



Notice to parents who participate in Idaho Child Care Program (ICCP)

To ensure timely and accurate payments from Health and Welfare, we request the following:

- **Payment In Advance:** We require parents to pay for the first month's fee and registration fee when you register for School PLUS.
- **Submitting Forms:** ICCP will pay based on the Monthly Dependent Care Charge (MDCC) form you submit to them. Parents must come into the School PLUS office each month to complete the Monthly Dependent Care Charge Form (MDCC). Call ahead to make sure a School PLUS office staff member will be here to assist you. The best time to come is between the 5th and 10th day of the month as we should have received ICCP's payment from the month before by then. A new MDCC form must be completed if your schedule changes during the month. This includes changes in the days per week your child attends, and absence credits. Even though ICCP may tell you that you do not need to turn in a form each month School PLUS requires it. Parents are responsible for bringing the MDCC form to the Health and Welfare office, at 1120 Ironwood Drive, Coeur d'Alene, (Hrs: Mon-Fri, 8-5) before the 20th of each month. Waiting until later to turn in your form will jeopardize the ICCP payment.
- **ICCP Monthly Projection Notice:** ICCP mails a notice to you and School PLUS each month with the amount that was billed, what they pay School PLUS, and the amount the family pays. It is your responsibility to make sure the amount billed is correct. If it is not correct, you must provide a revised MDCC form immediately for School PLUS to fill out and you to return to ICCP. Since they do not pay for activity fees and sometimes registration fees, the amount that ICCP pays may be less than what is actually owed.
- **Paying Your Copay:** It is the parent's responsibility to make sure your child care bill is paid in full each month regardless of what ICCP pays. Statements are sent to the childcare site each month.
- **Withdrawal:** It is the parent's responsibility to make sure their information is up to date with Health and Welfare. When you withdraw from the program come into the office to complete the MDCC form for FINAL CHARGES.

FAILURE TO FOLLOW THESE REQUIREMENTS COULD RESULT IN DISMISSAL FROM THE SCHOOL PLUS PROGRAM.

For more information about ICCP, contact Region 1 Department of Idaho Health & Welfare, 1120 W Ironwood, Coeur d'Alene, ID 83814. Phone: 769-1456, 2-1-1, or 1-800-926-2588.

School PLUS is a quality childcare program and is NOT an extension of the Coeur d'Alene School District 271's academic program

X _____

Parent Signature

_____ Date