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**Economic Assistance Division
 Child Care Assistance Program (CCAP)**

CCAP Billing Practices During COVID-19

Q1 I am accepting the Childcare Emergency Operating Grant (CEOG), am I still eligible to receive and bill CCAP?

Providers who are accepting CEOG are still eligible to bill and receive CCAP payments. Providers who are participating in CEOG can bill CCAP for all hours in which eligible children were present.

Q2 I am accepting the Childcare Emergency Operating Grant (CEOG) and I have a CCAP eligible child who has extended absences due to COVID-19 concerns. Can I bill CCAP for those absent hours?

Providers who are accepting CEOG can bill CCAP for the \$50 cap per month based the CEOG guidelines. This information can found at <http://www.nd.gov/dhs/info/covid-19/provider-resources.html> in the 'Child Care Emergency Operations Grant (CEOG) Overview. The \$50 cap applies to each eligible child who is absent for over 40 hours in a month.

When billing CCAP for the \$50 cap due to extended absences, enter in the actual hours billed when child was absent from care. If the child was not in attendance at all that month, the absent hours need to be included when billing for the \$50. Include the \$50 in the amount billed column. In the additional comments, enter '\$50 cap billed'. For children who were absent less than 40 hours in a month, the \$50 cap will not be applied, and regular rates can be billed.

These payment practices will be applied to the service months of April, May, and June 2020.

Screen shot of billing form in SSP:

Payment Request Details

Select an individual to provide payment request details. Click on the help link at the top of this page for information on how to complete the payment request. Request for Payment forms can be submitted for the 1st through the 31st. Request for Payment forms must be turned in within 3 months of the month the care was provided.

The Child Care Assistance Program (CCAP) will only pay for child care services while the provider was licensed or approved as a child care provider by the state. If your child care license or approval expired during the service month, only charge for the hours of care provided while you were licensed during the month. Attendance records for each child may be requested before payment is issued.

	Name of Child	Name of Caretaker	Total Hours Provided When Child was Present	Hours Billed When Child was Absent from Care	Total Weeks of Child Care Provided	Amount Billed (\$)	Additional Comments
<input type="checkbox"/>	Harry Hummingbird	Halley Hummingbird					

I hereby certify that the information in this form is true and completed to the best of my information and knowledge. I agree to promptly report to county social service office any change or correction to the information shown. I further agree that if this form of the parent listed is selected for field review, my signature below constitutes my consent to obtain verifying information from any necessary source. I certify that I have not billed this parent more than I billed private pay clients. *

Q3 I am accepting the Childcare Emergency Operating Grant (CEOG), when do the modified payment practices for CCAP take affect?

Modified payment for CCAP take effect with the service month of April.

Q4 I am accepting the Childcare Emergency Operating Grant (CEOG) and have CCAP eligible children. How to I bill for March?

CCAP has temporarily modified payment policies to allow payment for more than 40 absent hours due to extended absences. Continue to bill March for hours when the child was present. In March, when a child was absent from care, bill for the total number of absent hours. Bill for the number of weeks when the child was both present and not present. When issuing payment, CCAP will take into consideration all hours when determining the payment amount.

The \$50 cap will become effective with the service month of April and as long as you are participating in CEOG program. Please refer to Q2 for guidance on how to bill for April forward.

Q5 I am NOT accepting the Childcare Emergency Operating Grant (CEOG) but remain open for care, how do I bill CCAP?

Continue to bill CCAP as usual for all service months. Providers that are not participating in CEOG are not subject to the \$50 absence fee cap.

CCAP has temporarily modified payment policies to allow payment for more than 40 absent hours due to extended absences. Continue to bill for hours when the child was present and when a child was absent from care. Bill for the number of weeks when the child was both present and not present. When issuing payment, CCAP will take into consideration all hours when determining the payment amount for the service months of March, April, May, and June 2020.

Q6 I have closed my child care facility, can I continue to bill CCAP for absence hours?

Yes, you may continue to bill CCAP during COVID-19 related closures. When billing, enter all hours billed as hours billed when the child was absent from care for the months of April, May and June.

Please note that you cannot charge CCAP more than you charge private pay families. If you charge a set fee to hold a child's spot during closures or extend absences, CCAP can assist with those fees at this time. Only bill CCAP for the amount of the fee in these situations.

Q7 Can I continue to bill CCAP using the hard copy SFN 616 – Request for Payment Form?

Yes, the hard copy SFN 616 can continue to be used, however it is strongly recommended that you bill CCAP through your provider SSP account. Billing this way will reduce unnecessary contact with families, especially when a child had been absent from care. Additionally, billings through the SSP typically have a faster processing timeframe as the forms are received in county offices as soon as you submit.

Q8 My child care facility has been shut down, can I continue to bill CCAP for absence hours?

Yes, starting the service month of July 2020, if you are a licensed provider, and your child care facility has been shut-down by the Department of Health, Local Public Health Agency, or a

Tribally designated Health Agency due to COVID-19, CCAP will take into consideration all hours when determining the payment amount if verification of the shut-down is provided.

Please note that you cannot charge CCAP more than you charge private pay families. If you charge a set fee to hold a child's spot during closures, CCAP can assist with those fees at this time. Only bill CCAP for the amount of the fee in these situations.