



Department of Human Resources
 311 West Saratoga Street
 Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #05-44

Effective Date: July 1, 2005

Issuance Date: May 20, 2005

**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: JUDITH L. ROZIE-BATTLE, EXECUTIVE DIRECTOR, CCA
 KEVIN MCGUIRE, EXECUTIVE DIRECTOR, FIA**

**RE: POC VOUCHER EXPIRATION, INVOICE SUBMISSION,
 PAYMENT IRREGULARITIES, ABSENCES AND PRIORITY 2
 DEFINITION**

PROGRAM AFFECTED: PURCHASE OF CHILD CARE

ORIGINATING OFFICE: CHILD CARE ADMINISTRATION

SUMMARY: The Office of Child Care Subsidy is introducing some regulation changes as of July 1, 2005. They include: (a) a 15 day voucher expiration, (b) a 60 day invoice submission deadline, (c) minimum overpayment thresholds, (d) 60 absences per year per child, and (e) clarification on the priority 2 definition.

ACTION REQUIRED: The regulation changes are as follows:

15 Day Voucher Expiration

Old: Customers must be given 30 days notice prior to the expiration of their voucher.

New: Customers must be given at least 15 days notice prior to the expiration of their voucher. This practice is currently in place for reconsiderations that are scheduled for review and possible closing. It will now also apply to short term vouchers that have a voucher expiration date that does not match a future redetermination.

60 Day Invoice Submission Deadline

Old: Providers may submit invoices at any time following the date of service.

New: Providers must submit invoices within 60 days of the last day of service in order to receive payment. Invoices received more than 60 days after service is completed, will not be paid.

Overpayment Thresholds

Old: Customers and providers had no minimum amount they had to agree to pay back incrementally if an overpayment was discovered.

New: Customers and providers must agree to pay a minimum amount back if an overpayment is discovered and recovered incrementally. In a case not involving fraud, the greater of \$10.00 or 10% of the overpayment shall be recovered monthly. In a case involving fraud, the greater of \$20.00 or 20% of the overpayment shall be recovered monthly.

60 Absences Per Year

Old: Formal providers could receive payment for up to five child absences per month, as long as the child did not exceed 10 in two consecutive months. The exception was if a child was absent for documented medical reasons.

New: Formal providers can receive payment for up to 60 absences per calendar year per child, with no restrictions on the number of absences per month. The exception for medical exceptions remains in place if a child exceeds 60 days. If a child exceeds 60 days without a medical exception, the case must be closed for lack of need.

Priority 2 Definition

Old: A customer transitioning off TCA could receive POC as a Priority 2 if he or she had received TCA for at least 3 of the last 6 months.

New: A customer transitioning off TCA can receive POC as a Priority 2 if he or she has received TCA at any time during the last 6 months.

SYSTEM PROCEDURES: None.

ACTION DUE: July 1, 2005.

INQUIRIES: Direct policy or procedures inquiries to Betsy Blair at 410-767-7845 or bblair@dhr.state.md.us.

cc: DHR Executive Staff
CCA Management Staff
Constituent Services
OSM Help Desk

FIA Management Staff
CCA Program Management Staff
CCA Program Standards Staff