



Welcome to the fourth issue of the Provider Bulletin! We are sharing more information about changes coming to Subsidized Child Care Assistance (SCCA). This month, we will cover Provider Portal training and enrollment, give reminders about activities to complete in the coming months, and share the results of the Readiness Survey. We are providing these bulletins to make Providers' transition to the Provider Portal as smooth as possible. The bulletins reference additional readiness materials available on the Division of Child Development and Early Education (DCDEE) website ([http://ncchildcare.nc.gov/general/mb\\_NCFast.asp](http://ncchildcare.nc.gov/general/mb_NCFast.asp)). We recommend checking the website regularly for new materials, like the next edition of this bulletin, to be posted May 15th.

### Training is Coming Soon

The NC FAST Training team is currently developing training materials to help Providers navigate required tasks in the Provider Portal. Once the Provider Portal is available for use, the associated training materials will be posted on the Provider Portal Home page. Provider training videos will be informational overviews of important processes and Provider job aids will be step-by-step instructions to complete processes.

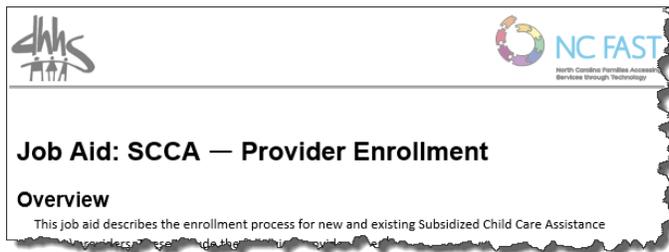
#### Training Videos

- Provider Portal Overview
- Provider Enrollment

Contract Number	Type	Date Completed	Expiration Date	Completed By	Document Link
0124	Annual Agreement	05-01-2016	12-31-2017	NCID1	
0123	Annual Agreement	04-01-2016	12-31-2017	NCID2	
0122	Annual Agreement	03-01-2016	12-31-2017	NCID1	
0121	Annual Agreement	02-01-2016	12-31-2017	NCID1	

#### Job Aids

- Provider Enrollment
- Provider Re-enrollment
- Provider Pay Rate Change



### To Do in April, May, and June

- **Create NCID and contact County LPA (deadline: May 31)**
  - ◇ Please review Job Aid - Creating and Linking your NCID on DCDEE website
- **Complete direct deposit enrollment (deadline: May 31)**
  - ◇ Please review Job Aid - Setting Up your Direct Deposit on DCDEE website
- **Enrollment (process will begin in July)**
  - ◇ Please review Preparation Guide on DCDEE website and information on second page of this bulletin

### Benefits of the Provider Portal

- Easy online access to the information Providers need, such as vouchers & attendance rosters.
- Update Provider information online with the click of a button.
- LESS PAPER! Sign documents & submit attendance electronically.
- NO SWIPING! No POS machines to use, and no special paper to purchase.
- No individual county contracts—once enrolled in the Provider Portal, Providers can serve children in any county in NC!
- Payments directly to savings/ checking accounts.

#### New materials on DCDEE website:

- **Provider Job Aid - Setting Up your Direct Deposit**
- **Provider Portal Talking Points for Subsidy Partners**

[http://ncchildcare.nc.gov/general/mb\\_NCFast.asp](http://ncchildcare.nc.gov/general/mb_NCFast.asp)



### Enrollment through the Provider Portal

Beginning in July, Providers will need to complete initial enrollment in the Provider Portal, then complete re-enrollments annually. These enrollments will include the SCCA Annual Agreement. The steps for initial enrollment are shown below:

1. Have NCIDs linked in NC FAST (Please review Job Aid - Creating and Linking your NCID on DCDEE website)
2. Go to Provider Portal and enter enrollment information
  - Services (ages of children served)
  - Shifts offered (first, second, third)
  - Days worked (holidays, inclement weather days, teacher workdays)
  - Private pay rates
3. Review display of approved subsidy rates and Annual Provider Contract (Annual Agreement)
4. Sign the Annual Provider Contract electronically via e-signature and submit it to complete enrollment

**\*Please note that these screens are in development and may still be modified before go-live.**

In the Provider Portal, Providers will complete screens like these to enter their enrollment information.

### Readiness Survey Results

Thank you to those of you who completed the Readiness Survey. The majority of survey responders indicated they have read the readiness materials provided and found them helpful. DCDEE and NC FAST encourage all Providers to review the materials on the DCDEE website, and check the website regularly for updates, as we will continue to share important information through this channel.