IN-HOME CARE PARENT/CARETAKER PROVIDER AGREEMENT

APPENDIX C – RULES FOR PAYMENT IN THE SUBSIDIZED CHILD CARE PROGRAM

A. REIMBURSEMENT

The CCIS will make monthly payments to the parent/caretaker. The CCIS will reimburse the parent/caretaker only for the CCIS-approved hours and days child care was actually provided for each authorized child. Reimbursement will not be made for a child who was out of the home during the approved hours of care. The parent/caretaker is eligible for reimbursement based on the “Enrollment begin date” on the Enrollment Summary. Reimbursement is based on the eligibility status of the family and individual children.

B. PAYMENT

The provider’s daily rates for care can be found in Appendix B.

C. SUBMITTING AN INVOICE FOR PAYMENT

The provider must accurately complete attendance invoices each month and document all absences for children who are not in care. The provider must confirm the days the child received care and note any days the child was not in the home. Payment will begin on the first day the provider cares for the child. Both the provider and the parent/caretaker must sign the Attendance Invoice. The invoice must be submitted to the CCIS monthly on a form provided by OCDEL.

The CCIS may audit a provider who utilizes the No Change code on a regular basis when completing Attendance Invoices. Non-compliance with accurate completion of Attendance Invoices may lead to termination of the Agreement and referral to the Office of Inspector General (OIG) for fraud investigation.

The invoice is due to the CCIS by the fifth calendar day of the month following the month child care is provided. The CCIS will not make a payment for an individual child until the signed invoice is received.

The CCIS may terminate the Provider Agreement if more than two invoices are received by the CCIS following the 20th calendar day of the month following the month in which child care is provided and the CCIS has taken steps to work with the parent/caretaker but was unable to resolve the problem.

The CCIS will not make payment on any invoice received more than 60 calendar days following the last day of the calendar month that child care is provided. Invoices for the months of May and June of the current fiscal year must be received by July 31st.

D. FRAUD

All cases of suspected fraud will be referred to the OIG. OCDEL may instruct the CCIS to delay or withhold payment, in part or in full, pending the outcome of an OIG investigation for suspected fraud.

E. COLLECTION OF OVERCHARGES

The parent/caretaker must make restitution to the CCIS for any overcharge of the reimbursement of child care in the event the child was not eligible for subsidized child care or the parent/caretaker terminated the in-home child care arrangement without notifying the CCIS. If the overcharge is not paid, a referral will be made to the Commonwealth’s collection agent.