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# White Earth Child Care Assistance Program (CCAP) Handbook

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## Contents

Contents.....	1
Responding to assistance requests .....	3
Child Care Assistance Checklist .....	3
Timeframe for processing applications.....	3
Processing Applications.....	4
Processing applications for families experiencing homelessness.....	4
Living Situation .....	5
Applicants who are eligible.....	5
Eligibility .....	6
Eligibility Requirements .....	6
Verification.....	7
Legal guardianship .....	7
Add Children .....	8
Child Care Assistant Program Schedules .....	8
Accounts Receivable Payable Schedule .....	9
Provider requirements .....	10
Determining the number of hours to authorize.....	10
Communicating the number of hours authorized and schedule of care .....	11
Timeline to submit bills .....	11
Receiving an incomplete or incorrect bill .....	12
Resubmitting a paper bill.....	12
Ending payment for provider non-compliance.....	12
Determination of Payment Amounts.....	13
The payment amount is based on: .....	13
<b>Legal nonlicensed providers (LNL)</b> .....	14

<b>Licensed providers and license exempt centers .....</b>	<b>14</b>
Sessions of childcare .....	14
Maximum authorization and payment.....	14
Co-Payments .....	15
Late Co-Payments .....	15
Parent Responsibility .....	15
Parents may use a legally unlicensed caregiver if they meet the following requirements: .....	16
Absent Days.....	16
Determining the payment rate .....	17
Unlicensed Provider s Criminal Background Check.....	17
Mandated Reporters of Child Abuse and Neglect.....	17
Health and Safety Checklist .....	18
Training .....	18
Providers record Keeping .....	18
<b>Assessing Overpayments .....</b>	<b>18</b>
<b>Timeframe for overpayments.....</b>	<b>19</b>
<b>Examples of overpayment due to agency errors.....</b>	<b>19</b>
When to assess an overpayment.....	19
Overpayment examples due to family error .....	19
Examples of overpayment due to provider error .....	19
Overpayment example due to a combination of family error and agency error.....	20
Overpayment due to a combination of provider error and agency error .....	20
What Is Fraud?.....	21
Fraud penalties.....	21
Providers fraud referrals.....	21

## Responding to assistance requests

Before a family can receive Child Care assistance, they must complete an application and meet eligibility requirements. The application must be signed and dated by at least one parent, stepparent, and the foster care Case worker. Families that received White Earth Childcare Assistance must be employed, attending school training, or Job Search

How to apply for childcare assistance

The family copayment fee schedule and how the fee is determined

Their responsibility is to pay provider charges that exceed maximum rates in addition to the copayment fee.

## Child Care Assistance Checklist

**Child Care Assistance Application:** The applicant must complete the application stating: full name, address, and telephone number, employment information for you and your significant other, Child Care provider (must be 18 years old, NOT living in the same household and can pass the criminal background check), and state if your children will be attending school.

**Criminal Background Check:** If your Child Care provider is not licensed this form must be completed by your Child Care provider and returned to us IMMEDIATELY. White Earth Child Care Assistance Program will then process criminal background checks. If your Child Care provider fails the criminal background check, the Child Care Assistance Program will be provided until you have changed your Child Care provider and your current provider approved.

## Timeframe for processing applications

If a family experiencing homelessness processes the application within priority five business days from the date of receipt.

Examples of when a family is eligible, or it may be unknown if they are eligible include:

The income reported on the application exceeds the entrance income limit; request verification of income to determine eligibility.

It is unknown if the family has age-eligible children; request additional information about children in the family.

The application is missing pages.

The application has not been signed.

The family is missing in the child/re Birth Certification and Tribal ID for child or parent.

## Processing Applications

Review the submitted application and required eligibility verifications to determine if the application is complete.

All applications for CCAP will be processed from the Child Care Assistant Specialist and the Child Care Director will review the White Earth Child Care Assistant application.

Process the applications within **30 calendar days from the date of receipt**. You may extend the application processing period to **45 calendar days** if the applicant is informed of the extension. A notice of approval or denial of assistance to the applicant will be mailed or emailed by the end of the application processing period.

All Application process take up to **7 to 14 business days**, it may take longer if we are waiting to get the verification of employment from your employer.

## Processing applications for families experiencing homelessness

If a family experiencing homelessness appears eligible, process the application within five business days from the date of receipt.

If a family experiencing homelessness does not appear eligible or it is unknown if the family is eligible, process the application within 30 calendar days from the date of receipt. With the consent of the applicant, you may extend the processing time to 45 calendar days.

Examples of when a family may not appear eligible, or it may be unknown if they are eligible include:

The income reported on the application exceeds the entrance income limit; request verification of income to determine eligibility.

It is unknown if the family has age-eligible children; request additional information about children in the family.

The application is missing pages.

The application has not been signed.

## Living Situation

Living with Family/friends due to economic hardship and the family is temporarily, lack of affordable housing or similar reasons:

The family is experiencing homelessness if “yes” is their response to the “temporarily shared housing due to loss of housing, lack of affordable housing or similar reasons” question.

Hotel or motel

Emergency shelter

Place not meant for housing (anywhere outside, a vehicle, and abandoned building, or bus/train/airports

Do not question the family’s choice of living situation and do not request verification of the family’s living situation.

Does not mean living in the same house and saying your homeless

## Applicants who are eligible

Parentally Responsible Individuals include:

Parents (biological and adoptive)

Stepparents.

Legal significant others of Parentally Responsible Individuals

Legal guardianship (see underneath)

## Eligibility

Eligibility requirements for the Child Care Assistance Program (CCAP). To be eligible for CCAP, all applicants MUST:

Application filled out by Parent or Foster Case Worker

Provider of all the required verification

## Eligibility Requirements

**Income Verification Form:** The applicant and significant other must complete the top portion of this form; have your employer complete the bottom portion. NOTE: White Earth Child Care Assistance Program must have whatever income you or your significant other have had in the past 6 MONTHS, for example, employment, unemployment, GA/MFIP, self-employment or temporary work.

**Employment Verification Form:** The applicant and significant other must complete the top portion of this form; have your employer complete the bottom form and mail to the program  
WHITE EARTH CHILD CARE ASSISTANCE PROGRAM MUST HAVE A  
VERIFICATION FORM ON FILE FOR THE PAST 6 MONTHS FROM THE DATE OF  
THE APPLICATION. If you have had more than 1 employer in the past 6 months, you will need a verification form for each employer also.

**Consent for Release of Information:** This form must be completed by you and your significant other, as the White Earth Child Care Assistance Program does periodic checks on employment on all people receiving Child Care assistance. Information White Earth Child Care Assistance Program that will be checking on the employment, if still employed, current salary and any change in workdays/hours. This form is mandatory. If you have received a salary increase/decrease, this will NOT affect your monthly copayment for the duration of your service year.

**Copy of each Child's Tribal ID:** If the child is enrolled as members of the White Earth Nation, please provide a copy of their Tribal ID. If your child is a Descendant refer to the form described below.

**Request for Verification of Descendancy Form:** If the child is a first-generation descendant, fill out a verification form for the child and provide a copy of the parent's

**Tribal ID.** If the child is a second-generation descendant, fill out a verification form for the child and provide a copy of the grandparents' Tribal ID. Please provide a copy of the Birth Certificate for all descendants (including parents if applicable) listed on the form. Provider

**Statement Form:** This form must be completed by you and your Child Care provider. If you change your Child Care provider within your service year, you MUST contact our office

IMMEDIATELY and request another provider statement and criminal background check form.

## Verification

### **Employment**

An income verification form must be completed by the applicant and then forwarded by the applicant to the payroll department of their current employer for verification. The work verification form verifies the applicant's normal work schedule (i. e., Monday-Friday, 8:00 am to 4:30 pm, etc. and income). Applicants must work a minimum of White Earth Child Care Assistance Program (20) hours per White Earth Child Care Assistance Program week to qualify. The employer may fax the completed form to 983-4106.

### **School Training**

If attending school, a list of classes and their times must be on file to verify their status as a student. The class schedule is needed with the application. Applicants must show satisfactory progress with a passing grade of a 2.0 average or higher. A copy of the student's transcript must be turned in at the end of every semester to verify the GPA. Study time is all White Earth Child Care Program. In White Earth Child Care Assistance Program class times will be considered as study time.

### **Job Search**

If an applicant is actively seeking employment, a White Earth childcare Assistance Program will be provided for job search activities for no more than 60 hours within a four-month period. Applicants must complete and sign a job.

### **Self-Employment**

If an applicant is self-employed, their taxes from the prior year will be considered for eligibility purposes. A self-employment form must be signed and on file stating the number of hours that the applicant(s) may be away from home for this purpose, the average monthly income with check stubs for verification of income, and the type of self-employment in which the applicant is engaged.

## Legal guardianship

Legal guardian means a person who has been appointed or accepted as guardian by a court of jurisdiction or tribal law according to Minnesota Statutes section 260C.325, 524.5-201, 524.5-202, or 524.5-204.



Request verification from the family to confirm that they meet the specific legal guardian definition for the Child Care Assistance Program.

A copy of the Legal Guardianship letter from the court System Payment to provider 's

## Add Children

Let the Child Care Specialist know about adding new child

need a **Birth Certification** to add the new Child before any payment is made

having the program agreement signed by provider and parent

## Child Care Assistant Program Schedules

A childcare schedule calendar is given to every parent and provider on White Earth Childcare Assistance Program. must be completed daily and include the date, the first and last name of each child in attendance on the Child Care Assistant schedule, and the times when each child is dropped off and picked up. The times of the child dropped off to and picked up from the childcare provider must be entered by the person dropping or picking up the child. to meet the attendance record keeping requirement. The childcare checklist will have dates to submit schedules and when to expect payment, when the WHITE EARTH CHILD CARE ASSISTANCE PROGRAM is closed as well as training opportunities, health & safety information, and holidays

1. The daily attendance records must be kept at the site where services are delivered for 6 years after the date the care was provided
2. Daily attendance records must include an "A" for any day a child is absent for all scheduled hours or an "H" for any day the provider was closed for a holiday if the child was scheduled to be in care, and "P" for any day a child is present for the scheduled hour
3. Checks will be Direct Deposit in your account or mailed from the accounting office and cannot be picked up any sooner. NO ECEPTIONS
4. Each schedule **must** be signed by both the parent and the provider at the end of each pay period, not in advance and must include the provider 's address and social

security number or IEN number. Parents are asked to review the schedule for accuracy before they sign it.

5. Schedules that are **not** received in our office by Tuesday noon (see childcare schedule calendar), will need to be held for the next accounts payable date. **NO**

#### **EXCEPTIONS!!**

6. childcare schedule according to the Due Date that was provided to me by the Child Care Program Specialist. If the Child Care Program Specialist does not receive the childcare schedule **after date. (7days)** It will be the parents' responsibility to pay.
7. fail to turn in the childcare schedules on time more than **3 separate occasions**, provider will not receive payment for those schedules and will have to make a contract with both the Child Care Specialist and Child Care Director. If provider failed to follow the Contract I will get terminated from receiving Child Care Assistance for one year.
8. If children are enrolled in school or Head start, White Earth Child Care Assistance Program will not pay for childcare when they should be in school (see absent day forms)
9. Families that work and their work close early, the child will be able to stay until the end of business hours.
10. Families that have appointments can bring the child still to childcare.

### **Accounts Receivable Payable Schedule**

Upon receiving the childcare schedule, WHITE EARTH CHILD CARE ASSISTANCE PROGRAM staff will verify hours / signatures, deduct the parent's monthly co- payment, and then calculate the hours and pay the required rate (unlicensed, licensed, or center rate).

rate).

## Provider requirements

1. Licensed through county, I will give the Child Care Assistance Specialist a copy after renewal. All payment will be on hold until the Child Care Specialist receives it
2. Boy & Girls Club, Summer Camp, or afterschool program Will need to have a State Of Minnesota Certified Child Care License, or I will not be able to receive payments. I will give a copy to the Child Care Specialist when I receive my new one.
3. renew CPR certification every **two years** and give a copy to the Child Care Specialist. If you fail to hand in my CPR Certification, ALL payments will be on hold until the Child Care Specialist receives it.
4. W-9 every year to the Child Care Specialist or White Earth Finical account payables.
5. Yearly Background check to keep receiving Child Care Assistance Program payments.

## Determining the number of hours to authorize

**Do NOT pay for more than 120 hours of childcare assistance per child every two weeks for a License Provider. Do not pay more than 10 hours of care in one day for unlicensed**

The maximum number of hours authorized for each child should be the number of hours that care is needed to support parental authorized activities, excluding the hours that the child does not need childcare and the hours that the provider is not available.

The child may not need childcare due to the child being in school or the parent having another care arrangement. If the family indicates on the application or redetermination that fewer hours of childcare are needed, the worker may follow up with the family to determine if fewer hours of care should be authorized.

To determine the number of hours that care is needed for each child, the worker must examine each of these:

The family's authorized activity schedule.

- The child's school schedule.
- The provider's availability.
- The parenting time/custody schedule for a child that resides in multiple households.

## Communicating the number of hours authorized and schedule of care

The number of hours authorized per biweekly period is listed on the Service Authorization. Workers can include comments on the Service Authorization.

### **Scheduled and authorized hours**

- For 12-Month Reporters, it is not necessary to communicate scheduled and authorized hourly information. Workers can include a comment to let families know how their authorized hours were determined but are not required to do so. Families and providers can determine when the authorized hours can be scheduled.
- For Schedule Reporters, it is recommended that workers include a comment to let families and providers know what the scheduled and authorized hours are.

## Timeline to submit bills

- If a provider has received an authorization of care and has been issued a billing form for an eligible family, the billing form must be submitted within 30 days of the last date of service on the bill.
- Do **NOT** pay a bill submitted more than a year after the last date of service on the bill.
- Do **NOT** require participants to pay providers in advance of receiving payment from the childcare fund as a condition for receiving childcare assistance.

## Receiving an incomplete or incorrect bill

When a provider submits an incomplete bill or the provider notifies you after the bill is submitted that the bill was completed incorrectly, the provider must submit corrections in writing. How the provider submitted the bill originally determines how the corrections are made.

- If your agency identifies an error(s):
- Inform the provider what they need to correct.
- Keep a copy of anything you send to the provider for the provider's file; and
- Follow instructions below for resubmitting a paper

If the provider identifies an error(s):

- Keep a copy of the provider's request for their file and/or document the communication in Provider Notes; and
- Follow instructions below for resubmitting a paper

## Resubmitting a paper bill

- If your agency receives an incomplete/incorrect paper bill, the provider has three options to submit a correction:
- Make a copy of the submitted bill and return the original bill to the provider.
- The provider makes changes to the original bill and resubmits it to the agency.

## Ending payment for provider non-compliance

White Earth Child Care Assistance may end or deny a provider's registration, stop payment issued to a provider, or refuse to pay a bill submitted by the provider if the provider violates one or more of the following clauses:

- Clause 1: The provider admits to intentionally giving materially false information on the billing forms.
- Clause 2: The agency finds by a preponderance of evidence that the provider intentionally gave materially false information on the billing forms and/or attendance records.
- Clause 3: The provider violates CCAP rules, until the violations have been corrected.

- Clause 4: The provider is operating after receipt of a licensing order of suspension, revocation, or decertification from the State of Minnesota (this occurs when providers are appealing the revocation, suspension, or decertification).
- Clause 5: The provider submits false attendance reports or refuses to provide attendance records upon request.
- Clause 6: The provider gives false childcare price information.
- Clause 7: The provider fails to report on the billing form when a child's attendance in childcare falls to less than half of the child's authorized hours or days for a four-week period.

## Determination of Payment Amounts

- Based on the maximum payment rate in the county where childcare is provided, base the maximum payment rate on the city where care is provided.
- Do not pay more than the CCAP maximum rate or the rate the provider charges to private, full-paying families for like services, whichever is lower

### The payment amount is based on:

- The age of the child
- The type of the provider
- The status of the provider (primary or secondary)
- The provider's charge
- The number of hours of childcare that are authorized
- The hours the child is scheduled to be in care.
- When the provider charge is more than the amount CCAP can pay, the parent is responsible for the additional amount plus the family copayment fee.

## Legal nonlicensed providers (LNL)

Legal nonlicensed providers can only be paid by the hour. CCAP cannot pay for more than 10 hours of care in one day. CCAP cannot pay for more than 50 hours of care in one week.

## Licensed providers and license exempt centers

- For children attending licensed family childcare providers, licensed centers, and license exempt centers, CCAP will pay:
- Up to the maximum weekly rate if the child is scheduled and authorized for more than 35 hours per week with a single provider.
- Up to the maximum daily rate if the child is scheduled and authorized for 35 hours or less per week, and more than five hours per day with a single provider.
- Up the maximum hourly rate if the child is scheduled and authorized for 35 hours or less per week, and five or less hours per day with a single provider.
- CCAP cannot pay more than the maximum daily rate for one day of care. CCAP cannot pay more than the maximum weekly rate for one week of care.
- CCAP will never pay more than the maximum weekly rate to a child's primary provider for one week of care.
- CCAP will never pay more than two maximum daily rates to a child's secondary provider for a two-week billing period.

## Sessions of childcare

During the school year for school age children, before and after school age care providers sometimes use "session rates." In these cases, the hours of care authorized will determine if an hourly, daily or weekly rate may be paid. Payment will be the lesser of the CCAP maximum rate or the provider charge.

## Maximum authorization and payment

Do NOT authorize or pay for more than 120 hours of childcare assistance per child every biweekly period for license Provider.

Do NOT authorize or pay for more than legal nonlicensed providers towards the 100 hours.

To convert childcare paid on a full-day or weekly basis to licensed providers into hours to determine if payment exceeds 120 hours of child care assistance:

- Payment at the daily maximum rate is equal to 10 hours of care.
- Payment at the weekly maximum rate is equal to 50 hours of care.

## Co-Payments

The income guidelines are a fixed percent of the annual gross income according to the basic sliding fee scale. Also, the parents must pay a monthly co-payment fee to the Provider or Unlicensed Provider at the end of month.

Co-payments are to be made to the provider monthly. This transaction will be White Earth Child Care Assistance Program and the parent and the provider to arrange a payment plan. Provider s must notify the WHITE EARTH CHILD CARE ASSISTANCE PROGRAM of late co-payments. Any applicant with late co-payments in the past month will get a notice from the WHITE EARTH CHILD CARE ASSISTANCE PROGRAM acknowledging a co-payment has been missed and stating that their childcare will be on hold until co-payment is received by the provider. Co-payments later than two months will result in a termination of assistance if not paid in a timely manner to the provider.

## Late Co-Payments

- The Child Care Assistance Program will then send a notice of possible suspension of childcare assistance. **For any co-payments over 30 days past due, childcare assistance will be stopped until full payment is received.** There will be NO EXCEPTIONS. Any co-payment later than 60 days will be just caused to drop applicants from the program; the applicant's file will then be closed. Random calls to the childcare provider will be made throughout the year to ensure co-payments have been made.

## Parent Responsibility

The childcare Assistant program will only pay for days and hours that are agreed upon at the time of application approval or for which a prior authorization is in place.

Upon eligibility, the applicant or applicants are informed of the amount of their monthly co-payment. **The co-pay fee should be paid to the provider by money order, cash or check payable to the Child Care Provider.** The co-payments are due on the last day of each month. The provider is then required to give the parent a receipt for each monthly co-



payment stating the amount, the month of the co-payment, and signed by the childcare provider.

**The parents must notify the program within advance five days before changing childcare provider s, and notify any temporary providers, to ensure that all provider requirements are met.**

**The Parents are responsibility to pay the provider anything that the CCAP does not cover and also any absent days after 25 days.**

Parents are responsible for making their own childcare provider arrangements, although there are guidelines that must be followed by the White Earth Child Care Assistance Program d in choosing one. The parents are responsible for choosing the provider that best meets the needs of their family. The WHITE EARTH CHILD CARE ASSISTANCE PROGRAM. All providers must ensure that parents have complete and total access to their children while in their care.

Parents may use a legally unlicensed caregiver if they meet the following requirements:

1. Providers must be over the age of eighteen.
2. Providers must not be living in the same household as the parents / children.
3. Unlicensed Providers must only care for one family's child/ren other than their own; with a maximum of five (5) children in the provider 's care (provider 's own children are to be included in this number)
4. The Provider cannot be a parent of the child/ren
5. The provider must pass a criminal background check prior to payment.
6. CPR training

## Absent Days

The White Earth Child Care Assistant Program will pay for up to **25 absent days** per calendar year and will stop paying after the child has hit 25 absent days. The parents are responsible for any absence after 25 days.

up to **10 planned closure days** (i.e., staff development, vacation days) , and up to **11 program holidays**

The provider is responsible for keeping track of the child/ren absent days.

## Determining the payment rate

White Earth Child Care Assistance Program are the base rates for providers, varying by county, type of care (licensed family childcare or licensed childcare center, Unlicensed Providers), the licensed provider's quality rating (parent aware), and the child's age (infant, toddler, preschool, or school-age).

### Unlicensed Provider s Criminal Background Check

- If an applicant Child Care is provided by a legally unlicensed provider, the criminal background check (CBGC) forms must be completed and signed with provider 's original signature and returned to the WHITE EARTH CHILD CARE ASSISTANCE PROGRAM. Payments to childcare providers (unlicensed) will not be made until that provider has passed a Criminal Background Check. A limit of four (4) CBGC per applicant will be paid by the WHITE EARTH CHILD CARE ASSISTANCE PROGRAM. The parents will need to pay for additional CBGC performed.
- The WHITE EARTH CHILD CARE ASSISTANCE PROGRAM requires background checks on **ALL INDIVIDUALS** (13 years older) who have access to children receiving childcare assistance and / or who are in a home that is to be used for childcare. These forms must be signed and returned promptly.
- **\*Failure to return the signed form could result in temporary suspension of childcare assistance to the individual providing care.**
- These confidential forms will be on file at the White Earth Child Care Assistance Program for the parents' viewing.
- A copy of any negative results may be mailed to the provider upon request by the parent, once it is received at the WHITE EARTH CHILD CARE ASSISTANCE PROGRAM. Issues of concern that could result in a negative result are but ***not limited to: Homicides- Sex Crime- Arson- Incest- Crimes against Persons- Crimes of Compulsion- Theft and Burglary- Obscene Telephone Calls- Child Abuse / Neglect- Child Protection / Substantiated or Unsubstantiated Reports or Assault.***

### Mandated Reporters of Child Abuse and Neglect

- A mandatory reporter is a person who is required to report suspected cases of child abuse and neglect. Every state within the U.S. Territories has statutes that identify mandatory

reports of child maltreatment and specify the circumstances under which they are to report.

- A “person responsible for a child’s care” is defined in state law to include a parent, guardian, teacher, school administrator, daycare provider, babysitter (paid or unpaid), a counselor, or other lawful custodian with responsibilities of care for the child.
- **The Failure of a mandated reporter to report knowledge of reasonable suspicion of child abuse or neglect is a criminal misdemeanor offense.**

### Health and Safety Checklist

- A health and safety checklist must be completed by the parent and (unlicensed) provider.
- Health & Safety items are available at no charge to **new** Child Care Providers who have not received them before from the program:
- First Aid Kits, Fire Extinguishers, Health & Safety Gates, Electrical Outlets Covers, and Door / White Earth Child Care Assistance Program latches.

### Training

- All providers (licensed and unlicensed) must be completed. Unlicensed providers must attend a Child Care training session 2 hours per year, White Earth Child Care Assistance Program or any other mandatory training that develops. 4 hours per year of health and safety training is required.
- The WHITE EARTH CHILD CARE ASSISTANCE PROGRAM will send out notices of upcoming training sessions. Legally unlicensed providers (providers that care for only one family) are encouraged to attend these informational sessions.
- The WHITE EARTH CHILD CARE ASSISTANCE PROGRAM can pay for the training registration costs to ensure the health and safety of the children in their care is met.

### Providers record Keeping

Childcare providers are required to maintain the following records:

### Assessing Overpayments

Overpay occurs when a family and/or provider receives more childcare assistance than they were eligible for. An overpayment can occur due to family and/or provider actions or errors, or a combination of agency and family and/or provider actions or errors.

## Timeframe for overpayments

Do not assess overpayments that occurred more than six years before the overpayment was determined, unless fraud is established. Fraud overpayments must be assessed and collected regardless of the timeframe.

## Examples of overpayment due to agency errors

The following are examples of overpayments that resulted solely from agency errors that cannot be assessed or collected.

- Family reported a change timely, but the CCAP agency did not act timely.
- Family's eligibility is approved with incorrect income.
- Family's service authorization increased without schedule verification.
- Family's copayment reduced without income verification.
- The provider is approved for a higher rate for quality care that they are not eligible for.
- Provider's county of care entered incorrectly resulting in incorrect maximum rates.

## When to assess an overpayment

Assess overpayment if a family and/or provider receives more childcare assistance than they were eligible for if the overpayment occurred:

- Solely because of family and/or provider actions or errors.
- Because of a combination of agency errors and family or provider actions or errors.

## Overpayment examples due to family error

The following are examples of overpayments that resulted solely from the family's error that can be assessed and collected.

- Family's failure to report at application and redetermination.
- Family's failure to report during the 12-month eligibility period.

## Examples of overpayment due to provider error

The following are examples of overpayments that resulted from the provider's error that can be assessed and collected.

- Provider is caring for an age outside the terms of their license.
- The provider operates on days/time outside the terms of their license.

### Overpayment example due to a combination of family error and agency error

The following is an example of an overpayment that resulted from a combination of family and agency error.

- Late reporting by family and failure to act on changes by the CCAP agency

When the agency error portion of the overpayment can be calculated separately, only the family portion of the overpayment can be assessed and collected.

### Overpayment due to a combination of provider error and agency error

The following are examples of overpayments that resulted from a combination of provider and agency errors that can be assessed and collected:

- A provider bills for care during a period when the license is closed or inactive and the agency approves payment.
- A provider bills for dates and times not covered by their license (weekends or late-nights) and the agency approves payment.
- A provider bills for children whose age rate category is not covered by their license and the agency approves payment.

### What Is Fraud?

- Fraud means that you knowingly gave the government or an agency false information to get public assistance for yourself or someone else. “Public assistance” includes programs like CCAP, cash assistance, SNAP, and Medical Assistance.

### Fraud penalties

- Pay back the money or public assistance benefits that you wrongfully received.
- Pay any additional fines to the court.
- Possible imprisonment

### Providers fraud referrals

- Provider Fraud Investigations Unit of providers you have program integrity concerns