

CHILD CARE PROVIDER INFORMATION

TCSS/CC #14 (05/12)

GENERAL INFORMATION

1. A service authorization letter and billing form will be sent once the family is determined eligible for services. Read the authorization carefully for allowable hours of care. Payment is only guaranteed if the terms on the current authorization are followed.
2. Providers cannot charge families receiving child care assistance more than private-pay families.
3. The Provider is responsible for immediately notifying the county of any changes to the information supplied by the provider in the provider's acknowledgment, which includes rates.
4. **Remember that client information is private and should not be shared with other individuals.**
5. CCAP will mail all providers an IRS 1099-Misc statement for tax reporting purposes in January, showing how much was paid to you during the previous year. You should receive your 1099 by the 31st of January for the previous calendar year.
6. Provider must notify the county if a child(ren) have been absent for more than seven consecutive days.
7. Provider must keep daily attendance records for children receiving assistance and make those records available to the county immediately upon request. The Provider must keep the records for six years.

COMPLETING THE CHILD CARE BILLING FORM

8. Billing forms should be completed on a daily basis. Do not fill them in ahead of time or wait until the end of the bi-weekly period to fill in each day to avoid errors and discrepancies. **Use whole hours only.**
9. Review the MN CCAP Child Care Provider Guide (DHS-5260) for detailed information and instructions on how to complete the billing form. Keep this guide for future reference.
10. Sign and date the form after it has been completely filled out. Incomplete forms will be returned.
11. A parent must sign and date the form, but not until the form has been completed at the end of the period and they have reviewed the recorded days and hours of service.

PAYMENT INFORMATION

12. The parent(s) must pay the family copayment fee in full each bi-weekly period in addition to any other charges CCAP will not cover. Child care providers are responsible to collect the copayment and inform the county if the copayment was or was not received, or if it is being waived. The county may stop payment or refuse to pay a bill submitted by the provider if: the provider admits to or the county finds by a preponderance of evidence that the provider intentionally gave the county materially false information on the billing form. (Minnesota Statutes, section 119B.13 subdivision 6(d))
When a family is unable to pay their copayment, a payment arrangement can be established between the provider and the parent according to Minnesota Rules, part 3400.0040, subpart 6a.
13. Return the billing form to Todd County Health & Human Services after the last day of care provided in that billing period **and** the billing form is signed. Billing forms must be submitted to the county within 60 days of the last date of service.
14. Once billing forms are processed, payments will be generated nightly.
15. If your billing form is lost or not usable, call the child care worker for a replacement. Old forms or a different provider's form will not be accepted.
16. Parents are encouraged to provide their child care worker with copies of their pay stubs or wage statements as they receive them.

Any questions may be addressed to the child care assistance worker at 320-732-4500 or 1-888-838-4066.