

## Hoosier Works for Child Care Payment Rules Tip Sheet

### **FULL TIME WEEKLY VOUCHER – NON-SCHOOL AGE CHILDREN**

Care provided for twenty-five (25) hours or more per week, Sunday through Saturday, for non-school age children or school-age children when school is not in session or when care is required during non-traditional hours. **Weekly reimbursement will be cut in half for full time children who do not have at least 24 hours and 46 minutes of attendance recorded in the POS for each Sunday to Saturday week.**

For children enrolled on a daily or hourly basis, reimbursement for care can never exceed the full time weekly reimbursement.

★ **Please note: If you feel you have been over paid, contact your CCDF Policy Consultant for further instructions.**

### **FULL TIME WEEKLY VOUCHER – SCHOOL-AGE**

Care provided for ten (10) hours or more per week, Sunday through Saturday, during the school year. If a school-age provider charges a weekly rate, the full weekly subsidy can be paid for the school-age child who is in attendance at least ten (10) hours per week, Sunday through Saturday, during the school year. **Weekly reimbursement will be cut in half for full time children who do not have at least 9 hours and 46 minutes of attendance recorded in the POS for each Sunday to Saturday week.**

### **FULL TIME WEEKLY VOUCHER – SCHOOL-AGE OTHER**

School other vouchers are used during the summer when school is not in session, or for breaks in school which are greater than one week, or for care provided when a family works non-traditional hours (before 6:00 a.m. or after 6:00 p.m.) any time during the calendar year, full time care for school-age children is defined as twenty-five (25) hours or more per week. **Weekly reimbursement will be cut in half for full time children who do not have at least 24 hours and 46 minutes of attendance recorded in the POS for each Sunday to Saturday week.**

For children enrolled on a daily or hourly basis, reimbursement can never exceed the full-time weekly reimbursement.

### **Other Related Rules:**

#### **CO-PAYMENT**

The dollar amount the family is responsible for paying directly to the provider based on the family's income, family size, years on the program and the Federal Poverty level. This amount is listed on their voucher and is the responsibility of the family to pay directly to the provider. Failure of a family to pay this charge must be reported to the local Intake Agent within 30 days from their first missed payment. **YOU MAY NOT WAIVE THIS CHARGE!**

#### **PROVIDER HOLIDAYS**

Reimbursement may be made to all providers for up to six (6) days per calendar year, per active CCDF child, when the facility or home is closed. This provision applies only if the facility or

home has a written policy to charge all families for days they are closed. Prior to each new calendar year, you will be asked to identify which six (6) holidays or chosen days of closure you want reimbursed. These days are chosen, by the provider, through the Provider website (www.hoosierchildcare.com). These dates do not have to be legal holidays, rather dates you have selected as pre-determined closures. Failure to submit your holiday closures timely will result in non-payment of the holiday.

### **Provider Holiday Tips**

- Annually you must report 6 selected holidays or chosen days of closure to be used throughout the year
- These chosen days must be days you are closed and for which you are also charging non-CCDF families.
- Failure to timely report your holidays will result in non-payment.
- CCDF children must have attendance electronically documented at least once during the 21 day period prior to the holiday to be eligible for holiday payment.

### **PERSONAL DAYS**

When enrolled full-time at a weekly rate each CCDF approved child is allowed twenty (20) personal days for which reimbursement can be made if a child is absent. **Personal days are not given to children who are enrolled with hourly or daily vouchers.** The personal days can be used at the family's discretion when:

- The provider was open for business; **and**
- The child did not attend any part of the day; **and**
- The time of use is one of the child's scheduled days to attend.

Families have the option of choosing when they want to use their twenty (20) personal days for each child. Once the child's twenty days are exhausted, the family is responsible to pay for any days the child does not attend. Personal days **cannot** be used to provide two-week termination notices. Any requirements for notice are between the family and the provider.

For children with special circumstances or other medical issues, the family should contact the local Intake Agent to learn how to request additional personal days.

### **Personal Day Tips:**

Children who attend full time at a weekly rate are allowed 20 personal days per year

- Personal days can only be used on days that you are open and that the child is regularly scheduled to attend
- Personal days can only be used for days that the child is not in attendance for any part of the day
- Personal days are used at the parent's choice

If a family chooses not to use a personal day or they have already used all of their personal days, the family is responsible for any charges incurred for days the child is not in attendance.

Personal days may not be used to provide a termination notice

### **INCLEMENT WEATHER CLOSURE DAY**

An Inclement Weather Closure day is defined as a day a provider can use, up to five (5) inclement weather closure days per calendar year, for which the child's attendance is credited as documented on the child's CCDF voucher. An Inclement Weather Closure day can be used by a provider when your counties emergency management system has issued travel advisories restricting travel. The following Department of Transportation website can be used in monitoring the status in your county [www.in.gov/dhs/traveladvisory](http://www.in.gov/dhs/traveladvisory)

An Inclement Weather Closure Day can be claimed within the current back-swipe period only and may not be for a future date.

Detailed instructions and requirements for entering Inclement Weather Closure Day(s) can be located in the Provider Web Portal User Guide and Provider Operations Manual (located on ([www.hoosierchildcare.com](http://www.hoosierchildcare.com)) or by contacting Xerox Provider Help Desk at 1-800-422-0850.