ILLINOIS DEPARTMENT OF EARLY CHILDHOOD

As of 10/29/26

Below are the frequently asked questions regarding the Child Care Assistance Program (CCAP) Monitoring Reviews.

1. **What are the Child Care Assistance Program (CCAP) Monitoring Reviews?** CCAP Monitoring Reviews are reviews of provider payment records to ensure that payments are supported by the required documentation. Providers will need to share child care certificates signed by both the provider and parent, as well as the corresponding attendance records, to verify that payments were made correctly.

2. **How often are providers required to complete a review?** Providers are required to complete a review once every three years.

3. **Who will be conducting the review?** Reviews will be conducted by IDEC staff from the Programmatic Review Unit and designated staff from Child Care Resource & Referral (CCR&R) agencies.

4. **How are providers chosen for their visit?** All providers receiving CCAP will be required to complete a review once every three years. Provider selection considers scheduling and staff availability.

5. **How will providers know when their review is scheduled?** IDEC staff or the CCR&Rs will contact providers by phone to schedule the virtual review and explain the review process. After the call, the reviewer will send a confirmation letter by email or mail that includes the review date, time, and additional instructions to help the provider prepare.

6. **How much advance notice will providers receive?** Providers were notified of these reviews in the letter included with the October certificate mailing. Reviewers will contact providers in advance to coordinate and schedule a review at a time that works with the provider's schedule.

7. **Will reviews be conducted on-site, virtually, or through a combination of both?** At this time, all reviews will be conducted virtually.

8. **Will IDEC provide a checklist or written guidance to help providers prepare for the review?** Yes, IDEC staff or CCR&Rs will provide verbal and written guidance to help providers understand the review requirements and prepare for their review.

   The reviewer will explain the review process during an initial contact call, which will take place approximately one week before the schedule review. After the call, providers will receive written confirmation with the review date, time and instructions.

9. **Which months will be included in the review?** The review will cover one (1) month selected from the three (3) months immediately preceding your review date.

   For example, if your review is scheduled for April 15, 2027, the month reviewed will be either January, February, or March 2027.

10. **What records or documentation should providers be prepared to present?** Providers should be prepared to present for the month of review:

    - Signed child care certificates signed by both the provider and the parent.
    - Attendance records that include the child's name and document the days and times child care was provided.

    Attendance records may include, but are not limited to, sign-in/sign-out sheets, attendance logs, or calendars.

11. **Am I required to keep copies of my billing forms if I mail them or drop them off?** Yes, you are required to keep a copy of the signed child care certificate(s) you submit, along with your attendance records.

12. **How will these reviews differ from regular licensing inspections?** These reviews focus specifically on payment records and verifying the documentation that supports payments made to providers. They are separate from licensing inspections. Providers must continue to comply with all applicable relevant requirements and regulations.

13. **Will the visits take place at my home, and how long will these visits take?** At this time, reviews will be conducted virtually and should take approximately 30 minutes, provided all required supporting documentation is readily available.

14. **Do these reviews apply to both licensed and license-exempt family childcare providers, and are the requirements the same?** Yes. These reviews apply to both licensed and license-exempt home providers. Both provider types are held to the same requirements for payment documentation and supporting records.

15. **Will providers have an opportunity to address identified issues before further action is taken?** If the review identifies areas of non-compliance, the provider will have an opportunity to address the identified issues through a follow-up review.