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# Care 4 Kids Program



## Program Operations TRANSMITTAL

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Transmittal Number: C4K-POL-14-06

Date: September 23, 2014

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**To:** Sherri Sutera, Program Director  
Care 4 Kids Program

**From:** Harriet Feldlaufer, Division Director, Early Care and Education  
Office of Early Childhood

**CC:** Distribution List

**Subject:** Provider Orientation Program

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**Program Issue:** The Service Employees International Union (SEIU), the bargaining representative for Family Child Care Providers who provide child care services under the child care subsidy program, has made it mandatory for all licensed family child care providers and unlicensed home based providers to attend an orientation.

**Background:** The Regulations that govern the Connecticut Child Care Assistance Program (17b-749) does not require an orientation for providers. Article Fifteen, Section Four of the Collective Bargaining Agreement states that an orientation is mandatory. The Office of Early Childhood (OEC) and The Service Employees International Union (SEIU) have established and implemented the following:

- The mandatory orientation program will consist of three (3) and ½ hours.
- New providers will have to have completed the orientation prior to being determined eligible to participate in the Care 4 Kids program.
- New providers will not be eligible for payment from Care 4 Kids until the mandatory orientation program has been completed.
- Once a provider has completed the orientation requirement and has begun providing care based on the child care certificate, they shall be provided \$75.00 stipend for attending the orientation.
- All providers who have active certificates in the Care 4 Kids program as of September 30, 2014, shall have until December 31, 2015 to complete the mandatory orientation/training program.
- The Office of Early Childhood shall be responsible for the administration and oversight of the Orientation Program.

**Directive:** Home based providers (LF and UT) that are **new** to the Care 4 Kids program on or after October 1, 2014, will not be eligible for payment from Care 4 Kids until they have met the mandatory orientation requirements. Care 4 Kids is directed to implement this change effective October 1, 2014.

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