

BILLING FORM

Scenario 1:

Daily billing, normal attendance, explaining math calculations

REFERENCES

- * Unit Type: H=Hourly D=Daily W=Weekly O=Other
- * Attendance Codes: A=Absent Day H=Holiday

Child Name: _____ Service Period: 02/01/2019 - 02/14/2019

This top section is completed with how you would bill the client.

Unit type and rate should match what would be billed to a private pay client.

Age Group	Auth Hours	Unit Type	Nbr of Units	Unit Rate	Amount Billed	Reg Fees	Sub-Total
Toddler	80	D	10	\$30	\$300		\$300

Nbr of Units x Unit Rate = Amount Billed

Amount Billed + Reg Fees = Sub-Total

Copay Collected: / N ← Was the copay collected? Family Copay: 2.00
 Waived: Y / N Payment Plan: Y / N Total: \$298.00

Subtract the 'Family Copay' from the sub-total to calculate the Total. ↑

The copay amount reduces the county reimbursement amount.

CCAP does not pay copays that are not collected.

Daily Scheduled Attendance Record

This bottom section determines how Child Care Assistance will reimburse your daycare.

Under "Scheduled # of Hours," list the hours the child was scheduled or attended, whichever is greater. Under the 'Totl' box, enter the sum of all hours.

Round hours up for each session (no partial hours). If you watch a child for two sessions in a day, such as before and after school, round each session up and add them together.

Beginning 02/02/2019	Mon 01	Tue	Wed	Thu	Fri	Sat	Sun	Mon 08	Tue	Wed	Thu	Fri	Sat	Sun	Totl
Scheduled # of Hours	8	8	8	8	8			8	8	8	8	8			80
Attendance A=Absent H=Holiday															

Absent days are days the child was scheduled to attend, but was not in attendance.

Holidays are days that your daycare listed on their CCAP registration form (10 days per year).

CCAP cannot pay for provider vacation days, provider sick days or any other days that child care is not available, except for holidays.

You may still bill the client for that day, but do not bill that day to CCAP as an absent day or holiday.

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Scenario 2:

Unpaid copay with payment plan, absent day,
registration fee, mixed billing types

REFERENCES

- * Unit Type: H=Hourly D=Daily W=Weekly O=Other
- * Attendance Codes: A=Absent Day H=Holiday

Child Name: _____ Service Period: 02/01/2019 - 02/14/2019

Age Group	Auth Hours	Unit Type	Nbr of Units	Unit Rate	Amount Billed	Reg Fees	Sub-Total
Toddler	80	W	1	\$150	\$150	\$30	\$180
		D	3	\$30	\$90		\$90

Copay Collected: Y/Ⓝ ← Copay was not collected Family Copay: 50.00
 Waived: Y/Ⓝ Payment Plan: Ⓜ/N Total: \$220.00

You are not ↑
waiving the copay

↑ You have a payment plan with the client for the copay to be paid later.
 If the client fails to pay their payment plan, contact the worker listed on the front of the billing form.

Daily Scheduled Attendance Record

Beginning 02/02/2019	Mon 01	Tue	Wed	Thu	Fri	Sat	Sun	Mon 08	Tue	Wed	Thu	Fri	Sat	Sun	Totl
Scheduled # of Hours	8	8	8	8	8			8	8	8					64
Attendance A=Absent H=Holiday		A													

↑ Use letter code A to mark an absent day.

Legal Non-licensed (LNL) providers may not bill absent days to CCAP.

If the child is usually scheduled for 8 hours, on Absent days and Holidays, enter 8.

If a child stops attending prior to the end of a 15 day notice period, you may bill absent days for days the child was scheduled to attend. When available, up to 10 absent days in a row may be paid.

BILLING FORM

Scenario 3:

Unpaid copay with no payment plan, hourly billing,
the day after Thanksgiving as Holiday being billed

REFERENCES

- * Unit Type: H=Hourly D=Daily W=Weekly O=Other
- * Attendance Codes: A=Absent Day H=Holiday

Child Name: _____ Service Period: 11/17/2019 - 11/30/2019

Age Group	Auth Hours	Unit Type	Nbr of Units	Unit Rate	Amount Billed	Reg Fees	Sub-Total
Toddler	80	H	72	\$3	\$216		\$216

Copay Collected: Y/ ← Copay was not collected Family Copay: 50.00

Waived: Y/ Payment Plan: Y/ Total: \$166.00

You are not ↑
waiving the copay

↑ You do not have a payment plan with the client.
Client's case will close unless the copay is paid timely.

If you do not mark whether the copay was collected, the county must assume it was collected.
We cannot retroactively change that a copay was not collected and close the client's case.

Daily Scheduled Attendance Record

Beginning 11/17/2019	Mon 17	Tue	Wed	Thu	Fri	Sat	Sun	Mon 24	Tue	Wed	Thu	Fri	Sat	Sun	Totl
Scheduled # of Hours	6	7	7	6	6			6	6	8	6	6			64
Attendance A=Absent H=Holiday				H	H										

↑ Use letter code H to mark a Holiday.

Legal Non-licensed (LNL) providers may bill Holidays to CCAP.

As per the example, you may bill the day after Thanksgiving as a Holiday if you have substituted it for another Holiday (e.g. Columbus Day) in your CCAP registration and on your policy.

If the child is usually scheduled for 6 hours, on Absent days and Holidays, enter 6.

If the child attends more than the scheduled hours, enter the actual attended hours.

If the child attends less than the scheduled hours, enter the scheduled hours.