Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #01-42

Effective Date: July 1, 2001

Issuance Date: May 23, 2001

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF
PURCHASE OF CHILD CARE PROGRAM ADMINISTRATORS

FROM: CHARLES HENRY, EXECUTIVE DIRECTOR, FIA
LINDA HEISNER, EXECUTIVE DIRECTOR, CCA

RE: PURCHASE OF CARE (POC) PROVIDER VOLUNTARY
CLOSURES

PROGRAM AFFECTED: PURCHASE OF CARE (POC)

ORIGINATING OFFICE: CHILD CARE ADMINISTRATION
OFFICE OF PROGRAM DEVELOPMENT

SUMMARY:

Effective July 1, 2001, the Child Care Administration is making regulatory and/or procedural changes to the Purchase of Care (POC) program. This action transmittal provides information on changes associated with provider voluntary closures.

Currently, child care providers are not required to report voluntary closure days. They are paid for all voluntary closure days. A customer may request an additional voucher to use for an alternate provider during the closure days. If the customer chooses to use the additional (substitute) voucher, the department pays the subsidy on both vouchers and the customer is obligated to pay the co-payment on both vouchers.

Effective July 1, 2001, the provider is required to give a two week written notification of closing for provider payment, except in cases of provider or family illness or a death in the family. If a provider closes without adequate notice to the customer, the department withholds payment for the closure days. Also, a limitation is put on the number of <u>consecutive</u> closure days a provider may take and still be paid. That limitation is two consecutive weeks annually.

Additionally, if the customer uses an additional (substitute) voucher during any voluntary closure, the full regional subsidy is paid with a $0 co-payment for the customer. The customer is only obligated to pay the co-payment listed on the existing voucher.

ACTION REQUIRED:

Customers and providers will be notified of the provider voluntary closure changes. For a provider to be paid for voluntary closure days, they must submit a copy of the two week written notice of closing that was given to the customer. The notice should be submitted with the provider invoice. In cases of provider or family illness or death, payment may be made without the two week notification to the customer.

If the closing is for two <u>consecutive</u> weeks (or 10 consecutive days if providing both traditional and non-traditional weekend care), the invoice processing worker records those closure dates in the provider record and on CCAMIS. If the provider closes again for two consecutive weeks within the year, they are not paid for that closure period.

At the customer's request, the case manager may issue an additional (substitute) voucher due to provider closure. By indicating that this is an additional (substitute) voucher due to provider voluntary closure, the system displays and pays at the full regional subsidy regardless of the customer's income.

CCAMIS PROCEDURES:

Entering number of days in the voluntary closure field of the invoice processing screen triggers payment deductions.

- If an invoice is submitted indicating voluntary closure days of less than two consecutive weeks and is accompanied with proper notice, the invoice processor makes no entry in the voluntary closure field. Payment is made for those days.

- If an invoice is submitted indicating voluntary closure days of less than two weeks and is <u>not</u> accompanied with proper notice, the invoice processor enters the number of closure days in the voluntary closure field. Payment is deducted for those days entered.

- If an invoice is submitted indicating two consecutive weeks of voluntary closure and is accompanied with proper notice, the invoice processor enters the dates of the closures and nothing in the voluntary closure field. Payment is made for those days.

- If an invoice is submitted indicating two consecutive weeks of voluntary closure and is not accompanied with proper notice the invoice processor enters the number of days closed in the voluntary closure field. Payment is deducted for those days entered.

- If an invoice is submitted indicating an additional two consecutive weeks of voluntary closure within the same year (whether with or without notification), the invoice processor enters the number of closure days in the voluntary closure field. Payment is deducted for those days entered.

ACTION DUE:

The changes are effective July 1, 2001.

INQUIRIES:

Direct policy inquiries to Betsy Blair at 410.767.7845 or email her at bblair@dhr.state.md.us. Contact Anne Webster at 410.767.7815 or email her at awebster@dhr.state.md.us for CCAMIS inquiries.

cc: DHR Executive Staff
         FIA Management Staff
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