

PREAMBLE

This agreement (hereinafter referred to as the “Agreement”) has been made and entered into by and between the State of Illinois, Departments of Central Management Services and Human Services (hereinafter referred to as the “State”) and the Service Employees International Union, Healthcare Illinois and Indiana, (hereinafter referred to as the “Union”). The Union and the State recognize the unique employment arrangement of day care home licensed and license exempt providers (hereinafter referred to as “Providers”) and Parents or Legal Guardians (hereinafter referred to as “Parents”) receiving services in the Department of Human Services, Bureau of Child Care and Development, Child Care Assistance Program (hereinafter referred to as the “Child Care Assistance Program”), nor will this Agreement in any way diminish the Parents’ control over the selection and termination of Providers within the limits set by the Child Care Assistance Program. Providers are not State employees for purposes of eligibility to receive statutorily mandated benefits, including but not limited to, workers’ compensation, retirement and health insurance.

The parties enter into this agreement acknowledging the following:

- The Union and the State share a common mission to ensure that every Illinois family has access to quality child care.
- Access to quality child care is essential for families transitioning from welfare to work as well as for those low and moderate income families striving to achieve and maintain self-sufficiency.
- Providers, the State and Illinois families have a shared interest in making child care a quality job and a respected profession.
- The parties agree to work together as partners to serve the needs of working families and to meet the highest standards in such service.

DEFINITION OF TERMS

The following terms shall be interpreted as indicated below when used in this Agreement:

- a) “State” refers to the Director of Central Management Services, Secretary of the Department of Human Services, or their representatives collectively or singly, as the context may require.
- b) “Parent” refers to any applicant that has been determined eligible for services through the Child Care Assistance Program pursuant to 89 Ill. Admin. Code, Section 50.210 and 89 Ill. Admin. Code, Section 50.230; is receiving services through the Child Care Assistance Program; or has received services through the Child Care Assistance Program.

c) "Provider" refers to an individual selected by a parent to provide child care services and operates as a day care home within the applicable standards of state or local law, including but not limited to licensure requirements for Group Day Care Homes and Day Care Homes promulgated by the Department of Children and Family Services at 89 Ill. Admin. Code, Chapter III, Subchapter (e); and within the legal care arrangement definitions set forth by the Department of Human Services at 89 Ill. Admin. Code, Section 50.240 (a) 3-8, (b), (c), and (d).

d) "Child Care Assistance Program" refers to the Department of Human Services, Bureau of Child Care and Development, Child Care Assistance Program defined under 305 ILCS 5/9A-11.

e) "Union" refers to Service Employees International Union, Healthcare Illinois and Indiana.

ARTICLE I – UNION RECOGNITION

Section 1. Union Recognition

Pursuant to the provisions of Executive Order 2005-1 and Public Act 94-0320, the Union was recognized on July 15, 2005, as the exclusive representative of Providers providing services for the State as part of the child care assistance program administered by the Department of Human Services under 305 ILCS 5/9A-11 and 89 Ill. Admin. Code, Section 50.210 et seq. The State shall be considered the party of record solely for the purposes of collective bargaining over issues within its control.

Section 2. Integrity of the Bargaining Unit

The State recognizes the integrity of the bargaining unit and will not take any action intended to erode it. No action taken by the Parent shall be considered erosion of the bargaining unit.

ARTICLE II – NON-DISCRIMINATION

The State agrees not to discriminate against any Provider on the basis of race, sex, sexual orientation, creed, religion, color, marital or parental status, age, national origin, political affiliation and/or beliefs, disability, or for other non-merit factors. Nothing in this Article shall limit the rights of Parents as provided for in Article VI.

ARTICLE III – DIGNITY AND RESPECT

The State, the Union, and Providers will treat each other with dignity and respect.

ARTICLE IV – UNION RIGHTS

Section 1. Union Exclusivity

The State shall not meet, discuss, confer, subsidize or negotiate with any other employee organization or its representatives on matters pertaining to all terms and conditions of employment of Providers participating in the Child Care Assistance Program that are within the State's control. Nor shall the State negotiate with Providers over terms and conditions of employment within the State's control.

Section 2. Union Activity

The State agrees that no Provider shall be discriminated against, intimidated, restrained or coerced in or on account of the exercise of any rights granted by the Illinois Public Labor Relations Act or by this Agreement, on account of membership or non-membership in, or lawful activities on behalf of the Union.

Section 3. Union Representatives

The Union shall notify the State of the names of its official representatives and changes in such representatives. The list and updates shall be sent to the Department of Central Management Services, Office of Labor Relations. The Union shall notify the Department of Human Services, Bureau of Labor Relations of the names of stewards selected by the Union at the beginning of the fiscal year.

Section 4. Neutrality

The State shall remain neutral on the question of union membership and union representation for Providers. All questions addressed to the State concerning membership in or representation by the Union will be referred to the Union.

Section 5. Lists

The State will provide lists of Providers (as specified below) electronically on a monthly basis (by the fifteenth (15th) calendar day of each month, unless the fifteenth is a holiday or weekend) to the Union:

a) A list indicating all Providers who were paid a subsidy or subsidies in the previous calendar month as a product of their participation in the Child Care Assistance Program. For each payment sent to the office of the Comptroller during the prior month, this list will include: the Provider name, business name*, Social Security number, FEIN number*, CARS address indicator, service date, payment amount, co-payment amount, charge amount, quality add-on amount, quality percentage, quality level, SEIU membership indicator, SEIU member dues, SEIU fairshare dues, SEIU initiation fee, SEIU PAC/COPE fee, adjustments, type of care code, number of children paid, number

of days paid, document ID, document number, reported mail date, and time stamp. For providers participating in Child Care Collaborations, such participation shall be noted.

b) In addition, the State will provide a list indicating the Providers who had approved active cases for Child Care services for the previous calendar month. This list will include the following information, to the extent available, for each Provider: name, business name*, Social Security number FEIN number, CARS address indicator, birth date, street address, city, state, zip code, county, primary telephone number*, secondary telephone number*, e-mail address, type of care code, SEIU membership indicator. For providers participating in Child Care Collaborations, such participation shall be noted.

c) A list indicating all Providers who received payment for providing Child Care services during the last service month for which billing is complete, generally three months (3) prior to the date of the report. This list will include the following information, to the extent available, for each Provider: Provider name, business name*, Social Security number*, FEIN number, birth date, CARS address indicator, address, zip code, county, telephone number, e-mail address, payment amount, service date, charge amount, co-pay amount, quality add-on amount, quality percentage, quality level, SEIU membership indicator, SEIU member dues, SEIU fairshare dues, SEIU initiation fee, SEIU PAC/COPE fee, adjustments, type of care code, number of children paid, number of days paid, document ID, document number, reported mail date, and time stamp. For providers participating in Child Care Collaborations, such participation shall be noted.

*This information will be provided when capabilities are available to the State.

d) Any additional files related to errors and corrections of the above lists.

Section 6. Union Orientation

The State shall notify the Union and shall grant access, not to exceed thirty (30) minutes, to “What is CCAP” training and other trainings that are required of Child Care Resources and Referral agencies by the State in connection with the Child Care Assistance Program for the purpose of addressing represented Providers. The presentation topics shall be limited to the following: the organization, Provider’s representation status, union benefits and to distribute membership applications.

Section 7. Bulletin Boards

The Union shall be allowed to provide and maintain a reasonably sized bulletin board at Department of Human Services, Bureau of Child Care and Development Offices at 401 S. Clinton, Chicago and 400 W. Lawrence, Springfield and upon written request by the Union at each Child Care Resource and Referral Agency, unless prohibited by the Child Care Resource and Referral Agency’s lease. Items posted shall not be political, partisan or defamatory in nature.

Section 8. Notices

The State will provide to the Union a copy of any notice provided by the State to all Providers.

Section 9. Provision of Union Information to New Providers

When an individual initially becomes eligible to provide Child Care services through the Child Care Assistance Program, the State shall transmit to said individual, along with their first certificate, a letter drafted solely by the Union concerning union representation and union membership. The letter shall not be political, partisan or defamatory in nature.

Section 10. Fair Share

Effective upon the same date as the rate increase set forth in Article VII, all Providers who are not members of the Union shall be required to pay their proportionate share of the costs of the collective bargaining process, contract administration and pursuing matters affecting rates, hours and other conditions of employment, but not to exceed the amount of dues uniformly required of members. The Union shall certify the Providers' monthly proportionate share to the State and the State shall deduct said amount from the payments of the Providers and remit it to the Union. The Union shall indemnify, defend, and hold the State harmless against any claim, demand, suit, or liability arising from any action taken by the State in complying with this Section of this Article.

ARTICLE V – MANAGEMENT RIGHTS

Section 1. Rights Residing with the State

The State reserves exclusively all the inherent rights and authority to manage and operate its programs. The parties agree that all rights not specifically granted in this Agreement are reserved solely to the State and the State has the right to decide and implement its decisions regarding such rights without negotiating about the decision and/or effects of those decisions. Examples of the rights reserved solely to the State, its agents and officials include, but are not limited to, the right: to operate so as to carry out the statutory mandate of the State; to establish the State's missions, programs, objectives, activities and priorities; to plan, direct and control the use of resources, including all aspects of the budget, in order to achieve the State's missions, programs, objectives, activities and priorities; to manage, direct, and control all of the State's activities to deliver programs and services; to develop, modify and administer policies, procedures, rules and regulations and determine the methods and means by which operations are to be carried out; to determine eligibility and requirements of providers; to make, extend, limit and execute contracts and all other instruments necessary or convenient for the performance of the State's duties or exercise of the State's powers, including contracts with public and private agencies, organizations, corporations or individuals; to determine the State's organization; to take whatever actions the State deems necessary to carry out

services when the State determines an emergency; to maintain or modify any and all public operations and work requirements entrusted to the State to more efficiently and effectively provide services.

Section 2. Non-Waiver

The above enumerations of the State's rights are not inclusive and do not exclude other rights not specified including those duties, obligations or authority provided under law. The exercise or non-exercise of rights retained by the State shall not be construed to mean that any right of the State is waived.

ARTICLE VI – PARENT RIGHTS

Section 1. Parent Rights

Nothing in this Agreement limits the parents' sole and undisputed right to select and to terminate without cause and without notice the services of any Provider. Parents shall retain the right to direct services rendered by the Provider and determine what circumstances anyone may enter their homes.

Section 2. Information Regarding Parents

Union Representatives and Providers shall maintain strict standards of confidentiality regarding Parents and Children and shall not disclose personal information pertaining to Parents and Children obtained from any source unless the disclosure is compelled by the legal process or otherwise required by law.

Section 3. Union Access

Union Representatives shall not conduct Union business, including business related to the enforcement of this Agreement, or contact in person or via telephone Providers at the home of the Parent or Child, if the home is not the Provider's address of record.

Section 4. Non-Waiver

The above enumerations of the Parent's rights are not inclusive and do not exclude other rights not specified including those duties, obligations or authority provided under law. The exercise or non-exercise of rights retained by the Parent shall not be construed to mean that any right of the Parent is waived. No action taken by the Parent with respect to this Article shall be subject to the grievance procedure.

Section 5. Disputes between Providers and Parents

The State, in consultation with the Union and Parents, will explore the feasibility of developing a voluntary process to attempt to mediate or resolve disputes that may arise between Providers and Parents.

ARTICLE VII – RATE STRUCTURE

Section 1. Rates

A.

		Effective July 1, 2013	Effective July 1, 2014	Effective December 1, 2014
1A	Under Age 2	\$ 32.40	\$33.08	\$35.30
	Age 2	\$ 31.19	\$31.84	\$32.89
	Age 3+	\$ 29.23	\$29.84	\$29.92
1B	Under Age 2	\$ 28.75	\$29.35	\$31.57
	Age 2	\$ 27.54	\$28.12	\$29.34
	Age 3+	\$ 26.30	\$26.85	\$26.93
2	Under Age 2	\$ 26.30	\$26.85	\$29.39
	Age 2	\$ 25.09	\$25.62	\$27.25
	Age 3+	\$ 23.89	\$24.39	\$24.96
Exempt		\$ 15.53	\$15.86	\$16.22

B. County Groupings

Group 1A - Counties are Cook, DeKalb, DuPage, Kane, Kendall, Lake & McHenry.

Group 1B - Counties are Boone, Champaign, Kankakee, Madison, McLean, Monroe, Ogle, Peoria, Rock Island, Sangamon, St. Clair, Tazewell, Whiteside, Will, Winnebago & Woodford.

Group 2 - Counties include all other counties not listed above.

C. Hours of Care

Providers shall be paid the part-day rate or school age rate if the care provided is less than 5 hours per day.

Providers shall be paid the full day rate for the care provided from 5 through 12 hours per day.

If the care provided is more than 12 hours but less than 17 hours in a day, the provider shall be paid the full day rate for the first 12 hours of care and the part day rate for the remainder.

If the care provided is from 17 to 24 hours in a day, the provider shall be paid the full day rate for the first 12 hours and a full day rate for the remainder.

D. Early Learning

Providers shall be paid for a full day of care if a child is approved for a full day of care and attends a part-day Head Start or Pre-K program during that day.

Section 2. Quality Incentives

Effective July 1, 2009~~13~~ through June 30, 2013~~15~~ the amount for the tiered reimbursement program shall not exceed ~~seven~~ three million dollars (\$3,000,000) each fiscal year of the agreement.

For license-exempt Providers, the following rate add-ons will be applied to CCAP base rates for the corresponding QRIS tiers:

- Tier 1: 10%
- Tier 2: 15%
- Tier 3: 20%

For licensed Providers, the following rate add-ons will be applied to CCAP base rates for the corresponding QRIS tiers:

- Tier 1: 5%
- Tier 2: 10%
- Tier 3: 15%
- Tier 4: 20%

The above tiered rates shall be paid until ~~exceleRate~~ Illinois is implemented for Providers, at which time the Parties shall negotiate over a replacement structure of equal value.

- a. Providers shall be eligible to receive a collaboration add-on of 10% for each child, for up to three children, who attends a part-day Head Start or Pre-K program during eligible child care days not exceeding in the aggregate \$1.5 million each fiscal year of the agreement. These Providers shall also participate in training to reinforce the child's education experience in the home setting as reasonably determined by the Joint Training Committee. The parties agree to meet no later than October 1, 2014 to discuss the success of the utilization of this incentive and make any mutually agreed upon modifications.
- b. Providers shall receive a special needs add-on of 20% for care of children eligible for child care assistance with a demonstrated disability not exceeding in the aggregate -five million dollars (\$5,000,000) each fiscal year of the agreement.

ARTICLE VIII – PAYMENT

Section 1. Timely Payment and Provision of Certificates

- A. The State shall complete and forward all paperwork necessary for provider payments in a timely manner.
- B. Certificates shall be issued in a timely manner. Providers are strongly encouraged to use telephone billing in order to expedite processing and payment.
- C. Providers will be paid in accordance with the policies set forth under the Child Care Assistance Program. Upon receipt of paperwork by paper or phone on or before the 5th of the month, the State will make its best effort to pay Providers by the 20th of the month following the month services were provided in a manner which allows for appropriate cash flow related to the utilization of Federal dollars.
- D. Providers will be paid through electronic methods and may select either payment via Direct Deposit or Debit Cards. All Providers shall be mailed, or provided by internet, monthly itemized statements detailing for each payment and showing cumulatively all pay period for the duration of this Agreement: case identification number, case first and last name, net payment amount, SEIU deductions, quality add-on amount, child care overpayment deduction amounts, children's first names and payment amounts up to six children.

Should Provider access to the above information be restricted or limited, the State shall immediately negotiate with the union to arrange an alternate method to provide access to the information.

Section 2. Accurate Payment

- A. Providers shall receive accurate payment for services authorized and rendered. Disputes regarding payments and overpayments shall be grievable. Overpayment grievances shall be filed directly at the second step of the grievance procedure.
- B. In the event a Provider is issued an overpayment and a determination is made that the provider must reimburse the State, the Union shall refund the Department any excess dues deductions withheld due to the overpayment.

Section 3. Deductions

- a. Upon receipt by the State, as pay agent and in conformance with applicable State and Federal laws and regulations, of written authorization from the Provider, union dues and initiation fees shall be deducted from the Provider's payments and remitted to Union. The Union shall advise the State of any increases in dues or other approved deductions in writing at least forty-five (45) days prior to its effective date. The State shall continue to make such deductions, except where the authorization is revoked by the Provider. When a Provider has authorized deductions for Union membership, the warrant stub will state

“Union Dues” and the amount of the deduction. If the Provider has not authorized payroll deductions for Union membership, the warrant stub will state “non mbr fees” and the amount of the deduction

b. Upon receipt by the State of written authorization (supplied by the Union) from the Providers, contributions to SEIU PowerPAC / SEIU COPE, or other SEIU-designated entities in an amount specified by the Provider on the authorization card shall be deducted by the State, as pay agent, from payments made to the Provider and remitted to the designated entity. The State, as pay agent, shall continue to make such deductions, except where the authorization is revoked by the Provider.

ARTICLE IX – HEALTH INSURANCE

Section 1. Intent

The Union intends to provide access to comprehensive health insurance coverage to eligible Providers and the State intends to pay for such health coverage to the extent provided in this Article.

Section 2. Contribution and Administration

a. At least two (2) months prior to each calendar quarter (May 1, August 1, November 1, February 1), the Union shall report to the State how many individuals are enrolled in the SEIU Healthcare Illinois Child Care Health Fund to receive benefits for the upcoming quarter. Upon receipt of this report, the State shall contribute to the fund during the upcoming quarter (quarters commencing July 1, October 1, January 1, April 1) as set forth below.

For the period of July 1, 2013 through June 30, 2014, the State will contribute at a rate of \$ 422.74 per enrollee per month.

No later than November 1st of each calendar year, beginning November 1st, 2013, the Union will forward to the State an actuarial report setting forth the recommended contribution rate per enrollee per month for the upcoming fiscal year (July 1st through June 30th). Annual rate increases shall be determined via actuarial analysis agreed to by the parties but in no event shall exceed 9% annually. In addition, the State shall ensure compliance with the Affordable Care Act no later than July 1, 2014 irrespective of any limitations on annual rate increases.

Rates shall also be adjusted to factor such underage or overage reflecting the difference between the total annual contributions paid and the total annual cost of providing benefits during the previous annual period.

The Union shall discuss with the State any changes in plan design or eligibility criteria prior to implementation of such changes. The Union shall not make any changes in the plan design regarding family coverage for the term of the Agreement.

The Union shall comply with reasonable information requests, including financial or audit requests, by the State consistent with this Article. If the State desires any additional audits that State shall select the means and pay for the audit, if applicable.

The State supports increased eligible Provider participation in the Fund. The State will contribute the appropriate monthly rate for up to 4,000 enrollees for the period of July 1, 2013 to June 30, 2014 and 5,000 enrollees commencing July 1, 2014.

Unresolved disputes as to the appropriate contribution rate shall be referred for final and binding resolution to a neutral actuary or arbitrator mutually selected by the parties, who shall set the contribution rate no later than three (3) months prior to the start of the upcoming fiscal year. The costs of such neutral shall be split by the parties. If the parties are unable to agree upon an arbitrator, they will utilize the services of the Federal mediation & Conciliation Service to select an arbitrator familiar with trust fund matters, in accordance with its rules for labor or trust fund arbitrators.

b. The Union has the unilateral and exclusive right and any attached responsibility to retain any insurance underwriter(s) of its choice, to self-insure, or to self-fund any benefit plan, to determine an insurance carrier to provide any potential benefits to individuals covered by this Agreement, or to participate in any new or established benefit plan, except as modified in Section 2.a. above. Other than provided herein, the Union shall be solely responsible for payment and administration of such plan.

Section 3. Disclaimers

a. The terms and conditions of the Fund, including coverage and eligibility, are under the sole control of the Union, except as modified in section 2.a. above. The State will not be party to any disputes over benefit levels or claims for benefits made by participants in the Fund. Such disputes will be resolved solely by the Union, or the Fund Trustees, as appropriate.

b. Except as provided herein, this Article shall not be subject to the grievance or arbitration procedures provided for in this contract.

c. The State's sole obligation under this Article shall be as set forth in Section 2.a. above. The failure of any carrier to provide benefits under any insurance program shall not result in any liability to the State. Further, the State shall have no diminished liability or additional liability for its failure to make any payments to Fund due to changes in Federal and/or State law.

ARTICLE X – GRIEVANCE PROCEDURE

Section 1. Definition

A. A grievance shall mean a dispute regarding the meaning or implementation of the provisions of this Agreement brought by the Union or a Provider. Neither the Union nor the Provider can grieve issues outside the scope of this Agreement,

including but not limited to selection or termination of Provider services by Parents, and/or any action taken by the Parent.

- B. Grievances may be processed by the Union on behalf of itself, a Provider, or a group of Providers. The Provider is entitled to Union representation at each and every step of the grievance procedure and the Union shall have the right to have the grievant or grievants present at any step of the grievance procedure, if a meeting is held, and at arbitration. The resolution of a grievance filed on behalf of a group of Providers shall be made applicable to the appropriate Providers within that group.
- C. Both the Union and the State will work to resolve problems as quickly as possible and at the lowest possible step of the grievance procedure.

Section 2. Grievance Procedure

Participation in the grievance procedure in any capacity shall be done solely on the Provider's own time. Grievances must be filed with and received by the State within twenty-one (21) calendar days from the date the Union or Provider knew or should have known of the action or inaction that gave rise to the grievance.

Step 1: Bureau Chief of Child Care and Development

The grievance shall be reduced to writing and submitted to the Bureau Chief of Child Care and Development or his/her designee. The Bureau Chief or his/her designee shall have fifteen (15) calendar days from receipt of the grievance to respond.

Step 2: Department of Human Services, Bureau of Labor Relations.

If the grievance is not resolved at Step 1, the Union may submit the grievance within seven (7) calendar days of the Step 1 response, or date such response was due, to the DHS Bureau Chief of Labor Relations. The Bureau Chief or his/her designee shall have twenty-one (21) calendar days to respond to the grievance.

Step 3A: Department of Central Management Services, Division of Employee and Labor Relations

If the grievance is not resolved at Step 2, the Union may submit the grievance within seven (7) calendar days of the Step 2 response, or date such response was due, to the CMS Division of Employee and Labor Relations. CMS shall have twenty-one (21) calendar days to respond to the grievance. In the event the parties are unable to reach a resolution, the Union may request in writing within thirty (30) calendar days of the Step 3A response, or date such response was due that the grievance be submitted to an independent arbitrator.

Step 3B: Arbitration

The parties will mutually agree to choose from a mutually agreed panel of arbitrators. It shall be the duty of the arbitrator to hear and consider evidence submitted by the parties and to thereafter make written findings of fact. The decision and award of the arbitrator

shall be final and binding on all parties. The arbitrator shall have no authority to ignore, add, subtract or modify any of the terms and conditions of this Agreement. The arbitrator shall limit his/her decision solely to the application and interpretation of the relevant provisions of this Agreement. Questions of arbitrability shall be decided by the arbitrator prior to the arbitrator addressing the merits of the grievance. The expenses and fees of the arbitrator shall be paid the losing party. In cases of split decisions the arbitrator shall determine what portion each party shall be billed for expenses and fees. The cost of the hearing rooms, if any, shall be split by the parties. The cost of verbatim records, if any, shall be paid by the requesting party. Each party shall bear the expenses of its own witnesses.

Section 3. Payment and Overpayment

Disputes regarding payments and overpayments shall be grievable. Overpayment grievances shall be filed directly at the second step.

ARTICLE XI – LABOR/MANAGEMENT COMMITTEE MEETINGS

For the purpose of maintaining communications between labor and management in order to cooperatively discuss matters of mutual concern, the agency head and/or his/her designee shall meet, as may be reasonably necessary, but no less than semi-annually, with representatives of the Union. The parties shall exchange agendas one (1) week prior to the scheduled meeting.

ARTICLE XII – GENERAL PROVISIONS

Section 1. Income Verification

Upon the request of a Provider or any third party with the written authorization of the Provider, the State shall provide written verification of past payments to the Provider and the Providers participation in the Child Care Assistance Program.

Section 2. No Strike/No Lockout

During the term of this Agreement, the Union, its members and representatives shall not engage in, authorize, or sanction or support any strike, slowdown or other stoppage of work; nor shall the State during the term of this Agreement engage in any lockout.

Section 3. Provider Files

A Provider and/or the Union shall have access to all documents concerning the Provider in the possession or control of the State, unless prohibited by law.

Section 4. Notification of Address

Providers shall notify the Child Care Assistance Program of any changes to their address of record. Providers using Debit Card shall also report address changes to the Debit Card vendor.

Section 5. Provider Notification

The State will directly notify Providers, as soon as possible, in writing of any development or change affecting payment for children in their care. The State shall provide reasonable advance notice to the Union of any policy change that impacts Providers.

Section 6. Publication of the Agreement

The State shall have the Agreement available on the Department of Central Management Services' website and shall be linked to on the DHS Bureau Child Care and Development website.

Section 7. Providers' Rights

The State recognizes the rights of Providers to select the children to be placed in their care, to terminate the relationship with Parents, and to enter into private agreements with Parents that do not contradict the policies of the Child Care Assistance Program.

Section 8. Child Care Resource and Referral Agencies

The State shall require Child Care Resource and Referral Agencies, while providing services on behalf of the Child Care Assistance Program, to comply with the terms set forth in Article IV – Union Rights and this Article XII – General Provisions.

Section 9. Union Membership Cards

All Union membership cards, or copies thereof, submitted to the State shall be uniform in format and size and submitted monthly in alphabetical order.

Section 10. Training

All current Providers are strongly encouraged to take “What is CCAP” training in order to become familiar with CCAP, appreciate its mission and purpose, and better understand program guidelines and the expectations of parents and Providers. Newly enrolled Providers shall be strongly encouraged to take “What is CCAP” training within six (6) months of their enrollment/approval.

“What is CCAP” training shall be made available through each local CCR&R agency no less than four (4) times a year and will also be made available on-line as a self-study

module. Providers may select which training venue to use. The State shall provide and pay for “What is CCAP” training but shall not pay for the cost of the Provider to attend the training. The State reserves the right to cancel such trainings when attendance levels are insufficient.

Section 11. Training Registry

All licensed Providers shall be required to be listed on the State central training registry. License-exempt Providers shall be encouraged to be listed on the training registry but participation will be voluntary. Providers shall not be charge for listing on the registry.

Section 12. Training Fund

To enhance the services delivered by Providers pursuant to the Child Care Assistance Program, the State and the Union will establish a joint Committee on Training, Education, and Quality Improvement. The State and the Union shall jointly determine the size and composition of the Committee; the Committee shall, at a minimum, include representatives of the State and the Union, and may also include additional experts and/or stakeholders as deemed necessary and mutually agreed upon.

The Committee shall meet to identify needs and issue recommendations to improve the quality of care that licensed and license-exempt Providers are able to offer.

Recommendations may include, but are not limited to: improving communication, coordination, accessibility, and support around existing training, education, and quality improvement initiatives; developing new initiatives and/or making changes to existing initiatives, if such needs are identified; expanding access to and availability of existing and/or new initiatives. Funding for such training shall be in accordance with the Side Letter on Child Care Provider Training. Recommendations shall be issued no later than March 31, 2014.

The State agrees to provide up to \$1.0 million annually into the Helen Miller SEIU Member Education Training Center Fund (“METC Fund”) for deposit in an appropriate account for the purpose of funding the recommendations of the Committee. This funding shall be in addition to, rather than replacing, existing State spending on training, education, and/or quality improvement initiatives.

Prior to each Fiscal Year, the METC Fund shall provide a proposed budget to the Committee for approval. The Committee shall approve or disapprove of the METC Fund’s proposed budget normally within thirty (30) days of receipt of such budget. Unapproved expenditures will not be reimbursed by the State.

Section 13. Funding Cessation

The State reserves the right to cease funding for substantiated allegations of fraud against the State. The State also reserves the right to cease funding if a Provider is placed on the Child Care Abuse and Neglect Registry, sex offender registry or fails any required

criminal background checks or commits any action that jeopardizes CCAP's federal funding.

Section 14. Adverse Determinations

The State shall provide notice to Providers within ten (10) business days of the adverse determination date, resulting in an increase in parent co-pays and/or loss of eligibility.

The parties shall by July 1, 2014 establish and implement a means to mitigate the risk to Providers of furnishing care without compensation due to eligibility redeterminations made by DHS or received by Providers after the close of the eligibility period.

ARTICLE XIII – TERM OF THE AGREEMENT

Section 1. Entire Agreement

This Agreement constitutes the complete and entire agreement between the parties, and concludes collective bargaining between the parties for its terms. The State and Union, for the duration of this Agreement, each waives the right and each agrees that the other shall not be obligated to bargain with respect to any subject matter referred to or covered in this Agreement. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understands and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

Section 2. Severability

Should any part of this Agreement or any provisions contained herein be judicially determined to be contrary to law, such invalidation of such part or provision shall not invalidate the remaining portions hereof and they shall remain in full force and effect. In such event, upon the request of either party, the parties shall meet promptly and negotiate with respect to substitute provisions for those provisions rendered or declared unlawful, invalid or unenforceable.

Section 3. Term of the Agreement

This Agreement shall be effective July 1, 2013 and shall remain in full force and effect until June 30, 2015. Thereafter, it shall automatically renew itself from year to year unless at least one hundred and twenty (120) days notice prior to termination, in writing, either party desires to amend, add to, subtract from, or terminate this Agreement.

Simone McNeil
45 ^{day}
For the State of Illinois Ed B. ...

[Signature]
For the Union

DATE: 12/19/13

DATE: 1/9/2014

Side Letter on The Child and Adult Care Food Program

The parties shall meet and discuss expansion of utilization of the Child and Adult Care Food Program in order to reach underserved populations.

Simone McKel 45 45 45
For the State of Illinois For the Union
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45 45 45 45

DATE: 12/19/13

DATE: 1/9/2014

Side Letter on Site-Administered Family Child Care Networks

Providers' child care services rendered through Site-Administered Family Child Care Networks shall be covered by and subject to Articles IV Sec. 5 (Lists) and 10 (Fair Share), Article VII (Rates) and Article IX (Health Insurance) of this Agreement. The Parties shall promptly meet to determine implementation of this provision, which implementation shall be completed no later than July 1, 2014.

Simone McNeil Yvet Tellez
For the State of Illinois 45 For the Union
Robert B. Anderson

DATE: 12/19/13

DATE: 1/9/2014

SIDE LETTER ON CHILD CARE PROVIDER TRAINING

SEIU Healthcare Illinois & Indiana (“SEIU”), the Illinois Department of Central Management Services (“CMS”) and the Illinois Department of Human Services (“DHS”) hereby enter into this Side Letter to the Collective Bargaining Agreement effective July 1, 2013 through June 30, 2015 (“Side Letter”). CMS and DHS are also collectively referred to herein as “the State”; SEIU, CMS and DHS are collectively referred to herein as “Parties” or individually as a “Party”.

RECITALS

WHEREAS, the Parties to this Side Letter agree and acknowledge that it is in the interests of Child Care Providers (“Providers”), the Child Care Assistance Program and the general public for Providers to have access to voluntary training designed to improve the quality of care Providers are able to provide; and

WHEREAS, the Parties desire to establish a Child Care Providers’ Training Program (“Training Program”).

NOW, THEREFORE, the Parties agree as follows.

AGREEMENT

I. Training Fund

A. Pursuant to the Parties' Collective Bargaining Agreement, the State agrees to provide up to \$1.0 million annually, into the Helen Miller SEIU Member Education Training Center Fund (“METC Fund”) for deposit in an appropriate account (“METC Fund Account”) for the purpose of funding the Training Program.

II. Terms of Contributions to the METC Fund Account; Quarterly Reports

A. Contributions to the METC Fund Account shall be made upon the following terms:

1. Contributions to the METC Fund Account shall be made on a quarterly basis and shall not exceed \$1.0 million annually. DHS shall voucher the initial payment of \$250,000 to the METC Fund Account as soon as the contract for these services is filed with the Illinois Office of the Comptroller. Subsequent payments shall be based on quarterly expenditure reports. Payments will equal the amount reported as spent in the previous quarter. However, no fourth quarter payment shall be made until a final expenditure report is received, unless the METC Fund provides an interim expenditure report demonstrating the \$250,000 advance has been exhausted. All expenditure reports must be reviewed and approved by DHS before reimbursements are made.

2. Funding shall be used exclusively to provide training, education, mentorship and other professional development services to Providers. Such training and education may include, but is not limited to:

(a) payment or reimbursement to Providers who attend the training, however Providers shall not bill CCAP for said day; additionally, travel time, travel costs and union activity time for Providers are not reimbursable;

(b) designing, developing and purchasing the curriculum for such training, education, mentorship and other professional development services;

(c) facilitation of such training, education, mentorship and other professional development services which may include recruiting, training, managing, supervising and compensating educators and/or consultants, scheduling classes and instructors, locating and renting space, site visits and individual meetings enrolling active Providers, processing payments to Providers upon completion of training, and purchasing Committee-approved materials and equipment for training;

(d) informational mailings and phone outreach regarding such education and training; and

(e) administrative expenses in connection with offering the training program, including but not limited to accounting for and paying for program expenditures, including payroll for Training Program staff, and preparing and submitting reports on attendance and expenditures. Expenses in connection with such administration shall not exceed \$115,000, unless mutually agreed.

3. All reasonable efforts shall be made to schedule , education, mentorship and other professional development sessions in the most cost-effective manner, including utilizing venues which are both inexpensive and convenient to the Providers. All reasonable efforts shall be made to offer training and education sessions in classroom settings to include the greatest number of Providers in the widest geographic range and in venues which may be utilized at no charge where possible. Such training and education sessions shall be augmented by utilizing video conferencing equipment and/or webinar to include the greatest number of Providers regardless of geographic location. Training and education sessions may be recorded or videotaped for marketing and archival purposes. Recorded sessions are not intended to supplant in-person training/education sessions. In no event shall food and beverage be provided free of charge at such training and education sessions.

4. Prior to each Fiscal Year, the METC Fund shall provide a proposed budget to the Committee for approval prior to all scheduled trainings/educational presentations or other professional development services. The Committee shall approve or disapprove of the METC Fund's proposed budget normally within thirty (30) days of receipt of such budget. Unapproved expenditures will not be reimbursed by the State.

5. Prior to each Fiscal Year, the METC Fund shall submit a proposed class schedule with number of classes or other professional services to be offered or conducted, times, locations, and number of slots available to the Committee for approval prior to all scheduled training/education sessions. The Committee shall approve or disapprove of the METC Fund's proposed schedule within thirty (30) days of receipt of such schedule.

6. The State reserves the right to reject any proposals of the Committee, including for trainers and educators, venue, and training materials. However, the State's approval will not be unreasonably withheld.

7. No later than August 15 of each Fiscal Year, the METC Fund shall provide to the Committee and to the State an accounting of all expenditures from the METC Fund Account. Any remaining unspent funds shall be returned to the State within thirty (30) days thereafter.

B. The METC Fund shall issue quarterly reports upon the following terms:

1. The quarterly reports shall be submitted to the Committee and to DHS' Child Care Assistance Program prior to the next scheduled disbursement of funds; in no event shall such quarterly reports be submitted more than thirty (30) days after the end of the previous quarter.

2. The quarterly reports shall include, but not be limited to:

(a) a detailed cost report itemized by type of expenditure associated with the Training Program including payments to Providers, operations and administration. Detailed back-up documentation to support all expenditures shall be made available to the State upon request;

(b) the names, Social Security numbers and other necessary information regarding the Providers participating in each training/education session; and

(c) the actual dates of each training/education session, the location of each such training/education session, and the start and end times of each such training/education session.

III. Participation in Training

