

## **Guidance for Foster Parents once you are participating in the CCEP program**

You are receiving this Participation Guide because you have been approved for Child Care Exception Payments (CCEP). Child Care Exception Payments are used if you had childcare expenses that exceeded the benefit on your EBT card, or you incurred while waiting for benefits to be set up on your EBT card or CCEP case, or because you were denied for Foster Care Child Care.

### **1. How do I add another child in foster care to my CCEP case?**

Complete a **CCEPP Application** form.  
E-mail to [DCF.FCCCEBException@ks.gov](mailto:DCF.FCCCEBException@ks.gov)  
Subject: ADD Child to [Your Name] Case  
Body: Please find attached request form.

### **2. How do I add or change a childcare provider on my CCEP case?**

Send an e-mail to [DCF.FCCCEBException@ks.gov](mailto:DCF.FCCCEBException@ks.gov)  
Subject: ADD Provider to [Your Name] Case  
Body: The childcare provider for [child's name] will be...

- Childcare Provider's Name
- Date their services start
- Indicate if this is a change in providers or adding a provider. [List other childcare providers you are still using or will stop using.]

Although CCEPP is not paying your provider, we will track the provider's being used.

### **3. How do I request reimbursement for an out-of-pocket childcare expense?**

Complete a **CCEPP Application** form.  
E-mail to [DCF.FCCCEBException@ks.gov](mailto:DCF.FCCCEBException@ks.gov)  
Subject: OOP Reimbursement for [Your Name]  
Attach copy of cashed check, receipts, or an e-mail from the childcare provider showing how much was paid by you and when.

### **4. How do I request payment for a balance still owed after an EBT card payment?**

Complete a **CCEPP Request for Payment** form.  
E-mail to [DCF.FCCCEBException@ks.gov](mailto:DCF.FCCCEBException@ks.gov)  
Subject: EBT Insufficient for [Your Name]  
Body: Please find attached request form.