

CCIS INVOICES/PAYMENT

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CCIS INVOICES/PAYMENT

110.1 GENERAL POLICY

As part of the Child Care Information Services (CCIS) Grant Agreement, the Department of Public Welfare (Department) pays a CCIS for subsidized child care services based on the anticipated cost of the next month's enrollments. Through PELICAN Child Care Works (CCW), the Department reconciles prior payments and expenses for services and factors that reconciliation into the next month's payment amount. This chapter contains information designed to define and explain the CCIS invoices. [See CCIS Grant Agreement.](#)

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[See Manual Section 110.8.3.1 – Questions – Manual Section 110.1 – General Policy](#)

110.2 DEFINITIONS & ACRONYMS

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

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110.3 GOALS & OBJECTIVES

[See Manual Section 110.8.1 – Goals and Manual Section 110.8.2 – Objectives](#)

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110.4 OCDEL RESPONSIBILITIES

The following establishes the responsibilities of the Office of Child Development and Early Learning (OCDEL).

OCDEL will be responsible for supporting the CCIS agency through the following activities:

1. Reviewing the CCIS invoices for readiness to be authorized.
2. Making every effort to authorize the CCIS invoices as soon as possible after the monthly invoice batch runs – which is on or around the 24th of each month.
3. Setting funding limits, if appropriate, to enable the CCIS invoices to be authorized. [See Manual Section 110.6.2.1 – Funding Limits.](#)
4. Forwarding all appropriate documentation to the Comptroller's Office in time for payments to be issued to the CCISs on or around the 20th of each month.

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5. Reviewing and authorizing the final pending CCIS invoice of a fiscal year to authorize a supplemental payment after a fiscal year has ended, if necessary. [See Manual 111-Recaps, Section 111.5 – CCIS Responsibilities.](#)

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[See Manual Section 110.8.3.2 – Questions – Manual Section 110.4 – OCDEL Responsibilities](#)

110.5 CCIS RESPONSIBILITIES

The following establishes the responsibilities of the CCIS.

The CCIS will use the CCIS invoice to review details of past, current and future payments.

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[See Manual Section 110.8.3.3 – Questions – Manual Section 110.5 – CCIS Responsibilities](#)

110.6 CCIS INVOICE

The information in this section contains directions and procedures concerning the CCIS invoice.

The CCIS Invoice pages in PELICAN CCW display details of invoice amounts for authorized and pending CCIS invoices.

CCIS invoices can have a status of:

1. Authorized - CCIS invoices in Authorized status indicate that OCDEL has reviewed and authorized the invoice in PELICAN CCW.
2. Pending - CCIS invoices in Pending status indicate that the invoice has not yet been authorized. The invoice amount for pending CCIS invoices changes as CCIS agencies make updates in the system. The invoice amount does not “lock” until it is authorized. Once authorized, the invoice for the next service period is automatically created in a Pending status.

NOTE: Future/projected provider invoices appear only after the monthly invoice batch has run on or around the 24th of each month.

To navigate to the “CCIS Invoice Search” page in PELICAN CCW:

- Select “Payments” on the Main Navigation bar.
- Select “CCIS Invoices” from the Sub Navigation bar.
- Enter the search criteria. Click the “OCYF Authorized Invoice” radio button to view CCIS invoices that may have been approved by OCDEL Headquarters for payment. The invoices may

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or may not have been actually issued to the CCIS. CCIS payments are issued by the Treasury Department from the Commonwealth accounting system –**not** from PELICAN CCW.

- Click “Search”.

CCIS Invoice Search

New Search

CCIS Invoice ID
 OCYF Authorization Date Range to
 CCIS
 Contract Number
 Service Period
 Fiscal Year

Display Options OCYF Pending Invoices OCYF Authorized Invoices

[SEARCH](#) [RESET](#)

- Click the radio button next to the authorized invoice you wish to view.

CCIS Invoice Search

Search Criteria

Invoice Search Type Authorized
CCIS Armstrong
Fiscal Year 2009-10

Your search found the following OCYF Authorized Invoices...

	CCIS Invoice ID	CCIS	County	Service Period	Fiscal Year	Authorization Status	Authorization Status Date	Authorized Payment Amount
<input checked="" type="radio"/>	6998			July 2009	2009-10	Carried Forward to Next Service Period	07/25/2009	\$0.00
<input type="radio"/>	7166			August 2009	2009-10	OCYF Authorized	08/17/2009	\$386,052.14
<input type="radio"/>	7318			September 2009	2009-10	OCYF Authorized	08/28/2009	\$157,423.47
<input type="radio"/>	7441			October 2009	2009-10	OCYF Authorized	09/23/2009	\$166,791.89
<input type="radio"/>	7589			November 2009	2009-10	OCYF Authorized	10/29/2009	\$135,796.65
<input type="radio"/>	7733			December 2009	2009-10	OCYF Authorized	12/01/2009	\$165,694.79
<input type="radio"/>	7806			January 2010	2009-10	OCYF Authorized	12/21/2009	\$155,691.25
<input type="radio"/>	7876			February 2010	2009-10	OCYF Authorized	02/02/2010	\$172,805.41
<input type="radio"/>	7949			March 2010	2009-10	OCYF Authorized	02/22/2010	\$205,649.00

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[VIEW PROVIDER INVOICES](#) [VIEW CCIS INVOICE FUNDING](#) [VIEW CCIS FUNDING](#)

CCIS INVOICES/PAYMENT

- To view the “CCIS Invoice Details” page, click “View Provider Invoices”
- Click the “OCYF Pending Invoice” radio button to view pending invoices.
- Click “Search”.

CCIS Invoice Search

New Search

CCIS Invoice ID
 OCYF Authorization Date Range to
 CCIS
 Contract Number
 Service Period
 Fiscal Year

Display Options OCYF Pending Invoices OCYF Authorized Invoices

[SEARCH](#) [RESET](#)

- Click the hyperlink of the pending invoice you wish to view.

Pending CCIS Invoices

CCIS Invoice ID	CCIS	County	Service Period	Fiscal Year	Contract Budget Amount	Expenditures to Date	Gross Invoice Amount	Balance
7733			December 2009	2009-10	\$2,171,450.00	\$846,064.15	\$8,336.60	\$1,317,049.25
Total					\$2,171,450.00	\$846,064.15	\$8,336.60	\$1,317,049.25

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- The “CCIS Invoice Details” page shows when you click on the hyperlink.

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[See Manual Section 110.8.3.4 – Questions – Manual Section 110.6 – CCIS Invoice](#)

CCIS INVOICES/PAYMENT

110.6.1 CCIS Invoice Detail

The information in this section explains the detail that can be found on the CCIS invoice. [See Section 110.6 – CCIS Invoice for instruction to navigate to the CCIS Invoice Details page.](#)

The “CCIS Invoice Details” page contains summary information about the CCIS invoice. Total Service and Family Support Services (FSS) invoice amounts are listed by funding source.

CCIS Invoice Details

CCIS Invoice ID	CCIS	County	Service Period	Fiscal Year	OCYF Authorized Date
7733			December 2009	2009-10	NOT Authorized

CCIS Invoice Fund Summary

Fund	Service	FSS	Total
Low Income (Fund A)	\$1,037.27	\$0.00	\$1,037.27
Former TANF (Fund C)	\$1,851.51	\$0.00	\$1,851.51
TANF Training	(\$112.44)	\$0.00	(\$112.44)
TANF Work Support - Training	\$1,364.80	\$0.00	\$1,364.80
TANF Working	(\$475.89)	\$0.00	(\$475.89)
TANF Work Support - Working	\$42.80	(\$43.08)	(\$0.28)
TANF State MOE	\$3,553.84	\$0.00	\$3,553.84
Food Stamps	\$1,150.24	(\$32.45)	\$1,117.79
Total	\$8,412.13	(\$75.53)	\$8,336.60

Click the hyperlinks on the Service and FSS amounts to view the “CCIS Invoice Detail” pages.

1. Three (3) different Invoice Types appear on the “CCIS Invoice Detail” page for Service:
 - a. Reconciliation – The difference between what PELICAN CCW calculated as the projected provider payment portion of the CCIS Invoice and what was actually authorized by the CCIS to pay the provider.
 - b. Adjustment – A change in the amount paid to a provider based on a retroactive change to an enrollment or other provider information.
 - c. Projected – The advance payment portion of the CCIS Invoice. This amount does not display until after the batch to create provider invoices is run the evening the monthly invoice generation batch is run in PELICAN CCW or when retroactive enrollments are created for a service period that was previously projected.

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CCIS Invoice Details

CCIS Invoice ID	CCIS	County	Service Period	Fiscal Year	OCYF Authorized Date
7733			December 2009	2009-10	12/01/2009

Funding Source: TANF Work Support - Training
 Allocation Type: Service

Provider Invoices

Invoice ID	Provider Name	Service Period	Invoice Type	Amount
2072055		October 2009	Reconciliation	\$728.80
2072484		October 2009	Reconciliation	\$300.00
			SUBTOTAL	\$1,028.80
1975555		July 2009	Adjustment	\$1.50
1975703		July 2009	Adjustment	\$9.80
1976050		July 2009	Adjustment	\$8.00
1976081		July 2009	Adjustment	\$3.50
1976273		July 2009	Adjustment	\$8.00
2008361		August 2009	Adjustment	\$18.20
2008682		August 2009	Adjustment	\$10.50
2039441		September 2009	Adjustment	\$1.50
			SUBTOTAL	\$61.00
2130363		November 2009	Projected	\$275.00
2133031		December 2009	Projected	\$1,273.82
2133143		December 2009	Projected	\$1,603.36
2133348		December 2009	Projected	\$575.00
			SUBTOTAL	\$3,727.18
			TOTAL	\$4,816.98

RETURN T · SUMMARY VIEW CCIS INVOICE FUNDING VIEW CCIS FUNDING FUNDING LIMITS

2. Two (2) different Invoice Types appear on the “CCIS Invoice Detail” page for FSS:
 - a. Reconciliation – The difference between what PELICAN CCW calculated as the projected FSS portion of the CCIS Invoice and what administrative/FSS monthly expenses were entered into PELICAN CCW by each CCIS. during the prior three months.
 EXAMPLE:
 On or around November 24, the invoice generated for December will have the base payment amount plus the reconciliation amount based on July, August, and September actual expenditures. At this point, the FSS screens will be locked for the months of July, August, and September (first quarter).
 This process of locking down the admin screens will be the same for all four quarters as mentioned above for quarter one. This will be maintained in a reference table and is subject to change. [See Manual 108 – Budget Revisions, Section 108.5 – CCIS Responsibilities](#)
NOTE: The FSS expenditure screens will be locked after each fiscal quarter. [See Manual 109 – Administration and Family Support Services Expenditures, Section 109.8.1 – FSS Expenditures Lock Schedule](#)
 - b. Projected –The base payment amount as determined by OCDEL. Base payment amount is calculated as a portion of the total FSS amount by funding source. Base payment amount is subject to change in accordance with FSS total allocation changes and/or as determined by OCDEL policy.

NOTE: The CCIS will receive the base payment amount only for the first three months of a Fiscal Year.

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Funding Source: TANF Working
Allocation Type: Admin/Fam Sup Svcs

Admin/Family Support Services

Type	Service Period	Status	Amount
Admin/Fam Sup Svcs	July 2008	Reconciliation	(\$554.20)
		SUBTOTAL	(\$554.20)
Admin/Fam Sup Svcs	October 2008	Projected	\$1,052.88
		SUBTOTAL	\$1,052.88
		TOTAL	\$498.68

3. The FSS invoice amounts will only display on the CCIS Invoice after the monthly invoice generation batch is run on or around the 24th of the month. The amount shown is the base payment amount plus any reconciliation based on actual FSS amounts reported from previous months.
4. From the “CCIS Invoice Provider Detail” pages use the following steps to view various details on the CCIS Invoice:
 - Click the “Invoice ID” hyperlink to view the “Provider Invoice Calculation” page. This page provides a high-level view of the enrolled units, quantity, MCCA rate and individual totals for enrollments based on care level.

NOTE: This page is typically used only by the Comptroller’s Office.

Provider Invoices

Invoice ID	Provider Name	Service Period	Invoice Type	Amount
1823611	ALLEGHENY LUTHERAN SOCIAL MINISTRIES	March 2009	Reconciliation	(\$315.00)
1823713	WALGROVE'S DAY CARE - PRESCHOOL, INC	March 2009	Reconciliation	(\$611.00)
1823797	TIME TO SUCCEED CC&ELC,INC	March 2009	Reconciliation	(\$662.53)
1823891	WENDY A. STONEBRAKER	March 2009	Reconciliation	(\$137.25)
1823957	WALGROVE'S DAY CARE - PRESCHOOL, INC	March 2009	Reconciliation	\$185.50

CCIS INVOICES/PAYMENT

Provider Invoice Calculation

CCIS Invoice ID	CCIS	Service Period	Fiscal Year	OCYF Authorized Date	Provider Invoice ID	Invoice Type
7733		December 2009	2009-10	12/01/2009	2072484	Reconciliation

Projected - 09/23/2009

Care Level	Unit	Qty	MCCA	Premium	Rate	Blended	Total
Young Toddler	FT	61	\$25.94		\$25.00	N	\$1,525.00
	PT	5	\$21.80		\$18.74	N	\$93.70
Preschool	FT	39	\$25.70		\$25.00	N	\$975.00
	PT	5	\$21.50		\$18.74	N	\$93.70
Young School-Age	PT	44	\$21.00		\$19.43	Y	\$854.92
Enrollment Total:							\$3,542.32
Co-Pay Deduction:							(\$110.00)
Invoice Total:							\$3,432.32

Reconciliation - 11/04/2009

Care Level	Unit	Qty	MCCA	Premium	Rate	Blended	Total
Young Toddler	FT	22	\$25.94		\$25.00	N	\$550.00
Older Toddler	FT	6	\$26.19		\$25.00	N	\$150.00
	NFT	14	\$26.19	\$0.00	\$26.75	N	\$374.50
Preschool	FT	28	\$25.70		\$25.00	N	\$700.00
Young School-Age	PT	44	\$21.00		\$19.43	Y	\$854.92
Older School-Age	PT	22	\$21.00		\$19.43	Y	\$427.46
Enrollment Total:							\$3,056.88
Co-Pay Deduction:							(\$340.00)
Invoice Total:							\$2,716.88

Totals

Description	Totals
Previous Invoice Total:	\$3,432.32
New Invoice Total:	\$2,716.88
Reconciliation Total:	\$715.44

[VIEW INVOICE DETAILS](#) [VIEW PROVIDER INVOICES](#) [VIEW CCIS INVOICE FUNDING](#) [VIEW CCIS FUNDING](#)

Click “View Provider Invoices” to return to the “CCIS Invoice Provider Details” page.

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[See Manual Section 110.8.3.5– Questions – Manual Section 110.6.1 – CCIS Invoice Detail](#)

110.6.2 CCIS Invoice Funding and CCIS Funding Pages

The information in this section explains the detail that can be found on the CCIS invoice. [See Section 110.6 – CCIS Invoice for instruction to navigate to the CCIS Invoice Search page.](#)

- Both the [CCIS Invoice Funding page](#) and [CCIS Funding page](#) give information about CCIS invoices.
 - “[In-Process Transfers](#)” column - the amount in this column details any funding adjustments that have been entered into PELICAN CCW but have not been approved. When the adjustments are approved, the amount in this column will go back to \$0 and the “Contract Budget Amount” will be adjusted accordingly.
 - “[Contract Budget Amount](#)” column – The amount in this column details the current allocation amount for the funding source for either Service or FSS.

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- “Expenditure to Date” column – the amount in this column details the amount the Department has paid the CCIS from the start of the Fiscal year to the last authorized CCIS invoice for the funding source for either Service or FSS.
 - “Gross Invoice Amount” column - the amount in this column details the amount the Department has paid the CCIS this Service Period for the funding source for either Service or FSS.
 - “Balance” column – The amount in this column is the contract budget amount less the expenditures to date, less the gross invoice amount.
2. For joinder CCIS Agencies, the “CCIS Invoice Funding” pages for the individual counties combine to equal the details shown on the “CCIS Funding” page. For non-joinder CCIS Agencies, the “CCIS Funding” and “CCIS Invoice Funding” pages contain identical invoice details for a given service period.
 - a. Click “View CCIS Invoice Funding” to display an individual county’s CCIS Funding for the invoice. This page will show the invoice amounts and any pending funding adjustments/transfers for this CCIS Office.
 - b. Click “View CCIS Funding” to display the total “CCIS Funding” page. This page displays the invoice amounts and any pending funding adjustments/transfers for the entire CCIS.
 3. After CCIS invoices are authorized, the details about the amounts paid out of the SAP cost function lines for that invoice can be found on the bottom of the CCIS Invoice Funding and CCIS Funding pages.

Admin/Fam Sup Svcs					
General Assistance/Work Support 2 Service	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
General Assistance/Work Support 2 Admin/Fam Sup Svcs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$2,162,450.00	\$1,011,758.94	\$155,691.25	\$994,999.81

SAP Line Number	Funding Source	Internal Order	Fund	Cost Center	General Ledger	CFDA	Amount
4	Low Income (Fund A)	G10221981503	1025309000	2180101990	6600400		\$95,625.28
6	Low Income (Fund A)	G10251963600	7015809000	2180101990	6600300	93.667	\$11,324.93
13	Former TANF (Fund C)	G10218217510	7072009000	2180101990	6600300	93.575	\$31,312.81
17	TANF Training	G10361979701	1091209000	2180101990	6600400		\$1,852.87
19	TANF Work Support - Training	G10361979601	1091209000	2180101990	6600400		\$4,438.86
22	TANF Working	G10375164015	1091209000	2180101990	6600400		\$2,782.59
23	TANF Working	G10375164015	7071909000	2180101990	6600300	93.558	\$2,006.73
26	TANF Work Support - Working	G10375164215	1091209000	2180101990	6600400		\$497.05
27	TANF Work Support - Working	G10375164215	7071909000	2180101990	6600300	93.558	\$358.45
29	TANF State MOE	G10375164115	1091209000	2180101990	6600400		\$889.49
32	Food Stamps	G10388952813	1091209000	2180101990	6600400		\$2,301.09
33	Food Stamps	G10388952813	7072109000	2180101990	6600300	10.561	\$2,301.10

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[See Manual Section 110.8.3.6 – Questions – Manual Section 110.6.2 – CCIS Invoice Funding and CCIS Funding Pages](#)

110.6.2.1 Funding Limits

For pending CCIS invoices, if a funding source shows a negative amount in the “Balance” column (Gross Invoice Amount plus Expenditures to Date are more than the Contract Budget Amount) on the “CCIS Funding” or “CCIS Invoice Funding” page, OCDEL must set a funding limit in order to be able to authorize the invoice. This requirement is in place to prevent OCDEL from authorizing a total year-to-date (YTD) payment amount that exceeds the total allocation amount.

Click “Funding Limit” on the “CCIS Invoice Details” page to display the “Funding Limits” page. [See Section 110.6 – CCIS Invoice for instruction to navigate to the CCIS Invoice Details page.](#) This page displays any funding limits set on the invoice. [See Manual Section 110.4 – OCDEL Responsibilities](#)

CCIS Invoice Funding Limits

CCIS Invoice ID	CCIS	County	Service Period	Fiscal Year
8028			April 2010	2009-10

Funding Limits

Remove Maximum	Fund	Allocation Type	Maximum Release Amount
<input type="checkbox"/>	Low Income (Fund A)	Admin/Fam Sup Svcs	\$ <input type="text"/>
<input type="checkbox"/>	Low Income (Fund A)	Service	\$ <input type="text"/>
<input type="checkbox"/>	Former TANF (Fund C)	Admin/Fam Sup Svcs	\$ <input type="text"/>
<input type="checkbox"/>	Former TANF (Fund C)	Service	\$ <input type="text"/>
<input type="checkbox"/>	TANF Training	Admin/Fam Sup Svcs	\$ <input type="text"/>
<input type="checkbox"/>	TANF Training	Service	\$ <input type="text"/>
<input type="checkbox"/>	TANF Work Support - Training	Admin/Fam Sup Svcs	\$ <input type="text"/>
<input type="checkbox"/>	TANF Work Support - Training	Service	\$ <input type="text"/>
<input type="checkbox"/>	TANF Working	Admin/Fam Sup Svcs	\$ <input type="text"/>
<input type="checkbox"/>	TANF Working	Service	\$ <input type="text"/>
<input type="checkbox"/>	TANF Work Support - Working	Admin/Fam Sup Svcs	\$ <input type="text"/>
<input type="checkbox"/>	TANF Work Support - Working	Service	\$ <input type="text"/>

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110.6.3 Carrying Forward Negative CCIS Invoices

Due to the reconciliation of prior payments and expenses for services, there is a potential that negative invoice amounts can occur at the funding source level (either for Service and/or FSS). [See Manual Section 110.6.1 – CCIS Invoice Detail](#). Negative funding source invoice amounts can also occur if there are a large number of negative provider invoice reconciliations or adjustments.

- This poses a problem when posting the cost function figures in SAP System, since SAP will not accept negative amounts for CCIS invoices.

To remedy this situation, CCIS invoices that may have a negative amount at the funding source level can be authorized, and the negative amount is carried forward to the next service period. This enables the CCIS to receive payment for other funding sources, while recouping the remaining balances in future service periods where the CCIS would likely have more potential income for a particular funding source.

The carry forward occurs when a CCIS invoice is authorized and any negative amount for a funding source is carried to the next service period's CCIS invoice.

- This is done per county for joinder CCISs.
- This effectively makes the amount in the authorized CCIS invoices \$0. The negative amount that was carried forward is added as an entry on the next service period's CCIS invoice for the same county/CCIS.
- Even if the total CCIS invoice amount is negative, the system allows authorization of the CCIS invoice for Funding Sources with positive amounts and will carry forward the negative funding source amounts to the next service period.

Since CCIS invoices are county/office specific, this functionality performs in the same manner for both single county as well as joinder county CCIS invoices.

- Each CCIS invoice that relates to a particular CCIS will be assessed independently when carrying forward negative funding source invoice amounts.

EXAMPLE:

If a Lycoming CCIS invoice has a negative Fund C amount of (\$500.00) and the Clinton CCIS invoice has a positive Fund C amount of \$400.00, the (\$500.00) will be carried forward to the next CCIS invoice for Lycoming and Clinton would be paid \$400.00 in the current service period. In this case, the CCIS of Lycoming/Clinton would be paid a total of \$400.00 for the current service period Fund C payment and Lycoming would have an outstanding balance record of (\$500.00) added to their next service period Fund C payment. This separation is necessary in PELICAN CCW because funding is tracked at a county/office level.

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[See Manual Section 110.8.3.7 – Questions – Manual Section 110.6.3 – Carrying Forward Negative CCIS Invoices](#)

110.7 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.

110.7.1 Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

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110.7.2 Updates

DATE ISSUED	UPDATE NUMBER	TITLE

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110.7.3 Communiqués

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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110.7.4 Additional Resources

DATE ISSUED	REFERENCE NUMBER	TITLE

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110.8 TRAINING GUIDE

This section contains information pertinent to training the CCIS Invoice/Payment Manual Section. The following subsections contain the goals and objectives of the manual section, as well as helpful question and answer checkpoints.

110.8.1 Goals

The information in this section contains the goals with regard to understanding the CCIS invoice.

The following are the goals of this manual section:

1. To use the CCIS invoice as an informational tool.
2. To locate details found on the CCIS invoice.

110.8.2 Objectives

The information in this section contains the objectives relative to understanding the CCIS invoice

The following are the objectives of this manual section:

1. To understand OCDEL's responsibilities regarding the CCIS invoice.
2. To understand the CCIS's responsibilities regarding the CCIS invoice.
3. To understand the statuses "Pending" and "Authorized" as they pertain to CCIS invoices.
4. To understand the different invoice types that appear on the CCIS invoice.
5. To understand where to find various details located on the CCIS invoice.
6. To understand funding limits.
7. To understand the system functionality to carry forward negative amounts on the CCIS invoice.

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110.8.3 Section Checkpoint Questions

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

110.8.3.1 Questions – Manual Section “110.1 – General Policy”

1. TRUE OR FALSE. A CCIS is paid for subsidized child care services based on the anticipated cost of the next month’s enrollments.

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[Return to Manual Section 110.1 – General Policy](#)

[See Answers](#)

110.8.3.2 Questions – Manual Section “110.4 – OCDEL Responsibilities”

2.The following are the responsibilities of OCDEL except:

- a. Reviewing the CCIS invoices for readiness to be authorized.
- b. Making every effort to authorize the CCIS invoices after the monthly invoice batch runs – which is on or around the 24th of each month.
- c. Reviewing details of past, current and future payments.
- d. Forwarding all appropriate documentation to the Comptroller’s Office in time for payments to be issued to the CCISs on or around the 20th of each month.
- e. Reviewing and authorizing the final pending CCIS invoice of a fiscal year to make a supplemental payment after a fiscal year has ended, as necessary.

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[Return to Manual Section 110.4 – OCDEL Responsibilities](#)

[See Answers](#)

110.8.3.3 Questions – Manual Section “110.5 – CCIS Responsibilities”

3. TRUE OR FALSE. CCISs are responsible for forwarding all appropriate payment documentation to the Comptroller’s Office in time for payments to be issued to the CCISs on or around the 20th of each month.

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[Return to Manual Section 110.5 – CCIS Responsibilities](#)

[See Answers](#)

110.8.3.4 Questions - Manual Section “110.6 – CCIS Invoice”

4. TRUE OR FALSE. The Service portion of a pending CCIS invoice changes as CCIS agencies make updates in the system. The Service amount does not “lock” until it is authorized.

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[Return to Manual Section 110.6 – CCIS Invoice](#)

[See Answers](#)

110.8.3.5 Questions - Manual Section “110.6.1 – CCIS Invoice Detail”

5. Which invoice Types appear on the “CCIS Invoice Provider Detail” page for both Service and FSS?
- a. Reconciliation
 - b. Adjustment
 - c. Projected
 - d. a. and b.
 - e. b. and c.
 - f. a. and c.
6. TRUE OR FALSE. The FSS Reconciliation portion of a CCIS invoice shows the difference between what PELICAN CCW calculated as the projected FSS portion of the CCIS invoice and what administrative costs were actually incurred by the CCIS during one or more of the three months in the previous quarter.
7. TRUE OR FALSE. The base FSS payment amount is usually 1/12 of the FSS allocation and is the FSS amount the CCIS will receive for the entire year.

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[See Answers](#)

110.8.3.6 Questions – Manual Section “110.6.2 – CCIS Invoice Funding and CCIS Funding Pages”

8. Which column on the CCIS Invoice Funding or CCIS Funding page shows the amount of the current allocation for the funding source for either service or FSS?
- a. “In-Process Transfers” column
 - b. “Contract Budget Amount” column
 - c. “Expenditure to Date” column
 - d. “Gross Invoice Amount” column
 - e. “Balance” column
9. TRUE OR FALSE. For non-jointer CCIS Agencies, the “CCIS Funding” and “CCIS Invoice Funding” pages contain identical details for a given service period.

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[Return to Manual Section 110.6.2 – CCIS Invoice Funding and CCIS Funding Page”](#)

[See Answers](#)

110.8.3.7 Questions - Manual Section “110.6.3 – Carrying Forward Negative CCIS Invoices”

10. Which of the following can cause negative invoice amounts at the funding source level for either Service or FSS?
- a. An error in SAP.
 - b. The reconciliation of prior payments and expenses for services.
 - c. A large number of negative provider invoice reconciliations or adjustments.
 - d. Both b. and c.
- 11 TRUE OR FALSE. Negative invoice amounts pose a problem because PELICAN CCW cannot process negative amounts for CCIS invoices.
12. TRUE OR FALSE. CCIS invoices that may have a negative amount at the funding source level can be authorized, and the negative amount is carried forward to the next service period.

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[See Answers](#)

110.8.4 Section Checkpoint Answers

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services provided the answers to all the questions asked in Manual Section “108.6.3 – Section Checkpoint Questions”.

110.8.4.1 Answers – Manual Section “110.1 – General Policy”

1. TRUE.

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110.8.4.2 Answers – Manual Section “110.4 – OCDEL Responsibilities”

2. c. - Reviewing details of past, current and future payments.

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[Return to Manual Section 110.5 – CCIS Responsibilities](#)

110.8.4.3 Answers – Manual Section “110.5 – CCIS Responsibilities”

3. FALSE. – OCDEL is responsible for forwarding all appropriate payment documentation to the Comptroller’s Office in time for payments to be issued to the CCISs on or around the 20th of each month.

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[Return to Manual Section 110.6 – CCIS Invoice](#)

110.8.4.4 Answers - Manual Section “110.6 – CCIS Invoice”

4. TRUE.

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[Return to Manual Section 110.6.1 – CCIS Invoice Detail](#)

110.8.4.5 Answers - Manual Section “110.6.1 – CCIS Invoice Detail”

5. f. - a. and c.

6. TRUE.

7. FALSE. - The base FSS payment amount is calculated as a portion of the total FSS amount by funding source.

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110.8.4.6 Answers - Manual Section “110.6.2 – CCIS Invoice Funding and CCIS Funding Pages”

8. b. “Contract Budget Amount” column.

9. TRUE.

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110.8.4.7 Answers - Manual Section “110.6.3 – Carrying Forward Negative CCIS Invoices”

10. d. – Both b. and c.

11. FALSE. - Negative invoice amounts pose a problem because SAP will not accept negative amounts for CCIS invoices.

12. TRUE.

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