Child Care Assistance Program Billing Form Guide

This guide shows several examples of how to complete a Child Care Assistance Program Billing Form.

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

Child Name: ___________________________  Service Period: 01/01/2019 - 01/14/2019

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Auth Hours</th>
<th>Unit Type</th>
<th>Nbr of Units</th>
<th>Unit Rate</th>
<th>Amount Billed</th>
<th>Reg Fees</th>
<th>Sub-Total</th>
</tr>
</thead>
</table>

Copay Collected:  Y / N  Family Copay:  0.00
Waived:  Y / N  Payment Plan:  Y / N  Total:

Daily Scheduled Attendance Record

<table>
<thead>
<tr>
<th>Beginning 01/01/2019</th>
<th>Mon 01</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon 08</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Totl</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Attendance</th>
<th>A=Absent  H=Holiday</th>
</tr>
</thead>
</table>

GLOSSARY:
CCAP: Child Care Assistance Program
Auth Hours: Hours per biweekly period the client is authorized for CCAP.
Reg Fees: Registration Fees that you charge, subject to county maximum amounts.
  Legal Non-licensed providers (LNLs) are not eligible for registration fees.
Unit Rate: Your charge per Unit Type (e.g. One week costs $200)
Unit Type: Hourly, Daily, Weekly, Other
  Unit Type must be one of these four options, even if billing e.g. Monthly.
  Legal Non-licensed providers (LNLs) may only bill using the Hourly code.
Absent Day: A day a child was scheduled to attend, but was absent.
  Each child has 25 absent days per calendar year, total amongst all providers.
Holiday: One of the 10 holidays indicated when your provider registration form was completed.
  Holidays must cultural or religious holidays, and be listed in your written policy.
Copay: The amount the county reimbursement is reduced by, that the client owes to the provider.
  If the copay exceeds the amount billed, do not collect more than the billed amount.
Waived: If you decide to not collect the copay. You will not be paid this amount by CCAP.
Payment Plan: If the copay is not collected, but you have worked out a payment plan for the client to pay the copay amount at a later date.

Do NOT sign the billing form before the last date of care provided in the biweekly period.
Clients must review the hours being billed and sign after the back side is completed.
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:  
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.

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Auth Hours</th>
<th>Unit Type</th>
<th>Nbr of Units</th>
<th>Unit Rate</th>
<th>Amount Billed</th>
<th>Reg Fees</th>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toddler</td>
<td>80</td>
<td>D</td>
<td>10</td>
<td>$30</td>
<td>$300</td>
<td></td>
<td>$300</td>
</tr>
</tbody>
</table>

Nbr of Units x Unit Rate = Amount Billed

Amount Billed + Reg Fees = Sub-Total

Copay Collected:  Y / 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.

<table>
<thead>
<tr>
<th>Beginning 02/02/2019</th>
<th>Mon 01</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun 08</th>
<th>Tue</th>
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<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Totl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled # of Hours</td>
<td></td>
<td>8</td>
<td>8</td>
<td>8</td>
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<td>8</td>
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<td>8</td>
<td>8</td>
<td>80</td>
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<tr>
<td>Attendance A=Absent H=Holiday</td>
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</tbody>
</table>

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.
BILLING FORM

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: Y / Ⓟ

Copay Collected: Y / Ⓟ ← Copay was not collected  Family Copay: 50.00
Waived: Y / Ⓟ  Payment Plan: ⓭ / 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

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>02/02/2019</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
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<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
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<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Period: 02/01/2019 - 02/14/2019</td>
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</tbody>
</table>

↑ 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: [Child Name]

<table>
<thead>
<tr>
<th>Service Period: 11/17/2019 - 11/30/2019</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Auth Hours</th>
<th>Unit Type</th>
<th>Nbr of Units</th>
<th>Unit Rate</th>
<th>Amount Billed</th>
<th>Reg Fees</th>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toddler</td>
<td>80</td>
<td>H</td>
<td>72</td>
<td>$3</td>
<td>$216</td>
<td></td>
<td>$216</td>
</tr>
</tbody>
</table>

Copay Collected: Y/ṇCopay was not collected
Payment Plan: Y/ṇYou do not have a payment plan with the client.
Waived: Y/ṇClient's case will close unless the copay is paid timely.

You are not ↑ waiving the copay

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

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<thead>
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<th>Beginning 11/17/2019</th>
<th>Mon 17</th>
<th>Tue</th>
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<tbody>
<tr>
<td>Scheduled # of Hours</td>
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<td>Attendance</td>
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↑ 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.