



**WORKFORCE
SERVICES**
CHILD CARE

Welcome to the Office of Child Care
Certification Webinar

Certification

Certification helps ensure that

- Your payments for the coming month are correct
- Any changes for the current month that were missed are addressed
- You receive correct payments and avoid overpayments


Certification: Who, When and Why

- Who: All licensed family and center providers that received subsidy in the month
- When: Between the 25th and the last day of the month
- Why: To ensure correct payments and avoid overpayments
- How: It's easy! We're going to show you.

Note: FFN, license exempt programs and Residential Certificate providers are exempt from certification but are still required to report changes timely.

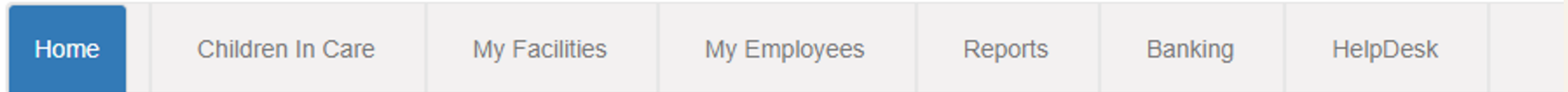
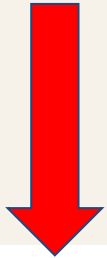
How to complete Certification

To start the certification process:

Login to the DWS Provider Portal  jobs.utah.gov/childcare

Go to your Children in Care tab

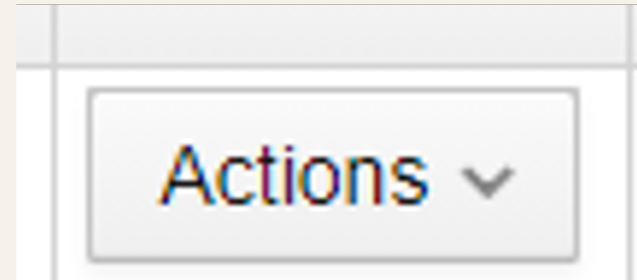
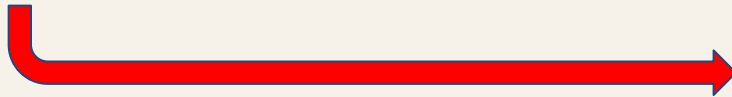
Carefully review all information for all cases



Children in Care tab details

Ensure that each case shows the **correct children** and the **correct rate** for each child:

- Click case line, or the “Actions” button and “View Details” to view names, subsidy per child, coverage hours, any co-payment
- Use the “Actions” button to report any changes



Change reporting

For more detailed information on what changes must be reported and how to report them:

- See the FAQ section on the portal titled **“What changes should I report through the Provider Portal and how do I report them?”**
- Watch the webinar titled: **Change Reporting Through the DWS Provider Portal.**

Completing Certification

When you are sure that all cases are displaying the correct information for the coming month, and you have reported all necessary changes, click the blue CERTIFY button.

CERTIFY

By certifying, you attest that:

As the business owner or representative authorized to manage the portal account information for this facility:

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- I have reviewed each case and reported any children who were never in care or attended for less than eight hours in the initial benefit month.
 - I have reported any children who are still enrolled and have not attended for 90 days.
 - I have reported any children who are no longer enrolled or to my knowledge will no longer be enrolled next month.
 - I understand I can be penalized by law if I commit perjury by purposely giving false information, concealing or withholding relevant facts or information, or failing to accurately report changes.
 - I understand that I am also required to report any lower negotiated rates I have for individual children, and report DWS credits for children who are still in care if I received a higher subsidy payment than what was charged to the customer. Changes reported by the 25th of the current month are made effective the following month.

Problems certifying

Certification must be completed between the 25th and the last day of the month to be counted. If you are unable to certify due to technical issues, you must contact the Office of Child Care and complete and return a certification form prior to the close of the certification period.

Please remember that a provider may be subject to increased monitoring or have payments withheld for failing to complete the monthly certification process.

For Assistance:

OCC is here to help providers navigate certification and related issues.
Please email OCC@utah.gov for assistance.

Thank you for watching!