

QUALITY COUNTS QUALITY RATING SYSTEM

Application for:

Illinois License-Exempt Family Child Care Providers

Overview and Application Process

The Quality Counts-Quality Rating System (QRS) assists Illinois License-Exempt family child care providers in providing quality care for children and their families. This initiative is funded by the Illinois Department of Human Services (IDHS). This voluntary system offers three Training Tiers which providers can achieve. Providers must be caring for at least 1 child eligible for the IDHS Child Care Assistance Program (CCAP). Once a License-Exempt family child care provider has completed training for a Training Tier, they will receive a Training Tier award certificate and a quality add-on to the IDHS CCAP standard daily reimbursement rate. Add-on rates can range from 10% – 20% depending on the Training Tier(s) a provider has completed.

Before a provider can apply for QRS, they must attend a Quality Rating System Orientation and complete, at a minimum, requirements for Training Tier 1. Orientations and trainings are offered by local Child Care Resource and Referral (CCR&R) agencies. Applications are processed by the Illinois Network of Child Care Resource & Referral Agencies (INCCRRA). IDHS is notified of eligible providers. The quality add-on rate goes into effect the month following notification.

QRS Orientation Requirement

Providers must attend a Quality Rating System Orientation session before applying for QRS. Orientations are offered by the local CCR&R at no cost. If you have not attended a QRS Orientation, contact your local CCR&R for dates and times of upcoming sessions. To find a local CCR&R visit the INCCRRA website at www.inccrra.org or call **1-877-202-4453**.

Eligibility Requirements

- Attended a QRS Orientation session.
- Be currently caring for at least 1 child receiving IDHS CCAP assistance.
- Completed, at a minimum, the training requirements for Training Tier 1. To receive the CCAP quality add-ons shown on the Training Tier chart, Tiers must be completed in order. Providers can apply for each Tier once they have completed required trainings. (See *Training Tier Chart* on next page 2)



QRS TRAINING TIERS – License-Exempt Family Child Care Homes

TIER	TRAINING TIER 1	TRAINING TIER 2	TRAINING TIER 3
CCAP Rate Add-On	10%	15%	20%
Tier Contact Hours	12 contact hours	Tier 1 PLUS 12 contact hours	Tier 1 & 2 PLUS 24 contact hours
Required Training Modules	3 hrs = Overview of Child Development	3 hrs = Observation and Guidance	3 hrs = Child Growth & Development (Birth–8 mos.)
	3 hrs = Health Issues for Group Care	3 hrs = Learning Happens in Relationships	3 hrs = Child Growth & Development (8–18 mos.)
	3 hrs = Nutrition Issues for Group Care	3 hrs = Family & Community Relationships	3 hrs = Child Growth & Development (18–36 mos.)
	3 hrs = Safety Issues for Group Care	3 hrs = Personal & Professional Development	3 hrs = Preschool Child, Social & Emotional Development
			3 hrs = Preschool Child, Physical Development
NOTE:	• To receive the listed CCAP rate add-ons, a provider must complete Training Tiers in order.		
	• A provider must complete training in any one tier within a 2-year timeframe.		
	• All 3-hour training modules, with the exception of the “Overview of Child Development,” are part of the Level 1 Credential training.		
	• Completion of all Training Tiers will result in the award of a Gateways to Opportunity Level 1 Credential.		
			3 hrs = Preschool Child, Language Development
			3 hrs = Preschool Child, Cognitive Development
			3 hrs = School Age Development

Directions for Completing the QRS Application

The application must be fully completed. Required documentation must be enclosed with the signed and dated application. Any missing information will delay the processing of your application. Send **copies** of all documentation. Information submitted to INCCRRA will not be returned.

1. Complete the Provider Information section.
2. Complete the Program Information section, including:
 - Indicate the Training Tier you are applying for.
 - Complete the QRS Orientation attendance information. Submit a copy of the Orientation attendance certificate. This is required only when applying for Tier 1.
 - Complete information about child care provided. You must be caring for at least 1 child receiving IDHS – CCAP assistance at the time you submit your application. Submit copies of the previous month’s CCAP billing certificates for all CCAP children in care.
3. Complete the Training Tier checklist for the Tier you are applying for. Submit copies of training certificates for the Tier. (See page 4.)
4. Sign and date the application.

QRS Questions? Contact INCCRRA staff at **1-866-697-8278**.

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Application Form for:

Illinois License-Exempt Family Child Care Providers

Provider Information

Provider Name: _____

Address: _____ City: _____

State: _____ ZIP: _____ County: _____

Phone: () _____ Fax: () _____ SS# or FEIN: _____

Date of Birth: ____ / ____ / ____ Email: _____ Sex: F M

Race (optional):

African American Asian Caucasian/White Hispanic Native American Other _____

Program Information

Training Tier Applying for: Training Tier 1 Training Tier 2 Training Tier 3

QRS Orientation (Complete only when applying for Tier 1) Date of Orientation: _____

CCR&R that conducted QRS Orientation: _____ Location of Orientation: _____

Submit a copy of your QRS Orientation attendance certificate (if you have not attended a QRS Orientation your application will be denied).

Hours providing child care: _____ AM to _____ PM

Days providing care: Mon Tues Wed Thurs Fri Sat Sun

Please check one: Full Year (Serving children at least 49 weeks) School Year (Serving children under 49 weeks)

Total number of children in care, including your own, under the age of 13 _____

Total number of children in each age group:

Infants (6wks-14 months) ____ Toddlers (15-23 months) ____ Twos (24-35 months) ____ Preschool (3-5 yrs) ____ School-age (K-12 yrs) ____

Are you currently caring for 1 IDHS CCAP child? Yes No

If "Yes", attach copies of previous month's CCAP billing certificates for all CCAP children in care. If "No", your application will be denied.

Primary language spoken to children: English Spanish Other

How did you learn about QRS? CCR&R SEIU Union Provider Association Conference Website Other

Required Signature

I verify that the above information is accurate. By signing below I understand that INCCRRA will use my signature to verify any information and documents I have submitted. I understand that IDHS may use my name and application information for research/evaluation purposes. IDHS has the right to audit program records and documents.

Provider Signature: _____ Date: _____

Release of Information (optional)

By signing below, I grant INCCRRA permission to release my name and contact information to the media, CCR&R, public policy advocates, IDHS, legislators and others for the purpose of recognition as a QRS participant.

Provider Signature: _____ Date: _____

Training Tier Checklist

Training requirements for each Training Tier are listed below. Check those that apply. **You must have completed, at a minimum, the training requirements for Training Tier 1 before applying to QRS.**

Training Tier 1 Checklist Requirements (12 contact hours):

- Child Development Overview (3 hours)
- Health Issues for Group Care (3 hours)
- Nutrition Issues for Group Care (3 hours)
- Safety Issues for Group Care (3 hours)

Submit copies of training certificates for Tier 1 with your application.

Training Tier 2 Checklist Requirements (12 contact hours):

Have you completed Training Tier 1? Yes No

If you answered "No", you cannot apply for Training Tier 2 until you have met the Training Tier 1 requirements.

- Observation and Guidance (3 hours)
- Learning Happens in Relationships (3 hours)
- Family and Community Relationships (3 hours)
- Personal and Professional Development (3 hours)

Submit copies of training certificates for Tier 2 with your application.

Training Tier 3 Checklist Requirements (24 contact hours):

Have you completed Training Tier 1 and Training Tier 2? Yes No

If you answered "No", you cannot apply for Training Tier 3 until you have met the Training Tier 1 and Training Tier 2 requirements.

- Child Growth & Development (Birth – 8 mos.) (3 hours)
- Child Growth & Development (8 – 18 mos.) (3 hours)
- Child Growth & Development (18 – 36 mos.) (3 hours)
- Preschool Child, Social & Emotional Development (3 hours)
- Preschool Child, Physical Development (3 hours)
- Preschool Child, Language Development (3 hours)
- Preschool Child, Cognitive Development (3 hours)
- School-Age Development (3 hours)

Submit copies of training certificates for Tier 3 with your application.

QRS Application Checklist

Before submitting your application please make sure the following are completed and enclosed:

- Application is fully completed
- Signature and date on application
- Copy of QRS Orientation attendance certificate (*only when applying for Tier 1*)
- Copy of previous month's CCAP billing certificates for all CCAP children in care
- Copies of all training certificates for the Training Tier you are applying for

Submit Application to:

INCCRRA – QRS
1226 Towanda Plaza
Bloomington, Illinois 61701

QRS Questions?

Contact INCCRRA staff at **1-866-697-8278**.

