

SERVING THE FAMILY
CHILD CARE 6 - 8
Audits and Inquiries

Supersedes: Child Care 6-8 (4/9/16)

References: 37.80.315-316, 37.80.502 ARM

General Rule

If a household or provider receives any amount of child care assistance to which they were not entitled, they shall repay all child care assistance if an audit or inquiry of the case shows that monies received fall under the criteria identified in ARM 37.80.516. The CCR&R must perform an audit when it appears an invoice was paid or billed inaccurately.

Indicators to Initiate an Audit or Inquiry

CCR&R Eligibility specialists shall review a provider's sign-in/sign-out records when questions of accuracy arise.

Providers must Receive an Opportunity to Correct Inaccuracies

An audit means the entire review of records for one provider during the time period the CCR&R has chosen to examine. If a problem of inaccurate billing is identified, the CCR&R should immediately provide technical assistance to the provider in order to stop continuous errors from occurring.

The CCR&R must allow the provider an opportunity to correct inaccuracies and provide technical assistance to the provider before initiating a subsequent audit or inquiry that may lead to corrective action. Technical assistance should include the correct method of completing whatever the audit or inquiry is in reference to. Technical assistance may include some or all of the following:

- Training the provider on keeping accurate sign-in/sign-out records;
- Training the provider to bill for approved activities in which the family is eligible;
- Training the provider to bill on a half hour basis; and
- Explaining to the provider what an Intentional Program Violation is and the penalties that are assessed with such a violation.

If new information is obtained by the CCR&R while the provider is under an audit or inquiry, this information must be included and the CCR&R must provide the appropriate technical assistance.

An audit or inquiry may result in reviewing several months of invoices and several scholarship families. If the CCR&R is completing an audit or inquiry of a provider, the CCR&R must complete the entire process before issuing any results, whether these results are determined to be an overpayment, or underpayment.