
Provider Policies

Process for Child Care Provider Reimbursement

1. Provider must complete all required paperwork for the provider file before any reimbursement can be issued. This includes registry on Trustline if required.
2. Provider will receive a Child Care Certificate for the approved level of service.
3. An Attendance Record will be issued to the provider for each child in authorized care.
4. **Each child on the Subsidized Child Care Program must be signed in and out by parent or responsible party each time child arrives or leaves child care.**
5. A fully completed Attendance Record, including provider charge and signatures, is to be submitted to the Placer County Office of Education - Auburn Office at: PCOE ECE, 365 Nevada Street, Auburn, CA 95603 - after care for the month is complete.
6. Reimbursement will be issued within 15 working days of the day complete and accurate Attendance Records are received.
7. It is the Providers responsibility to refer to their copy of the current Provider Agreement for Terms and Conditions of Payment.
8. **Please Note:** The provider is an independent contractor and not an employee, agent, joint venturer or partner of PCOE. The provider is not an employee for state or federal tax purposes and shall receive a 1099 tax form from PCOE if paid over the maximum amount stated by the IRS regulations. The provider is responsible for reporting all earnings received from Placer County Office of Education, and must file any and all reports.

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1. Attendance Records

Attendance Records are reviewed each month to make sure that state rules and provider policies have been followed in completing the forms. This includes, but is not limited to:

- A child must be signed in and out each day with parent's full signature or parent designee's full signature and time at point of service. If a child is signed in and out for an appointment or split shift, the parent's full signature or parent's designee's full signature is required each time the child is removed from care or returned to care.
- Children attending school must be signed in and out of school with the provider's initials and time at point of service.
- If a child's attendance varies from the approved hours of care, explanations are provided.
- The Attendance Records are not submitted for reimbursement prior to the completion of care.
- An original Attendance Record or Generic Attendance Record must be submitted each month for each child to be considered for payment. A copy of the provider's own sign in/sign out sheets will be accepted if the original is required to be retained by licensing (i.e. Centers). Additionally, if an original Attendance Record is lost in the mail and a copy was kept by the provider, the copy with original monthly declaration signatures by the parent and provider may be submitted for payment consideration.
- Pen, preferably blue or black ink, must be used for completing the Attendance Record. No pencil may be used.
- No white out may be used on the Attendance Record.
- Provider must report to PCOE when a child has been absent for 5 or more scheduled days.

It is a violation of state regulations for providers to ask parents to pre- or post-sign Attendance Records.

The estimated reimbursement rate on the Child Care Certificate must be considered a projected estimate based on the estimated use of child care. **Final reimbursement rate and payment may vary based upon actual child care use and documentation.** After reimbursement from PCOE Early Childhood Education to the provider, any discrepancy will not be considered after 60 days from payment date.

All providers are required to submit on the Official Attendance Record (or as an attachment to the Attendance Record) an amount expected for each child as they would do for their private pay clients. If the provider submits an amount expected that is lower than the RMR Maximum Ceiling calculation determined, the lower amount will be paid "per provider calculation".

Providers who participate in the Family Child Care Home Educational Network (FCCHEN), Early Head Start, or Head Start Program, must meet all program requirements and guidelines, including no religious instruction.

2. Rates and Reimbursement for Child Care

Licensed Provider Rates

State regulations require Subsidized Child Care Providers have their private pay childcare rates on file with the Subsidized Child Care Program. State regulations allow Subsidized Providers to submit a change of rate one time per fiscal year (July 1st thru June 30th).

Each fiscal year, Placer County Subsidized Providers must submit their current rates and Parent Policies to be effective July 1st. In addition, providers *MAY* submit a rate change to be effective January 1.

This means: All Providers must submit their current rates each June, when a Provider Agreement is submitted for the new fiscal year. Providers should submit their rate changes as they happen, however for children on a PCOE Subsidized Program, the Provider's new rates will only go into effect beginning January 1st or July 1st, whichever comes first. Providers cannot be reimbursed at a higher rate than the rate they have on file.

In accordance with state and federal guidelines, PCOE Early Childhood Education will ensure the provider is reimbursed based on the provider's established rate or the Regional Market Rate (RMR) ceiling, which ever is lower for the verified attendance of the child.

Child care reimbursement is calculated using the Regional Market Rate, which is a State Survey used to determine the child care rates in each county. Reimbursement categories are chosen based on the age of the child, the certified need for care and the type of provider. This reimbursement ceiling is compared to the provider's total monthly bill. The reimbursement amount is the lesser of the two. Regional Market Rate Ceilings for the county where the child care takes place and can be found at:

<http://ww3.cde.ca.gov/rcsc/index.aspx>. Premium Rates may be applicable if 10 % or more of the care takes place during Premium hours. Detailed reimbursement categories and information on Premium rates can be found within the Rate Calculation: Premium Adjustment section, of these policies.

Provider agrees that the rates charged for any child on the subsidized child care program must be equal to or less than the rates charged for a non-subsidized child, including any discount or scholarship rates that may apply if any. Provider also understands that if documentation for child care services is not correct or complete, or if the provider does not meet the PCOE terms and conditions, they will not qualify for reimbursement.

Attendance Records must be submitted **only** to the PCOE - Auburn Early Childhood Education office at the following address:

PCOE ECE
365 Nevada Street
Auburn, CA 95603

A drop box to the left hand side of the front door of 365 Nevada Street is available for non-business hours.

Please DO NOT submit Attendance Records to the Main PCOE office or to the Rocklin-Sunset office.

Attendance Records are processed on a first come, first serve basis. Complete and accurate Attendance Records are reimbursed no later than 15 working days from the date received at the Auburn PCOE office listed above. Attendance Records are due 30 days following the month child care took place.

Reimbursement checks are mailed on Fridays. Checks may be picked up at the Auburn PCOE office, if arranged with the Fiscal Department. Photo ID is required. Direct Deposit is available. To enroll for Direct Deposit, complete a Direct Deposit Agreement Form and submit it with a voided check. Allow two weeks for Direct Deposit to be established.

PCOE's fiscal year is July 1st – June 30th. Each fiscal year, all attendance records through June 30th, must be submitted by July 31st. No payment will be made for child care provided and attendance records are received late.

For more information please contact Cindy Schmidt at Provider Support: 530-745-1368. Provider Policies are available at the PCOE website: www.placercoe.k12.ca.us, choose Early Childhood Education, Subsidized Child Care, and then Providers. The link can be emailed or the policies mailed upon request. *Please note: Placer County Office of Education (PCOE) is not responsible for Attendance Records mailed or put in drop box. It is suggested that you retain copies of all submitted materials.*

State Age Categories

INFANT:	Under 2 years
PRESCHOOL:	2 – 5 years
SCHOOL AGE:	6 years and older

For Centers Only – Children under 6 and in kindergarten are considered School-Age if they are considered School-Age for licensing purposes.

Rate Calculations

Rate calculations will be based on the three categories established by the state:

- 1) MONTHLY-Full or Part time
- 2) WEEKLY-Full or Part time
- 3) DAILY/ HOURLY-Full or Part time

PCOE Early Childhood Education reserves the right to use a uniform rate category that meets the child's certified need.

The state defines full time care as 6 or more hours per day or 30 or more hours per week. The state defines part time care as less than 6 hours per day or less than 30 hours per week.

It is a state requirement for the monthly rate category that care must take place in every week of the month. Therefore, the monthly rate category cannot be used if approved care is for alternating weeks only. A pro-ration of the monthly rate can be made where authorized care fits the monthly category, but the care begins or ends at a point during the month, causing care not to take place in every week of the month. To determine if the monthly rate should be part time or full time, determine the authorized hours of care for the month and divide by 4.33. If the result is less than 30 hours, then the part time monthly ceiling is applicable. If the result is 30 hours or greater, then the full time monthly ceiling is applicable.

The State requires that a single rate category be chosen based on the certified need of the child as documented on the Notice of Action (NOA). The category that is chosen will be the category that best fits the approved care, not the rate category that the provider uses. (i.e. If the Provider requests a daily reimbursement rate and the category that best fits the approved care is weekly, the reimbursement will be calculated using the weekly rate and the result will be compared to the provider's total reimbursement expected.) Rate **categories** cannot be mixed within the month. Hourly and daily rates are one category (Daily is the full time rate, hourly is the part time rate).

The "Certified need for child care" is defined as the number of days and hours of child care and development services approved and documented by the contractor as sufficient to meet the family's need for child care as specified in Education Code section 8263(a)(2).

With the exception of families funded by CDSS (Stage 1), License Exempt providers who provide full time (30 hours per week or more) scheduled child care are reimbursed for authorized days and hours. License Exempt providers who provide part time child care are only reimbursed for child care used. There is no payment made to part time License Exempt Providers for non-attendance for any reason.

When a "Days and Hours to Vary" schedule is determined to be the appropriate need for the child, care will only be paid for by PCOE Early Childhood Education when the child is in attendance. For example, if the child is sick and does not attend or if the provider is closed for a holiday and the child does not attend, no reimbursement will be made for the non-attendance day.

Premium Adjustments

The state defines premium hours as after 6:00 pm and before 6:00 am Monday through Friday and ALL hours on Saturday and Sunday.

Per state regulations, the **10% Premium** adjustment is used when at least 10% but less than 50% of the total approved hours of care are premium hours. The adjustment factor is 1.125.

Per state regulations, the **50% Premium** adjustment is used when at least 50% of total approved hours of care are premium hours. The adjustment factor is 1.25.

Premium adjustments do not apply to hourly rates. Premium adjustments do not apply to the License Exempt rates. Premium adjustments are applied to the state reimbursement rates. The premium adjustments are not applied to the provider rates.

Registration and Materials Fees

In accordance with state guidelines, registration and activity fees may be paid ONLY if the provider's rate plus a pro-rated amount of the fee is within the RMR ceiling. If a provider's rate is already at or above the RMR ceiling, the state will not allow any of the registration or activity fees to be paid by PCOE Early Childhood Education. Registration and activity fees must be stated on the provider rate sheet or in the provider contract and must be on file with PCOE Early Childhood Education in order to be considered for payment. These fees are not automatically paid. The provider must bill PCOE Early Childhood Education either by submitting a bill or writing it on the Attendance Record.

Vacations and Holidays (PTO/Paid Time Off)

PTO applies to licensed providers only. Per state regulations, licensed provider PTO days are limited to a maximum of 10 days per fiscal year (July 1st – June 30th). PTO days can only be paid if PCOE Early Childhood Education has on file a provider contract stating what days the provider is closed and that payment is expected on those days. If this information is not on file with PCOE Early Childhood Education, these days will not be paid. Conversely, if the provider contract on file with PCOE Early Childhood Education states the provider's site will be closed on a day care is provided, either a corrected provider contract or a signed and dated letter explaining the change in closure days must be received by PCOE Early Childhood Education in order for payment to be made for those days.

If you have exceeded the 10 PTO days allowed by the state, any closure days that you charge for will be considered "no charge" by PCOE Early Childhood Education. Parents are responsible for payment of these days and it is the provider's responsibility to collect the amount from the parents.

License exempt providers are not eligible for PTO days.

Changing Providers

Parents are responsible to the provider for any non-payment of child care due to a provider change.

Back-up Providers

A Back up Provider is an alternate provider who is reimbursed for child care when the primary provider is unavailable. Payment to a back-up provider is limited by the state as follows:

- Maximum of 10 days per child per fiscal year when the regular provider has a paid day of non-operation (PTO).
- Maximum of 10 days per child per fiscal year when the child is ill and the regular provider cannot accept the child.

Miscellaneous Rate Information

The PCOE Early Childhood Education's definition of a week is Sunday through Saturday.

The PCOE Early Childhood Education's definition of a day is 24 hours. Reimbursement cannot be made for more than one daily full time payment within each 24 hour period (i.e. even if a client works a double shift that results in the child remaining in care for 18 hours of a 24 hour period, this is still considered one day).

It is a PCOE Early Childhood Education's requirement that weekly rates are applied to no less than 3 (up to 7) days. Care for 2 days or less per week will not be paid using the weekly rate category.

It is a PCOE Early Childhood Education's requirement that daily or hourly rates are applied to a documented need for care of less than 14 days in a month. Care for less than 14 days in a month will be paid using the daily or hourly category.

Pro-rations will be made in the following circumstances:

- At the beginning or end of a month when a weekly rate is used and the full week does not fall within the month. For example, if Monday and Tuesday are in one month and Wednesday through Friday are in another month and the applicable reimbursement rate is weekly, 2/5ths or .4 of the rate will be paid in the month containing Monday and Tuesday and 3/5ths or .6 of the rate will be paid in the month containing Wednesday through Friday.
- When care begins or ends within the month. For example, if the applicable rate is a monthly rate and care ended on the 10th work day for a 21 work day month, 10/21sts of the monthly rate will be paid.
- When “no charge” days occur during a set schedule. For example, if the applicable rate is weekly for a five day a week schedule and three days are considered “no charge” days, 2/5ths of the weekly rate will be paid.
- When administering a limitation on the parent’s benefit that is required by regulations such as BIC days, unexcused absences or PTO days. For example, a facility is closed for 10 holidays during the year and two weeks over the summer. A monthly rate (ceiling) is being used for computing reimbursement. For the two weeks over the summer, a reduction is made to the reimbursement by 2/4.3 (or 10/23).

3. Stop Payment Policy

If a reimbursement check is lost, a signed Affidavit for Lost or Destroyed Warrant must be completed. Upon receipt of the completed form and after receiving confirmation from the bank that the check has not been processed, a check will be re-issued within 10 working days.

4. Independent Contractor

You are not the employee of Placer County Office of Education. You are an Independent Contractor or business owner who works for the parent who has chosen you to be his/her child care provider. Providers who participate in the PCOE Early Childhood Education’s program are not and will not become employees, partners, agents or principals of PCOE. Providers are not entitled to the rights or benefits afforded to PCOE employees, including disability or unemployment insurance, worker’s compensation, medical insurance, sick leave, or any other employee benefit.

PCOE cannot function in any way as the provider’s employer. For example, we cannot:

1. Verify the provider’s employment for anyone
2. Pay unemployment benefits
3. Be a reference for loans, housing, etc.

Reimbursements are made using state and federal funds. These funds do not belong to PCOE. **PCOE is a contractor for the state who must follow the regulations and guidelines issued by the state in the distribution of these funds.**

5. Tax Requirements and Reporting

PCOE Early Childhood Education reports payments to providers who have been paid \$600 or more during the calendar year to both the Federal and State governments. By January 31st of each year, the providers will be sent a Form 1099 (statement of non-employee earnings) stating the total money received from PCOE Early Childhood Education during the calendar year. Copies of the Form 1099 are sent to the IRS (Federal government) and to the Franchise Tax Board (State government). The Form 1099 will be completed and mailed based on the information provided on the Form W-9 submitted by providers. Providers must make sure an updated W-9 is on file if any change is made in address, name, ownership or tax identification number.

Additionally, PCOE Early Childhood Education is required to report all independent contractors to the State Employment Development Department (EDD) for the purpose of child support enforcement.