

APPENDIX A

RULES FOR PARTICIPATION IN THE CCIS SUBSIDIZED CHILD CARE PROGRAM

A. PROVIDER INFORMATION UPDATE

The Child Care Information Services (CCIS) Agency will obtain identifying information about the provider the first time the provider has contact with the CCIS. The CCIS will update this information at intervals established by the Department of Public Welfare (DPW). In order to participate in the subsidized child care program, the provider must have a Relative/Neighbor Provider Agreement (Agreement) and must provide the information requested by the CCIS, at intervals established by DPW. Failure to provide the information requested by the CCIS at intervals established by DPW may result in the termination of the Agreement.

B. ENROLLMENT

1. The CCIS will determine the enrollment date for any subsidy-eligible child. Payment is made effective on the date authorized by the CCIS on a form prescribed by DPW.
2. The provider must submit an invoice to the CCIS for an authorized subsidy-eligible child in order to receive payment for that child. See Section D, "Submitting an Invoice for Payment".
3. The provider may not transfer a subsidy-eligible child to another site or provider without prior written authorization from the CCIS.

C. PAYMENT

The CCIS's daily payment for relative/Neighbor providers can be found in Appendix B, minus the parent co-payment.

1. Types of Payment Rates

a. **Non-Traditional Rate:** The CCIS will pay a 25% add-on for non-traditional hours of services when the parent's/caretaker's verified work or training schedule indicates that the child needs five or more hours of full-time care or at least three hours of part-time care that fall between the hours of 6:00 PM and 6:00 AM, Monday through Friday. The CCIS will pay the non-traditional rate for care provided anytime on Saturday and/or Sunday. This rate is subject to change at DPW's discretion.

b. **Blended Rate:** A blended payment school year rate combines days during the school year when the child requires part-time care with days during the school year when the child requires full-time care.

The CCIS will pay a blended rate to providers who indicate they will accept the blended payment rate. Providers must accept the blended rate for the entire school year.

APPENDIX A (Continued)

The CCIS will not switch to a full day rate during the school year if the provider is opened for a full day because school is closed.

2. Calculating Non-traditional Payment Rates

The CCIS will pay the provider a non-traditional rate (25 percent more than the MCCA) when the parent/caretaker's verified work or training schedule indicates that the child needs five or more hours of full-time care or at least three hours of part-time care that fall between the hours of 6:00 PM and 6:00 AM, Monday through Friday. The CCIS will pay the non-traditional rate for care provided anytime on Saturday and/or Sunday.

EXAMPLE: The child needs care from 11:00 PM until 7:00 AM, Monday through Friday. A non-traditional full-time rate is paid because more than five hours of care fall between 6:00 PM and 6:00 AM.

STEP 1

MCCA	20
X	25
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NON-TRADITIONAL ADD-ON	\$ 5

STEP 2

MCCA	\$20
+ NON-TRADITIONAL ADD-ON	\$ 5
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NON-TRADITIONAL RATE	\$25

3. Calculating Blended School Year Payment Rates

The blended school year rate is calculated by using 25 days at the provider's full-time MCCA and 180 days at the provider's part-time MCCA, divided by 205 days, the total number of days in a school year.

EXAMPLE: STEP 1

Full-time MCCA	\$20
X 25 full-time days	25
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	\$500

STEP 2

Part-time MCCA	\$15
X 180 part-time days	180
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	\$2700

STEP 3

Total from STEP 1	\$500
+ Total from STEP 2	\$2700
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	\$3200

STEP 4

	\$15.61 (BLENDED SCHOOL YEAR RATE)
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205)	\$3200