

Hoosier Works for Child Care Payment Rules Tip Sheet

Weekly Rate Vouchers

- Weekly rate vouchers are issued for children who are authorized for full time care.
- If the actual number of hours attended during a week do not meet the full time attendance criteria, you will be paid ½ the weekly subsidy of the voucher. The full-time attendance criteria are:

Voucher Type	Full Time Attendance Criteria
School-Aged	14 hours 46 minutes
Non-School-Aged	24 hours 46 minutes
School-Aged-Other	24 hours 46 minutes

- During a year, each child with a weekly rate voucher may be absent from child care for up to 20 personal days, for which the child care provider will be paid.
 - For this payment to be made, the client **must** record the absent day as a personal day on the POS device or through the IVR
 - For payment calculation, the personal day will be treated as though the child were in care for the authorized number of hours on that day.
 - The personal day year is a fiscal year that starts on a voucher's subsidy begin date.
- Refer to Other Related Rules for vouchers with special needs.
- Refer to Other Related Rules for overnight care.

Daily Rate Vouchers

- Daily rate vouchers are issued for authorized for care that is more than four hours per day, but less than full time per week.
- If the child attends less than 3 hours and 46 minutes in a day, as authorized, your pay for that day will be calculated at the hourly market rate, rounded to the nearest quarter hour.
- The total payment for each week will be the sum of days paid at the daily rate plus any days paid at the hourly rate *or*, the total weekly subsidy on the voucher, whichever is lower.
- Refer to Other Related Rules for vouchers with special needs.
- Refer to Other Related Rules for overnight care.

Hourly Rate Vouchers

- Hourly rate vouchers are issued to children who require less than 4 hours of care per day.
- Payment will be calculated at the hourly rate on the voucher. The hourly rate will be used regardless of the number of hours of child care attendance, but payment cannot exceed the weekly subsidy of the voucher.
- The total payment for the week will be the total hours of care, rounded to the nearest quarter hour, times the hourly rate on the voucher, *or* the total weekly subsidy on the voucher, whichever is lower.
- Refer to Other Related Rules for vouchers with special needs.
- Refer to Other Related Rules for overnight care.

Other Related Rules

- Co-payment collection is the responsibility of the provider. You are entitled to collect the weekly authorized co-pay, regardless of actual attendance.
- Special needs, or additional charges:
 - The total weekly subsidy on the voucher includes the additional charges for special needs cases.
 - If child care attendance for a week is less than authorized, the additional charges will be pro-rated and added to the payment amount by adding 10% of the calculated payment to reach the total payment.
- Provider Holidays
 - Each calendar year, providers may declare 6 holidays as dates when they do not care for children, but receive payment as though they did.
 - Holiday payments will be made for each child with an active voucher for the provider on the holiday date.
 - For payment calculation, the holiday will be treated as though the child were in care for the daily authorized number of hours.