing the child, unless under emergency circumstances, for which a parent may make a written request to DECCD explaining the emergency circumstance for transfer or withdrawal. Examples of emergency circumstances include, but are not limited to:
    a. Physical Altercation between the Parent and Staff Member (including Director). If an issue arises at the child care center between the parent and staff member (including director) of the child care center resulting in police involvement, a transfer may be requested. The DECCD Director may also contact the child care provider to obtain additional evidence and will weigh all evidence.
    b. Injury of a Child: If an issue arises at the child care center resulting in an injury of any child enrolled in the center such as neglect, lack of supervision, or physical harm, a transfer may be requested.

If emergency circumstances are established, the DECCD Director will decide as to whether outstanding fees must be paid prior to authorizing the transfer or withdrawal.

Source: 45 CFR 98.30; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.5 Parent Compliance

Parents and providers receiving CCDF subsidy are expected to follow MDHS policies and the policies and procedures of the child care provider where their child is enrolled as outlined in the child care provider's parent handbook. Failure to follow MDHS policies will result in action being taken by MDHS as necessary. Non-compliance with child care provider policy/parent handbook must be resolved between the parent and child care provider. MDHS will not intervene in policies outside of those established by the Child Care Payment Program (CCPP) Policy Manual.

Source: 45 CFR 98.40; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.6 Allowable Leave Time for Parents

Child care will be paid based on the child's enrollment with a provider. Excessive absences from care may result in changes or termination of the child care certificate. Providers must maintain and report accurate child attendance for monitoring purposes. Payments issued by MDHS to child care providers for care that cannot be supported by sign in/out sheet documentation shall be recouped by MDHS.

Excessive absences are classified as a period when a child is absent from the child care program indicated on their certificate for sixty (60) consecutive calendar days or more without contact with the child care provider. MDHS shall terminate child care certificates for children with excessive absences, even if fewer than twelve (12) months of eligibility have been received. Providers shall report a child absence with the correct absence code in the monthly ledger. Failure to accurately report child absence by either the parent or child care provider will be considered a violation of MDHS policy.

Exceptions to the Excessive Absence Rule:

Temporary Long-Term Absences may be granted for special circumstances such as chronic illness of the child, custody situation that requires the child to spend extended time with a non-custodial parent, or a temporary move out of state. Requests should be made in writing to MDHS if absences exceed sixty (60) consecutive days and will be granted on a case-by-case basis. If granted, the certificate will continue to remain active, regardless of attendance, but the child care provider will only be paid for five (5) days of absence per month. The child care provider has the option to disenroll the child from his or her child care center.

Parents may voluntarily withdraw their child from the CCPP should the family relocate out of the state of Mississippi. If a child is absent for sixty (60) consecutive days without the parent and child care provider submitting notification to MDHS,MDHS will consider this as a voluntary withdrawal from CCPP. The child's certificate will be terminated, and the family will be withdrawn from CCPP.

Source: 45 CFR 98.40; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.7 Allowable Closures for Providers

Subsidy providers must be available to serve the needs of parents. A child care center shall remain open in accordance with the months, days, and hours of operation that was provided upon application for subsidy or is currently on file with the MS Department of Health, Division of Child Care Licensure, whichever is more recent. No additional voluntary closures are allowed other than those described in this section unless the child care provider receives approval from the Mississippi State Department of Health for additional closure dates.

A child care center shall remain open on days when children are taken on field trips, or any other day outside of the approved holiday list provided by MDHS and documented in the child care provider's parent handbook, for any children who cannot attend the field trips or who still need child care during holidays not approved by MDHS.

Holidays and Professional Development Training Allowed Closures

MDHS will pay for up to eleven (11) holidays per year where the center may close in observance of these holidays.

Of those eleven (11) holidays, six (6) are fixed and cannot change. These six (6) days are New Year's Day, Independence Day, Thanksgiving Day and the Friday after, Christmas Eve, and Christmas Day. Providers may opt to use the remining five (5) days as listed in the CCPP Policy Manual on the chart below or can flex those days for other holidays or any other local event for which the provider would like to voluntarily close. All holidays, including the six (6) fixed holidays and five (5) flexed holidays, must be listed in the child care provider's parent handbook and employee handbook (if applicable). Providers cannot elect to close for any holidays not listed in their parent and/or employee handbook. Providers must upload the most current version of their parent handbook and/or employee handbook to the CCPP Provider Portal. Should the parent or employee handbook be updated, the current version must be uploaded to the CCPP Provider Portal within five (5) days of the handbook being issued to parents and/or employees.

Fixed and Optional Holidays	
DATE	**HOLIDAY**
January 1	New Year's Day – fixed holiday
January – 3rd Monday	Dr. Martin Luther King, Jr.'s Birthday and Robert E. Lee's Birthday – optional holiday
Spring (date varies annually)	Good Friday – optional holiday
May – Last Monday	Memorial Day – optional holiday
July 4 (*)	Independence Day – fixed holiday
September – 1st Monday	Labor Day – optional holiday
November – 4th Thursday and Friday (*)	Thanksgiving Day & the Friday After Thanksgiving Day – fixed holiday
December 24 (*)	Christmas Eve – fixed holiday
December 25 (*)	Christmas Day – fixed holiday
December 31	New Year's Eve – optional holiday

Please note: If the Governor of Mississippi allows days in addition to the list below in observance of a holiday, providers shall be notified they are also allowed these extra days.

In addition to the eleven (11) holidays, DECCD will also allow up to three (3) days for professional development per year. Providers must document professional development activities for eight (8) hours per closure day with a minimum of 80% staff in attendance. Documentation on professional development shall include:

1. Training agendas (in-house) or list of conference sessions attended.
2. Sign-in/out sheets (in-house) or certificate of completion if attended elsewhere.
3. Dated notice of closure due to Professional Development provided to parents, which must be submitted to DECCD and MSDH Bureau of Child Care Licensure.
4. Proof of staff payment for any hours spent in professional development training.

Documentation for dates closed for Professional Development must be submitted to DECCD and MSDH Child Care Licensing within five (5) days of the event and will be monitored annually. Any provider claiming closure for professional development not providing documentation of claimed professional development will be in violation of policy. Parents must be notified by the child care center fourteen (14) days prior to closure for professional development.

Natural Disasters/Inclement Weather

Child care payments shall be continued when parents are off work due to circumstances beyond the parent's control, such as hurricanes, floods, and tornadoes. Child care providers shall be reimbursed when the center is closed temporarily in the event of an emergency declared by the President of the United States or Governor of Mississippi or any event for which MSDH Child Care Licensing mandates the closure of a child care center due to natural disaster or other circumstances beyond the control of the child care provider, for up to ten (10) business days per occurrence, unless the parent needs to make alternate child care arrangements.

Source: Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.8 Payment Ledger Cycle

Payment ledgers shall be submitted electronically through the Child Care Payment System (CCPS) monthly. Providers may choose to submit ledgers during one (1) of two (2) payment cycles during the month; however, providers shall only receive one (1) payment per month for services rendered.

Payment ledgers shall open to providers on the first day of the month and remain open until 11:59 p.m. CST on the fifth day of the month. Child care providers who submit ledgers by the fifth day of the month will be issued payment by the 15th day of the month.

Child care providers who fail to submit the ledger and sign in/out sheets by the fifth day of the month have the option to submit the ledger by 11:59 p.m. CST on the 15th day of the month. Providers who submit their ledgers and sign in/out sheets by the 15th day of the month will be issued payment by the last day of the month.

DECCD cannot issue provider payments outside the scheduled payment cycle. All ledgers and sign-in/out sheets must be submitted before the deadline.

Source: 45 CFR 98.16(k); 45 CFR 98.45(l); Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.9 Ledger Payments

Ledger payments contain a list of disbursements issued to the child care provider for attendance for services rendered on behalf of children who are participating in CCPP.

Source: 45 CFR 98.45; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.10 Payment Adjustment Request

MDHS's Payment Adjustment Request must be used for reporting any necessary adjustment(s) by the child care provider to MDHS with 10 (ten) business days of ledger submission. This form is available on the MDHS website at https://www.mdhs.ms.gov/eccd/providers/e-ledger/

Child care providers must submit this request, along with supporting documents, to MDHS to report on any of the following:

Overpayment/Underpayment

If a child care provider discovers an over-payment or under-payment on the payment ledger, the child care provider must submit supporting sign-in/sign-out sheets for the adjustment to be processed. Questioned payments or incorrect payments shall be adjusted during the next regularly scheduled payment cycle. Once MDHS processes the overpayment/underpayment request, payments will be issued/deducted from the next monthly payment.

Certificate Error

Any error listed on the child care certificate that will cause payments to calculate incorrectly must be submitted to MDHS. Such errors include, but are not limited to:

1. Incorrect payment rates
2. Incorrect care type (full-time vs full-/part-time)
3. Incorrect date of birth for the child
4. Duplicate children on the ledger

If a child care provider discovers that a child is listed more than once on the payment ledger, providers should claim payment for the certificate that has the accurate payment amount for the child. The duplicate entry should be listed as absent "A" for correct payment.

Source: 45 CFR 98.45; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.11 Types of Care

Full-Time and Part-Time Care

Full-time care is assigned to children ages six (6) weeks to five (5) years of age who attend the facility more than six (6) hours.

Part-Time Child Care is assigned to children up to twelve (12) years of age for child care provided for fewer than six (6) hours. Children with special needs may be served up to nineteen (19) years of age.

Non-Traditional Care

Child care providers have the option to provide child care services during standard or non-traditional hours. Non-traditional hours include week night care and supervision of children for less than twenty-four (24) hours per day within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children between 6:00 p.m. Friday and 5:59 a.m. Monday. To provide non-traditional child care the provider must ensure that doing so will not cause the child care provider to exceed maximum capacity for that facility by obtaining approval from MSDH. Additionally, the child care provider must submit a written request to MDHS requesting approval for non-traditional care.

If a parent has received prior approval to receive child care services, and the parent is in need of non-traditional care, the parent must provide a copy of their work schedule demonstrating the need for non-traditional care and submit a change information request to update service needs of the family.

The parent must submit this verification and be approved by MDHS for non-traditional child care services before the child can be reimbursed for receiving non-traditional care.

The provider shall not claim non-traditional care for child(ren) enrolled without approval from MDHS.

For example, if your center or school provides care to a first-grade child who attends full-day in October, you should claim part-time instead of full-time on the ledger. DECCD does not cover the costs of private school care. If parents opt to enroll their child in a private or charter school, they are responsible for the payments. This policy is applicable to school-age children who require full-time care outside of regular scheduled holiday care.

Source: 45 CFR 98.2; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.12 Reimbursement

Full-time reimbursement rates shall be issued to child care providers for the following:

1. Full-time care provided by CCPP-approved centers when the primary school setting is closed and not offering or requiring online instruction.
2. Full-time care provided by CCPP-approved centers when the child is given an out-of-school suspension.
3. For three (3) and four (4) year old children enrolled in public or private pre-kindergarten programs where tuition is assessed, and child care is provided for six (6) or more hours per day.
4. Five (5) or six (6) year old children who are not enrolled in a public kindergarten program.

Full-time certificate payments for school-age children shall not be issued to students enrolled in first grade through 12th grade unless full-time care is needed during non-traditional hours and/or the primary/secondary school setting is closed.

Part-time reimbursement rates shall be issued to child care providers for the following:

1. Children who attend other programs, such as Head Start or private pre-kindergarten or public schools, except during times when it is documented the child(ren) attended the child care center for the full day because the school was not open due to holidays, inclement weather, emergencies, or for out-of-school suspension during the school year.
2. Any care provided when the child's primary school setting is open and/or offering or requiring online instruction. Children enrolled full-time during holiday breaks or summer may be absent from the program; however, the center can claim part-time attendance only due to the pay-by-enrollment rule. The provider must ensure to use the correct code on the ledger to properly report attendance for reimbursement of services.

Source: 45 CFR 98.56; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.13 Garnishment/Levies

Garnishment/levies are court ordered recoupment of a debt owed by a provider to a third party. When MDHS receives notice of a garnishment or levy action against a child care provider, MDHS must submit payment to the garnishing party until the provider's debt has been paid in full, or until a Notice of Release has been received. The provider must contact the garnishing party to dispute the action or make alternate payment arrangements.

Source: 45 CFR 98.56; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.14 Licensure Revocation or Closure

Any child care center that does not hold a valid license issued by MSDH Bureau of Child Care Licensure will be immediately closed in the CCPP.

CCDF funds cannot be used to pay a child care provider if the license has lapsed at any time. Funds shall be recouped for any lapse in time the license was not valid. If a provider license is reinstated by MSDH Bureau of Child Care Licensure within thirty (30) days from the date of the closure, MDHS will not require the child care provider to submit a new child care provider application but instead will allow the CCPP status to be reinstated.

If the death of a child occurs at a CCPP provider's facility, and the death is determined to be due to a health and safety violation, the child care provider will be terminated from the CCPP upon a final determination of the cause of death. MDHS staff will assist with locating alternate child care for any other CCPP children enrolled in the child care provider's care as needed.

Source: 45 CFR 98.56; 45 CFR 98.42; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.15 Provider Change of Status

Child care providers shall notify DECCD via email immediately of any change in ownership, change in business structure, facility site location, change in employer identification number, or closure of the facility. The provider agrees to provide MDHS with a copy of the notice from the Internal Revenue Service (IRS) verifying any change in the Taxpayer Identification Number. When a change of status occurs, the change must be reported to DECCD within 10 (ten) calendar days of the occurrence.

A significant change of status requires completion of a new CCPP application and new e-Ledger training webinar, if more than six (6) months since completion of the last webinar, and includes the following:

1. Address change
2. Tax ID Number change
3. Change of Ownership
4. Procedure for transfer of ownership

New Child Care Owners

New child care owners must comply with all requirements to become a CCPP approved provider. Children enrolled in CCPP and DECCD Provider ID numbers do not automatically transfer to the new owner. If the new owner fails to complete the CCPP approval process prior to the first date of operation under new ownership, there shall be a lapse in payment until the new owner completes the CCPP approval process.

Death of Owner/Director

If the owner or director of the facility passes away, the designated party responsible is required to notify DECCD in writing. DECCD will authorize the child care provider to receive payment for the care rendered up until the date when the owner or director was actively in charge. However, it is important to note that no funds may be issued or claimed beyond that date until a new provider has been officially licensed by the MSDH Bureau of Child Care Licensure and approved to participate in CCPP by MDHS. MDHS will also require legal documentation from the family to confirm the individual authorized to manage the financial ledgers and finalize the center's involvement in the Child Care Payment Program.

Change in Ownership Not Related to Death

Previous Owner must notify MDHS in writing of the pending transfer of ownership within 24 (twenty-four) hours of notification of same to the MSDH Bureau of Child Care Licensure. Notification must be received so that all certificates may be terminated and reissued to the new owner upon the last day of operation. The certificates will only be issued to the new provider with parental approval. MDHS will recoup payments made to a provider if notification is not received as required.

Previous owners must also submit a written statement certifying that the provider will no longer claim funds issued by CCPP after a designated date, and the designated date. Previous owners must provide MDHS with a forwarding address for any future payments and tax information. This information can be submitted by mail, fax, email or in person to MDHS. All changes must be approved by MDHS before payment will be issued.

Source: 45 CFR 98.40; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 8.16 Tax Identification

MDHS shall only issue payments through the CCPP to the individual or entity attached to the Employee Identification Number (EIN), also referred to as the Tax Identification Number (TIN) or Social Security Number (SSN) on record.

The TIN or SSN is required by the Internal Revenue Services for tax purposes, and the provider elects which of the two identifying numbers to provide.

If a provider elects to change from an EIN/TIN to a SSN, MDHS shall only approve the change if there is no lien or levy against the EIN/TIN of record.

MDHS shall not approve an application for an individual or center to become a CCPP-approved provider if information on the W-9 is missing or incorrect. The W-9 must be signed and dated to be complete.

If a CCPP-approved provider has a missing or incorrect TIN, MDHS shall deduct the Backup Withholding (BWH-B) Rate of 28 percent from future payments through the CCPP program until the correct TIN or name is supplied to MDHS. A TIN shall be considered to be missing or incorrect if it is not provided, has more or less than nine numbers, has an alpha character as one of the nine positions, or is in an improper format with a NAME/TIN combination that does not match or cannot be found in IRS or SSA files.

If a CCPP-approved provider has a missing TIN, MDHS shall notify the provider via certified mail and immediately apply backup withholding until a W-9/TIN is supplied.

If a CCPP-approved provider has an incorrect name/TIN, MDHS shall send via certified mail a First B-Notice and a W-9 form. The envelope shall be clearly marked that important tax information is enclosed. The provider shall be given thirty (30) business days to respond to complete the W-9 with a correct name/TIN. Failure to respond to the first B-Notice within thirty (30) business days will result in immediate backup withholding until the completed W-9 is returned.

If MDHS receives a second notification from the IRS within a three-year period that the provider TIN is incorrect, MDHS shall issue a Second B Notice to the provider. The Second B Notice shall not include a copy of the W-9. The provider shall be given thirty (30) business days to provide MDHS with a copy of his or her Social Security Card or a 147C. Failure to respond to the second B-Notice within thirty (30) business days shall result in immediate backup withholding until the documentation is provided.

Tax-exempt organizations, government agencies, and corporations may be exempt from backup withholding according to IRS regulation. MDHS shall keep a record of withholdings in order to submit an Annual Return of Withheld Federal Income Tax Form 945 to the IRS.

Source: 45 CFR 98.56; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

CCPP Provider Obligation of Duty

The CCPP approved provider may not delegate, assign, or subcontract the performance of any obligations contained in this policy. If the provider chooses to use a Representative for any matter related to the CCDF program, the provider is prohibited from being represented by any individual and/or entity that has been placed on any exclusion or debarment list, either State or Federal.

Source: 45 CFR 98.56; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Chapter 9: Program Compliance

As lead agency for the Child Care Development Fund (CCDF), the Mississippi Department of Human Services (MDHS) must ensure compliance with all federal statutes and regulations, state statutes, and policy. MDHS employs multiple mechanisms to ensure compliance, including internal quality control monitoring, formal agreements with other state or private agencies, investigations, and sanctions if necessary.

Source: 45 CFR 98.10; 45 CFR 98.56; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 9.1 Child Care Facility Complaint Process

Filing a Complaint

Any person may file a complaint or submit a tip about waste, fraud, or abuse of the program through the following methods:

1. Call the Mississippi State Department of Health (MSDH) Child Care Licensure Complaint Hotline 1-866-489-8734 to me complaints related to child care licensure or child care regulations. Unless ordered by a court, the identity of the individual who reported the complaint shall not be disclosed outside of MSDH and/or MDHS investigative staff.
2. Submit a complaint or tip via the MDHS FRAUD TIP FORM https://www.mdhs.ms.gov/home/fraud/ or call 1-800- 299-6905 for complaints related to CCPP program violations or suspected fraud, waste or abuse.

Complaints or fraud tips may be investigated by MSDH, MDHS, or both agencies working together, depending on the nature of the complaint.

Record of Complaints

MSDH will maintain a record of substantiated complaints on child care providers.

Types of Complaints

Health and Safety/Regulatory complaints made to MDHS involving a child care provider may be referred to MSDH. All such complaints shall be logged and maintained by MSDH. MSDH is responsible for investigating each complaint filed against a child care provider. MSDH may request assistance from MDHS, as needed, during a complaint investigation. MSDH will maintain records of complaints made against a child care provider, these records may be obtained by making a Public Records request to MSDH.

Complaints regarding the violations of CCPP policy will be investigated by the MDHS Office of Inspector General (OIG) for suspected intentional or unintentional program violations from child care providers and/or recipients stemmed from fraud tips, data matching, quality control reviews, Child Care Payment Program generated system reports or any other reliable source.

Source: 45 CFR 98.32; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 9.2 Referrals to MSDH

MDHS will work with MSDH to provide technical assistance to any licensed centers that are observed to not be in compliance with the Regulations Governing Licensure of Child Care Facilities, Regulations Governing Licensure of Child Care Family Homes for 5 or Fewer Children, or Regulations Governing Licensure of Child Care Facilities for 12 or Fewer Children in the Operator's Home.

Class I Violations of the Regulations Governing Licensure of Child Care Facilities, Regulations Governing Licensure of Child Care Family Homes for 5 or Fewer Children, or Regulations Governing Licensure of Child Care Facilities for 12 of Fewer Children in the Operator's Home are critical violations and must be reported to MSDH for immediate investigation. For a list of Class I Violations see the MSDH Regulations Governing Licensure of Child Care Facilities, Regulations Governing Licensure of Child Care Family Homes for 5 or Fewer Children, or Regulations Governing Licensure of Child Care Facilities for 12 of Fewer Children in the Operator's Home.

Actions taken by MSDH that may affect a child care facility's participation in CCPP include revocation of license, restriction of license, conditional license, or citing of Class I or multiple Class II and Class III violations.

Source: 45 CFR 98.45; 45 CFR 98.42; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 9.3 Monitoring Responsibilities

All providers participating in CCPP shall be inspected/monitored at least once annually in accordance with federal requirements.

Licensed Child Care Centers

MSDH Bureau of Child Care Licensure has the primary responsibility of conducting annual unannounced inspections of licensed child care centers.

MDHS may also conduct announced or unannounced monitoring visits to CCPP approved licensed child care centers to ensure CCPP compliance.

Licensed Family Child Care Providers

MSDH Bureau of Child Care Licensure has the primary responsibility of conducting annual unannounced inspections of licensed family child care providers.

MDHS may also conduct announced or unannounced monitoring visits to CCPP approved licensed child care centers to ensure CCPP compliance.

Licensed In-Home Child Care Providers

MSDH has the primary responsibility of conducting annual unannounced inspections of licensed family child care providers.

MDHS may also conduct announced or unannounced monitoring visits to CCPP approved licensed child care centers to ensure CCPP compliance.

Source: 45 CFR 98.42; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 9.4 Record Reviews

MDHS may conduct monitoring via desk reviews or on-site visits to ensure CCPP compliance. Upon request, the following documents shall be made available:

1. Daily attendance roster (sign-in/sign-out sheets) for each child. The attendance recorded on the child care center's attendance roster shall be compared to the attendance reported to MDHS. All documentation related to child attendance may be reviewed.
2. Child care providers must maintain a record/roster of all staff and volunteers, with hire dates and termination dates.
3. A current letter of suitability for all staff and volunteers and a current record of Health and Safety Orientation training for all staff and volunteers.
4. Provider tuition rates - the provider's published rates that are charged to the general public.
5. Documentation of Co-Payment Fees Collected - a record of the payment of monthly co-payment fees for each CCPP child must be kept and distinguished from payments of other fees such as late fees or tuition overage.
6. A copy of the center's license.
7. Copy of the signed CCPP Provider Statement of Agreement.

8. Operating capacity - attendance shall be checked to ensure the child care provider is not receiving more CCDF certificates than the licensed or allowed capacity will support. Attendance in excess of licensed or allowed capacity is a health and safety violation and shall result in a recoupment of funds issued for certificates in excess of licensed or allowed capacity. Capacity is established by MSDH Bureau of Child Care Licensure.
9. Immunization Records - all CCPP-approved providers must keep and provide documentation of current immunizations or medical exemption, in compliance with MSDH, regulations for all staff and children in the facility. (Form 121 Certificate of Immunization issued by the Mississippi State Department of Health, or Form 122, Certificate of Exemption).
10. Record of Emergency Drills - licensed CCPP-approved providers must maintain a record of emergency drills as required by MSDH.

Source: 45 CFR 98.42; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 9.5 Monitoring Fines

In order to participate in the CCPP, child care providers must comply with monitoring, both announced and unannounced from the Mississippi Department of Human Services (MDHS).Refusal to allow MDHS staff to view/inspect the program or program documentation as a part of announced or unannounced monitoring processes shall result in suspension, termination, and/or recoupment of all claims associated with the unproduced documents.

Source: 45 CFR 98.42; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 9.6 Public Posting of Inspection Reports

MSDH will make inspection reports completed after October 1, 2018, publicly available on the child care consumer education website. Inspection reports will remain posted for a minimum of three (3) years, along with any Corrective Action Plans (CAP) that address the inspection findings. If the child care provider wishes to dispute the findings, the provider must utilize the appeal process, as outlined by the MSDH.

Source: 45 CFR 98.33; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 9.7 Improper Payments and Penalties

Improper payments occur when MDHS makes a payment to a provider on behalf of a recipient who is ineligible for the CCPP subsidy, or if the payment was calculated in error. Improper payments can occur due to Agency Errors (AE), Unintentional Program Violations (UPV), or Intentional Program Violations (IPV). MDHS shall pursue the recoupment of UPV and IPV improper payments regardless of type.

Improper Payment Categories

Payments Made Due to Agency Error (AE)

Occurs when MDHS staff take incorrect action or fail to take an action that causes an improper payment.

Unintentional Program Violation (UPV)

Occur when a payment was made to a child care provider, on behalf of the recipient, due to a misunderstanding of policy or by an unintentional error on the part of the parent or child care provider.

Intentional Program Violation (IPV)

Occurs through an intentional act by the recipient or child care provider to misrepresent or mislead by providing false documentation or verification or intentionally omitting documentation or verification to wrongfully obtain eligibility for services or payment. Examples of an IPV include, but are not limited to:

1. Intentionally over-claiming payment for child care services provided.
2. Claiming payment for a child who no longer attends the child care facility.
3. Failing to maintain sign-in/sign-out sheets, forging sign-in/sign-out sheets.
4. Forging signatures.
5. Failing to charge co – payments.
6. Having multiple certificates for the same child
7. Providing manipulated, falsified or false documents to establish eligibility
8. Claiming reimbursement for providing child care services to a child at a child care facility location other than the one listed on the child's certificate without receiving prior approval from MDHS and MSDH.
9. Intentional violation of CCPP Policy.

Findings and corrective action may be made by DECCD staff, the MDHS Office of Inspector General, by a court of competent jurisdiction, or by the execution of a waiver.

Recoupment Processes

MDHS may collect payment for AE, UPV and IPV by recoupment, which is a reduction in CCPP payment amounts to the child care provider in subsequent months.

The recoupment amount will be set at a percentage of the total amount of the improper payment establishing twelve (12) equal deductions to be withheld from CCPP payments within a twelve (12) month period. MDHS reserves the right to extend the payment period under extreme circumstances.

Any child care provider or parent subject to recoupment of funds will be notified by email of the recoupment terms and the procedure for negotiating alternate recoupment terms. The party may elect to discharge the debt in less than one year, by increasing the amount withheld, or to request a lower payment if the party can demonstrate that the payment would cause an undue financial burden. The nature and circumstances that caused the improper payment may be taken into consideration by MDHS in determining whether to allow a decreased recoupment amount. Child care providers and parents will have thirty (30) days to respond to any payment plan notification or notification of recoupment of funds.

Repayment Agreement

If the child care provider or parent no longer participates in the CCPP, or if MDHS is unable to recoup payments for any reason, MDHS may enter into a repayment agreement with the provider or parent.

Source: 45 CFR 98.68; Miss. Code Ann. § 43-1-27; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

IPV Penalties for Child Care Providers

A child care provider or individual working in or for the child care provider who is found to have committed an IPV shall be responsible for repayment or recoupment of the improper payment amount and be ineligible to participate in the program as follows:

First Offense

Improper payment amount will be repaid in full by the child care provider.

- If the monetary amount to be recovered is between $1,000-$9,999.99, the program/provider will be prevented from adding any new certificate children until the amount is repaid in full. Child care providers may be allowed to continue to participate in the CCPP while paying the improper payment back.
- If the monetary amount to be recovered is between $10,000-$99,999.99, the program/provider will be temporarily restricted from CCPP participation for six (6) months.
- If the amount to be recovered is $100,000 or more, the child care provider will be permanently restricted from CCPP participation.

Second Offense

Improper payment amount will be paid in full by the child care provider.

- If the monetary amount is $10,000 or less, the child care provider will be temporarily restricted from CCPP participation for 1 (one) year.
- If the amount is over $10,000 the child care provider will be permanently restricted from CCPP participation.

Third Offense

- Improper payment amount will be paid in full by the child care provider. The child care provider will be permanently restricted from participating in CCPP.

Fraud

If an IPV is substantiated due to fraudulent behavior on the part of a child care provider, the child care provider will be permanently restricted from CCPP participation.

When an IPV is committed by an individual acting alone or in concert with others for any offense and that individual or individuals are permanently restricted from CCPP, that individual or individuals shall not hold an administrative position including an owner/operator, director, or director designee as defined by MSDH in a facility or home in which CCPP subsidies are received. Additionally, the individual or individuals shall not hold a position responsible for the recording or tracking of enrollment and attendance or for the completing and reporting of family/child status and/or enrollment and attendance. If the individual is an owner/operator that owns or operates multiple sites and permanently restricted from CCPP, all sites will be permanently restricted as well.

If a child care provider is permanently restricted from the CCPP, DECCD will assist CCPP certificate holders in finding an alternative child care provider, unless the parent(s) chooses to keep the child(ren) at the program/provider and forfeit CCPP funding.

IPV Penalties for CCPP Recipients

If the IPV is due to the actions of a recipient, MDHS shall enter into a repayment agreement to recover the disputed funds from the recipient or recoup them from the child care provider depending on the circumstances. If MDHS finds that the documents that were used to establish eligibility were false, falsified, or manipulated and all components of eligibility cannot otherwise be verified, MDHS shall terminate the certificate due to lack of eligibility having ever been established, and recoup the improper payment from the program/provider or enter a repayment agreement with the parent.

A recipient who is found to have committed an IPV shall be responsible for repayment or recoupment of the improper payment amount and/or be ineligible to participate in the program as follows:

First Offense

- The recipient will be allowed to retain the certificate if eligibility can be established by valid documentation.

Second Offense

- The recipient will be temporarily restricted from receiving benefits through CCPP for one (1) year.

Third Offense

- The recipient will be permanently restricted from receiving benefits through CCPP.
- If a certificate is terminated due to wrongful action by a recipient with no evidence of wrongful action by the child care provider, MDHS will give the provider a two-week notice of the termination.

Fraud

If an IPV is substantiated due to fraudulent behavior on the part of the recipient, the recipient will be permanently restricted from CCPP participation.

NOTE: Penalties for violations occur over the provider's and recipient's lifetime within CCPP and follow the child care provider, not the individual licensed facilities and follow recipients CCPP enrollment.

For example, if a child care provider owns multiple child care facilities and is found to have committed fraud, the child care provider may be subject to immediate, permanent removal from CCPP for all child care facilities owned by the provider. Multiple penalties may be accrued within the same investigation.

For example, if a recipient transfers their certificate to multiple child care providers, past violations will stand with that recipient's CCPP enrollment.

Source: 45 CFR 98.100(d); Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 9.8 Administrative Agency Appeal

An administrative agency appeal hearing is available for any child care provider, applicant or recipient upon written request to the Administrative Hearings Division of the Office of the Inspector General (OIG) of MDHS. An administrative agency appeal hearing provides an opportunity for a more formal review when the child care provider, applicant, or recipient disagrees with an adverse action that was taken directly by MDHS.

When MDHS initiates any adverse action, a formal, written notice will be issued to the child care provider, applicant, or recipient against whom the action will be taken. The notice will include (1) the reason the action is to be taken which are typically stated as findings, (2) action that the agency is intending to take or the action required by the child care provider, applicant, or recipient, (3) instructions for filing an appeal of the action, and (4) what will happen if the child care provider, applicant, or recipient fails to respond to the notice. The agency provides a period of thirty (30) days of the date on the notice to request an administrative agency appeal.

MDHS Programmatic Administrative Agency Appeal Hearing Policy is incorporated herein by reference (See Part 23, Chapter 3 can be found at:
https://www.sos.ms.gov/adminsearch/ACCode/00000671c.pdf

Source: 45 CFR 98.91; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 9.9 Civil Action

MDHS may pursue civil action in a court of competent jurisdiction if a parent or child care provider breaches a repayment agreement.

Source: 45 CFR 98.11; Miss. Code Ann. § 43-1-27; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Rule 9.10 Criminal Prosecution

If there is sufficient evidence of a Suspected Intentional Program Violation (SIPV), the evidence shall be referred for criminal prosecution if the potential improper payment amount is over $50,000. Criminal prosecution shall be consistent with state and federal law. MDHS shall collect improper payment through a repayment agreement or court ordered restitution. When a case is referred for criminal prosecution, MDHS reserves the right to enact any of the penalties identified in this manual at their sole discretion, including but not limited to permanent disbarment from the program.

Source: 45 CFR 98.100(d); 45 CFR 98.11; Miss. Code Ann. § 43-1-27; Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025

Chapter 10: Child Care Consumer Education

Consumer Education Website

In compliance with the reauthorization of the Child Care Development Block Grant (CCDBG) Act, the child care consumer education website is designed to be a current and comprehensive resource regarding child care in Mississippi. This website is located at www.mdhs.ms.gov.

Additional Consumer and Provider Education

The Division of Early Childhood Care and Development (DECCD) shares information through the consumer education website, the MS Lift website, the MS Lift Child Care Resource and Referral Sites , as well as through DECCD's staff in the Child Care Payment Program (CCPP) office. These outlets utilize a combination of the following methods: written materials, electronic communication, and face-to-face meetings.

Inspection Reports

The Mississippi State Department of Health (MSDH) monitoring and inspection reports of all child care centers participating in CCPP shall be accessible on the consumer education website. Parents and other individuals who wish to access these reports may search by provider name, provider type, city, county, or year. Reports include the date of the inspection, any findings or violations, information on corrective action (if applicable), and the date the corrective action was satisfactorily completed. Inspection reports are kept on the website for a minimum of three (3) years.

Social –Emotional and Behavior Support

The MDHS position statement on social, emotional and behavioral health and the use of suspension and expulsion in early care and education settings states the following: DECCD will work with child care providers and other Mississippi early childhood stakeholders to invest in child care workforce preparation and development. This process shall be designed to ensure that early childhood programs promote children's social- emotional and behavioral health and eliminate or severely limit the use of expulsion, suspension, and other exclusionary discipline practices.

Developmental Screenings

MDHS will collect and disseminate information through the consumer education website on an ongoing basis, continuously updating existing resources and services for conducting developmental screenings and providing intervention services as needed. Also, the MECIC works to educate providers through professional development to recognize the need for developmental screenings and to provide resources for referrals. This information may be found on the consumer education website. These referred services include the use of the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program and developmental screening services available under the Individuals with Disabilities Act (IDEA). The website describes how a family or eligible child care provider may utilize the resources and services to obtain developmental screenings for children receiving child care assistance and who may be at risk for cognitive or other developmental delays. The consumer education website describes the process for providers receiving CCDF assistance to provide referrals for services to obtain developmental screenings for children. MDHS will include information to parents regarding resources for developmental screenings in the Parent Approval Letter received upon being determined eligible for the CCPP.

Source: 45 CFR 98.33(c); Miss. Code Ann. § 43-1-2(4); Miss. Code Ann. § 43-1-4
Revised: August 2025