

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
BISMARCK, NORTH DAKOTA  
July 25, 2016**

**IM 5281**

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

**FROM:** Carol Cartledge, Director, Economic Assistance

**SUBJECT: SFN 616 Child Care Billing Report and Policy on Billing Forms**

**Attachments: SFN 616 Child Care Request for Payment Effective 8-1-2016**

**PROGRAMS:** Child Care Assistance Program (CCAP)

**EFFECTIVE:** August 1, 2016

**RETENTION:** Until superseded

**SECTIONS AFFECTED:** Absent Days 400-28-80-25  
Child Care Billing Report 400-28-130-05  
Computing the Bill 400-28-135-10  
Child Care Billing Report Form and Certificate Does Not Match 400-28-135-10-10  
Child Care Billing Report Form and Certificate Match 400-28-135-10-05  
SFN 616, Child Care Billing Report 400-28-165-45

Effective August 1, 2016, the following changes are being made:

The title of this form has been changed to SFN 616 Child Care Request for Payment.

Caretakers are no longer required to report allowable activity information on the SFN 616 Child Care Request for Payment. Caretakers do not need to specify the days and times that they were in their allowable activity.

Payments will be based on the determined level of care and the total hours, weeks and amount billed as reported by the provider.

Providers will continue to report the following:

- The children they provided care for
- The total hours of care when the child was present
- The total hours billed when the child was absent from care
- The total weeks of care provided
- The total amount billed

The provider and caretaker must sign the request for payment form before submitting. Either the provider or caretaker can submit the form to the county.

The SFN 616 Child Care Request for Payment has been updated to reflect these changes. The form is available on E-Forms.

All versions of the SFN 616 Child Care Request for Payment dated prior to August 1, 2016 must be discarded effective August 1, 2016. The prior version of SFN 616 Child Care Billing Report Form can still be accepted for payment requests from the service month of July 2016 and before.

The following policy sections are affected by these changes:

### **Absent Days 400-28-80-25**

Up to 16 hours per calendar month can be allowed for a child who is absent from their child care setting for any reason when the provider requires payment of the absence.

The ~~days and~~ **total** number of hours ~~per day~~ that the child was absent must be listed on the Child Care Billing Report form. ~~The hours a caretaker was absent from their allowable activity are not listed on the form by the caretaker.~~

More than 16 hours per month can be allowed in situations that result in closures or absences due to inclement weather. These situations must be reviewed on a case by case basis, using prudent person judgment. The reason for allowing payment for additional absent days must be documented in the case file.

## **Child Care Billing Report Request for Payment 400-28-130-05**

Child care costs incurred for a calendar month must be verified by using and completing the SFN 616, Child Care Request for Payment Billing Report form for child care costs incurred in a calendar month. It is the responsibility of the child care provider and the caretaker to complete the Child Care Request for Payment Billing Report form each month.

- ~~The child care provider must list the ACTUAL number of hours the child was in their care.~~
- ~~The caretaker must list the ACTUAL number of hours the child needed care while the caretaker participated in their approved allowable activity (including travel time).~~

Both the caretaker and the provider are required to sign and date the billing report form AFTER the form has been completed.

Either the caretaker or the provider may submit the form to the county social service office.

~~It is the caretaker's responsibility to make sure the form is complete, to review the form for errors and for providing all the information needed in order for the payment to be made. If the form is not complete, the form should be returned to the caretaker or provider for completion.~~

~~The caretaker may choose to let the provider submit the billing report form to the county social service office, however, it is the caretaker's responsibility to make sure a completed billing report form is submitted to the county social service office.~~

~~If a provider or a caretaker is not available or refuses to complete, or date the Child Care Request for Payment Billing report form, the eligibility worker will be expected to explore all avenues of locating the person who needs to complete, sign, or date the form. If the information needed to complete the form can be reasonably established by the provider or caretaker, payment can be made without completion by the missing party. A third part may attest to the accuracy of the billing report form only if the individual who needs to complete the form cannot be located. If it reasonable that the information needED to be completed can be established by the other party or a third party will attest to its accuracy, payment can be made without one party's completion, signature or date. If it is reasonable that the billing report form is complete and accurate and the person who need to~~

~~sign or date the Child Care Billing Report form cannot be located or a third party will attest to its accuracy, payment can be made without the signature or date. All actions taken must be documented.~~

~~If a provider or caretaker refuses to complete, sign, or date, their portion of the Child Care Billing Report form, sign and date the Child Care Billing Report form or the provider or caretaker refuses to sign and date the Child Care Billing Report form and the other party can provide reasonable proof their information listed on the Child Care Billing Report form is accurate or a third party will attest to its accuracy, payment can be made without their completion, signature, or date. All actions taken must be documented.~~

### **Computing the Bill 400-28-135-10**

Child Care costs must be submitted on the SFN 616, Child Care Request for Payment for the actual calendar month the child care costs were incurred.

~~When a child care billing report form is received, the billing report form must be reviewed to make sure it is complete (signed, dated and completely filled out). If the billing report form is not complete, the billing report form should **it must** be returned to the caretaker **or provider** for completion.~~

~~Child Care costs must be submitted on the SFN 616, Child Care Billing Report Form for the actual calendar month the child care costs were incurred. From the total monthly hours listed on the Child Care Billing Form, the average weekly hours must be determined.~~

Allowable hours are based on the determined level of care. Refer to 'Allowable Child Care Hours and Level of Care 400-28-80' to determine allowable hours.

### **Computing the Bill from SFN 616 Child Care Request for Payment:**

1. Use the amount reported in column 2. Total hours provided when the child was present.
2. Add up to 16 additional hours from column 3. Hours billed when child was absent from care.

**Note:** More than 16 hours of absent care can be paid in certain situations. Refer to 'Absent Days 400-28-80-25'.

3. Use the amount reported in column 4. Total weeks of child care provided. The number of allowable hours determined in 1 and 2 above are then divided by the number of weeks to arrive at the average weekly hours for the month. This total is used to determine payment based on DN 241 Sliding Fee Scale.

**Note:** A week is defined as Sunday through Saturday, and the maximum number of weeks that can be used to determine the average weekly hours is 4. If a child needs care for 1 day in a week, the week counts as 1 towards the 4 week maximum provided the day of care is in the calendar month that is being billed. If the child does not need care for at least 1 day in a week, the week is not counted.

4. Use the amount reported in column 5. Amount Billed. The actual amount reported on the billing form must be entered into the system.

The system will use the determined level of care to issue the correct payment amount. Co-payment amounts are then subtracted from the determined payment amount. Actual information reported on the billing report-form must be entered into the system for tracking purposes.

If the provider charges total hours that are over the determined level of care, CCAP will continue to pay up to the state maximum rate based on the determined level of care. It is the responsibility of the household to report when there is an increased need in child care hours.

**Example:**

**A household was approved at part time level of care for the certificate period. For the service month of May, the provider reported that the child was in their care for 110 hours over 4 weeks, which averages to 27.5 hours a week, or full time level of care for the month of May. Payment is issued based on the part time state maximum rate. The certificate remains at part time level of care, unless the household reports and verifies and increased need in child care.**

If the provider charges for hours that are less than the determined level of care, CCAP will pay based on the actual hours reported on the child care billing report. This may result in a payment that is less than state maximum rate. The level of care is never decreased during the certificate period. See policy at Determining the Level of Care 400-28-80-50.

**Example:**

**A household was approved at full time level of care for the certificate period. For the service month of May, the provider reported the child was in their care for 80 hours over 4 weeks, which averages to 20 hours a week, or part time level of care for the month of May. Payment is issued based on the part time maximum state rate. The certificate remains at full time level of care.**

~~Allowable hours must be determined. Allowable hours are actual hours the child(ren) needs child care while the caretaker(s) is participating in their allowable activity. When a child is school age, allowable hours must be determined based on the school age child's schedule and the caretaker(s) allowable activity schedule. Allowable hours are the period of time the child is at the child care provider's to allow the caretaker(s) the time it takes for the caretaker(s) to travel from the child care provider's to their place of activity, participate in their activity (which includes any unpaid for lunch or break time which is part of their activity) and when completed with their activity, travel back to the provider's.~~

~~**Note:** In households with two caretakers; child care cannot be paid when one caretaker is available to care for the child(ren) while the other caretaker is participating in their allowable activity.~~

~~When a caretaker uses multiple providers, the time that it takes the caretaker to get from the first provider's to the second provider's is allowable time for the first child and the time it takes the caretaker to get from the second provider's back to the first provider's is allowable time for the first child.~~

~~When a caretaker who is available to provide care returns to the home during the month, child care during the month of return can only be paid to the date the caretaker entered the home.~~

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~~When a caretaker who is available to provide care leaves the home during the month, child care during the month the caretaker left can be only be paid from the date the caretaker left the home.~~

~~A child whom enters the home during a month who needs and is eligible for the Child Care Assistance Program (CCAP) will have their child care costs paid from the date they entered the home.~~

~~A child whom left the home during a month who needs and is eligible for CCAP, will have their child care costs paid to the date they left the home. If a provider charges for the period of time that a college student (caretaker) is on break of less than a full calendar month between college terms, the caretaker may have their child care paid at the same level of care during the semester break regardless if the child is in attendance or is not in attendance at child care.~~

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~~If the provider lists hours and the family does not list hours for a specific day, no hours are used as the family is indicating they were not in their allowable activity.~~

~~If the provider lists no hours and the parent lists hours for a specific day, no hours are used as the provider is indicating they did not provide care.~~

~~The lower of the provider or parent hours is used after the form has been reviewed for accuracy.~~

~~Once the allowable hours have been established, the average weekly hours must be determined. To determine the average weekly hours, the number of weeks child care is needed must be determined. A week is defined as Sunday through Saturday, and the maximum number of weeks that can be used to determine the average weekly hours is 4. If a child needs care for 1 day in a week, the week counts as 1 towards the 4 week maximum provided the day of care is in the calendar month that is being billed. If the child does not need care for at least 1 day in a week, the week is not counted.~~

**Example #1:**

~~A child incurred child care costs while mom is employed as indicated in the calendar below. Since the child incurred costs at least 1 day of each week in August, the child is considered in care for 5 weeks. However, the maximum weeks within a calendar month that can be allowed is 4.~~

August			1 6 hrs	2	3	4
5	6	7	8 6 hrs	9	10	11
12	13	14	15 6 hrs	16	17	18
19	20	21	22 6 hrs	23	24	25
26	27	28	29 6 hrs	30	31	

Total child care hours incurred in the calendar month of August is 30 hours. To determine the average weekly hours, divide 30 hours (6 hours per day times 5 days) by 4 weeks, which equals 7.5 average weekly hours.

**Example #2:**

A child incurred child care costs while mom is job searching, as indicated in the calendar below. Since the child incurred costs at least 1 day in 2 of the weeks in August, the child is considered in care for 2 weeks.

August			1	2 8 hrs	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 12 hrs	24	25
26	27	28	29	30	31	



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Total child care hours incurred in the calendar month of August is 20 hours. To determine the average weekly hours, divide 20 hours (8 hours from the 2nd and 12 hours from the 23rd) by 2 weeks, which equals 10 average weekly hours.

**Example #3:**

A child incurred child care costs with 2 different provides in a calendar month, while mom was employed, as indicated in the calendars below. The average weekly hours must be determined for each Provider.

Provider #1

Since the child incurred costs at Provider #1 at least 1 day of each week in August, the child is considered in care for 5 weeks. However, the maximum weeks within a calendar month that can be allowed is 4.

August			1	2 8 hrs	3	4
5	6	7 8 hrs	8 8 hrs	9 8 hrs	10	11
12	13	14 8 hrs	15 8 hrs	16 8 hrs	17	18
19	20	21 8 hrs	22 8 hrs	23 8 hrs	24	25
26	27	28 8 hrs	29 8 hrs	30 8 hrs	31	

Total child care hours incurred in the calendar month of August for Provider #1 is 104 hours. To determine the average weekly hours, divide 104 hours (8 hours times 13 days) by 4 weeks, which equals 26 average weekly hours.

Provider #2

Since the child incurred costs at Provider #2 at least 1 day in 3 weeks in August, the child is considered in care for 3 weeks.

August			1	2	3 8 hrs	4
5	6 8 hrs	7	8	9	10 8 hrs	11
12	13 8 hrs	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Total child care hours incurred in the calendar month of August for Provider #2 is 32 hours. To determine the average weekly hours, divide 32 hours (8 hours times 4 days) by 3 weeks, which equals 10.66 average weekly hours.

If the average weekly hours of child care provided on the billing form are not within a reasonable amount of the caretaker's average weekly activity hours that were determined at the time the certificate was issued, the eligibility worker must contact the caretaker to resolve the difference. This applies even if the State Rate is the same regardless of the difference in hours.

The family is responsible for the costs of child care to the provider that exceeds the Level of Care determination on the certificate for the payment month.

**Child Care Billing Report Form and Certificate Does Not Match 400-28-135-10-10**

This section is being repealed.

**Child Care Billing Report Form and Certificate Match 400-28-135-10-05**

This section is being repealed.

**SFN 616, Child Care Billing Report Request for Payment 400-28-165-45**

SFN 616, Child Care Billing Report [Request for Payment](#) is completed by the child care provider identifying the monthly charges and hours for the child(ren) while in their care and by the family identifying the hours the caretaker(s) was participating in their allowable activity while the child was in the provider's care. Once completed, the provider and caretaker must sign and date the form prior to submission

This form is available through the Department of Human Services and may also be obtained electronically via E-Forms.

E-Forms are presented in Adobe Acrobat and require the Adobe Acrobat reader. If you do not currently have Adobe Acrobat reader installed, you may download a free copy by clicking the Get Adobe Reader icon below.