



January, February & March 2007

## Direct Deposit Information

*As of January 1, 2007, the Department of Health and Human Resources, Bureau for Children and Families will offer providers the ability to deposit child care payments directly to a bank account. Below is a abridged copy of the letter from the State Auditor's Office about the new direct deposit process, which you should have received in the mail in the last few weeks.*

In order for your check to be deposited directly to your bank account, you must fill out a Direct Deposit Authorization application based on your ID number in our FACTS computer system. Your FACTS Provider ID is an 8-digit number beginning with 300. (You can contact Link or your monitor to get this number, if needed) You will need to fill out an application for each of the ID numbers given to you by the FACTS system. If your business has more than one FACTS provider ID and you did not receive a letter for each ID number, you may either call the State Auditor's Office at 1-800-500-4079 or 1-304-558-2251 and ask for additional applications or download the application on line at [www.wvsao.gov](http://www.wvsao.gov). In addition to filling out an application, you will need to attach a blank check from your bank and mark it "VOID".

Please complete the application and return it to the WV State Auditors Office, Electronic Payments Division at Building 1, Room W-125, Charleston, WV 25305. It will take about seven (7) business days to process the application and your first direct deposit should be received within 60 days of that date, so the sooner you apply, the sooner your check will go directly to your bank. If you need to make changes to your direct deposit accounts, such as changing banks or accounts, please call the State Auditors Office.

Once your check is deposited to your account, you will no longer receive a pay stub with an itemized statement; but you can view your payment information online at the FACTS PLUS web site. FACTS PLUS (Provider Look-Up and Update System) is a secure internet site that allows providers to view details about payments and children served. This online information is available 24 hours a day. You can use any computer that has Internet Explorer Browser 6.0 or higher, and you do not have to own a computer. Public computer access is available in many local libraries, community centers, etc. You will need to have a FACTS Plus Account, which is free of charge. For more information about FACTS PLUS, please visit the FACTS PLUS web site at <https://www.wvfacts.org/factsplusnet/>. To open a new FACTS PLUS account, please click on "New Account."

### Individual Providers:

If you are an individual provider such as an Informal Family Child Care provider, foster/adoptive parent, etc., you will need to fill out the WV FACTS PLUS - Individual Provider Application Form and a Confidentiality Statement.

### Agency/Facility Providers:

If you are staff person for an Agency/Facility provider such as Child Care Center, Family Child Care Facility, Group Residential Program, etc., you will need to complete the WV FACTS PLUS Agency/Facility Application which must be signed by the Agency/Facility Director and a Confidentiality Statement. An additional authorization on agency letter head from the Agency Director must also be submitted authorizing FACTS to grant the staff person access to Agency/Facilities FACTS Provider record.


For More Information See Page 6.



**Link Child Care Resource & Referral**  
 A Program of River Valley Child Development Services  
 Funded through the West Virginia Department of Health and Human Resources, Bureau for Children and Families, Division of Early Care and Education.

### Inside this issue:

|                                |     |
|--------------------------------|-----|
| Important Updates              | 1   |
| Behavior Consultant Column     | 2   |
| FDC Food Program               | 2   |
| Training Calendar              | 4-5 |
| CPR and First Aid Classes      | 6   |
| Family Child Care Associations | 7   |
| ACDS Information               | 7   |



**We are in Need of a Registered Nurse to provide Medication Administration Trainings** in our eight County Service Area. Please call Nikki Rabel at Link 523-9540 or 1-800-894-9540 for more information, if you are interested or if you know of someone who might be interested in doing this.

## Behavior Consultant Corner

Greetings, Friends!

I would like to take this opportunity to introduce myself. My name is Shannon Taylor, and I am the new Behavior Consultant at Link! I realize that I have some mighty big shoes to fill (Hi, Saun!), but I am up to the challenge! I will be conducting trainings in January (Mason County), February (Cabell County), and March (Logan County) on Attention Seeking Behaviors. If I have not already had the privilege to meet you, I hope to get the chance to do so at one of these trainings! If I may be of assistance to anyone, please don't hesitate to contact me here at Link!

I look forward to working with each of you in the near future!

Warmest regards,  
Shannon



Shannon Taylor is the New Behavior Consultant at Link. You can reach Shannon for Technical Assistance or to request a visit at 523-9540 or 1-800-894-9540.

## Components of Quality Care and Education Modules



Components of Quality Care and Education Modules trainings are being offered by Link CCR&R beginning January 11, 2007 at the C-K

Library. This training unit is an eight week course that runs consecutively over eight Thursdays from 9:30am- 2:00pm. The class dates are Jan. 11, 18, 25, Feb. 1, 8, 15, March 1, 8. The trainings are for providers working with children ages 2 1/2-5 years of age. Providers will receive thirty-two (32) hours of professional development for successfully completing the entire eight week course, as well as resources to use in their early childhood program.

A requirement of these training modules is a pre-and post-on-site visit by the Training Specialist with each provider enrolled in the training. **Registration Deadline is Thursday, Jan. 4.** Participants need to attend all scheduled sessions. Providers must be on the participant list in order to attend these sessions. **No walk in or stand by participants will be accepted and there will be no waiting list for individual sessions.** The training Modules are: Extreme Makeovers-Space & Furnishings, Not Just Routine, For the Love of Literacy, Implementing Your Curriculum, Recipe for Relationships, Building Blocks: A Program's Structure, Including All Children: Provisions for Children with Special Needs and Communication is the Key. Providers interested in this training opportunity need to call Kathy Meadows at 523 -9540 or 1-800-894-9540 to register. Class Limited to 15.

## Need Help With Food Costs?

The Child Care Food Program provides reimbursement to eligible day care providers who serve

nutritious well-balanced meals and snacks, and helps to develop positive eating

habits for young children enrolled in Family Child Care Homes.

For more information contact your local Food Program:



River Valley Family Day Care Food Program  
Serving Cabell, Wayne, Lincoln, Putnam, Mason and Mingo Counties  
523-3031 or  
1-800-581-3031

Central Child Care  
Serving Boone County  
382-0797

Pride of Logan County  
Serving Logan County  
752-6868 or 752-1047

*In accordance with the Federal Law and the U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, gender, age, or disability. USDA is an Equal Opportunity Employer. The Child Care Food Programs funded through the U.S. Department of Agriculture and is administered by the West Virginia Department of Education.*

## ACCREDITATION Info.

### Family Child Care

Providers can log on the web at [www.nafcc.org](http://www.nafcc.org) or call 1-800-359-3817.

Child Care Centers can log on at [www.naeyc.org](http://www.naeyc.org) or call 1-800-424-2460.

Contact WVETCR to inquire about financial support for the application process at 1-888-983-2827.

## Family Child Care Provider

Grants of up to \$250 are available. Contact Dante Jeter at 523-9540 or 1-800-894-9540 for information. Grants can be used for resources required in the regulations or curriculum materials.

## Infant/Toddler (WVIT) Professional Development Program for Caregivers Modules



The January, 2007 WVIT Class is currently filled. To be put on the waiting list for the March class, or for more information, contact Sue Knisely at 523-9540 or 1-800-894-9540. Class is limited to 15.

**Directors will be required to attend a 10 hour training prior to the Modules**

Caregivers enrolling in this class must work with children under the age of 24 months for at least 20 hours per week.

**ALL DIRECTORS must be registered on WV STARS PRIOR to the class beginning to receive the stipend.** We encourage all participants to register with WV STARS. Stipends of \$200 are available to subsidized center/facility administrators and family child care providers to support the cost of class attendance and/or materials to implement quality infant and toddler care. For more information about registering on WV STARS contact Chrissy Estep at 529-7603 or 1-866-983-2827 or e-mail [cestep@rvcds.org](mailto:cestep@rvcds.org).

## Infant Toddler Corner by Sue Knisely

Caring for children is an awesome responsibility. Their little brains are like sponges and take in every single thing they *smell, see, hear, taste and touch!* When we give them safe and healthy, positive experiences to use all of their senses, we are helping their brains develop to their fullest potential. Talk constantly to the babies and children in your care. Let them know what is going to happen and why. Read books as often as possible! Let them know that they are truly safe and secure. Let the children have a lot of free play time. That's how they learn! Take the children outside to play, too! Establishing relationships with the children and with their parents is extremely important. When we don't give them all of these experiences, they literally lose the potential to learn as well!

### NEW SIDS INFORMATION:

Did you know that in the USA, more than 4,500 babies die suddenly each year? More than half of these deaths are because of SIDS. The latest research states that babies who die of SIDS have serious abnormalities in their brain region that controls breathing and heart. Please make sure that you are placing infants on their backs to sleep!!! Don't let them get too hot. Place babies on a firm surface like a safety-approved crib mattress to sleep. Keep soft objects and loose bedding out of the crib! Do not smoke around a baby! You shouldn't even wear clothes that have cigarette smoke's chemicals on them around a baby.

Let's do every thing we can to help the innocent children in our care grow up to be happy, healthy, successful adults!

*Check out the new Infant Toddler Training:  
Through The Looking Glass  
This class will focus on Infant/Toddler  
Observations.*



## 4th Annual Basket Auction Huntington Area Early Childhood Conference April 27-28, 2007 at Christ Temple



All Day Care Centers and Family Child Care Providers are invited to participate in the auction. We are asking each Child Care or Family Provider to donate a basket for the auction. You can make the basket a theme. (gardening, music, beach, stress relief, chocolates or whatever creative idea you can come up with) **We are going to have a prize for the basket that is auctioned for the most money.** All the money collected will go to making the conference a continued success. If you have any questions and for drop off information contact Kathy Baker 529-6246.

## ***Please complete our Needs Assessments On-Line or by Mail.***

*Link Child Care Resource and Referral is conducting surveys to better improve our services. There are four different surveys:*

Please either go to [www.rvcds.org](http://www.rvcds.org) (see bottom right hand corner) and choose the survey which best describes you **OR** if you do not have internet access, contact Link at 523-9540 or 1-800-894-9540 and we will be glad to mail you a copy. We will use this information to help improve the services we offer! Thank you for your help with this.



**T.R.A.I.L.S. Van News**

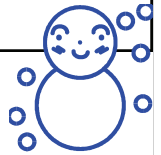
T.R.A.I.L.S. is embarking on a brand new adventure. We are now offering 1 and 1.5 hour on site trainings! We can conduct these trainings in a Family Child Care home or Facility as well as a Center Class room. These will be custom designed STAR registered Trainings. They will be hands-on and demonstration oriented; I can even include your children in the training session. Call Paula for more information or to schedule your custom designed training! 304-523-9540/ 800-894-9540 EXT. 430.

**T.R.A.I.L.S. Van Schedule**

| Date    | Time      | Place          | Training                                     |
|---------|-----------|----------------|--|
| Jan. 4  | 3:30—6:30 | Hamlin Library | Not in My Backyard: Drug Endangered Children |
| Feb. 28 | 2:30—5:30 | Wayne Library  | Not in My Backyard: Drug Endangered Children |

**NEWSLINK**

**Winter Is Upon Us**  
Please reminder our inclement weather policy for trainings: If school is cancelled or delayed in the County in which the training will be held **OR** in Cabell County, where our home office is located, the training will be cancelled for that day. You will be contacted with details regarding rescheduling as soon as possible.



# Training Calendar

**Family Child Care Providers** must complete two (2) hours of Health/Safety/Nutrition training plus an additional six (6) hours of training in three (3) other core competency areas (see list on right) each year according to the date on your individual certificate of registration.

- \*You must call Link at 523-9540 or 1-800-894-9540 at least 24 hours before the training to register or to cancel.
- \*You may not bring children to any Link training session.
- \*You must bring a picture ID to all Trainings.
- \*You must arrive at the scheduled time. Late arrivals may not receive training credit.

To help identify the Core Knowledge you need to meet your Training Requirements, please use the following codes which are listed next to training title:

- CGD Child Growth and Development
- HSN Health, Safety and Nutrition
- PIR Positive Interactions & Relationships
- COA Child Observation and Assessment
- PM Program Management
- FC Family and Community
- C Curriculum
- P Professionalism



Also listed is the tier for each training:  
Tier I is beginner level, Tier II is intermediate and Tier III is advanced.

The information included in the training calendar can help you make informed decisions about the training sessions that are offered and which will best meet your needs. We have added a new piece of information to the training calendar. The **Tier**, listed after the Core Competency, is the level of the training. Tier I is a beginner level session, Tier II is an intermediate level session and Tier III is an advanced level training.

| Date of the Training             | Title of the Training                | Core Comp | Tier | Location of the Training    | Time of Training |
|----------------------------------|--------------------------------------|-----------|------|-----------------------------|------------------|
| <b>Cabell and Wayne Counties</b> |                                      |           |      |                             |                  |
| Mon., Jan. 8                     | School Age Survival                  | CGD       | II   | Cabell County Lib.—5th Ave. | 6:30—8:30        |
| Beginning Jan. 11                | Quality Components Modules           |           |      | C-K Library                 | 9:30—2:00        |
| Fri., Jan. 12                    | Amazing Math and Science Made Simple | C         | II   | St. Joseph Pre-School       | 1:00—3:00        |
| Sat., Feb. 10                    | Math: It All Adds Up                 | C         | I    | Guyandotte Library          | 10:00-12:00      |
| Thurs. Feb. 15                   | Attention Seeking Behaviors          | PIR       | I    | West End Library            | 10:00-12:00      |

|               |  |     |     |                        |             |
|---------------|--|-----|-----|------------------------|-------------|
| Fri., Feb. 19 | Scienc and Math Made Simple                  | C   | II  | Enslow Park Pre-School | 9:00 -11:00 |
| Wed., Feb. 28 | Not in my Backyard: Drug Endangered Children | HSN | I   | Wayne Library          | 3:00—5:00   |
| Sat., March 3 | Cultural Diversity                           | FC  | I   | Eastwood Learning Ctr. | 10:00-12:00 |
| Sat., March 3 | Room Design and Discipline                   | PIR | II  | Eastwood Learning Ctr. | 12:00-2:00  |
| Mon., Mar. 26 | Family Child Care Environments               | PIR | III | Guyandotte Library     | 3:00—5:00   |
| Thurs. Mar. 8 | Teaching Tolerance and Kindness              | PIR | II  | C-K Library            | 2:00 — 4:00 |

### Logan, Mingo and Boone Counties

|                 |  |     |    |                       |             |
|-----------------|--|-----|----|-----------------------|-------------|
| Thurs., Jan. 4  | Good Health Habits Start Early               | HSN | I  | Kiddie Kollege        | 4:00—6:00   |
| Thurs., Jan. 4  | Math: It All Adds Up                         | C   | I  | Kiddie Kollege        | 6:00- 8:00  |
| Thurs., Jan. 18 | Teaching Tolerance and Kindness              | PIR | II | Mingo County DHHR     | 12:00 -2:00 |
| Thurs. Jan. 25  | Home Safety                                  | HSN | II | Boone Madison Library | 10:00-12:00 |
| Thurs., Feb. 15 | Building Positive Self Concepts              | C   | II | Logan Library         | 10:00-12:00 |
| Thurs., Feb. 15 | Cultural Diversity                           | FC  | I  | Logan Library         | 12:00-2:00  |
| Tues., Mar. 6   | Creating Smooth Transitions                  | PIR | I  | Boone Madison Library | 1:00-3:00   |
| Sat. March 24   | Not in my Backyard: Drug Endangered Children | HSN | I  | Kiddie Kollege        | 10:00-12:00 |
| Sat. March 24   | Attention Seeking Behaviors                  | PIR | I  | Kiddie Kollege        | 12:30-2:30  |

### Lincoln County

|                |   |     |    |                |            |
|----------------|---|-----|----|----------------|------------|
| Thurs., Jan. 4 | Not in My Backyard: Drug Endangered Children  | HSN | I  | Hamlin Library | 4:00—6:00  |
| Tues., Feb. 6  | Circle Time Activities                        | C   | I  | Hamlin Library | 12:00—2:00 |
| Tues., Mar. 20 | Through the Looking Glass: Observing Children | COA | II | Hamlin Library | 4:00—6:00  |

### Mason County

|                |  |     |   |                      |             |
|----------------|--|-----|---|----------------------|-------------|
| Wed., Jan. 24  | Attention Seeking Behaviors                      | PIR | I | Mason County Library | 1:00 - 3:00 |
| Sat., Feb. 10  | Let's Get the Lead Out: Childhood Lead Poisoning | HSN | I | Mason County Library | 10:00-12:00 |
| Thurs. Mar. 15 | Math: It All Adds Up                             | C   | I | Mason County Library | 6:00 - 8:00 |

### Putnam County

|                |                                |     |    |                                       |             |
|----------------|--------------------------------|-----|----|---------------------------------------|-------------|
| Sat., Jan. 13  | It's Fun to Be Fit             | HSN | II | Putnam County Library                 | 10:00-12:00 |
| Thurs., Feb. 1 | Math: It All Adds Up           | C   | I  | Teays Valley Child Development Center | 6:00 - 8:00 |
| Mon., Mar. 12  | Family Child Care Environments | PIR | II | Putnam County Library                 | 12:00-2:00  |

You can download the training calendar on the web at [www.wvdhhr.org/Link](http://www.wvdhhr.org/Link)





This list of agencies offering First Aid and CPR is made available to you for resource purposes only. **Link is not responsible for the following trainings or registration for these trainings.**

**Boone County** First Aid and CPR available at **Kanawha Co. Red Cross** (see above) or by request at **Charleston** 340-3650.

**Cabell County** First Aid and CPR available at **Triad Tech** 431 5th Ave. Huntington—529-7020. Cost is \$20 each.

CPR with First Aid available at **American Red Cross**. 1111 Veteran's Memorial Blvd. 526-2999.

First Aid and CPR available at **Salt Rock Fire Dept.** Instructor—Darrell Ennis. 733- 9040.

**Logan County** First Aid and CPR available at **LEASA County Public Rescue** 26 1/2 Main Ave, Logan—752-0917.

Classes also available at **Logan Regional Medical Center** 831-1556.

**Mason County** **Pleasant Valley Hospital** offers First Aid and CPR Classes. Call 675-4340 to make an appointment.

**Mingo County** **Williamson Memorial Hospital**—235-2014, Ext. 147.

**Putnam County**

First Aid and CPR available at **Red Cross Building in Kanawha Co.**—1605 Virginia St. E. 340-3650 or [www-redcross.org](http://www-redcross.org).

Evening classes are available.

Classes also offered at **Red Cross Building in Putnam County**—3268 Winfield Rd. (Rt. 35) — 586-0238 or 340-3650

CPR and First Aid is offered by Tina Kyle. 561-4674.

**Wayne County** First Aid and CPR available. Instructor Kathy Parsons. 486-5991.

**You can contact local Hospitals or Fire Departments for other options.**

**Remember all of these fees are tax deductible.**



**Direct Deposit Frequently Asked Questions!**



How does Direct Deposit work and how will I know I have been paid?

There will still be a record with direct deposit. Your bank will provide you with a record of deposits in your account. Also, you may view your payment information online via the FACTS PLUS web application. FACTS PLUS (Provider Look-Up and Update System) is a

secure internet application that allows registered Providers to view their services and payment. This online information is available 24 hours a day. For more detailed information about FACTS PLUS, please visit the FACTS PLUS homepage at <https://www.wvfacts.org/factsplusnet/>.

How will Direct Deposit Help Me?

NO LONGER will you have to visit your bank to deposit your check. Studies indicate that the average person spends from 8.5—24 hours each year standing in lines or sitting at drive-through windows of banks. If you cannot visit your bank, your check is deposited for you. It goes into your account, no matter where you are.

What happens if there is a problem at my bank or if I change my bank?

Contact the West Virginia State Auditor's Office at 1-304-558-2251 or 1-800-500-4079. The problem will be researched and corrected immediately upon determination of the error. To make a change download, complete, print and send the FACTS eVendor Agreement to the WV State Auditor's Office via mail or fax. The form may be downloaded from [www.wssao.gov](http://www.wssao.gov) or <https://www.wvfacts.org/factsplusnet/>.

How safe is Direct Deposit?

With Direct Deposit your payment cannot be lost. Nationally, over four million paper checks are lost or stolen each year.

When can I start Direct Deposit?

If you have either a savings or a checking account, fill out the FACTS eVendor Agreement and send it to the WV State Auditors Office. Don't forget to send a VOIDED CHECK from your account.

How do I stop Direct Deposit?

Download, complete, print and send the FACTS eVendor Agreement to the WV State Auditor's Office via mail or fax. The form may be downloaded from [www.wvsao.gov](http://www.wvsao.gov) or <https://www.wvfacts.org/factsplusnet/>.



## The 25th Annual Huntington Area Early Childhood Conference.

April 27 & 28, 2007  
at Christ Temple Church

Leadership Institute  
April 26, 2007  
at Marshall University

Registration Materials will be  
mailed in January. For more  
information contact Nikki Rabel  
at 523-9540 or 1-800-894-9540.



If you are a family provider or work in a child care center or pre-school, you might be interested in taking the ACDS classes. ACDS is a 4 semester class offered in counties all over WV. ACDS can help you get the registered training you need for licensing as well as give you credit towards your associates degree in early childhood or credit towards a para-professional certificate, if you are interested in getting a job as an aide in the school system.

Orientation for new classes starts in Jan. For more information about ACDS classes in your county, please contact Suzi Brodof at 1-866-wva-acds ext. 406 or check out the website at wvacds.org.

If you are interested in becoming a mentor for a family provider who is in ACDS, please contact Enola Foust at or 1-304-425-4545. It is an opportunity to share your knowledge and experience and help others in our field.

Submitted by Suzi Brodof

## Cabell-Wayne Family Child Care Association News



The Cabell Wayne Family Child Care Association would like to invite all providers from Cabell and Wayne counties to join us. We usually meet the second Saturday of each month at the library or a provider's home. If you are interested in learning more about the CWFCCA contact Kathy Baker at 529-6246. We are planning a toy rummage sale in the spring, if you are interesting in donating please contact our Secretary, Pam Taylor 736-0413. Please remember that you do receive training hours for licensing by attending the workshops that we offer. Membership dues are due January 1 and are \$15.00, these are tax deductible. You do not have to join the first time you come to a meeting and you do not have to be a member to attend our workshops.

|               |  |
|---------------|--|
| January 13th  | 10:00 a.m.-12:00 noon at the Guyandotte Library<br>Training- Developing Management Policies presented by Kathy Baker |
| February 10th | 10:00 a.m.-12:00 noon at the Guyandotte Library<br>Training -Math By Renee Childers                                  |
| March 10th    | 10:00 a.m.-12:00 noon at the Guyandotte Library<br>Working on the Non Profit Status                                  |
| April 7th     | 10:00 a.m.-12:00 noon at the Kathy Baker's Home<br>Call for Directions 529-6246.<br>Working on Bylaws                |

Submitted by Kathy Baker

## Attention Boone, Logan and Mingo Family Child Care Providers



My name is Paula Stewart, I am the TRAILS Van Specialist and I will be working with your new Family Child Care Association. During my days as a Family Child Care provider I had the opportunity to be a part of the Cabell Wayne Family Child Care Association. It was always a pleasure to meet and network with other Family Child Care Providers; we shared ideas about curriculum, and how to handle difficult parents and even shared resources. When a Huntington City Council member tried to charge us B&O taxes we met with the mayor and were able to avoid paying that tax. Being a member of our local association gave us credibility with our parents to treat us in a more professional manner.

It would be my pleasure to help those of you in Boone, Logan, and Mingo counties get your very own Family Child Care Association up and running. Just let me know you are interested by giving me a call at 1-800-894-9540 Ext. 430, when I visit your home or at the Super Saturday in March. Hope to be speaking with you real soon!

Link Child Care Resource and Referral  
c/o River Valley Child Development Services  
611 7th Ave., Suite 200  
Huntington, WV 25701  
523-9540 or 1-800-894-9540



NON PROFIT ORGANIZATION  
US POSTAGE  
**PAID**  
PERMIT NO. 43  
HUNTINGTON, WV

## Link Child Care Resource & Referral Child Care Providers' Newsletter and Training Information

A Program of River Valley Child Development Services.  
Visit us on the web at or [www.wvdhhr.org/Link](http://www.wvdhhr.org/Link)