

# Provider Reimbursements

Community Connection for Child Care



*Kern County*  
**Superintendent of Schools**  
*Office of Mary C. Barlow ...advocates for children*



# Disclaimer

*Practices are subject to change with the amendment to Education Code 8263 and 8263.1*

# Broadly Consistent

- Child care hours of service that do not result in a change in the assessment of a family fee (full-time to part-time or vice versa).
- Child care hours of service that do not result in a change to the Regional Market Rate ceiling that was based on the certified need for child care (full time to part time or vice versa).



# Review of Attendance Record



Review the attendance record to determine if care used was broadly consistent with the certified need.



# Not Broadly Consistent

- If the child care used is **inconsistent** with the certified hours, and the inconsistency is not temporary, parents are contacted to determine if their child care need has changed.

# Change in Child Care Need

- If the child care need has changed, steps are taken to update the parent file. This can include but is not limited to:
  - Issuing a request for information/update to the parent
  - Changing the parent's/child's certification of hours
  - Issuing a termination NOA for failure to report changes, improper use of child care, etc.

# APMU Review –

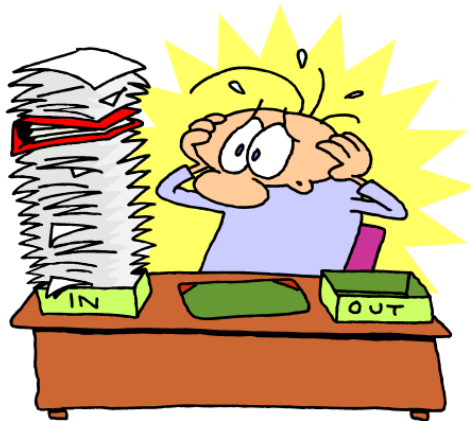
## Provider Reimbursement Findings

Attendance and Provider Reimbursement – 5 CCR, Section 18075, 18076, 18413 and Management Bulletin 14-04.

- Not utilizing a single rate category
  - Reimbursed using a pro-ration of part time and full time monthly rate
- Incorrect RMR ceiling for a variable schedule
  - Reimbursed FT rate, actual use was PT
- Did not reimburse on the Child Care Certificate
  - Set schedule paid for actual use

# *Guidelines for Provider payments*

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# Provider Reimbursement

	Licensed	Exempt
<b>Predictable Schedule- Full time</b>	<ul style="list-style-type: none"> <li>• Pay per the child care certificate</li> <li>• If the provider charges for absences, do not adjust for absences. If the provider does not charge for absences, the payment should be adjusted because we cannot pay more than what the provider charges.</li> <li>• Pro-rate for non-operation days that exceed 10.</li> </ul>	<ul style="list-style-type: none"> <li>• Pay per child care certificate.</li> <li>• Do not adjust for absences.</li> <li>• Adjust for days the provider was closed and unavailable to provide care (i.e. the Attendance Log indicates the provider was closed).</li> </ul>
<b>Predictable Schedule- Part time</b>	<ul style="list-style-type: none"> <li>• Pay per the child care certificate</li> <li>• If the provider charges for absences, do not adjust for absences. If the provider does not charge for absences, the payment should be adjusted because we cannot pay more than what the provider charges.</li> <li>• Pro-rate for non-operation days that exceed 10.</li> </ul>	<ul style="list-style-type: none"> <li>• Pay per child care certificate.</li> <li>• Adjust the payment when the child is absent on an enrolled day.</li> <li>• Pay unscheduled but documented hours (i.e. minimum days at school.)</li> <li>• Remember that when there is no RMR ceiling for an exempt provider, a ceiling can be determined by multiplying the RMR hourly ceiling by the hours of certified need. The lesser of the provider's rate or the derived ceiling will be paid.</li> </ul>
<b>Variable/Unpredictable Schedule Part time &amp; Full Time</b>	<ul style="list-style-type: none"> <li>• Payment for unpredictable/variable schedules will be based on the actual days and hours used, up to the maximum certified hours. Child Care certificates will need to indicate a range of hours authorized and the corresponding rates (i.e. FT &amp; PT rates).</li> <li>• Because payment will be based on actual services provided, non-operation days will not be considered in the payment assessment.</li> <li>• The payment will be assessed based on the rate type in the child care certificate. If monthly, assess the whole month; if weekly assess each week in the month.</li> </ul>	

# Predictable Schedule

- Parent is certified to use full time care M-F at \$125.00/week. Child is out sick 3 days in the month.
- Reimburse the number of weeks in the month.
  - Exceptions:
    - provider charges for actual attendance only.

# Unpredictable Schedule

- Reimbursement is based on actual child care used and rate category.
- What is the rate category?
  - Monthly – review the hours of care in the month – if under 130, pay a part time month. If 130 or more, pay a full time month.
  - Weekly – review the hours of care in each week of the month. Some weeks may be part time (under 30) others may be full time (30 or more). Each week must be paid according to the number of hours in the week.
  - Daily and hourly rates are assessed for each day care is used

# Variable/Unpredictable Schedule Example

- Family is authorized for a variable schedule up to 35 hours per week. The rates in the certificate are \$100 for a full time week and \$75 for part time care.
  - The Attendance Logs indicate the following:
    - Week one: 35.42 hours = 100
    - Week two: 20.38 hours = 75
    - Week three: 30.17 hours = 100
    - Week four: 29.17 hours = 75
- The provider's payment is \$350.



# Prorating Monthly and Weekly Rates for School Age Children

- Pursuant to 5 CCR, Section 18076, Limitations on Reimbursements, “contractors shall only reimburse providers using a single rate category.”
- This means that prorating a FT and PT monthly or weekly rate in order to reimburse a provider FT for a holiday, sick day, etc. is not allowed.
- The determining factor as to when FT rate can be paid in a month or in a week is the total number of hours authorized or used, per month or week.

# EXAMPLE #1

Child is authorized Monday-Friday to use 2 hours of care a day during school and 10 hours a day when school is out.

Reimbursement rates for the child care provider are \$500 a month FT and \$300 monthly PT.

- For the month of May, the child used FT care on Memorial Day.
- The total number of hours used for care in the month, even with the 10 hours of care used on Memorial Day, is less than 130 hours.
- The provider would only be reimbursed the part-time rate of \$300.

## EXAMPLE # 2

Child is authorized 5.5 hours a day Monday-Friday when school is in session and 10.5 hours a day when out of school. Reimbursement rate is \$130 per week FT and 75.00 per week PT.

- In February, the child used FT care on Lincoln's Birthday and also used FT care on President's Day.
- The total number of hours of care authorized/used in each of the weeks the holidays fell on was 32.50
- The provider would be reimbursed FT for those two weeks and PT for the other 2 weeks in the month.

# EXCEPTIONS

- **There are exceptions as to when both a FT and PT monthly/weekly rate can be used:**
  - During school breaks:
    - Winter, spring , and summer breaks
    - Thanksgiving break (for school districts that are closed for a week or more)
  - When there is a schedule change.



# QUESTIONS?

