

**RELATIVE/NEIGHBOR PROVIDER AGREEMENT**  
**APPENDIX A – RULES FOR PAYMENT IN THE 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 signed 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 or as determined by DPW.
2. The provider must submit an invoice to the CCIS for any authorized subsidy-eligible child in order to receive payment for that child. See Section I, "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 payment rate for Relative/Neighbor providers can be found in Appendix B.

1. Types of Payment Rates

- a. **Non-traditional Rate:** The CCIS may pay an additional amount for nontraditional hours of service, at its discretion 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 three to less than five hours of part-time care between the hours of 6:00 PM and 6:00 AM, Monday through Friday and/or Saturday and/or Sunday.
- b. **Blended Rate:** A blended 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.

If the provider does not accept the blended rate, the CCIS will not switch to a full-day rate during the school year if the provider gives care for a full day because school is closed.

**APPENDIX A (Continued)**

**2. Calculating Non-traditional Payment Rates**

The CCIS may pay the provider a non-traditional rate (i.e. 3% percent more than the MCCA) when the parent's/caretaker's verified work or training schedule indicates that the child needs more than 5 hours of full-time care or 3 to less than 5 hours of part-time care between the hours of 6:00 PM and 6:00 AM, Monday through Friday and/or anytime on Saturday and/or Sunday.

**EXAMPLE:** The child needs full-time care from 3:00 PM until 11:30 PM, Monday through Friday. A full-time non-traditional rate is paid because more than 5 hours of full-time care fall between 6:00 PM and 6:00 AM.

**STEP 1**

MCCA	\$20.00
X	3%
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NON-TRADITIONAL ADD-ON	\$0.60

**STEP 2**

MCCA	\$20.00
+ NON-TRADITIONAL ADD-ON	\$ 0.60
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<b>NON-TRADITIONAL RATE</b>	<b>\$20.60</b>

**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	\$20.00
X 25 full-time days	25
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	\$500.00

**STEP 2**

Part-time MCCA	\$15.00
X 180 part-time days	180
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	\$2,700.00

**STEP 3**

Total from STEP 1	\$500.00
+ Total from STEP 2	\$2,700.00
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	\$3,200.00

**APPENDIX A (Continued)****STEP 4****\$15.61 BLENDED SCHOOL YEAR RATE**

205 ) \$3,200.00

- a. If the provider's rates are higher than the MCCA established by DPW, the provider may charge the parent/caretaker the difference.
  - b. The CCIS will not pay the provider for any charges in addition to the actual delivery of child care services.
  - c. Any payment the provider receives from the parent/caretaker must first be applied to the family's weekly co-payment assessed by the CCIS.
4. Co-payment
- a. The CCIS assesses each family a weekly co-payment which is paid one week in advance of receiving service on the first day of the service week.
  - b. The co-payment covers all the days of the week for which the CCIS authorizes child care.
  - c. The full co-payment amount is due to the provider regardless of the number of days of care a child receives in a week.
  - d. It is the provider's responsibility to collect the co-payment on a weekly basis and report any unpaid co-payment to the CCIS. The co-payment is delinquent if it is not paid by the last day of the service week.
  - e. The provider must report delinquent co-payment on the service day following the day the co-payment becomes delinquent.
  - f. The provider must notify the CCIS when the delinquent co-payment is resolved.
  - g. When the parent/caretaker incurs a delinquent payment, and the parent/caretaker makes a payment to the provider, the provider should attribute the payment against the co-payment due for the current week of care. The provider should then assess the remainder of the payment towards the delinquent amount.

**NOTE:** If the provider has additional outstanding charges with the parent/caretaker (such as transportation fees), the provider must work out a separate arrangement with the parent/caretaker.

Any delinquent co-payment payment that the parent/caretaker makes to the provider must first be applied to cover all CCIS co-payments.

**APPENDIX A (Continued)****5. Absences**

The CCIS will only pay the provider for ten consecutive days of absence. On the 11<sup>th</sup> consecutive day of absence, the provider must contact the CCIS. The CCIS will notify the parent/caretaker that the family's eligibility for subsidized child care will be terminated on a specific date unless the child returns to care prior to that date.

**D. SUBMITTING AN INVOICE FOR PAYMENT**

1. The provider must submit an invoice to the CCIS on a monthly basis on a form provided by the Department. The invoice must include the days of attendance for each child. The invoice is due to the CCIS by the fifth calendar day of the month following the month child care is provided. CCIS will not make a payment for an individual child until the signed invoice is received.
2. The CCIS may terminate the Provider Agreement if more than two invoices are received by the CCIS following the 20<sup>th</sup> calendar day of the month following the month in which child care is provided and the CCIS has taken steps to work with the provider but was unable to resolve the problem.
3. The CCIS **will not make payment** on any invoice received more than 60 calendar days following the last day of the calendar month that child care is provided. Invoices for the months of May and June of the current fiscal year must be received by July 31<sup>st</sup> of the succeeding fiscal year.

**E. COLLECTION OF OVERPAYMENTS**

If the provider is overpaid by the CCIS for delivering child care, the provider must reimburse the CCIS for the amount that was overpaid. The CCIS may adjust the monthly payment to the provider to recoup any overpayment. The CCIS will explain the adjustment in writing to the provider. If the provider does not pay the overpayment, or if the provider is no longer participating in the Subsidized Child Care Program, the provider will be referred to the Commonwealth's collection agent.