



**WORKFORCE  
SERVICES**  
CHILD CARE

Payment-to-Provider  
Provider monthly attendance certification  
for licensed providers

Webinar 2

November 2, 2017

Department of Workforce Services  
Office of Child Care

# Agenda

- 1) Introduction
- 2) Review of provider reporting requirements
- 3) Provider monthly attendance certification requirements
- 4) Certification process, new resources and screenshots
- 5) Rollout
- 6) Questions
- 7) Eight-hour rule reminder

# Provider reportable changes

## **1) Child stopped attending**

- a) Anytime during current month
- b) Not returning next month (enter last date of current month)
- c) Attended less than eight hours

## **2) Child has never attended**

## **3) Apply a DWS Credit to a Case** (if child still attending)

## **4) Report (lower) Child Care Rate Per Child**

# How to report changes in the DWS Provider Portal

## “**Children in Care**” tab

- Click on “**Actions**” next to the case
- Click on change you are reporting
- Follow prompts

# Provider Policy Requirements

It is a policy requirement for all providers who receive subsidy payments to report children never in care or who have stopped attending, within 10 days or by the **25<sup>th</sup>** of each month, whichever is sooner.

It is a policy requirement for licensed providers to certify that the changes in attendance have been reported.

*Utah Administrative Rules R986-700-706*

# Provider Certification

# Certification of Attendance

1. Review all children in care. Click on each case to view children.
2. Report children who stopped attending or were never in care in the provider portal by the 25<sup>th</sup> of each month. This includes:
  - Children who attended less than eight hours as of the 25<sup>th</sup>.
  - Children who will no longer be returning in the current month.
  - Children who will no longer be attending next month, if known.
2. Between the 25<sup>th</sup> to the last day of each month, certify in the provider portal by attesting that each case has been reviewed and reportable changes have been reported.



# How to certify

1. There will be one certification button per facility at the top of the Children in Care screen. It will only be displayed from the 25<sup>th</sup> through the end of the month.
2. If there are multiple facilities, each facility will need to have a certification completed.
3. The certification must be completed from the 25<sup>th</sup> through the last day of the month to count for that month.
4. A paper certification form is available if you have a technical problem. However, it must be completed within the same time period as the online certification.

# Who can certify for a facility?

- Users with a financial administrator role
- Users with a facility administrator role

Once the certification is completed, the certification button will change to show it has been completed. It will disappear after the last day of the month.

# New reports and resources

## In “Reports” and “Children in Care” tabs

- **Monthly report:** View all actions reported for the current month at once. This includes the date the monthly certification was completed and the person who certified for the facility.
- **Historical report:** Sortable report options including by dates and action types. The history prior to November 2017 may be incomplete.
- **Children in care:** Children at a glance (coming soon...) will be added to the export to excel report. Will show children in the current month only. Save or print for your records.
- Updated FAQ's and DWS Provider Guide

# Provider Certification

Screenshots

# What happens if a change occurs after I certify?

## **Example:**

A provider reviews and updates all cases. The certification is completed in the portal on the 25<sup>th</sup>. The next day, a customer reports last day children in care will be on the 30<sup>th</sup>.

## **Action:**

- Report this change within 10 days through the portal.
- Certification the following month will include this change was reported.
- If it is too late to stop the payment from being issued for the following month, the overpayment will need to be returned.

# What happens if I wait to certify until the last day of the month?

- We have extended the actual “certification” to the last day of the month to allow additional time for providers to certify.
  - You still need to report known changes by the 25<sup>th</sup>.
  - If a change occurs after the 25<sup>th</sup>, report the change through the portal.
  - DWS will make every effort to ensure the payment is stopped before the end of the month.
- When you certify later in the month, you are certifying that any additional changes have been reported.
- It may still result in an overpayment for the following month.

# Rollout

OCC is allowing the months of November, December, and January for providers to get familiar with the certification change and new reports.

NO PENALTIES WILL ACCRUE DURING THIS TIME.

During this time, OCC will reach out to licensed providers to help with the transition to this new requirement.

The first month that the certification will officially count as a policy requirement will be **February 2018**.

# Consequences for not certifying

(beginning February 2018)

- A provider will be disqualified to receive child care subsidy payments if three certifications are missed in any six-month period.
- A late certification will not be accepted. (Contact OCC or CAC if you need help. A paper form is available, if needed. The form is available for printing on [jobs.utah.gov/occ](http://jobs.utah.gov/occ) in the provider resources section.)
- If a provider has missed two months within a six-month period, the provider will be sent a warning notice.
- The first disqualification will last for a period of 12-months.



Questions on certification?

# Eight-hour rule change -Reminder-

Providers may retain the authorized monthly subsidy payment so long as at least eight hours of care were provided for the child by the **25<sup>th</sup>** of the month

OR

the change was reported (child did not attend eight hours) by the 25<sup>th</sup>  
AND the child returns for eight hours by the end of the month.

# What if the child returns after the 25<sup>th</sup>?

- If you report by the 25<sup>th</sup> that a child attended less than eight hours and the child returns for eight hours before the end of the month, email [occ@utah.gov](mailto:occ@utah.gov) to cancel the overpayment.
- We may require verification of attendance.
- We may require that the parent contact DWS to determine their eligibility for the following month and to confirm that you will be providing care.

Questions?

# Resources

- [jobs.utah.gov/childcare](https://jobs.utah.gov/childcare) -DWS Provider Portal, Frequently Asked Questions (FAQ's)
- [jobs.utah.gov/occ](https://jobs.utah.gov/occ) -click on *Provider Resources* for Subsidy information, fliers and recorded webinars
- [occ@utah.gov](mailto:occ@utah.gov) -DWS, OCC Provider Helpline email