

DWS Provider Portal- Reporting part-time rates

Webinar 2
August 31, 2016

Department of Workforce Services
Office of Child Care



Agenda

1. Overview of payment policy – What, why and when to report changes
2. DWS Provider Portal Demo- How to report rate changes for an individual child
3. Copayment table changes
4. Retaining proper records
5. Resources and Reminders

Reporting rate changes

Subsidy calculation

- Parent's participation hours
- Provider charge per child
- Maximum monthly State rate (local market)

Full-time Provider Charges

- Standard monthly, full-time provider rates reported to Care About Childcare
- This is always used as a default rate in the payment calculation comparison.
- Update monthly, full-time rates in Care About Childcare, only as needed.

IN or OUT-of-School?

- Care About Child Care out-of-school rate is always used as the standard rate for DWS.
- Rates are not child specific so there is no way for DWS to know when to use the in school rate.
- A child may be in school and still need full-time care.

Customer non-report

- This process has resulted in over issuance of monthly benefits in some situations.
- If a provider receives a higher monthly subsidy payment than they are charging the parent, this results in a credit or overpayment with DWS.
- Causes confusion about the amount of co-payment owed to the provider.

Policy change

Providers are now responsible to let DWS know if a child has an in-school or part-time rate and when that rate changes.

Part-time Provider Charges

- Lower rates are child specific.
- No interface with Care About Childcare.
- **Starting September 10th**, report part-time and in-school monthly rates through DWS Provider Portal for individual children.
- No additional reporting required for children in full-time care (Care About Childcare rate used).

Changes that must be reported

- Child no longer in care
- Child stopped attending
- DWS Credit
- Lower rate or a change in rate for an individual child
(NEW requirement)

DWS Provider Portal DEMO

Rate-per-child

- Select child's name.
- Can only report one rate change at a time. No end date. (consider averaging)
- Select default (Care About Childcare) rate when rate changes back to full-time.

Application month

- Unable to report changes during an application period. (pending status).
- DWS will use standard Care About Childcare rate and prorate payment in the initial month.
- Report rate changes for the following month through the portal.

REMEMBER

- In both Care About Childcare and DWS Provider Portal, ALWAYS report rate changes by the 25th of the month before the change.
- DWS will make the rate change effective the following month. For example, a change reported in August is effective September 1st.

Tips on determining monthly rates:

- Factor using **4.3** to convert to a monthly rate.
- Average over several months.
- Report a DWS credit if reduction is only for one month and children will attend next month.

Example of factoring

Factoring is how you convert hourly, daily and weekly rates to monthly rates.

$\$3.40/\text{hour} \times 3 \text{ hours}/\text{day} \times 5 \text{ days}/\text{week} \times \mathbf{4.3 \text{ weeks}} =$
 $\$219 \text{ per month.}$

Example of averaging

- September-\$380
- October- \$400
- November -\$380
- December-\$360
- January-\$400
- February-\$360

$\$2280 / 6 \text{ months} = \380 avg./month

Reminder

Always report your rate as a monthly amount.

Prevent Overpayments

Reporting accurate monthly rates will prevent overpayments.

Copayment Changes Effective October 1

Copayments

- Copayment waived for families with income <100 percent of federal poverty limit (April 2016)
- No more than 10 percent of income for highest household income groups. (October 2016)
- Supports federal recommendations
- Family-friendly
- Provider-friendly

Proper Documentation of Attendance

Attendance

- Effective April 1, 2016, DWS Rules were changed to require attendance records be maintained for three years.
- Document the hours (in/out) the children are in care every day.
- This information is required to be provided to DWS upon request.

NEW Provider Resources

NEW Provider Resources

- Updated copayment tables
- Infographs
 - copayment vs. out of pocket
 - provider payment policy
 - tips to reduce overpayments

Deadline Reminders

Health and Safety Training

- Federal requirement
- August 30, 2016 deadline
- Report to Licensor
- Failure to complete
 - September payments will still be issued
 - Customers cases will close in September
 - No longer eligible for payments until in full compliance

TAX ID (IRS Form 1099)

- It is mandatory for all providers to submit their Federal Employee Identification Number (FEIN) or Social Security Number (SSN) in the DWS Provider Portal.
- Link from Portal Home Page.
- Enter on Banking tab.
- Submit by October 1, 2016.

Webinar Schedule

Save the Date

- September 20
 - Child Care Reauthorization changes

Child Care Reauthorization

- 12-month eligibility
- Higher income eligibility thresholds during 12 months.
- Three month's of job search child care
- Temporary Changes

Questions?

Resources

jobs.utah.gov/childcare -DWS Provider Portal, Frequently Asked Questions (FAQ's)

jobs.utah.gov/occ -Provider Resources and Subsidy info- webinar recordings, income tables, fliers

careaboutchildcare.utah.gov -Care About Child Care

occ@utah.gov -DWS, OCC Provider Helpline

