JB Pritzker, *Governor*

Illinois Department of Human Services

Grace B. Hou, *Secretary*

100 South Grand Avenue, East ● Springfield, Illinois 62762
401 South Clinton Street ● Chicago, Illinois 60607

Date: July 31, 2020

From: Bureau of Subsidy Management

To: Child Care Providers Participating in the Child Care Assistance Program

Re: **Instruction for Child Care Assistance Program (CCAP) Billing for July, August, September 2020**

Centers

- Look at the number of eligible days at the right-hand top of the certificate- make sure it is correct. You are only eligible for days your center was open. The number of eligible days for each family cannot exceed the total number of days in which you were open
- Ensure that you are not billing for more children than your current DCFS capacity.
- Draw a line through any family that is not attending due to reduced capacity. Put the code "C" to the right, reporting that the family is no longer attending.
- You can also not bill for any family that did not attend any days in July even if you are expecting them to return in August. They are not considered to be actively enrolled at this time. Draw a line through those families as well.
- Enter the actual number of days each child physically attended your program.
- Calculate your attendance percentage on the last page of the certificate. Do not include the eligible days for families you have crossed out when totaling the number of eligible days for all CCAP families when calculating your attendance percentage.
- If your total CCAP attendance percentage is 50% or higher, you will be paid 100% of all eligible days if the child attended at least one day of the rate type (full time, part time) during the month. (See * on page 2)
- If your total CCAAP attendance percentage is below 50%, each family's payment (attended days vs eligible days) will be calculated separately.
- Non-COVID-19 Attendance Exemptions can be requested when attendance is less than 50% due to COVID-19 related issues (closure due to quarantining and absences due to quarantining). Contact your Child Care Resource and Referral (CCR&R) agency or email DHS.CCAP.POLICY@illinois..gov if you have questions.
- The request form can be found at https://www.dhs.state.il.us/onenetlibrary/12/documents/Forms/IL444-4338.pdf
- Child Care Restoration Grants are available to help cover loss of income due to restricted licensing capacities. More information can be found at https://www.ilgateways.com/financial-opportunities/restoration-grants

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Licensed Homes

- Ensure that you are not billing for more children that your current DCFS capacity.
- Enter the actual number of days you provided care for each child on the certificate.
- Families that attend 50% or more of the eligible days will be paid for 100% of the eligible days if the child attended at least one day of the rate type (full time, part time) during the month. (See * on page 2)
- Families that attend less than 50% will be paid based on the number of days attended
- Non-COVID-19 Attendance Exemptions can be requested when attendance is less than 50% due to COVID-19 related issues. Contact your Child Care Resource and Referral (CCR&R) agency or email DHS.CCAP.POLICY@illinois.gov if you have questions. The request form can be found at https://www.dhs.state.il.us/onenetlibrary/12/documents/Forms/IL444-4338.pdf
- Child Care Restoration Grants are available to help cover loss of income due to restricted licensing capacities. More information can be found at https://www.ilgateways.com/financial-opportunities/restoration-grants

License-exempt Homes

- License-exempt homes can provide care for no more than 3 children (unless all children are from the same family) as they were prior to March 21, 2020.
- Do not bill for more children than are allowed.
- Children that attend 50% or more of the eligible days will be paid for 100% of the eligible days if the child attended at least one day of the rate type (full time, part time) during the month. (See * on page 2).
- Families that attend less than 50% will be paid based on the number of days attended.

***** If a child was eligible for 10 full time days and 10 part time days, and only attended 9 full time days, CCAP will pay for 10 full time days but no part time days.

Please note:

As with other temporary policy changes that were put in place during earlier phases of COVID-19, IDHS has reinstated policy 06.05.01 which states:

Providers must not charge the State a higher rate for a parent receiving subsidized child care than is charged to their private paying clients.

The rates on the certificate have not been updated to reflect the new rates effective July 1, 2020. If you are not charging the new state rate AND you have not submitted a rate certification form to our office, you must provide us with that certification BEFORE we can enter your payment, to avoid any overpayments. Thanks to those who have already turned in their rate form. If you did not turn in a rate certification form, cross out the incorrect rates and write in the correct one.