

2307.1 CHILD CARE

A. OVERVIEW OF CHILD CARE

1. Child Care Assistance is used to help low income working families find and pay for child care. The funds also will be used to enhance the quality and increase the supply of child care for all families in Georgia.

B. Currently, there are 9 types of Child Care Programs currently funded. The types of child care are listed below.

1. **Program 516** – Applicant Services Child Care is for TANF applicants who are looking for employment. No fees are assessed in this program.
2. **Program 517** – TANF Child Care is used to assist TANF customers who are working, in school, or in training. No fees are assessed in this program.
3. **Program 535** – Transitional Child care is used to assist previous TANF customers for up to one year with their child care needs. There are parent fees attached to this program.
4. **Program 539** – Day Care Benefits – Food Stamp Program are used to assist clients who receive food stamps, are participating in the Food Stamp Employment and Training Program, and reside in only certain counties. Parent fees are allowed in this program.
5. **Program 544** – Child Care Block Grant Child care is used to provide child care to low income families while they work, are attending school or training. The parent is assessed a fee for child care in this program.
6. **Program 545** – Child Care Block Grant Eligible Exceptions is used to assist children of low income families whose family income exceeds the limit for UAS 544, however, has a “special needs child”. Parent fees are allowed in this program.
7. **Program 555** – Child Care for children that attend Lottery Funded Pre-Kindergarten program and whose parents are NON-TANF recipients. Effective 4/01/2004, program 555 will also be used for wrap around child care services for 4 year-olds in foster care who are enrolled in Pre-K. Entitlement code 17 will be used in program 555 to identify these services.
8. **Program 556** – Child Care for children that attend Lottery Funded Pre-Kindergarten program and whose parents receive TANF assistance.

9. **Program 557** – ChildCare for Foster Children will be paid from 557. See the conditions listed below and also the exceptions.
 - a. The child care provider must meet all DFCS subsidized child care criteria.
 - b. Social Services case manager will refer Foster Parent to CAPS worker to process child care application.
 - c. The foster parent must be working during the time child care is provided, or care is needed for the child's therapeutic benefit as described in the protective services case plan.
 - d. Child Care services for foster children in Pre-K must be paid from Program 555 instead of 557.
 - e. Short-term child care for special circumstances can still be allowed using UAS 501, 502, or 503. The social service case manager will handle these situations through the foster parent invoice process for supplemental supervision.

C. PAYMENT OF CHILD CARE INVOICES:

1. Currently there are two different payment processes for child care funding.
 - a. **MAXIMUS Providers**
 - 1) MAXIMUS has contracted with the State of Georgia and Department of Family and Children Service to process child care payments.
 - 2) The goal is still for all child care payments to be eventually paid through this child care vendor.

SEE SECTION # FOR CLAIM PAYMENT PROCEDURES FOR MAXIMUS COUNTIES.
 - b. **PAYMENTS MADE FROM DFCS ACCOUNTING OFFICES**
 - 1) DFCS Accounting Offices have a statewide standardized child care cuts offs to process child care invoices.
 - 2) These statewide guidelines should ensure child care vendors receive their checks in timely manner and allow current month invoices to be paid in the current month, thus facilitating child care projections.

D. INVOICE APPROVAL

1. Helpful hints to process the Childcare and Parent Services Form 69. Note if childcare invoices received are not correct; speak with your supervisor for your office procedures in the handling of incorrect invoices.
2. Be familiar with your costar manual. Some programs require the parent to pay a small weekly fee; however, some programs do not allow parent fees.
3. The invoice should be completed as follows prior to reaching the accounting office.
 - a. Legal name of the vendor (Should match W-9 form)
 - b. Address where the check is to be mailed (Should match W-9 form)
 - c. Name of the County in which service was rendered
 - d. Period the service was rendered. Billable weeks normally begin Monday A
 - e. Last name/First name of parent approved for payment of child care services (from form 77)
 - f. Social Security number of parent approved for payment of child care services
 - g. Children's names that child care is provided for
 - h. Correct program/entitlement code
 - i. Rate charged by the vendor
 - j. Number of hours, days, or weeks billed
 - k. Total entitlement to be paid (Column K – Rate x Column L –number)
 - l. The fee to be paid by the parent
 - m. Net dollars to be paid (Column M – Total Entitlement less Column N – Parent Fee)
 - n. Total of Column M
 - o. Total of Column N
 - p. Total of Column O (and should also be total of P Less Q)

4. Signature Line should be completed with phone number and date
5. A County Representative who is shown on the internal control plan approves the invoice by signing on County Representative Line and dating.
6. Vendor should complete the Federal Id or Social Security number line and mark if incorporated or not. Note the address and Federal Id number should match the W-9 on file.
7. A W-9 is required to be on file for each child care provider because IRS regulations require that all non incorporated Child Care Vendors receive a 1099 each year.
8. Review the invoice for accuracy and completeness, checking the totals due the vendor across and down.
9. Code the invoice with vendor number and child number.
10. Child care is entered in SMILE in BULK Entry Form. Bulk entry means you can add in totals and don't have to add a transaction screen for each child. The Co-Star manual indicates Bulk entry is appropriate for all Child Care Programs.

2307.2 CHILD CARE CLAIMS

A. Child Care Claims Instructions for DFCS County Accounting Offices where Child Care payments are paid through MAXIMUS:

1. Establish 214.229 – Due to DHR for Child Care Claims
2. Set up an entitlement code “XO” (X Zero) for each childcare programs, 517X0 , 535X0, 544X0, etc. for claim payments In the G/L account bucket, use 214.229 as the default account.
3. When Child Care Repayment is received, use internal control procedures to receipt in the payment.
 - a. The receipt should have as much information as possible; including, client’s full name, address, phone number, case number, total overpayment, claim balance after payment has been made and detail of months and amounts owed if possible.
4. Deposit into the agency operating bank # 1.
5. Accounting should receive Form 111s and 112s from MAXIMUS. The Form 112 will indicate how much is owed for each month from the client.
6. Post the receipt to 214.229 – Due to DHR for Child Care Claims through the receipt module in General Ledger in SMILE.
7. Add a Child Welfare screen for each service month the amount the client paid will cover. Enter “N” for posting to the General Ledger.
8. The UAS/Entitlement Code should be the program number being repaid with an X0 as the entitlement code.
9. It would also be acceptable to enter the receipt through the Child Welfare side only and have the child welfare transaction post to the General Ledger Side.
10. Make sure 214.229 and COSTAR are reconciled at the end of the month.
11. Quarterly, complete the Due to DHR Child Care Claim report and submit to Atlanta.

B. Child Care Claim Payment Instructions in Counties where DFCS Accounting pays the child care vendors.

1. Establish 214.229 – Due to DHR for Prior Year Child Care Claims
2. Set up an entitlement code “XO” (X Zero) for each childcare programs, 517X0 , 535X0, 544X0, etc. for claim payments In the the G/L account bucket, use 214.229 as the default account.
3. When Child Care Repayment is received, use internal control procedures to receipt in the payment.
 - a. The receipt should have as much information as possible; including, client’s full name, address, phone number, case number, total overpayment, claim balance after payment has been made and detail of months and amounts owed if possible.
4. Deposit into the agency operating bank # 1.
5. Accounting should receive Form 111s and 112s from the Child Care Case Manager. The Form 112 will indicate how much is owed for each month from the client.
6. In posting a payment receipt, determine if the payment is a prior year, current year, or a combination. (Check Section B on Form 112).
 - a. Prior Year Payments are posted to account 214.229 – Due to DHR for Child Care claims.
 - b. Current Year Payments are posted to the original expenditure account, 622.517, 622.535, 622.544, etc.
7. Add a Child Welfare screen for each service month the amount the client paid will cover. Enter “N” for posting to the General Ledger.
 - a. Prior Years Payments, enter in the account number bucket to 214.229.
 - b. Current year Payments will post to original expenditure account and a **General Journal Adjusting Entry must be completed to post the rerate amount to the correct account.**
8. Make sure 214.229 and COSTAR are reconciled at the end of the month.
9. Quarterly, complete the Due to DHR Child Care Claim report and submit to Atlanta.