

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. Reimbursement begins on the date noted on the Enrollment Summary as “the date the child is eligible for reimbursement.” 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 parent must submit an attendance invoice to the CCIS on a monthly basis on a form provided by OCDEL. The invoice must include the days of attendance for each child as well as the days the provider was present in the home and provided child care. The invoice is due to the CCIS by the fifth calendar day of the month following the month child care is provided. CCIS will not make a payment for an individual child until the signed invoice is received.

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. 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.