



Marshall County TriShare Pilot Program Provider Agreement To Receive Payment on Behalf of Families

Section 1. Background

Marshall County TriShare is a pilot child care assistance program offered by United Way of Marshall County Inc (UWMC) with a \$750,000 Employer Sponsored Child Care Grant from the Indiana Family and Social Services Administration. The Marshall County TriShare program is designed to make child care affordable for Marshall County's working parents while also helping Marshall County's employers offer a highly desirable benefit that improves employee recruitment and retention. Through the Marshall County TriShare Pilot program, the cost of an employee's child care is shared equally among the employer, the employee and local investment (via the United Way of Marshall County Employer Sponsored Child Care Grant). Coordination of the three-way split is provided by United Way of Marshall County, Inc. The grant period expires on January 31, 2025

Parent choice is prioritized in the TriShare Program, and eligible families can continue using their preferred licensed child care provider. Providers invoice UWMC for the total cost of care and receive full payments directly from UWMC. The only eligibility requirement for providers is that you are a licensed provider in Indiana.

To receive TriShare payments, please submit the required information electronically.

- This initialed and signed TriShare Provider Agreement (all pages)
- W-9
- Weekly child care costs for each approved family
- A copy of your current family handbook or contract

Section 2. Agreement

This Agreement outlines the responsibilities of UWMC and your responsibilities as a provider, providing care for eligible children of employees enrolled in the Marshall County TriShare Program through their employer.

You agree to inform us immediately if you receive Child Care Development Fund (CCDF) vouchers or other child care government subsidy reimbursement for any eligible child of an enrolled employee. *Please note: Participating TriShare employees cannot be simultaneously participating in other State of Indiana child care subsidy programs. Waivers may be considered on a case-by-case basis due to extenuating circumstances (e.g. the employee is put on a wait list for the other program/s.)*

1. The Marshall County TriShare program covers all approved costs for care provided to eligible children on the benefit start date. TriShare does not cover registration fees unless they are for direct care costs.
2. Invoices submitted by Friday of each week will be paid the following Friday.
3. If a family requests to change care hours/days, or you, as the child care provider, are planning a rate increase (for all families), please ask UWMC for a care change form. Changes may take up to 30 days from the date the change form is received. During that time, parents are responsible for any additional costs.
4. You agree to inform UWMC immediately when an eligible child is no longer enrolled in your program; Marshall County TriShare payments to you terminate on the date of the child's last day.
5. TriShare eligibility ends when an enrolled employee leaves the employment of a participating employer. TriShare is an employer-based benefit. **Parents are 100% responsible for their care costs from the termination date.** Please contact UWMC if you are aware of an employment change.
6. You agree that all information submitted is complete, accurate, and honest to the best of your knowledge. If any information is found to be falsified, misrepresented, or omitted, your participation in the TriShare program may be terminated.
7. You agree to submit invoices promptly to UWMC for the care you provide for any eligible child on a schedule that is convenient to you (e.g., weekly, bi-weekly, monthly) and accept payment via ACH.
8. If a family requests to change care hours/days, or you, as the child care provider, are



planning to increase rates (for all families), please ask UWMC for a care change form. Changes may take up to 30 days from the date the change form is received. During that time, parents are responsible for any additional costs.

Invoices are submitted through the Marshall County TriShare Pilot Program billing portal on the <https://bit.ly/MCTriShare> website on the Child Care Provider Tab. Invoices received by Friday of each week will be paid the following week on Friday.

Your signature on page 4 indicates acceptance of the terms included within this Agreement. We welcome your participation and look forward to your partnership.

Section 3: Signatures

We, the undersigned, agree to the provisions identified in this Agreement and acknowledge that we are satisfied with the terms outlined.

Business Name: _____

IN License Number (if you have multiple, please list all) _____

Typical Billing Cycle _____

Your Name _____

Position _____

Phone _____

Email Address _____

Signature

Date

If you have questions or encounter a problem with the Marshall County TriShare Pilot Program, please contact UWMC via email at MCTrishare@marshallcountyuw.org or call 574.936.3366.



Insert W-9 here: Request for Taxpayer Identification Number and Certification.

