



**WORKFORCE
SERVICES**
CHILD CARE

Back to School Time Changes

Back to School Survival Guide

With children going back to school soon, there are a lot of questions around how and when to report changes. This webinar will cover the following:

- Review the new change reporting requirements under Pay by Enrollment
- Updating rates timely for upcoming changes



End of summer scenarios

Alex is 6 years old and will be in school full time starting August 23rd. The parent tells you on August 1st that he will no longer need child care as of the 23rd.

What must you report?

When must you report it?

You must report that Alex will no longer be enrolled.

You must report this no later than 8/25/2021.

Wait, Can't I just report during certification? Can I continue to be paid based on enrollment?

- August certification is August 25th to the 31st
- September issuance is August 30th
- If you certify after the September benefit has already been issued, you will have an OP for September.
- Remember, issuance for ongoing cases is always a couple of days prior to the start of the following month, so that funds are available by the first.
- Since Alex is no longer considered enrolled after 8/23, you may not continue to be paid based on enrollment. You may retain the full payment for August, however, since the parent did not give notice until 8/1.

It is now mid-September. Alex hasn't attended since school started. You are holding his spot.

What must you report?

When must you report it?

- You must report by the 90th day of non-attendance that Alex is no longer in care.
- Unless the parent un-enrolls Alex, and you continue to hold the spot for him, you could be paid for enrollment for September, October and November.
- You must report by the 90th day of non-attendance to stop the December payment. When reporting in the portal that a child has not attended for 90 days, report the date of the 90th day of non attendance (NOT the last date the child attended).

What happens if I held a spot for Alex all summer, but he doesn't return to care as scheduled?

What must you report?

When must you report it?

You must report the by the 90th day of non attendance even if you anticipate that he may still return to care. If he does return later in the same month or following month, report this to OCC and the case can be updated.

What do you do if Alex changes from full time to part time?

If Alex is still enrolled and you do not offer part time rates, you don't need to report anything.

If you offer part time rates, you need to report the reduced part time rate for Alex.

How do I report rate changes?

DWS uses two kinds of rates; the lowest reported rate is used to calculate subsidy payments.

- Care About Childcare, or CAC rates, should always reflect your full time, ongoing rates. CAC rates apply to **ALL** children in your care.
- Lower, or discounted custom rates and part-time rates apply only to the child they are reported for, and supersede higher CAC rates. These changes are reported for an individual child in the provider portal.

Timing for reporting rate changes

- All rate changes reported take effect the following month.
- For example, rates for September subsidy must be entered in the correct system(s) in August.
- These rate changes must be reported by the 25th of the month prior to the change.
- You can report the rate changes ahead of time. If you make a rate change on the 1st, it will not affect new kids that start during the current month. Don't wait until the last minute!

Rate changes, Continued

Let's say you change increase your full time rates for ALL kids in an age group, but you also give reduced rates for part time care, or some other discount. This could involve two rate changes:

1. You must report your updated full time rates, or rates that affect ALL children, on Care About Childcare.
2. You must report a custom, reduced rate on the DWS Provider Portal for each individual child that has a reduced rate.

Alex changes to part time. What do I do now?

- If Alex changes to part time, and you offer reduced rates for part time, you would report a rate change for Alex on the **DWS Provider Portal**.
- Only update CAC if you are changing the full time rate for ALL children in a certain age group.
- Tip: Subsidy goes by age only, not grade. If Alex is starting kindergarten, and you have him in a kindergarten classroom, but he is 6 years old, subsidy will be paid according to his age.

Additional pay by enrollment and rate change scenarios

Brandi is 12 and will be in Middle School. Mom is changing her provider. She will attend your center until 8/22.

Assume the parent tells you about this change on August 15th.

What must you report? When must you report it?

- You must report no later than 8/25 that Brandi will no longer be enrolled.

Additional pay by enrollment and rate change scenarios

The parent tells you on September 1st that Brandi isn't returning. The September payment has been issued.

What must I report, and what do I do with the September payment?

You can keep the September payment based on enrollment if you will hold the space, but you should report within 10 days to stop the October payment.

If the parent never un-enrolls the child, and you save the space for the child, you may continue to be paid for up to 90 days. Report the change by the 90th day of non attendance.

What about Brandi's charges for August?

If you know that Brandi won't attend the full month, and you are reducing the charge for the month, you need to report this.

Where and when do you report this rate change?

- Report in the DWS Provider Portal before the start of the month you are updating the rate for.
- The parent may report to DWS in time for two providers to be paid for August, and if they do, the payment may be split.

Brandi's charges for August, continued

- The parent might report changes to DWS but not to you. DWS must take action on parent reports. If the parent fails to meet their obligations under their contract with you, for example, to give two weeks notice, you cannot be paid by DWS for that time.
- If the parent disenrolls their child for the following month, report the change within 10 days or no later than the 25th, even if the parent owes you notice. The parent may be responsible for paying you for their notice period.

Brandi's charges for August, NEW provider

You enroll Brandi and expect her to start on August 23rd, but she does not attend.

What must you report? When must you report it?

You must report by August 25th that the child has not attended.

- If she starts later in the month, or during September, the case can be updated and reopened.

Brandi's charges for August, NEW provider

Brandi started with you on 8/23 and is attending, but you didn't get paid for August or September. What happened?

If the parent didn't report the change of providers to DWS in time, the previous provider may have been paid for all of August and even September per pay by enrollment policy. Even if you reported the start date, the parent must report the change in providers to DWS timely.

If we cannot pay you, the parent will be responsible for paying you.

Other costs and fees

Remember:

DWS does not pay for transportation costs, field trips or other fees in addition to your normal charge for each child. If the subsidy does not cover the full cost of care, the parent is responsible to pay you the difference in cost.

A+

We hope we have helped you earn an A+
in change reporting!



Thank you!