

# Submitting, Viewing and Editing Provider Rate Agreements (PRA) in CDDIS

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# CDDIS Trainings for Child Care Providers

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This is the third in a series of trainings. We recommend you view them in the order outlined below:

1. Login and Overview for the Child Development Division Information System (CDDIS) for Child Care Providers
2. Entering, Adjusting or Viewing a CDDIS Attendance Report
3. Entering, Viewing and Editing Provider Rate Agreements (PRA) in CDDIS
4. Viewing and Editing Operation Hours, Certificates, Claims and Notices in CDDIS



# Contents


Topic	Page #
<a href="#"><u>Log Into CDDIS</u></a>	4
<a href="#"><u>Entering a New or Updated PRA</u></a>	7
<ul style="list-style-type: none"><li>• <a href="#"><u>Providers with One Account</u></a></li></ul>	9
<ul style="list-style-type: none"><li>• <a href="#"><u>Providers with Multiple Accounts</u></a></li></ul>	11
<a href="#"><u>Checking the Status of a PRA</u></a>	17
<a href="#"><u>Viewing a PRA</u></a>	21


# Log into CDDIS

Once you are logged into your **my.Vermont.gov** account, look for the **Child Care Programs** button.


- Selecting this button will bring you to the CDDIS homepage seen on the next slide.
- **Note:** the look of your homepage in my.Vermont.gov may look different based on the programs you are associated with.


[Upload](#)

**Medicaid for the Aged, Blind and Disabled (MABD)**  
Application for health coverage and help paying medical costs.  
[Apply](#)

**MyBenefits**  
3SquaresVT, Reach Up, Fuel Assistance & Essential Person benefits.  
[Apply](#)

**AHS Child Development Division**  
Click below for CDDIS application links.

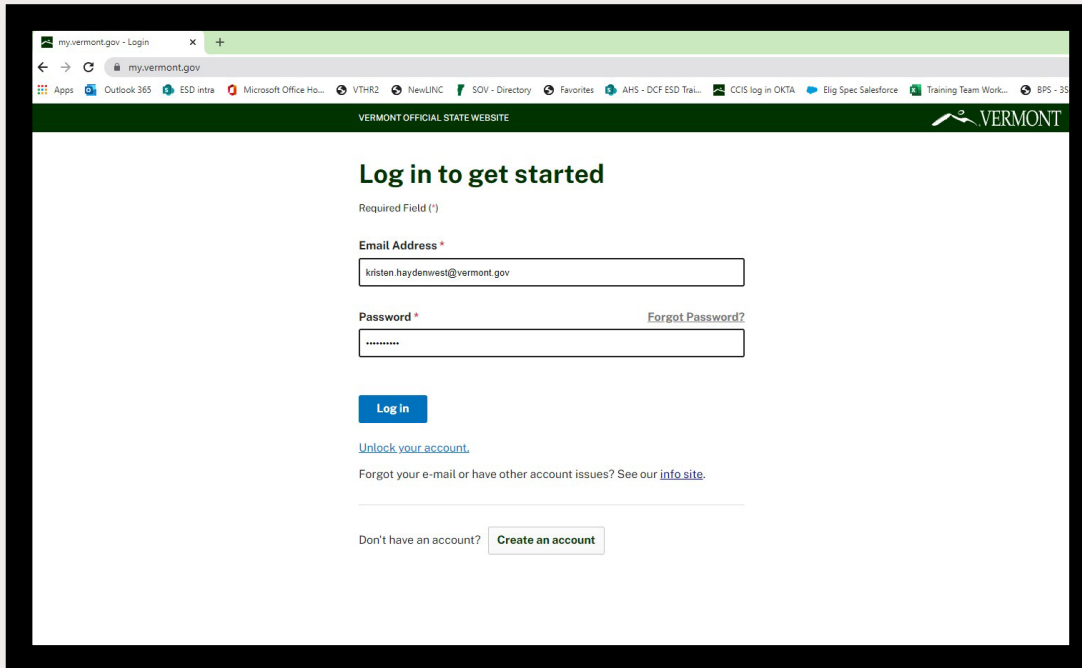
**Families**  
Child care financial assistance account information.  
[Family Login](#)

**Child Care Programs**  
Attendance and invoicing for child care financial assistance.  
[Provider Login](#)

[Click here for assistance logging in to CDD programs.](#)

# Begin by logging into your my.vermont.gov Account

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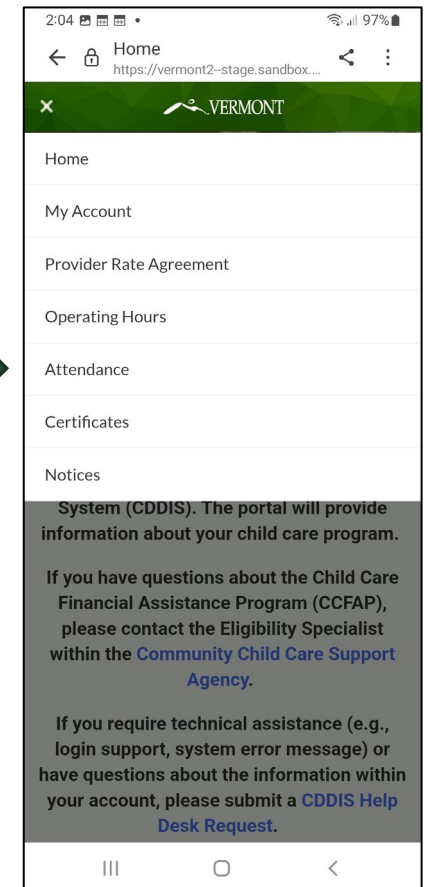
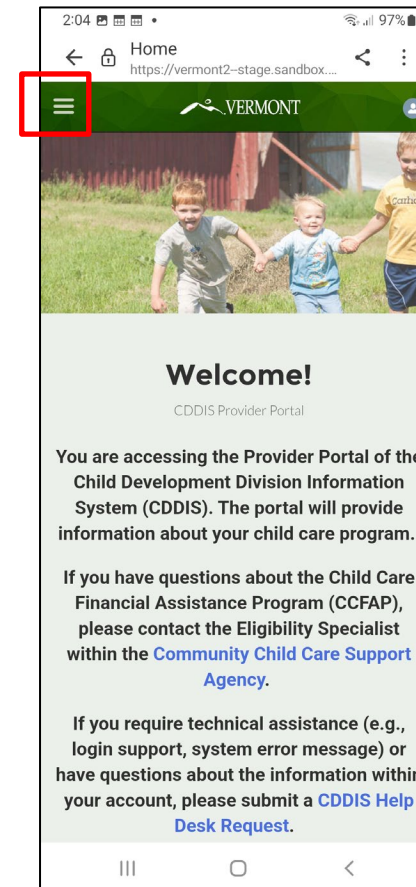
A screenshot of a web browser displaying the login page for my.vermont.gov. The browser's address bar shows 'my.vermont.gov'. The page has a green header with the Vermont state logo and the text 'VERMONT OFFICIAL STATE WEBSITE'. The main content area is white and features the heading 'Log in to get started'. Below this, there is a 'Required Field (\*)' label. The 'Email Address \*' field contains the text 'kristen.haydenwest@vermont.gov'. The 'Password \*' field is masked with dots. To the right of the password field is a link that says 'Forgot Password?'. Below the password field is a blue 'Log In' button. Underneath the button are two links: 'Unlock your account.' and 'Forgot your e-mail or have other account issues? See our info site.' At the bottom of the form, there is a link 'Don't have an account?' followed by a 'Create an account' button.

You will have received an email with login information from CDD.

If you need assistance with your password, submit a CDDIS Help Desk Request at <https://cddishelpdesk.Vermont.gov>.

# Logging in with a Mobile Device

- You can use a smart phone or tablet, as well as a computer, to log into CDDIS.
- There is not a separate app to do this. You will need to log in at **my.Vermont.gov** via a browser as if you were on a desktop.
- The information found using a mobile device will be the same, **BUT** the view will adjust to fit a smaller screen.
- Look for a “More” button or select the dropdown icon to expand the number of items you see.
  - Example: on a Galaxy phone, the toolbar choices display when you select the triple line icon on the top left of the *Welcome* screen.



# Entering a New or Updated PRA

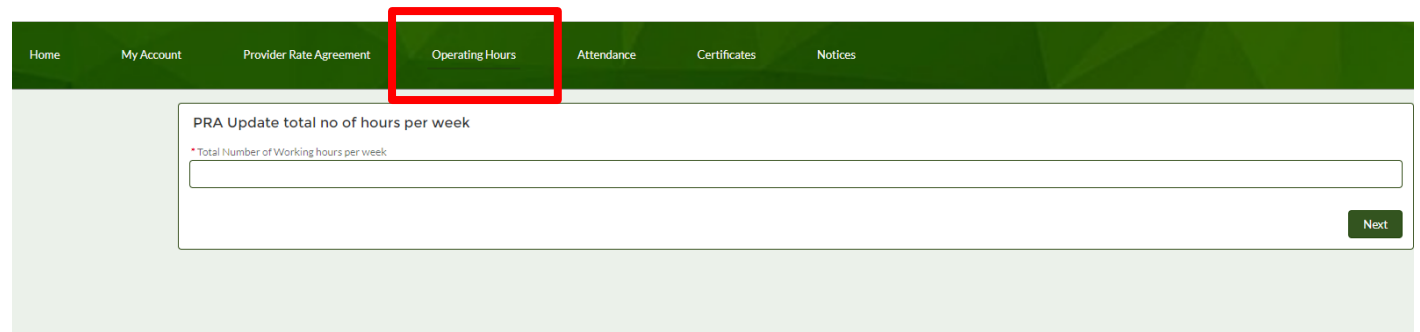
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**NOTE: A NEW PRA WILL NOT BE APPLIED TO PREVIOUSLY SUBMITTED PAY PERIODS.**

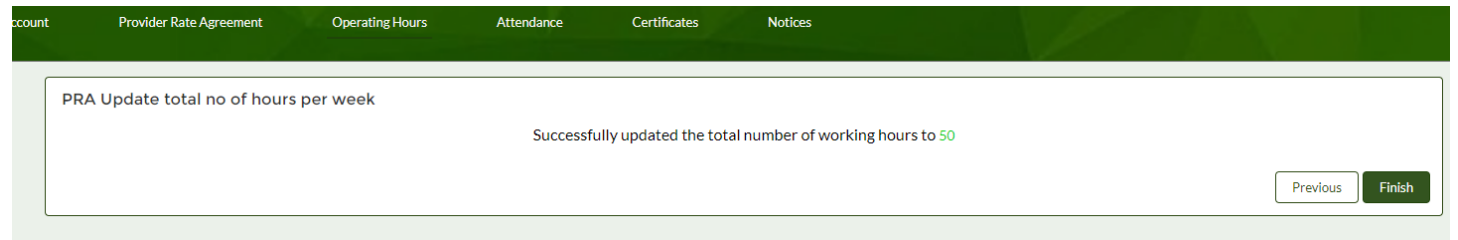
# Operating Hours

A PRA cannot be entered if the operating hours aren't filled in. If this information has not been entered previously, complete the following steps.

1. Click on the **Operating Hours** tab on task bar.
2. Enter total # of working hours/week.
3. Select **Next** when complete.
4. Review the Successfully updated hours screen.
5. Select **Finish**.



This screenshot shows the 'Operating Hours' tab selected in the top navigation bar. Below the navigation bar, the main content area displays the title 'PRA Update total no of hours per week' and a text input field labeled '\* Total Number of Working hours per week'. A 'Next' button is located at the bottom right of the input field.



This screenshot shows the 'Operating Hours' tab selected in the top navigation bar. Below the navigation bar, the main content area displays the title 'PRA Update total no of hours per week' and a confirmation message: 'Successfully updated the total number of working hours to 50'. At the bottom right, there are 'Previous' and 'Finish' buttons.



# Entering a New or Updated PRA (For Providers with one account)

The screenshot shows a web application interface for creating a Provider Rate Agreement. A green navigation banner at the top contains links: Home, My Account, **Provider Rate Agreement** (highlighted with a red box and a red circle with the number 1), Operating Hours, Attendance, Certificates, and Notices. Below the banner, the form is titled 'Create Provider Rate Agreement' and includes a contact number: 'If you have questions about submitting a Provider Rate Agreement, call the Child Development Division at 1-800-649-2642.' The form is divided into sections for different age groups: 'Infant (Birth to 24 months)', 'Toddler (2 to 3 years)', 'Preschool (3 to 5 years)', and 'School-age (5 to 12 years)'. Each section has four input fields: 'Part Time Rate', 'Full Time Rate', 'Extended Care Rate', and 'Frequency'. The 'Toddler' section is highlighted with a red box and a red circle with the number 2. At the bottom right of the form, there is a green 'Next' button, which is also highlighted with a red box.

Age Group	Part Time Rate	Full Time Rate	Extended Care Rate	Frequency
Infant (Birth to 24 months)	\$200	\$400	\$450	Weekly
Toddler (2 to 3 years)	\$175	\$350	\$400	Weekly
Preschool (3 to 5 years)	\$150	\$300	\$350	Weekly
School-age (5 to 12 years)	\$150	\$300	\$350	Weekly

Total number of operating hours per week: 100

Next

1. Select the **Provider Rate Agreement** button on the green banner.
  - The **Create Provider Rate Agreement** screen will open.
2. Enter your updated rates and select the **Next** button.

**Note:** You cannot update a PRA if you have already entered attendance for a pay period.

# Confirming a New PRA (For Providers with one account)

- 3. After entering new data on the blank PRA screen and clicking **Next**, review that your information reads correctly. You can hit **Previous** if you need to correct anything. Select **Next**
- 4. Creating a PRA is not the same as submitting a PRA. Select **Next** to continue the process of submitting.
- 5. Continue to [PRA Verification & Submission.](#)

3

HomeMy AccountProvider Rate AgreementOperating HoursAttendanceCertificatesNotices

Create Provider Rate Agreement

If you have questions about submitting a Provider Rate Agreement, call the Child Development Division at 1-800-649-2642.

	Part-Time weekly	Full-Time weekly	Extended Care weekly
Infant (Birth to 24 months)	\$200.00	\$400.00	\$450.00
Toddler (2 to 3 years)	\$175.00	\$350.00	\$400.00
PreSchool (3 to 5 years)	\$150.00	\$300.00	\$350.00
School age (5 to 12 years)	\$150.00	\$300.00	\$350.00

PreviousNext

4

VERMONTHomeMy AccountProvider Rate AgreementOperating HoursAttendanceCertificatesNoticesMore

Create Provider Rate Agreement

PRA record has been created.

PreviousNext

Provider Rate Agreements

All

Printable View

3 items • Sorted by Provider Rate Agreement • Filtered by All provider rate agreements • Effective End Date • Updated a few seconds ago

Search this list...

<input type="checkbox"/>	Provider Rate Agree...	Provider Account	Effective Sta...	Effective End ...	Total n...	PRA...	Subm...	Appr...	Created Date	Created By
1	<input type="checkbox"/>	a568y000007UDG	<a href="#">Test Provider Account</a>	9/25/2021	10/26/2026	40.00	<input type="checkbox"/>	<input type="checkbox"/>	7/6/2022, 12:28 PM	<a href="#">Test Provider Account</a>

# Entering a New or Updated PRA (For Providers with multiple account)

Most providers have only one account. Providers with more than one account who are submitting a PRA, need to do the following:

1. Click the **My Account** button on the banner.
2. Choose the appropriate account.
3. Select **Create PRA** and enter rates.

The screenshot displays the provider portal interface with three numbered steps indicating the process:

- Step 1:** The **My Account** button in the top navigation bar is highlighted.
- Step 2:** The **Accounts** section shows a list of accounts. The **Test Provider Account** is highlighted in the list.
- Step 3:** The **Test Provider Account** details page is shown, with the **Create PRA** button highlighted.

**Accounts List:**

	Account Name	Phone	Mailing Street	Mailing City	Mailing State/Province	Mailing Zip/Postal Code
1	Test Provider Account	802-123-4567	280 State Drive	Waterbury	VT	05671
2	Jenny's Child Care	802-867-5309	1 Tommy Tutone Drive	Waterbury	VT	05671
3	Vermont Child Care	802-802-8020	115 State Street	Montpelier	VT	05633

**Test Provider Account Details:**

Phone	Physical Address	Website	Account Owner
802-123-4567	280 State Drive Waterbury, VT 05671		Integration Service CDDIS Application

**DETAILS** | RELATED

Account Name	Account Owner
Test Provider Account	Integration Service CDDIS Application

# Entering Rates (For Providers with multiple accounts)

4. Enter your updated rates and select the **Next** button.

**Note:** You cannot update a PRA if you have already entered attendance for a pay period.

4

### Create PRA

Account **Test Provider Account**

If you have questions about submitting a Provider Rate Agreement, call the Child Development Division at 1-800-649-2642.

**Infant (Birth to 24 months)**

Part Time Rate	Full Time Rate	Extended Care Rate	Frequency
<input type="text" value="\$125"/>	<input type="text" value="\$250"/>	<input type="text" value="\$300"/>	<input type="text" value="Weekly"/>

**Toddler (2 to 3 years)**

Part Time Rate	Full Time Rate	Extended Care Rate	Frequency
<input type="text" value="\$125"/>	<input type="text" value="\$250"/>	<input type="text" value="\$300"/>	<input type="text" value="Weekly"/>

**Preschool (3 to 5 years)**

Part Time Rate	Full Time Rate	Extended Care Rate	Frequency
<input type="text" value="\$125"/>	<input type="text" value="\$250"/>	<input type="text" value="\$300"/>	<input type="text" value="Weekly"/>

**School-age (5 to 12 years)**

Part Time Rate	Full Time Rate	Extended Care Rate	Frequency
<input type="text" value="\$125"/>	<input type="text" value="\$250"/>	<input type="text" value="\$300"/>	<input type="text" value="Weekly"/>

Total number of operating hours per week :40

**Next**

# Confirming a New PRA (For Providers with multiple accounts)

5. Confirm the rates you have entered are correct and select the **Next** button. You can hit **Previous** if you need to correct anything.
6. Select Next on the Create PRA page.
7. Continue to [PRA Verification & Submission](#).

5

### Create PRA

If you have questions about submitting a Provider Rate Agreement, call the Child Development Division at 1-800-649-2642.

	Part-Time weekly	Full-Time weekly	Extended Care weekly
Infant (Birth to 24 months)	\$125.00	\$250.00	\$300.00
Toddler (2 to 3 years)	\$125.00	\$250.00	\$300.00
PreSchool (3 to 5 years)	\$125.00	\$250.00	\$300.00
School age (5 to 12 years)	\$125.00	\$250.00	\$300.00

PreviousNext

6

### Create PRA

PRA record has been created.

PreviousNext

# PRA Verification & Submission

1. Verify the rates you have submitted are the rates you charge to all families, including those that pay with other funds. Once complete click **Submit**.
2. Check the box and click Next.
3. A review of the rates will appear. Click Next.

1

Home My Account Provider Rate Agreement Operating Hours Attendance Certificates Notices General Information

### PRA Display screen

	Part-Time weekly	Full-Time weekly	Extended Care weekly
Infant (Birth to 24 months)	\$125	\$250	\$300
Toddler (2 to 3 years)	\$125	\$250	\$300
PreSchool (3 to 5 years)	\$125	\$250	\$300
School-age (5 to 12 years)	\$125	\$250	\$300

Upload Documents

Upload File

Upload Files Or drop files

No File Selected.

Sno	File Name	Document Type	Document Sub Type	Entity Type	Document Date	CreatedBy	Action
No documents found!							

Provider Rate Agreement  
a56BZ000000t43I

Submit

DETAILS RELATED

Chatter isn't enabled or the user doesn't have Chatter access.

2

### Submit

☒ Click here to submit your PRA

Next

3

### Submit

	Part-Time weekly	Full-Time weekly	Extended Care weekly
Infant (Birth to 24 months)	\$125	\$250	\$300
Toddler (2 to 3 years)	\$125	\$250	\$300
PreSchool (3 to 5 years)	\$125	\$250	\$300
School age (5 to 12 years)	\$125	\$250	\$300

Previous Next

# Provider Responsibilities

4. Review the Provider Responsibilities. Scroll to the bottom of the page and check the “Agree” checkbox and click Next.

4

Submit

Scroll Here

## Section C *Provider Responsibilities*

In order to receive Child Care Financial Assistance Program payments and/or other grant awards from CDD for child care services the child care provider named in Section A agrees to:

1. Provide child care to children of families eligible for Vermont's Child Care Financial Assistance Program.

I have read Section C and understand my responsibilities and agree to the terms and conditions of the Financial Provider Agreement.

☐ Agree

Previous

Next

# Submitting PRA

5. Click **Next** and you have successfully submitted a PRA. This will bring you back to the submission screen.
6. Close out of the submission screen by clicking on the **Provider Rate Agreement** tab on the top of your screen.

**Note:** You are unable to submit another PRA until your newly submitted PRA is approved.

5

Submit

Provider Rate Agreement is submitted for Approval

Previous Next

6

Home My Account **Provider Rate Agreement** Operating Hours Attendance Certificates Notices General Information

Create Provider Rate Agreement

You cannot submit a new PRA as you already have an existing PRA in pending status.

For questions about the Provider Rate Agreement or how to complete it, please call the Child Care Financial Assistance Program at 1-800-649-2642 ext. 5.

Finish

Provider Rate Agreements All 8 items • Sorted by Total number of hours per week • Filtered by All provider rate agreements - Effective End Date • Updated a few seconds ago

Printable View Search this list...



# Checking the Status of a PRA

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# Checking PRA Status

1. Click the **Provider Rate Agreement** tab.
2. Scroll to the bottom of the page.
3. Look at the following columns: **Submitted for Approval** and **PRA Approved**.
  - a. If you see a checked box in the **PRA Approved** column this means that the PRA has been approved and is effective per the Effective Start Date column.
  - b. If you see a checked box in the **Submitted for Approval** column this means the PRA has been submitted and is pending approval from CDD.
  - c. If you do not see a checked box in the **Submitted for Approval** or **PRA Approved** columns this means you have not submitted the PRA.  
[Continue to next slide.](#)

The screenshot shows a web application interface for managing Provider Rate Agreements. At the top, a navigation bar includes tabs for Home, My Account, **Provider Rate Agreement** (highlighted with a red box and a red circle with the number 1), Operating Hours, Attendance, Certificates, Notices, and General Information. Below the navigation bar, the main content area is titled "Create Provider Rate Agreement". It includes a section for "Account:" with a note: "If you have questions about submitting a Provider Rate Agreement, call the Child Development Division at 1-800-649-2642." Below this, there are input fields for "Part Time Rate", "Full Time Rate", "Extended Care Rate", and a "Frequency" dropdown menu (set to "--None--"). A red circle with the number 2 and an arrow pointing down is positioned to the right of these fields, with the text "Scroll Down" next to it. Below the input fields is a table titled "Provider Rate Agreements" with a "Printable View" button. The table has 8 items, sorted by Provider Rate Agreement, filtered by All provider rate agreements, and updated a minute ago. The table columns are: Provider Rate (with a dropdown), Provider Account, Effective Start Date, Effective End Date, T. (with a dropdown), **PRA Approved** (highlighted with a red box and a red circle with the number 3), **Submitted for Approval** (highlighted with a red box and a red circle with the number 3), Approval request Rejection, and Created Date. The table contains three rows of data:

	Provider Rate ...	Provider Account	Effective Start Date	Effective End Date	T.	PRA Approved	Submitted for Approval	Approval request Rejec...	Created Date
1	<input type="checkbox"/> a568y0000006...	Test Provider Account	1/1/2019	1/14/2023		<input type="checkbox"/>	<input checked="" type="checkbox"/>		6/7/2022, 8:47 PM
2	<input type="checkbox"/> a568y0000006e...	Jenny's Child Care	1/1/2019	10/22/2022		<input checked="" type="checkbox"/>	<input type="checkbox"/>		6/7/2022, 8:47 PM
3	<input type="checkbox"/> a568y0000007...	Vermont Child Care	7/3/2022	11/5/2022	55...	<input type="checkbox"/>	<input type="checkbox"/>		7/6/2022, 7:14 AM

# PRA Not Submitted

4. If your PRA has not been submitted (see [step 3c](#)), you must do the following:
  - a. Click on the Provider Rate Agreement link.
  - b. Follow the flow (by clicking Next) to the last page. Make sure to review and update any information along the way.
  - c. Click Submit to submit the PRA.
  - d. Complete [steps in previous slide](#) to verify your PRA has been Submitted for Approval. Once your PRA has been approved you will receive an [email confirmation](#) . You may use this email as an indicator that you are now able to submit your attendance.

4

Provider Rate Agreements

All

Printable View

Search this list...

8 Items • Sorted by Provider Rate Agreement • Filtered by All provider rate agreements - Effective End Date • Updated a minute ago

	Provider Rate Agreement	der Account	Effective...	Effective En...	T. ↑	PRA Approved	Submitted for Approval	Approval request Rejec...	Created Date
1	<input type="checkbox"/>	a568y0000006...	Test Provider Account	1/1/2019	1/14/2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>		6/7/2022, 8:47 PM
2	<input type="checkbox"/>	a568y0000006e...	Jenny's Child Care	1/1/2019	10/22/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>		6/7/2022, 8:47 PM
3	<input type="checkbox"/>	a568y0000007...	ermont Child Care	7/3/2022	11/5/2022	55...	<input type="checkbox"/>	<input type="checkbox"/>	7/6/2022, 7:14 AM

HomeMy AccountProvider Rate AgreementOperating HoursAttendanceCertificatesNoticesGeneral Information

PRA Display screen

	Part-Time weekly	Full-Time weekly	Extended Care weekly
Infant (Birth to 24 months)	\$125	\$250	\$300
Toddler (2 to 3 years)	\$125	\$250	\$300
PreSchool (3 to 5 years)	\$125	\$250	\$300
School-age (5 to 12 years)	\$125	\$250	\$300

Upload Documents

Upload File

Upload Files

Or drop files

No File Selected.

Sno	File Name	Document Type	Document SubType	Entity Type	Document Date	CreatedBy	Action
No documents found!							

Provider Rate Agreement

a56BZ000000t4Jl

Submit

DETAILS

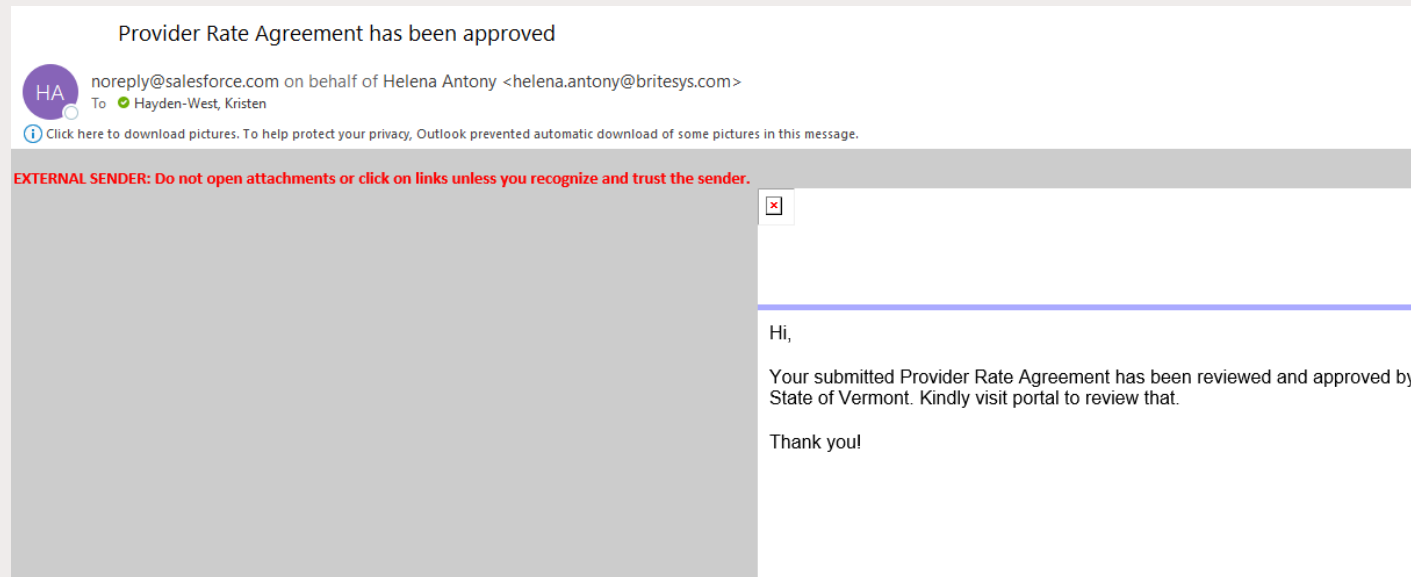
RELATED

Chatter isn't enabled or the user doesn't have Chatter access.

# PRA Approval Notice

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This is an example of the notice that will be emailed once a PRA has been approved.



# Viewing a PRA

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# View PRA in Related View

1. Once in Related view, select Provider Fee Schedule.
2. Click on the blue Provider Rate Agreement number to view or edit PRA information.

Home My Account Provider Rate Agreement Operating Hours Attendance Certificates Notices General Information

Account Test Provider Account

+ Follow Create PRA

Phone Physical Address Website Account Owner  
[Integration Service CDDIS Application](#)

DETAILS **RELATED**

**Related Contacts (2)**

Contact Name	Account Name	Title	Direct
			<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>

[View All](#)

**Parties (1)**

Party Name	License Number	Provider Category
		Licensed

[View All](#)

**Provider Fee Schedule (6+)**

Provider Rate Agreement	Start Date	Effective End Date	Total number of hours per w...
<a href="#">a568y0000006dqj</a>		1/14/2023	
<a href="#">a56BZ0000001hRO</a>	1/1/2024	1/14/2023	50.00
<a href="#">a56BZ0000001hRT</a>	1/15/2023	1/3/2026	50.00

Collaborate here!  
Here's where you start talking with your colleagues about this record.

# The PRA Related Screen Contains:

- A place to view document status.
- A snapshot of your current PRA.
- A button where you can edit/update your PRA (only a choice if your PRA has not yet been processed).
- Details of your current PRA.
- Your PRA Status and Start and End Dates (you'll need to scroll down when on the page).

### Upload Documents

Upload File

Upload Files

Or drop files


No File Selected.

Sno	File Name	Document Type	Document SubType	Entity Type	Document Date	CreatedBy	Action
No documents found!							

#### PRA Display screen

	Part-Time weekly	Full-Time weekly	Extended Care weekly
Infant (Birth to 24 months)	\$162.5	\$325	\$0
Toddler (2 to 3 years)	\$150	\$300	\$0
PreSchool (3 to 5 years)	\$137.5	\$275	\$0
School-age (5 to 12 years)	\$137.5	\$275	\$0

If you have questions about submitting a Provider Rate Agreement, call the Child Development Division at 1-800-649-2642.

 Provider Rate Agreement  
a56350000000548

Submit

Edit

DETAILS

RELATED

▼ Infant (Birth to 24 months)

Part time Rate \$162.50	Full time Rate \$325.00
Extended Rate	Frequency Weekly

Chatter isn't enabled or the user doesn't have Chatter access.



# Viewing PRA Documentation Material

1	Sno	File Name	Document Type	Document SubType	Entity Type	Document Date	CreatedBy	Action
	1	PROVIDER PROCESS.DOCX	PROVIDER CASE	FINANCIAL	PROVIDER	5/3/2022	KRISTEN HAYDEN-WEST	<a href="#">Preview</a> <a href="#">Delete</a>

This section of the PRA Related View displays documents you have previously uploaded. You can preview or delete the document.



# PRA Display Screen

Upload Documents

Upload File

Click to Upload Files

Or drop files


No File Selected.

Sno	File Name	Document Type	Document SubType	Entity Type	Document Date	CreatedBy	Action
No documents found!							

PRA Display screen

	Part-Time weekly	Full-Time weekly	Extended Care weekly
Infant (Birth to 24 months)	\$162.5	\$325	\$0
Toddler (2 to 3 years)	\$150	\$300	\$0
PreSchool (3 to 5 years)	\$137.5	\$275	\$0
School-age (5 to 12 years)	\$137.5	\$275	\$0

If you have questions about submitting a Provider Rate Agreement, call the Child Development Division at 1-800-649-2642.

 Provider Rate Agreement  
a563S0000000548

Submit

Edit

DETAILS

RELATED

▼ Infant (Birth to 24 months)

Part time Rate	Full time Rate
\$162.50	\$325.00
Extended Rate	Frequency
	Weekly

Chatter isn't enabled or the user doesn't have Chatter access.

The PRA Display Screen provides a snapshot of the fees you currently charge for:

- Infants
- Toddlers
- Pre-School
- School age
- Part-Time, Full-Time, or Extended Care

# PRA Details and Related Screen

With the Details tab you will see the rate details for each child category (Infant, Toddler, Preschool, and School-age).

The last section of the page will show the PRA Approval Status and the effective PRA Start & End Dates.

DETAILS	RELATED
<strong>▼ Infant (Birth to 24 months)</strong>	
Part time Rate \$100.00	Full time Rate \$200.00
Extended Rate \$300.00	Frequency Weekly
IsFileUploaded <input type="checkbox"/>	
Document exception checked <input type="checkbox"/>	
<strong>▼ Toddler (2 to 3 years)</strong>	
Part time Rate \$100.00	Full time Rate \$200.00
Extended Rate \$300.00	Frequency Weekly
<strong>▼ Preschool (3 to 5 years)</strong>	
Part Time Rate \$100.00	Full time Rate \$200.00
Extended Rate \$300.00	Frequency Weekly
<strong>▼ School-age (5 to 12 years)</strong>	
Part Time Rate \$100.00	Full time Rate \$200.00
Extended Rate \$300.00	Frequency Weekly
Provider Rate Agreement testing what to enter here?	Is Active <input type="checkbox"/>
Provider Account <a href="#">Kristen's Kid Kare</a>	Total No of hours per week
Submitted for Approval <input type="checkbox"/>	
<strong>▼ PRA Approval Status</strong>	
PRA Approved <input type="checkbox"/>	Effective Start Date
Approval request Rejection Reason	Effective End Date 7/2/2022

# Thank you for viewing this training.

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A PDF VERSION OF THIS TRAINING CAN BE FOUND ON THE CDD  
PROVIDER INFORMATION PAGE.

[HTTPS://DCF.VERMONT.GOV/CDD/PROVIDERS/CARE/CCFAP](https://dcf.vermont.gov/cdd/providers/care/ccfap)