



## Program Overview, Application Process, and Participation Requirements

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### Program Overview

The **Oklahoma Teacher Retention & Recruitment Program (TRR)** is a workforce support initiative designed to strengthen Oklahoma's child care system by helping eligible child care employees offset the cost of care for their own children.

The program is administered by the **Oklahoma Partnership for School Readiness (OPSR)** in partnership with **Oklahoma Human Services (OKDHS)**.

TRR reimburses eligible child care employees for child care costs using OKDHS subsidy rules and rates, based on attendance.

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### How the Program Works

TRR supports eligible employees in one of two ways, depending on their OKDHS Child Care Subsidy status:

#### 1. Employees Approved for OKDHS Child Care Subsidy with a Copay

- The employee pays their required **copayment** to the provider.
- The provider submits child(ren) **attendance records** as required.
- Once attendance is received and approved:
  - TRR **reimburses the copayment amount to the provider**.
  - The provider then **reimburses the employee** for the copayment previously paid, as applicable

#### 2. Employees Denied OKDHS Child Care Subsidy Due to Income Only

- The employee pays the provider for care. Provider may not charge private tuition in excess of the OKDHS Subsidy rate for their facility.

- Based on a child's **attendance records** and OKDHS subsidy rates:
    - TRR pays the **OKDHS rate to the provider**.
    - The provider reimburses the employee according to TRR program guidance.
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## Employee Eligibility Requirements

To be eligible, an employee must:

- Work **at least 20 hours per week**, averaged monthly
  - Be employed by a licensed child care facility participating in the OKDHS Subsidy program
  - Be listed as an active employee with the licensed facility in the OKDHS licensing database
  - Have a child enrolled in a **subsidy-participating child care facility**
  - Apply for **OKDHS Child Care Subsidy**
    - Approved → copayment reimbursement pathway
    - Denied due to income → OKDHS rate reimbursement pathway
  - Meet TRR income and eligibility guidelines
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## Provider Eligibility Requirements

To participate, a provider must:

- Be **licensed by OKDHS**
  - Have an **active OKDHS Child Care Subsidy contract**
  - Complete and be approved through the **TRR Provider Application**
  - Agree to all TRR contractual requirements, including attendance reporting and reimbursement rules
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## How to Apply

### Employee Application Process

1. Apply for **OKDHS Child Care Subsidy** and receive a determination.
  2. Complete the **TRR Employee Application** through the [OPSR Submittable portal](#).
  3. Submit required documentation, including:
    - Subsidy approval or denial notice
    - Strong [Start Employment Verification Form](#)
    - Thirty days of recent paystubs that include the Employer Name, Employee Name, dates of Pay Period, and hours worked (if not a salary employee)
  4. Upon Acceptance, submit **Child Applications** for each eligible child.
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### **Provider Application Process**

1. Complete the **TRR Provider Application** through the [OPSR Submittable portal](#).
  2. Submit required documentation, including:
    - Unique Entity Identifier number from entity registration in [Sam.gov](#) (does not need to be a full registration)
    - Sign TRR Program Contract with OPSR
    - Complete a Provider Acceptance Form (W-9 and payment information)
  3. Upon approval, providers will be eligible to receive TRR payments on behalf of approved TRR children attending their facility.
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### **Requirements After Approval**

#### **Employee Responsibilities**

Approved employees must:

- Maintain eligible employment status and required work hours
- Keep children enrolled and attending with an approved provider
- Pay required copayments or tuition (OKDHS subsidy rates) upfront, as applicable
- Notify TRR of any changes in:

- Employment
  - Child enrollment
  - Subsidy status
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### Provider Responsibilities

Approved providers must:

- Submit **accurate attendance records** timely
  - Accept TRR payments as reimbursement
  - Reimburse employees once TRR payments are received
  - Comply with all TRR contractual terms.
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### Key Program Notes

- Payments from OPSR go **to the provider**
  - Copayments, or Subsidy rate payments are **reimbursed from OPSR based on actual employment and attendance records, not waived before verifying employment and attendance**
  - Continued participation depends on ongoing eligibility and compliance
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### How Funds are Disbursed (Reimbursement Model)

Unlike government safety net or entitlement programs that may be paid upfront or automatically, TRR is a workforce recruitment and retention tool that operates strictly on a **monthly reimbursement cycle** based on verified attendance of the child and employment of the employee.

Scenario	How it Works
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<b>Employee has a Copay</b>	The employee/parent is responsible for their OKDHS copay. However, TRR <b>reimburses</b> that copay amount back to the provider after the child's attendance is verified.
<b>Employee Denied for Income</b>	For employees who earn too much for traditional OKDHS help, TRR <b>reimburses the provider</b> for the cost of the child's care at the current Star Level OKDHS subsidy rate.
<b>The Verification Process</b>	<p><b>Monthly Review:</b> No funds are released until:</p> <ul style="list-style-type: none"> <li>• Attendance records for approved children are submitted, <b>and</b></li> <li>• OPSR verifies that the child attended and the employee met the 20-hour employment requirement for that month by reviewing both submissions before a payment is made.</li> </ul>
<b>Payment Processing</b>	<p><b>Once attendance is received and approved:</b></p> <p>TRR <b>reimburses the copayment/subsidy rate payment amount to the provider.</b> The provider then reimburses the employee for the copayment/subsidy rate previously paid, as applicable.</p>

**Note:** Because this is a reimbursement model, providers should ensure their internal bookkeeping accounts for the lag between the child's attendance and the receipt of TRR funds.