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303.1 GENERAL POLICY

The Office of Child Development and Early Learning (OCDEL) encourages parent-choice in the selection of a child care provider by subsidized child care clients. Information and direction regarding child care provider selection are given by the Child Care Information Service (CCIS) agencies located throughout Pennsylvania and are available online through COMPASS at www.humanservices.state.pa.us/compass/providersearch.

Parents select a provider that best meets the needs of their family – as long as the child care provider meets the requirements established by OCDEL. This includes the use of providers located outside of the Commonwealth of Pennsylvania.

Child care providers physically located outside of the Commonwealth of Pennsylvania must comply with a number of requirements in addition to those outlined in [Chapter 300 - Regulated Provider Management](#) and [Chapter 301 - Unregulated Provider Management](#).

These Out-of-State child care providers - both regulated and unregulated - must be operating legally according to the requirements for the state in which the subsidized child care provider is located.

Out-of-State providers will never be referred through the CCIS Resource and Referral (R&R) process. They will always be R&R inactive and will not complete a provider profile.

NOTE: Out-of-State providers are not eligible for Provider Self-Service or On-line Attendance.

The CCIS agency that either requests entry of or enters the Out-of-State provider into PELICAN Child Care Works (PELICAN CCW) must enter into a contractual arrangement with Out-of-State child care providers as specified in the Regulated Provider Management and Unregulated Provider Management chapters referenced above. The CCIS agencies will also collect information regarding the legal operation of an Out-of-State provider in accordance with the policies and procedures set forth in this chapter.

[See Manual Section 303.12.3.1 Questions –303.1 – General Policy](#)

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303.2 DEFINITIONS & ACRONYMS

[See Chapter 101 – Definitions & Acronyms for a complete, alphabetical listing of definitions and an alphabetical table of acronyms.](#)

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303.3 GOALS & OBJECTIVES

[See Manual Section 303.12.1 – Goals](#) and [Manual Section 303.12.2 – Objectives](#)

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303.4 OCDEL RESPONSIBILITIES

The following establishes the responsibilities of OCDEL. OCDEL is responsible for supporting the CCIS management of Out-of-State providers by:

1. Creating regulated provider in PELICAN CCW.
2. Reminding CCISs annually to obtain verification from regulated Out-of-State providers to assure they are operating legally.
3. Maintaining the necessary regulated Out-of-State provider **Federal Tax Information, Regulated Out-of-State Child Care Facility Information** form used by CCISs.
4. Assigning CCIS ownership in PELICAN CCW for Out-of-State providers, as necessary.
5. Closing Out-of-State regulated providers in PELICAN CCW, as appropriate.
6. **Entering rates in PELICAN CCW for Out-of-State regulated providers.**

[See Manual Section 303.12.3.2 Questions –303.4 – OCDEL Responsibilities](#)

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303.5 CCIS RESPONSIBILITIES

The following establishes the responsibilities of the CCIS that either requests entry of or enters the provider into PELICAN CCW. The CCIS will manage Out-of-State providers by:

1. Obtaining the legal entity (LE), physical location and tax information for the Out-of-State provider.
2. Obtaining a signed provider agreement.
3. Creating Out-of-State unregulated Relative/Neighbor (R/N) provider record in PELICAN CCW, if appropriate.
4. **Generate R/N Agreement Appendix B for Out-of-State unregulated providers and Regulated Agreement Appendix C-2 for Out-of-State regulated providers.**
5. Maintaining copies of documents in a paper file for each Out-of-State provider.
6. Contacting OCDEL to have CCIS ownership of the Out-of-State provider assigned in the system when necessary.
7. Notifying the provider and the parent(s) with enrollments at the Out-of-State location when the Out-of-State provider's agreement with the CCIS will end.

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8. Notifying the assigned OCDEL staff person when an Out-of-State provider needs to be closed.

[See Manual Section 303.12.3.3 Questions –303.5 – CCIS Responsibilities](#)

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303.6 OUT-OF-STATE UNREGULATED R/N PROVIDERS

When the CCIS becomes aware of an Out-of-State R/N provider who agrees to enroll a subsidy-eligible child from Pennsylvania, the Provider Specialist must:

1. Contact the provider.
2. Follow the process and timelines detailed in the R/N Provider Management chapter.
3. Explain that the provider must complete a face-to-face meeting
4. Collect the following information either prior to or during the face-to-face meeting:
 - Provider information - Name, Date of Birth, Tax Number.
 - Physical location information including Name, Address and Phone Number.
 - Tax information on a W-9 Form.
 - **Signed provider agreement.**
 - Federal fingerprint clearance.
 - CareCheck Application.
 - Proof of identity, address and working telephone at the physical location.
5. Maintain the Out-of-State R/N documentation in a provider file.
6. Enter the R/N provider into PELICAN CCW as follows:
 - Click Provider on the Main Navigation bar.
 - Click Provider Search on the Sub Navigation bar.
 - Enter the search criteria and click Search
 - If the provider is not found, click the Go button next to Create New Legal Entity.
 - Click the Provider Type drop-down box and select R/N from the list.
 - Enter a Subsidy Effective Date, which is the date you want to begin enrollments with this provider.
 - Select the primary worker who will maintain this file from the Provider Load drop-down box.
 - Click Next.
 - Enter the Legal Entity Demographic information obtained for the provider.

NOTE: Select Out-of-State Provider as the County.

 - Click Next.
 - Enter Regular for the CareCheck Type and enter the Initiated Date.
 - Click Next.

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- Enter the Legal Entity Physical Address information and Main Phone number.
 - Click Next.
 - Click the radio button next to the potential address and click Select Validated Address or click Continue with Unvalidated Address.
 - Click New Provider or click the radio button next to an existing provider and then click Select Provider.
7. Email a request to update the R/N's CCIS ownership to RA-ccmissedsupport@state.pa.us. Include the CCIS Office, Provider Name, Provider ID, County/Record number of the Parent/Caretaker requesting care and contact name at the CCIS.

[See Manual Section 303.12.3.4 Questions –303.6 – Out-of-State Unregulated R/N Providers](#)

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303.7 OUT-OF-STATE REGULATED PROVIDERS

The designated Human Services Program Specialist within OCDEL's Bureau of Subsidized Child Care Services enters Out-of-State regulated providers into PELICAN CCW.

The CCIS Provider Specialist will:

1. Contact the provider.
2. Provide and explain all the paperwork that needs to be completed.
3. Collect the following forms and documentation:
 - **Regulated Out-of-State Child Care Facility Information**
 - **Federal Tax Information, Out-of-State Child Care Facility**
 - **Verification of Legal Operation Letter**
 - Copy of current license or certificate issued by residing state regulatory authority noting legal operation of a child care facility
 - **Regulated Provider Agreement**
 - **Provider's published rates (those charges to private pay parents) from regulated providers**
4. **Determine whether the provider wishes to accept blended rates.**
5. Maintain the documentation in a provider file.
6. Mail, email or fax the Regulated Out-of-State Child Care Facility Information, Federal Tax Information, Out-of-State Child Care Facility, verification of federal tax information and a copy of the license or certificate, and the **regulated provider's published rates** to the following address:

Human Services Program Specialist
Bureau of Subsidized Child Care Services
Office of Child Development and Early Learning
333 Market Street
Harristown II, 6th Floor
Harrisburg, PA 17126-0333
OR

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Fax (717) 214-6575

7. **Advise OCDEL whether the provider would like to accept blended rates.**
8. Receive a new Legal Entity alert the day after the Human Services Program Specialist enters the Out-of-State provider into PELICAN CCW.
9. Add any additional information to the CCIS owned fields in PELICAN CCW as necessary. For specific details on CCIS owned fields, refer to **Chapter – 300 Regulated Provider Management.**

See Manual Section 303.12.3.5 Questions –303.7 – Out-of-State Regulated Providers

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PROVIDER RATES FOR OUT-OF-STATE PROVIDERS

Rates for Out-of-State providers are handled differently than in-state providers. The following guidelines apply to Out-of –State providers

- **OCDEL enters rates for regulated providers and marks the blended rate if applicable.** The provider is paid the Maximum Child Care Allowance (MCCA) based on the enrolled child’s county of residence.
- Each county CCIS office must generate a new **R/N Rates Agreement Appendix B for Out-of-State unregulated providers and Regulated Agreement Appendix C-2 for Out-of-State regulated providers** locally since Out-of-State providers who serve children from different counties are paid the MCCA based on the child's county of residence.

NOTE: The Location Rates Summary page in PELICAN CCW will display the Subsidy Payment Rate based on the MCCA for the owning CCIS. This is not always the rate paid for children enrolled by other counties.

- In Philadelphia and Allegheny Counties, only the owning CCIS should generate the **R/N Rates Agreement Appendix B for Out-of-State unregulated providers and Regulated Agreement Appendix C-2 for Out-of-State regulated providers.**

NOTE: The Location Rates Summary page in PELICAN CCW will be blank for unregulated providers as displayed below.

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Select...

MPI Location ID	Legal Entity Name	Location Name	Provider Certification ID	Provider ID
102141520-0001	4TH SITE	5TH SITE		8113228001-1

Keystone STARS Quality Rating

266: Provider is out of State

Rate Screen as of:

Provider Type: R/N

Rates Effective Date:

Accepts Blended Rate: Yes

Blended Rate Effective Date: 10/1/2008

Converted Payment Rate (Daily Rates)

Unit Of Care	Infant	Young Toddler	Older Toddler	PreSchool	Young School Age	Old School Age
Full Time	--	--	--	--	--	--
Part Time	--	--	--	--	--	--

Max Child Care Allowance Effective Date:

Subsidy Payment Rate (Daily Rates)

Unit Of Care	Infant	Young Toddler	Older Toddler	PreSchool	Young School Age	Old School Age
Full Time	--	--	--	--	--	--
Part Time	--	--	--	--	--	--

Blended Rate (Daily Rates)

Unit Of Care	Infant	Young Toddler	Older Toddler	PreSchool	Young School Age	Old School Age
Blended Rate	--	--	--	--	--	--

Add-On Rates (When applicable)

Unit Of Care	Infant	Young Toddler	Older Toddler	PreSchool	Young School Age	Old School Age
Non-Traditional FT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non Traditional PT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[See Manual Section 303.12.3.6 Questions –303.8 – Provider Rates for Out-of-State Providers](#)

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303.9 CLOSURES FOR REGULATED OUT-OF-STATE PROVIDERS

Out-of-State regulated providers must follow the same rules for closures as providers that are located within the Commonwealth. The provider can be paid for a maximum of 15 closed days per year from July 1st through June 30th. These days must also be charged to private pay families.

The provider must indicate the closed days before July 1st of each year at a time specified by OCDEL. Once the days are identified and entered into PELICAN CCW, those days cannot be changed.

If a provider lists fewer than 15 days, the provider may add additional days as follows:

- The provider must notify the CCIS at least two weeks prior to adding a closed day.
- The provider must notify the CCIS within 3 days of reopening the facility following an emergency closure for reasons such as weather, utility outage, physical site damage or other unplanned closure.

Closures are entered in PELICAN CCW on the Closures Page by the owning CCIS using the following steps:

- From the Provider Management Home page, enter the Legal Entity ID in the Subsidy Profile Summary row (or click Provider Search, enter

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criteria and click Search. Click the Result Type hyperlink next to the provider, if applicable, and click the Select drop-down box and select Subsidy Profile from the list) and then click Go.

- Click the Closures hyperlink.
- Click New to add new Closures. To update a closure, click that day's Begin Closure hyperlink.

Location Closures Summary Select . . .

MPI Location ID	Legal Entity Name	Location Name	Provider Certification ID	Provider ID
101995904-0001	ANGELA MICHELLE WHITTINGTON			1113142531-1

Keystone STARS Quality Rating

Closure Dates for Fiscal Year 2010: July 1, 2009 to June 30, 2010

Begin Closure	End Closure	Paid
7/3/2009	7/3/2009	Y
9/7/2009	9/7/2009	Y
11/26/2009	11/27/2009	Y
12/24/2009	12/26/2009	Y
12/31/2009	1/1/2010	Y
4/2/2010	4/2/2010	Y
4/5/2010	4/6/2010	N
5/5/2010	5/5/2010	N
5/31/2010	5/31/2010	Y

[NEW](#) [HISTORY](#)

Closure Summary

Fiscal Year: Begin to End Dates
2010: July 1, 2009 to June 30, 2010
2009 : July 1, 2008 to June 30, 2009
2008 : July 1, 2007 to June 30, 2008

[NEW](#) [RETURN TO SUMMARY](#)

- Enter a Begin Closure date.
- Enter an End Closure date.
- Select the Paid checkbox if the day should be paid.
- Click Save.
- Repeat steps 3 through 7 for each additional closure.

NOTES:

A single day closure should be added with the same day Begin and End Date.

Closures with past Begin dates can be updated only within 60 days of the Begin Closure date. Closures with Begin dates in the past cannot be deleted.

[See Manual Section 303.12.3.7 Questions –303.9 – Closures for Regulated Out-of-State Providers](#)

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303.10 ANNUAL VERIFICATION OF LEGAL OPERATION FOR REGULATED OUT-OF-STATE PROVIDERS

Annually, OCDEL issues a Communiqué advising CCISs to verify legal operation (timelines are included). CCIS agencies must:

1. Mail the following documents to each regulated Out-of-State provider who is owned by that agency and is open in PELICAN CCW:
 - **Verification of Legal Operation Letter**
 - **Regulated Out-of-State Child Care Facility Information**
 - **Federal Tax Information, Out-of-State Child Care Facility**

The Out-of-State regulated provider is required to return completed forms to the CCIS by mid-February of the same year.

2. Follow step 2a or 2b below according to whether the provider complied with Step 1.
 - a. If the **provider returns the documents**, the CCIS must:
 - i) Copy the returned documents.
 - ii) Maintain the original copy of the documents in the Out-of-State provider file.
 - iii) Mail or fax copies to:

Human Services Program Specialist
Bureau of Subsidized Child Care Services
Office of Child Development and Early Learning
333 Market Street
Harristown II, 6th Floor
Harrisburg, PA 17126-0333
OR
Fax (717) 214-6575

- b. If the **provider fails to return the documents** by the due date, the CCIS will:
 - i. Notify the provider and the parent that the provider agreement will be terminated.
 - ii. Notify the parent that she must select a different child care provider.
 - iii. Suspend enrollments.

Beginning early March the OCDEL Human Services Program Specialist will close any Out-of-State provider location for which completed forms have not been received.

[See Manual Section 303.12.3.8 Questions –303.10 – Annual Verification of Legal Operation for Regulated Out-of-State Providers](#)

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303.11 UPDATED INFORMATION & ADDITIONAL RESOURCES

This section contains a listing of updated information distributed following issuance of this manual section via Announcements, Updates and Communiqués, as well as additional resources available to the CCIS.

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303.11.1 Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

303.11.2 Updates

DATE ISSUED	UPDATE NUMBER	TITLE

303.11.3 Communiqués

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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303.11.4 Additional Resources

SUBJECT	URL

303.12 TRAINING GUIDE

This section contains information pertinent to training the Out-of-State Provider Management Chapter. The following subsections contain the goals and objectives of the Chapter as well as helpful question and answer checkpoints.

303.12.1 Goals

The information in this section contains the goals with regard to entering and maintaining Out-of-State providers within PELICAN CCW. The following are the goals of this Chapter:

1. To provide instruction for the paperwork required from Out-of-State regulated providers who wish to participate in the Commonwealth's subsidized child care program.
2. To identify the information needed from unregulated R/N providers to be entered in PELICAN CCW by CCIS agencies.
3. To explain the annual verification process conducted each year to assure regulated providers continue to operate legally within their state of residency.

[Return to Manual Section 303.3 – Goals & Objectives](#)

303.12.2 Objectives

The information in this section contains the objectives for entering and maintaining Out-of-State child care providers in PELICAN CCW. The following are the objectives of this Chapter:

1. To understand OCDEL's responsibilities for entering and maintaining Out-of-State regulated child care providers in PELICAN CCW.
2. To understand the CCIS's responsibilities for entering and maintaining unregulated R/N Out-of-State child care providers in PELICAN CCW.
3. To understand how payments are determined for Out-of-State child care providers.

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4. To understand how to enter regulated Out-of-State provider's yearly closed days into PELICAN CCW.
5. To understand the regulated Out-of-State provider annual verification process.

[Return to Manual Section 303.4 - OCDEL Responsibilities](#)

[Return to Manual Section 303.5 - CCIS Responsibilities](#)

[Return to Manual Section 303.6 – Out-of-State Unregulated R/N Providers](#)

[Return to Manual Section 303.7 - Out-of-State Regulated Providers](#)

[Return to Manual Section 303.8 – Provider Rates for Out-of-State Providers](#)

[Return to Manual Section 303.9 – Closures for Regulated Out-of-State Providers](#)

[Return to Manual Section 303.10 – Annual Verification of Legal Operation for Regulated Out-of-State Providers](#)

303.12.3 Section Checkpoint Questions

The Policy Division of the Bureau of Subsidized Child Care Services developed the following questions as a checkpoint to ensure comprehension of the information presented within this Chapter. Upon review of the information within this Chapter, CCIS staff should be able to answer all of the questions listed below.

303.12.3.1 Questions – Manual Section 303.1 – General Policy

1. TRUE OR FALSE. Out-of-State regulated providers can participate in the Resource & Referral program.

[See Answers](#)

303.12.3.2 Questions – Manual Section 303.4 – OCDEL Responsibilities

2. TRUE OR FALSE. OCDEL is responsible for closing regulated Out-of-State providers in PELICAN CCW.

[See Answers](#)

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303.12.3.3 Questions – Manual Section 303.5 – CCIS Responsibilities

3. The CCIS which enters the Out-of-State provider in PELICAN CCW must:
 - a. Obtain the legal entity, location and tax information for the Out-of-State provider.
 - b. Obtain a signed provider agreement.
 - c. Maintain copies of documents in a file.
 - d. All of the above.

[See Answers](#)

303.12.3.4 Questions – Manual Section 303.6 – Out-of-State Unregulated R/N Providers

4. TRUE OR FALSE. An R/N Out-of-State provider does not need to come to the CCIS for a face-to-face interview.

[See Answers](#)

303.12.3.5 Questions – Manual Section 303.7 - Out-of-State Regulated Providers

5. For Out-of-State regulated providers, the CCIS is responsible for collecting and forwarding which of the following to OCDEL:
 - a. Regulated Out-of-State Child Care Facility Information
 - b. Federal Tax Information, Out-of-State Child Care Facility
 - c. Verification of Legal Operation Letter
 - d. Copy of current license or certificate issued by the Out-of-State regulatory authority confirming legal operation of the child care facility
 - e. Regulated Provider Agreement
 - f. **Provider's published rates (those charges to private pay parents)**
 - g. All of the above

[See Answers](#)

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303.12.3.6 Questions - Manual Section 303.8 – Provider Rates for Out-of-State Providers

6. TRUE OR FALSE. Rates should be entered for regulated Out-of-State providers.
7. Payment rates for Out-of-State providers are paid based on:
 - a. The location of the provider.
 - b. The county of residence of the enrolled child.
 - c. The Converted Payment Rate entered in PELICAN CCW.
 - d. All of the above.
 - e. None of the above.

[See Answers](#)

303.12.3.7 Questions - Manual Section 303.9 – Closures for Regulated Out-of-State Providers

8. Regulated Out-of-State providers can have a maximum of _____ closed days per fiscal year.
 - a. 10
 - b. 7
 - c. 15
 - d. None

[See Answers](#)

303.12.3.8 Questions - Manual Section 303.10 Annual Verification of Legal Operation for Regulated Out-of-State Providers

9. TRUE OR FALSE. Annually, Out-of-State regulated providers need to return verification forms to the CCIS by mid-February.

[See Answers](#)

303.12.4 Section Checkpoint Answers

The Policy Division of the Bureau of Subsidized Child Care Services provided the answers to all the questions asked in Manual Section 303.11.3 – Section Checkpoint Questions.

303.12.4.1 Answers – Manual Section 303.1 – General Policy

1. FALSE – Out-of-State regulated providers do not participate in Resource & Referral and do not need to submit a provider profile.

[Return to Manual Section 303.1 – General Policy](#)

303.12.4.2 Answers – Manual Section 303.4 – OCDEL Responsibilities

2. TRUE.

[Return to Manual Section 303.4 – OCDEL Responsibilities](#)

303.12.4.3 Answers – Manual Section 303.5 – CCIS Responsibilities

3. d. – All of the above.

[Return to Manual Section 303.5 – CCIS Responsibilities](#)

303.12.4.4 Answers – Manual Section 303.6 – Out-of-State Unregulated R/N Providers

4. FALSE – All R/N providers, regardless of if they live within Pennsylvania or outside of the state, need to attend a face-to-face meeting with a CCIS.

[Return to Manual Section 303.6 – Out-of-State Unregulated R/N Providers](#)

303.12.4.5 Answers – Manual Section 303.7 – Out-of-State Regulated Providers

5. g. – All of the above.

[Return to Manual Section 303.7 – Out-of-State Regulated Providers](#)

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303.12.4.6 Answers- Manual Section 303.8 –
Provider Rates for Out-of-State
Providers

6. **FALSE – OCDEL enters rates for
regulated providers.**

7. b. - The County of residence of the
enrolled child.

**Return to Manual Section 303.8 –
Provider Rates for Out-of-State
Provider**

303.12.4.7 Answers - Manual Section 303.9 –
Closures for Regulated Out-of-State
Providers

8. c. - 15.

**Return to Manual Section 303.9 –
Closures for Regulated Out-of-State
Providers**

303.12.4.8 Answers - Manual Section 303.10 –
Annual Verification of Legal
Operation for Regulated Providers

9. TRUE.

**Return to Manual Section 303.10–
Annual Verification of Legal Operation
for Regulated Out-of-State Providers**