

## Quick Reference Guide to Provider Billing

Provider billing is submitted after care is complete, but no sooner than Friday at 5:00 p.m. following the bi-weekly billing schedule. For billing to be processed that week it must be submitted by noon on Wednesday. For billing to be paid it must be submitted within 60 days of the established deadline. Once it is submitted free of errors the Department will pay the childcare provider within fifteen days of receipt. The below information is a quick reference guide to billing. For complete information refer to your Provider Agreement and Child Care Affordability Program Rules.

### Column Explanation

**Parent Fee Current Y/N** - Parent portion paid to the provider by the parent.

**Regular Hours** – Total physical hours the child attended for the week between 6:00a.m.- 6:00 p.m. Monday-Friday.

**Excused Hours** – Absences that you know about and must be noted on the form. **Reasonable Cause** means Department-Approved reasons for a Child’s absence from a Child Care Provider’s program which may include, without limitation: Federal/State holidays; Parental vacation days; inclement weather defined by a snow day when local schools are closed; illness of the Child or other immediate Family member; appointments; transportation issues that affect the Parent’s ability to transport the Child to care; Family visitations: Family emergencies, including, but not limited to, surgery, medical treatments, or accidents; or catastrophic events affecting the Family, including but not limited to fires, storms, or accidents.

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.

During Summer vacations, children not in care due to parent visitation agreement, will need to have their CCPP put “on hold” status.

**Excused Days** - skip

**Un-excused Hours** - 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.

**Provider Vacation** To maintain continuity of Child Care Services, in a twelve (12) month period (January to January), the Department will pay the Child Care Provider for: state holidays and up to fifty (50) hours of Child Care Provider vacation time as required by federal law (45 C.F.R. §98.45)

\* **Tip:** Many providers take vacation the same week that a holiday falls on ex: July 4<sup>th</sup> week and Christmas week. CCAP will get a billing form using 40 hours of vacation time. The provider may bill 8 hours for the holiday during that vacation week as excused. Full time care is

30 hours. An additional 22 hours of vacation time would equal full time pay for the week for a provider. This leaves the provider enough time for a 2<sup>nd</sup> paid vacation during the Christmas break.

**Provider Training** To maintain continuity of Child Care Services, in a twelve (12) month period (January to January) the Department will pay the Child Care Provider for: up to forty (40) training hours.

**Unexcused Days** – skip

**Off Hours** – Care between the hours of 6:00 p.m. and 6:00 a.m. and on weekends. An additional payment of 35% of the providers base rate for the hours used will be paid)

**Total Hours- total hours of care for the week – Add up**

**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

**Week 2 Billing Period: 9/25/2021 - 10/1/2021**

Child	Age Group	Parent Fee Current Y/N	Regular Hours	Excused Hours	Excused Days	Un-excused Hours	Provider Vacation	Provider Training	Un-excused Days	Off Hours	Total Hours
	Toddler										
	Infant										
	Preschooler										

Infant means a child six (6) weeks through twelve (12) months of age

Toddler is a child thirteen (13) months through thirty-six (36) months of age

Preschooler is a child more than 36 months of age but not yet enrolled in kindergarten

School age is a child enrolled in kindergarten

	Full Time	Part Time	Half Time	Quarter Time
Infant/Toddler/Preschool	30 + hours per week	20-29 hours per week	10-19 hours per week	1-9 hours per week
School Age	30 + hours per week	11-29 hours per week	6-10 hours per week	1-5 hours per week