

SERVING THE FAMILY
CHILD CARE 6 - 7
Invoice & Payment Processes

Supersedes: Child Care 6-7 (7/7/18)

References: 37.80.315-316, 37.80.502 ARM

General Rule

The child care authorization of services and corresponding authorization plan indicates the benefit available for approved activities. If additional care is needed, documentation must support claims. Child care scholarship payments are limited to actual daily attendance, within one-half hour, and must be for approved activities only within the limits of the child care authorization of services and corresponding authorization plan. Sign-in/sign-out records must support claims, including corrections and adjustments.

Invoices expire 60 calendar days after the last day of the calendar month in which the service was provided. Invoices and adjustments must be received by the CCR&R within this period in order to be paid.

If an authorization of services and corresponding authorization plan is not completed until after the calendar month in which the child care is provided, the claim will be considered to be filed timely if a completed invoice is received by the CCR&R within 60 calendar days after the invoice is sent to the provider.

Invoices are submitted to the regional Child Care Resource and Referral Agency for processing. The timing of child care payments is not guaranteed by the Department.

IRS W-9, AWACS & IRS 1099

Individuals and businesses receiving child care payments must submit an IRS W-9 form to the DPHHS Fiscal Bureau Business and Financial Services Division.

Providers who receive \$600.00 or more in child care subsidies and other payments during the calendar year should receive a 1099 tax statement from the State of Montana. The due date for mailing 1099s is January 31st. The State reports 1099 information to the United States Internal Revenue Service.

Payments issued directly to the parent are not issued a 1099.

Scholarship Will Not Pay More Than Others Pay

In all cases, the Best Beginnings Child Care Scholarship will not pay more for services than non-scholarship parents pay for the same service. Child care provider policies must treat all families equally with regard to the following Best Beginnings Child Care Scholarship policies

Scholarship Will Not Pay Twice

In all situations, the Best Beginnings Child Care Scholarship will not pay twice for the same care. When a parent chooses to move to a new child care provider, the Child Care Scholarship

follows the child. The parent is responsible for any notice or payment obligation to the previous child care provider.

Sign-in/Sign-out Records

All child care providers shall maintain current sign-in/sign-out records for each child receiving child care assistance and utilize them as follows:

- Each time the child enters or leaves the provider's care, the parent or other individual authorized to deliver or pick up the child shall initial or sign the sign-in/sign-out sheet. If a parent is not available to sign the child in or out, the parent may submit the child's schedule to the provider indicating the child's attendance and the alternate mode of transportation. The provider shall note the child's time-in and the child's time-out. The parent shall sign the next time the child is signed in or signed out.
- An electronic signature system may be used if it employs a unique and confidential identification process for individuals. With electronic systems, providers must ensure verification that records are not able to be changed without parental involvement. If records can be changed, providers must have a policy in place in which parents manually sign off that the sign in and out sheets are true and correct.
- Sign-in/sign-out records must indicate the child's name, the date, the hour, and the minute when the child enters and leaves the provider's care. All children in attendance on a given day must be on the same sign-in/sign-out record and not be divided by family.
- The provider shall make their sign-in/sign-out records available to child care resource and referral agency staff and state and local government health, safety or law enforcement representatives upon request.
- The provider shall keep sign-in/sign-out records for six years beyond the date of attendance.

A bus driver may sign children in or out.

Incomplete or inaccurate sign-in/sign out records may cause the delay or the denial of scholarship payment. The CCR&R may request sign-in/sign-out records to verify invoices if questions arise.

Actual Daily Attendance Supported by Sign-in/Sign-out Records

Invoices must reflect actual daily attendance and be supported by the child care authorization and corresponding authorization plan and by sign-in/sign-out records. Invoices must include a child's actual time in and time out of a child care provider. Time in and time out cannot be rounded.

Accurate Invoices

Provider shall clearly note any billing exception on the comment lines provided on the invoice.

Timely Invoices

Timely claim filing is a prerequisite for payment:

- Invoices and any invoice corrections must be submitted to the CCR&R within 60 calendar days of the end of the service month or within 60 calendar days of the date the invoice is issued if the authorization plan was issued in the month following the month of service. Generally, expired invoices are NOT eligible for payment.

Unexplained Absences

Child care providers are required to notify the CCR&R of unexplained absences (five or more consecutive days) and required to notify the CCR&R agency within three business days.

If the provider fails to notify the CCR&R after five or more consecutive days of unexplained absences, the CCR&R will not pay for child care during the time period after the 5th day of unexplained absence. The provider is not eligible to receive a paid 15 calendar day closure notice period for days authorized according to the authorization and corresponding certification plan during the notice period.

When the provider notifies the CCR&R of a child's unexplained absence, the CCR&R shall attempt to contact the parent if the CCR&R agency is unable to contact the parent, the case will be closed.

Co-payment – Failure to Pay

When a parent fails to pay their co-payment, review Co-payment Requirements, as outlined in Section 6-4.

Payment Address Errors

If the payment address is not current, the payment will be sent by return mail back to DPHHS Fiscal. Providers may avoid payment delay by notifying and sending an updated W-9 upon changing their address.

Change to Payment Address

Child care providers and parents who receive a payment must notify the regional Child Care Resource and Referral agency when a change of address has occurred to ensure that payments are sent to the proper address.

Direct Deposit

Direct Deposit service for payments to providers is available. Contact the Early Childhood Services Bureau to get further information.

Missing Payments

Notify ECSB at HHSCCUBSPayments@mt.gov with the PV number and check/Direct Deposit number of the missing payment.

Online Invoice Processing

Providers may select the option of submitting their invoices online through a web portal. Once providers opt into the online invoicing process, they will only receive invoices and statements of remittance electronically rather than through the mail. Providers have the option to discontinue using online invoicing at any time.

Corrections

If inaccuracies result in an underpayment or overpayment, follow policies outlined in Corrections & Overpayments, as outlined in Policy Section 6-9 of this manual.