



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

Bureau for Children and Families

Commissioner's Office

350 Capitol Street, Room 730

Charleston, West Virginia 25301-3711

Telephone: (304) 558-0628 Fax: (304) 558-4194

**Joe Manchin III
Governor**

**Martha Yeager Walker
Secretary**

November 20, 2006

Dear Child Care Provider:

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. Attached to this letter is information from the State Auditor's Office about the new direct deposit process, which includes answers to a number of questions about how this process will work and how to submit an application. An application form is also enclosed.

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 (the 8-digit number beginning with 300.....) is located on the top of your address label. 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 or www.wvfacts.org. 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 in the postage-paid envelope 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