



ICCP Families,

The Gap Program does accept ICCP participants; however, your childcare fees are ultimately your responsibility. In order for ICCP to assist in paying part of your childcare expenses these requirements must be followed:

1. **Application:** Application for child care assistance must be submitted to IDHW to acquire eligibility.
2. **Submitting Forms:** ICCP will pay based on the Monthly Dependent Care Charges (MDCC) form you submit to them. If your child's schedule changes in any way that will affect the amount that the Gap Program charges, then a new MDCC form must be completed by you and the Gap office immediately, even if you have already submitted a form earlier that month. This includes any extra usage charges, credit given, reduced schedules, and/or withdrawal from the program. ICCP needs to have their MDCC forms immediately upon registration.
3. **ICCP Monthly Projection notice:** ICCP mails a notice to you and Gap each month with the amount that was billed, what they pay Gap, and the amount the family pays. It is your responsibility to make sure the amount billed is correct. If it is not correct, you must provide a revised MDCC form immediately for Gap to fill out and you to return to ICCP.
4. **Paying your co-pay:** Your co-pay balance must be paid in full each month. Statements are sent to the childcare site. This statement will reflect the previous month's fee and the upcoming month's fee but may not show payment from ICCP for the previous month because ICCP pays for the previous month between the 5<sup>th</sup> and 10<sup>th</sup> day of the following month. For example, child care that occurred in September will be paid by ICCP by the 10<sup>th</sup> of October. It is your responsibility to understand and pay your co-pay balance by the 15<sup>th</sup> of each month. The Gap sites are unable to assist you with billing issues.
5. **It is your responsibility to know and pay your co-payment monthly, which you will be informed by IDHW when you become eligible.**

FAILURE TO FOLLOW THESE REQUIREMENTS COULD RESULT IN DISMISSAL FROM THE GAP PROGRAM.

If you have any questions please call the GAP office at 777-8251.

**For more information about ICCP, contact Region I Department of Idaho Health & Welfare, 1120 W. Ironwood, Coeur d'Alene, ID 83814, phone 769-1456, 2-1-1 or 1-800-926-2588.**