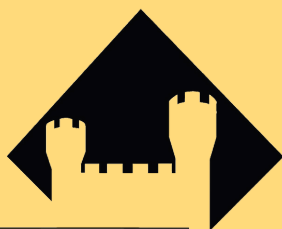


# CHILD CARE RESOURCE & REFERRAL



EASTERN ILLINOIS UNIVERSITY™



SEPTEMBER-DECEMBER 2024

## Our Team

### Misty Edwards-Director

217-581-7261/mmedwards2@eiu.edu

### Melissa Coleman-Navigator

217-581-6991/mdcoleman@eiu.edu

### Presley Green-Training Coordinator

217-581-6699/pagreen3@eiu.edu

### Vicky Foster-Infant Toddler Specialist

217-581-8359/vlfoster2@eiu.edu

### Lori Rothrock-Quality Specialist

217-581-7954/ljrothrock@eiu.edu

### Shelli Blair-Provider Services

217-581-5790/srblair@eiu.edu

### Tatum Ervin-Referral Specialist

217-581-1110/tmervin2@eiu.edu

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### Child Care Assistance Program (CCAP):

#### Lindsay Howell-CCAP Coordinator

217-581-7083/ccap@eiu.edu

- Covers the counties of Clark, Coles (A-C), Cumberland, Edgar, Moultrie and Shelby

#### Michelle Justice-CCAP Eligibility Specialist

217-581-7082/ccap@eiu.edu

- Covers the county of Coles (D-Z)

#### Daphne Boley-Health & Safety Coach

217-581-7262/dboley@eiu.edu

Main CORE Line: 217-581-6698

Main CCAP Line: 217-581-7081

Fax Number: 217-581-7084

CCAP Email: ccap@eiu.edu

### Mailing Address:

600 Lincoln Avenue  
Charleston, IL 61920

### Physical Address:

2201 9th Street  
Ninth St. Hall 3rd Floor/Room 3015  
Charleston, IL 61920

## OFFICE CLOSURES

- September 2, 2024
- November 28-29, 2024
- December 24-25, 2024
- December 31, 2024

Check out our  
website for the latest  
info, forms, and more!!



[www.eiu.edu/ccrr](http://www.eiu.edu/ccrr)

Find us on   
@eiuccrr

# CCR&R Transitioning to Microsoft Teams

Effective 07/01/24-CCR&R Staff no longer have cell phones for business use. We have transitioned to using Microsoft Teams (new phone system). If you are familiar with Teams, you know that you can still chat which is just like texting! For those who are not familiar, you may download the Microsoft Teams app on your cell phone and create an account and you can communicate with us through there just as you would a text message!



- Download the Microsoft Teams APP on your cell phone
- Select **Get Started**
- Enter your email address or phone number and select **Next**
- Enter your password or verification code and select **Sign-In**
- Select **New Chat** at the top of the app to start a new conversation
- Type the name or names into the **To Field** at the top of your new chat
- Compose your message in the box at the bottom of the chat
- When you are finished, select **Send**

## Grant Opportunity!!

--**Smart Start Grants** are available to programs who enrolled 15% or more of the programs licensed capacity with children in the Child Care Assistance Program (CCAP).

--If you receive child care payments from DCFS for caring for a foster child, they will be included in the 15% CCAP enrollment requirement.



**Round 2: January 2025-March 2025**

**Applications available October 1, 2024 – October 31, 2024**

**Round 3: April 2025-June 2025**

**Applications available January 2, 2025 – January 31, 2025**

You can find more information at [www.ilgateways.com/smart-start](http://www.ilgateways.com/smart-start) or if you have questions or need help completing the application you may contact **Shelli** at **217.581.5790**.

Don't miss out on this exciting opportunity to supplement your income!

# CCAP Policy News



## Policy Updates effective 07/01/2024:

- All **income eligibility levels** will be re-indexed to the current Federal Poverty Level (FPL) amounts. The initial eligibility level will remain at 225% of the Federal Poverty Level, and 275% FPL for redeterminations. Families will continue to not pay more than 7% of their reported gross income. See income guidelines below.
- **Daily rates** that IDHS pays to licensed homes, licensed group homes, and license-exempt homes increased effective January 1, 2024, and again on July 1, 2024. Retroactive payments for the months of January through June 2024 will be issued to providers in the Fall of 2024. See provider rates below. Rates for child care centers are not being increased currently.
- **“Decoupling”** of CCAP Reimbursement and Private Tuition Child Care Rates: CCAP policy has been revised to allow providers to charge the State a higher rate than they charge private pay families, should they so choose.
- **Registration Fees:** Licensed and license-exempt centers have been sent Registration Certification forms to complete and send to the CCR&R. Those who charge the fee will have the registration fee added to the family’s first CCAP payment. CCAP will pay up to \$50 for single child in care, or up to \$100 for multiple children from the same household.
- **Initial Activity Search:** Ended 06/30/24 due to the expiration of Federal COVID relief funds.


### Income Guidelines

Effective 07/01/24

Family Size 2	3,833
Family Size 3	4,841
Family Size 4	5,850
Family Size 5	6,859
Family Size 6	7,868
Family Size 7	8,876
Family Size 8	9,885
Family Size 9	10,894
Family Size 10	11,493

### Child Care Provider Rates

Effective 07/01/24



	Under Age 2 Full Day/ Part Day	Age 2 Full Day/ Part Day	Age 3 Full Day/ Part Day
Licensed Center	\$57.00/ \$29.00	\$46.00/ \$23.00	\$40.00/ \$20.00
Licensed Exempt Center			\$33.00/ \$17.00
Licensed Home/ Group Home	\$44.02/ \$22.01	\$40.81/ \$20.41	\$37.39/ \$18.70
License-Exempt Home Relative and Non-Relative All Children Full Day/Part Day			\$24.30/ \$12.15

# CCAP Payment Reminders

- If you do not receive the monthly certificate, you must wait until the **last day of the month** to call and request another one be sent.
- Verify all printed information on the certificate-including the daily child care rates.
  - If your current rates do not match what is listed, write in the correct rate.
- Provider AND Client must sign, date and provide phone number at the bottom of the certificate (excluding centers).
  - The actual **ATTENDED** days must be written on the form and reviewed by the client **PRIOR** to them signing it
- Many providers are copying the amount of eligible days and not actually reporting the **ATTENDED** days for each child. If the overall attendance percentage is at least **70%**, you will be paid for **all eligible days**.
  - This is done the last day of the month-no earlier!
- If you are claiming more than the eligible days allowed, the client must submit time clock reports for any additional days to be paid for the entire month
- Must be **original signatures** from both Provider and Client.
  - **DO NOT FORGE THE CLIENT'S SIGNATURE!** You will be turned into the program integrity unit at IDHS and an investigation will be conducted.
- Make sure to **report if you are closed** and the date. If there is no school-include the date(s) and why. We will not pay for these days without an explanation.
- Providers **CANNOT CHARGE** the State of Illinois for **DAYS THEY ARE CLOSED**.
  - The eligible days must be reduced by the number of days the provider was not open for business.
  - The eligibility and payment staff have the right to request further documentation when practices send up a red flag, such as providers consistently billing whole centers/caseloads or a substantial number at 100% attendance.
- Certificates are to be turned in on the **FIRST day of the following month**. Anything submitted earlier will be returned.
- Allow **5 business days** for processing the certificate. We strive to do our best at entering them as quickly and accurately as we can.
- **Utilize the comptroller website for updates**-please do not call or email inquiring if the certificate was received or processed-this only delays processing time. ([www.illinoiscomptroller.gov/vendor-services](http://www.illinoiscomptroller.gov/vendor-services))
- **Call 1-800-804-3833 for payment updates.**
  - This toll-free number is available 24 hours a day, 7 days a week. Callers will receive the most recent payment information available. Payment information is updated once each business day at 4:00 a.m.

## Claiming PERFECT attendance:

- If you claim **perfect attendance for 2 consecutive months** for all families at any time, we can request attendance records. The provider is responsible for maintaining daily attendance records/sign-in sheets which can be requested by IDHS at any time within five years. It is important to keep these records to verify that care was provided for the days that were billed.

## Licensed Home and Center Providers ONLY:

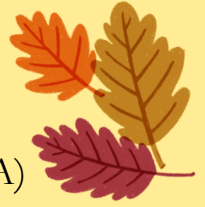
- Please make sure you submit your new DCFS daycare license when they are renewed or updated.

# License-Exempt Health & Safety Training Reminders

To receive CCAP payments you **MUST** complete the **REQUIRED** trainings:

In the **first 90 days** of becoming a CCAP provider:

- Become a Gateways Registry Member - <https://registry.ilgateways.com/>
- Complete Mandated Reporter Training - <https://mr.dcfstraining.org/>
- Complete Pediatric CPR & First Aid trainings (offered by SBLHC and YMCA)
- Complete Child Development, Health, and Safety Basics Training OR
- Complete ECE Level 1 training-Tier 1 (Mod. 1, 2a, 2b, 2c) (<https://courses.inccrra.org/>)



For more information, please visit our website at [www.eiu.edu/ccrr](http://www.eiu.edu/ccrr) or contact **Daphne** at **217.581.7262**

## Training Updates

The Fall 2025 Training Calendar is available on our website and attached in this email. The format has changed and so has our Training Coordinator! Meet Presley!



My name is Presley Green and I graduated from EIU with a bachelor's degree in Human Services and Community Leadership, as well as Psychology. From there, I went to work for a local nonprofit where I gained a love and passion for serving the community, specifically the youth. I took a year off to start a family and now have a beautiful baby girl who is just over a year old. In my free time, I enjoy baking sourdough bread, gardening, and spending quality time with family and friends. I'm so excited to be joining the CCR&R team here at EIU and I look forward to continuing to serve our community!



**Little Learners Childcare Lab** in Mattoon received their ExceleRate Illinois Bronze Circle of Quality!  
**Charleston Community Early Learning Center, Cornerstone Christian Academy and The Learning Zone** are maintaining their Illinois Silver Circle Quality!

Your hard work and dedication to improving the quality of care you provide to your families is something to be proud of!



## Funds are Available!

### CPR & First Aid Funds

---100% reimbursement

### Individual Professional Development Funds

---80% reimbursement of expenses associated with eligible professional development training and credentials

Applications and information are available on our website



## Provider Update Forms Coming Soon!



Don't forget to return your business update forms once you receive them!

If you want to complete the update over the phone, please contact Shelli at

**[srblair@eiu.edu](mailto:srblair@eiu.edu)** or call **217.581.5790**

There is a critical shortage of Family Child Care Providers

in our communities and we need your help to spread the word!

If you know someone who would love to make a career out of caring for children, they can contact **Shelli** at **217.581.5790** or **[slblair@eiu.edu](mailto:slblair@eiu.edu)** to find out how to get started!



# Quality Recognition & Improvement System (QRIS)

ExceleRate Illinois gives you a process for pursuing quality efforts that will help you learn more, do better, and improve developmental skills among the children you impact. It provides standards, guidelines, resources and supports to help you make sensible changes that lead to better quality outcomes. It provides a framework for continuous quality improvement in programs and recognizes your quality achievements. ExceleRate includes four circles of quality: Licensed, Bronze, Silver, and Gold.

The ITCCS, Vicky Foster, and the QS, Lori Rothrock continue to visit program classrooms and administrative staff to offer technical assistance and support on the ERS tools; ITERS R, ECERS 3, SACERS, FCCERS, PAS, and BAS. We are available to visit your center or family child care to offer assistance with improving the quality of your program.



To find out more about the ExceleRate Illinois Program and the Circles of Quality or to schedule a visit please contact:  
**Lori Rothrock, Quality Specialist at**  
[ljrothrock@eiu.edu](mailto:ljrothrock@eiu.edu)/217.581.7954

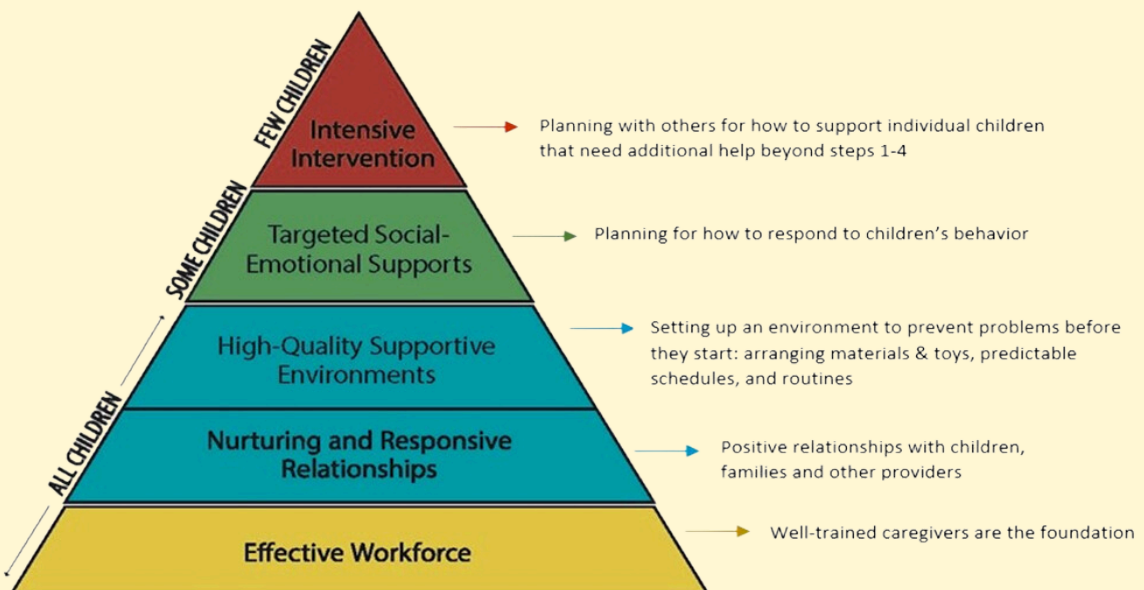
You can also visit the website to learn more:  
[www.exceleRateillinoisproviders.com](http://www.exceleRateillinoisproviders.com)

## PYRAMID MODEL:

The Pyramid Model is a conceptual framework of evidence-based practices for supporting the social and emotional development of infants and young children. The goal of the Pyramid Model is to create an environment where every child feels good about coming to child care. This is accomplished by designing classrooms that promote engagement in learning by building positive relationships among children, families, and staff.

Vicky Foster, the Infant Toddler Child Care Specialist, and Lori Rothrock, the Quality Specialist are currently working with Cee Cee's Imagination Station Preschool to implement program wide practices of the Pyramid Model in their center. They have completed Pyramid Model Preschool Module 1 and are scheduled to complete Preschool Module 2 in August. They are also in the process of visiting classrooms to offer technical assistance and support to the staff. These professionals have dedicated many hours to the trainings, meetings, and classroom visits to begin implementation of the Pyramid Model.

If you would like more information about the Pyramid Model, please contact Lori at [ljrothrock@eiu.edu](mailto:ljrothrock@eiu.edu), 217-581-7954 or visit the Pyramid Model website at <https://challengingbehavior.org/>.



# Infant Toddler Pyramid Model

## Vicky Foster-Infant Toddler Specialist

I have been busy working this spring on the Pyramid Model for Infants and Toddlers. The Pyramid Model focuses on teaching social and emotional strategies to all children so that the number of children who need additional supports are reduced. I have been trained to teach this conceptual framework and I went to the National Conference on Challenging Behaviors in Tampa in April to learn more. I have already presented Modules 1 and 2, Module 3 is scheduled for August 14th. It is not vital that these modules be taken in order, so let me know if you want to join us.

One of the ideas that has really struck me is that we are making connections with children. We often think of having relationships with children, but relationships take time. By making a connection, we are building on the relationship we currently have and connections can happen in seconds. Toddlers are experiencing big emotions and are not yet able to control or express them in a regulated way. Your first step is to regulate yourself (be calm when responding) and make a connection to what is happening. For example: Toddler is having challenging behaviors because it is time to come inside. They need your calm to help regulate themselves and to understand that emotions are ok. In this moment, they don't need to understand that emotions are good or bad, they just need to know that it's ok to have emotions and that you are available to help them through. You can respond to their behaviors by validating those emotions. "I asked you to come in and you didn't want to. I understand that you were having fun outside and that you were not ready to come back in. We will go outside again later." Sometimes making that connection for the child will aid in calming behaviors. Remember that in the heat of the emotions is not the time to teach emotions. Teach emotional regulation skills in the calm times so that they can use them in the challenging times. Also, teaching emotional regulation is an ongoing process, as toddlers grow, their emotions grow and change.

I have continued to do program visits as requested and would be happy to visit and share information about all things Infant and Toddler, just ask! Lori and I have been working with Cee Cee's Imagination Station as part of a pilot to implement the Pyramid Model Framework.

**If you would like more information on the Pyramid Model,  
contact me at [ylfoster2@eiu.edu](mailto:ylfoster2@eiu.edu), 217-581-8359 or  
visit the Pyramid Model website at <https://challengingbehavior.org/>**

Are you interested in going to college and earning a credential or degree in Early Childhood?



Many supports are available and our Higher Education Navigator can help you access them!

Contact Melissa at 217.581.6991 or [mdcoleman@eiu.edu](mailto:mdcoleman@eiu.edu)

Scholarship information is available at: <https://www.isac.org/ECACEscholarship>

## Governor Pritzker Signs SB1 Creating the Development of Early Childhood



With this new agency, **early childhood programs will be unified** to improve ease and availability for families and providers seeking state resources, including:

- The Early Childhood Block Grant at ISBE, which funds Preschool for All and the Prevention Initiative programs
- The Child Care Assistance Program, Home-Visiting programs, and Early Intervention services at DHS
- Day care licensing currently managed by DCFS.



### DCFS Licensing Standard Update

PART 407 LICENSING STANDARDS DAY CARE CENTERS



### DCFS Fingerprint Look-Up Portal

Provides information for Day Care Center owners or directors to determine if new hires require fingerprinting or are already in the DCFS system.

## Search these Illinois websites for more information!



Illinois Department of Early Childhood

DCFS Sunshine

Illinois Cares For Kids

Illinois Early Learning Project

## Our Mission

The mission of Eastern Illinois University Child Care Resource and Referral (CCR&R) is to assist families in accessing affordable, quality child care, as well as, promoting and supporting child care providers' professional development to enhance quality child care in our community.

Serving the counties of Clark, Coles, Cumberland, Edgar, Moultrie and Shelby



Eastern Illinois University Child Care Resource and Referral is funded by the Illinois Department of Human Services.

