
 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Child Care Financial Assistance Manual		
Chapter:	Child Care Providers	
Subject:	Approved Relative Child Care (ARCC) Provider	
Approved:	Miranda Gray, Deputy Commissioner	Updated: 07/03/2022

Approved Relative Child Care

Protection and supervision of children on a regular or continuous basis for less than 24 hours a day by a relative of the eligible child(ren) which meets minimal health and safety standards and is provided to children whose families are eligible for child care subsidy through the Child Care Financial Assistance Program. Relatives are defined as grandparents, great-grandparents, siblings (if the sibling lives at a separate residence), aunt or uncle by birth, by marriage, or by court decree.

Approved Relative Child Care (ARCC) Provider

A person, who (1) is a relative of the child in their care (2) has obtained an Approved Relative Child Care Provider Certificate, (3) is paid for that care through the Child Care Financial Assistance Program.

PROCEDURE

The ARCC application packets are provided to the child care eligibility specialists to distribute to families who are eligible for financial assistance and have expressed an interest in using a relative child care provider for their child(ren).

Please follow the guidelines below when entering the application:

1. Verify that the ARCC application is complete. All sections/boxes must be filled out and checked.
2. Records Check Authorization
 - The applicant for an Approved Relative Child Care Certificate must read, complete, and sign this form.
 - If Approved Relative Child Care is provided in the applicant's home, all members of the household, who are 16 years or older, must read, complete and sign this form.
3. The Provider Rate Agreement (PRA) and W-9 form must be filled out, signed, and dated.
4. Direct Deposit forms may be accessed by the ARCC provider on-line at https://finance.vermont.gov/sites/finance/files/documents/Forms/VISION/FIN-VISION_Supplier_ACH_Authorization_Form.pdf.
5. Ensure that the start date of care is clearly written on the record check form and the provider rate agreement. The start date is the beginning of the pay period in which you receive a complete ARCC application. If the application is incomplete, the start date is the beginning of the pay period when all required documentation, needed to process the ARCC application, has been received. All requests for ARCC application backdating must go to CDD.
6. Once you have verified that the ARCC packet is complete, send the entire packet to CDD in care of the Child Care Benefits Administrator. Do not enter the application in BFIS or CDDIS.
7. When the ARCC application is approved by CDD and provider rates are entered you will be notified, via email, that the process is complete. Certificates may now be created.
8. If any of the documentation contained in the packet sent to CDD is incomplete or incorrect the entire packet will be returned to the community agency for further processing.

Please note that any ARCC application that requires additional processing due to missing forms or record check issues may experience a delay in approval.