

#### **199.884 Administrative regulations.**

The cabinet, or its designated department, shall promulgate administrative regulations in accordance with KRS Chapter 13A to effectuate the provisions of KRS 199.881 to 199.888, including:

- (1) Creating a standardized agreement for employers, employees, and providers wishing to participate in the program, to be completed and agreed to by each respective party that includes:
  - (a) Name, physical location, size, and industry of the employer;
  - (b) Name and phone number of the employer's point of contact;
  - (c) Name and physical location of the child-care provider;
  - (d) Name and phone number of the child-care provider's point of contact;
  - (e) Name and home address of the employee;
  - (f) Total contribution to be paid by the employer to the provider, either directly or through a third-party vendor;
  - (g) Total amount of the state match to be paid to the provider, either directly or through a third-party vendor;
  - (h) Duration of the contract, which shall not last beyond the end of the state's fiscal year in any given year;
  - (i) Frequency of the contribution to be made directly to the child-care provider in accordance with the provider's established billing cycle; and
  - (j) Demographic information of the employee;
- (2) Establishing eligibility verification procedures for the following parties as a prerequisite for the cabinet entering the agreement as a party and issuing a state match:
  - (a) Employer's enrollment in the program;
  - (b) Employee's eligibility; and
  - (c) Child-care provider's eligibility;
- (3) Collecting and verifying household income information from eligible employees and determining the amount of the state match for which the employee is eligible in accordance with KRS 199.885;
- (4) Creating procedures for issuing a notice to all parties to the agreement of their enrollment in the program upon receiving and processing the contract and determining eligibility;
- (5) Compiling confidentiality protocols for the cabinet and its designated department or departments to safeguard the personal information of participating employees, employers, and child-care providers;
- (6) Introducing reporting requirements for an employer or a child-care provider reporting a lapse or nonpayment of contribution towards eligible child-care services;
- (7) Creating procedures for issuing and logging a state match to child-care providers pursuant to the respective contract;
- (8) Maintaining records of the fund in the fiscal year and all payments;
- (9) Creating criteria for participant disqualification from the program;

- (10) Establishing procedures for appeals hearings; and
- (11) Establishing procedures for recouping state matches or portions of state matches that result in overpayments to participating child-care providers.

**Effective:** April 8, 2022

**History:** Created 2022 Ky. Acts ch. 184, sec. 4, effective April 8, 2022.