

**Title:** Payment for Non-traditional Hours of Care

**Priority:** High

**Category:** Informational

**Action required:** Read and follow instructions

**Response Required:** None

**Purpose:**

The purpose of this Communiqué is to advise CCIS agencies of the process for implementing the revised policy regarding payment for non-traditional hours of care. This policy is effective July 1, 2006.

**Background:**

On June 6, 2006 we sent CCIS agencies OCD Announcement S-06 #05 Revisions to Relative/Neighbor Maximum Child Care Allowances and Payment Policy. In the Announcement we included a letter for CCISs to send to relative/neighbor providers advising them of the new payment policies. CCIS agencies sent a similar letter to regulated providers when comparing provider rates back in April 2006. The Announcement also advised the CCIS agencies to look for further instructions regarding implementation of the non-traditional hours' payment policy.

Implementation of the revised non-traditional hours' policy is effective July 1, 2006. This policy affects both regulated and non-regulated providers.

Attached is a spreadsheet that lists all children who were scheduled for at least one non-traditional day of care between April 1, 2006 and June 6, 2006. CCIS agencies will have until July 24, 2006, when the July invoice is generated, to revise any non-traditional payments in CCMIS.

**Revised Non-traditional Payment Policy:**

The revised non-traditional payment policy permits a payment of a 25 percent add-on to the provider's standard rate or the county's MCCA, whichever is less, when more than five hours of full-time care or more than three hours of part-time care is provided weekdays between the hours of 6:00 PM and 6:00 AM. DPW will continue to pay the non-traditional rate for any amount of care provided on a Saturday or a Sunday.

To decide whether to pay a traditional or non-traditional rate, the CCIS agency should take the following steps:

- 1) Determine the number of hours the child needs care for each day
  - a. Do the total number of hours for the day equal full-time care; or
  - b. Do the total number of hours for the day equal part-time care?
- 2) Determine how many hours of care fall into the non-traditional time period
  - a. If full-time care is needed, are 5 hours non-traditional? If yes, pay the nontraditional full-time rate.
  - b. If part-time care is needed are 3 hours non-traditional? If yes, pay the non-traditional part-time rate.

Following are examples of how the CCIS will calculate when to pay the non-traditional rate:

- Child receives **full-time care** from 6:00 PM to 12 midnight = **Non-traditional full-time rate** (6 hours of care; all are non-traditional)
- Child receives **full-time care** from 3:00 PM to 12 midnight = **Non-traditional full-time rate** (9 hours of care; mix of traditional and non-traditional hours, more than 5 hours are non-traditional)
- Child receives **full-time care** from 3:00 PM to 9:00 PM = **Traditional full-time rate** (6 hours of care; mix of traditional and non-traditional hours, less than 5 hours are non-traditional)
- Child receives **part-time care** from 6:00 PM to 8:00 PM = **Traditional part-time rate** (2 hours of care; all are non-traditional, less than 3 hours of non-traditional care is given)
- Child receives **part-time care** from 5:00 PM to 9:00 PM = **Non-traditional part-time rate** (4 hours of care; mix of traditional and non-traditional hours, 3 hours are non-traditional)

#### **Implementation Steps:**

To implement the revised policy effective July 1, 2006 the CCIS must complete the following by July 24, 2006:

- 1) Review the attached spreadsheet which lists the children who have had at least one non-traditional day of care between April 1, 2006 and June 6, 2006.
- 2) Pull the family's file and review the parent's work schedule to determine the days, number of hours per day and the time period the child needs care. Remember to include travel time.
- 3) Determine whether the total number of hours of care needed equals full-time or part-time for each day the child needs care.
- 4) Count the hours of non-traditional care; if the number of hours meets the 3 hours for part-time or 5 hours for full-time non-traditional criteria, do nothing more.
- 5) If the number of non-traditional hours results in traditional rather than non-traditional payment:
  - a. Go to the child's schedule in CCMIS
  - b. Clear the non-traditional checkbox for each day of the week that needs to revert to the traditional rate
  - c. Generate a new Enrollment Summary effective July 3, 2006 (July 1 and 2 are a Saturday and Sunday; any care given on those days still qualifies for non-traditional payment)
  - d. List the reason as "Revised non-traditional payment policy"
  - e. Send the Enrollment Summary to the parent and provider (OCD has written a PCR to change the definition of part-time non-traditional hours that appears on the Enrollment Summary, Payment Summary and Invoice).

**Further Next Steps:**

- 1) Review this communiqué with appropriate staff
- 2) Conduct the implementation steps by July 24, 2006
- 3) Please direct questions to your Subsidy Coordinator

OBSOLETE