

MEMORANDUM

TO: CCDF Child Care Providers
FROM: Michelle Thomas, MSW, LCSW
Child Care Administrator
DATE: December 13, 2005
RE: CCDF Payment Discrepancy Changes

On August 18, 2005, the Family and Social Service Administration of Indiana (FSSA) was pleased to announce the release of a new CCDF provider website, www.hoosierchildcare.com. Further, extra attendance and payment reports from the Point of Service (POS) device were made readily available to all CCDF providers. FSSA invested in these tools to help providers prevent CCDF payment problems and to eliminate the costs and slow processing time associated with paper discrepancies.

Child care providers have overwhelmingly indicated that using the website and/or POS reports results in more efficient management of their child care businesses and eliminates the need to submit paper discrepancies.

The following changes are being implemented effective January 15, 2006:

- ✓ All discrepancies must be mailed within 60 (sixty) days from the last day of the service week. Discrepancies older than 60 (sixty) days will be rejected.
- ✓ Personal Day discrepancies must have a parent signature on the Statement of Service (SOS) form. Lack of parent signature will result in the discrepancy being rejected.
- ✓ Parents with repeat discrepancies for failure to use their swipe cards according to program policy will receive communication from the State that warns continued abuse of program policy may result in termination from the CCDF voucher program.

We encourage you to use www.hoosierchildcare.com and/or new POS reports at least weekly to assist you in correcting payment issues before they occur. You should use these reports to assist parents in identifying errors that they can correct using the 13 day Previous In/Out options.

If you have questions about accessing the website or printing POS reports, you may contact the ACS Provider Help Desk at 1-800-422-0850.