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.

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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.