

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Child and Family Services  
11 State House Station  
2 Anthony Avenue  
Augusta, Maine 04333-0011  
Tel.: (207) 624-7900; Toll Free: (877) 680-5866  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5282

## **MEMORANDUM**

**TO:** Child Care Subsidy Program Families and Providers

**FROM:** Office of Child and Family Services

**DATE:** August 25, 2021

**SUBJECT:** Child Care Subsidy Program Reimbursement Based on Attendance Updates

---

The Office of Child and Family Services (OCFS) Child Care Subsidy Program (CCSP) began reimbursing based on enrollment versus attendance on 03/27/21 until 09/25/21. OCFS is pleased to announce that through the American Rescue Plan Act (ARPA) CCDF Discretionary funds Maine received, we will be continuing this benefit through 9/30/23 or until funding is no longer available.

As a reminder:

- Providers may bill up to the maximum hours on a child's award letter, whether the child is in attendance or not.
- When a Child is absent from the program beyond two (2) consecutive weeks for the same Reasonable Cause, the Child Care Provider must obtain prior written approval from the Department to continue Child Care Subsidy Payment.
- Parents still need to report absences to their provider. Unacceptable Absence means a lack of attendance by a Child at the Child Care Service for more than two (2) calendar days per month without Reasonable Cause or previous approval from the Department.

**Providers must still complete billing forms.** Regular Hours will be the actual hours the child is in attendance and Excused Hours will be the hours added to bring the child up to the maximum authorization allowed as approved on the award letter.

- Example: Jane Doe is a school age child and has been awarded a subsidy up to full time hours (30 hours). Jane typically attends child care full time in the summer and part time during the school year, Monday 7-8 am, Tuesday 8 am-5 pm, Wed 7-8 am, Thursday 8 am-5 pm, Friday 7-8 am for a total of 21 hours per week. The billing form during the school year would read 21 Regular Hours and 9 Excused Hours to add up to 30 full time hours.

If you have any questions, please email [CCSP.DHHS@maine.gov](mailto:CCSP.DHHS@maine.gov) or call 624-7999.