

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
DATE October 21, 2016**

IM 5285

TO: County Social Service Directors
Economic Assistance Policy Regional Representatives
Economic Assistance Policy Quality Control Reviewers

FROM: Carol Cartledge, Director, Economic Assistance

SUBJECT: CCAP Payment Request Form Timeframe for Prior Months

PROGRAMS: Child Care Assistance Program (CCAP)

EFFECTIVE: Immediately

RETENTION: Until superseded

SECTIONS
AFFECTED: Time Frame for Submitting SFN 616 'Child Care Billing Report' Forms 400-28-130-10.

Effective immediately, the following changes are being made:

The title of the section is being updated to 'Time Frame for Submitting SFN 616 'Child Care Request for Payment' Forms.

Policy has been changed to allow the SFN 616 Child Care Payment Request form to be submitted no later than 3 months from the service month when assistance is requested for the month prior to the application month.

Forms for all other months, including the month of application, must continue to be submitted no later than 2 months from the service month.

Policy has been clarified to state that payment request forms are due by the last business day in the month in which they are due.

Time Frame for Submitting SFN 616 'Child Care Billing Report Request for Payment' Forms 400-28-130-10

Billing report Request for Payment forms must be submitted 2 months following the month child care services were provided. ~~Payment will not be made for billing forms received after the two 2 month period.~~

All forms must be submitted by the close of the last business day of the month in which the form is due.

Example:

If child care is incurred for the service month of May, the last day the form can be submitted is up to the close of the last business day in July, to be considered as received within the 2 month time frame.

Exception:

Payment Request forms for the month prior to application, when assistance is requested for the prior month, must be submitted within 3 months from the month child care services were provided.

Example:

Household applied on May 25th and requested assistance for the prior month of April. The household was approved June 20th including the prior month of April. The payment request form for the service month of April must be submitted no later than the last business day of July.

If a form is received after the 2 or 3 month time period, the family household must be notified that payment cannot be made because the billing report form was received after the 2 or 3 month time limit. The family household must be notified in writing the payment cannot be made

If you have questions, please contact your Regional Representative.