Policy Communiqué #17-03: Provider Agreement Appendix B: Provider’s Closed Days

This is a message from the Division of Policy.

Title: Provider Agreement Appendix B: Provider’s Closed Days
Date: April 06, 2017
Priority: High
Category: Action Required
Action Required: See Next Steps
Response Required: No

Purpose:

The purpose of this communiqué is to provide Child Care Information Services (CCIS) agencies with information and documents necessary to facilitate collecting closed days for Fiscal Year (FY) 2017-18 from in-and out-of-state regulated subsidized child care providers and to remind the in-state providers to update their provider profiles.

The following documents are attached to this communiqué:

- Message to send to all regulated out-of-state subsidized child care providers with active agreements. Two per sheet.
- Letter to send to all regulated in- and out-of-state subsidized child care providers with active agreements.
- FY 2017-18 Regulated Provider Agreement Appendix B: Provider’s Closed Days to be sent to all regulated in- and out-of-state providers who do not use Provider Self Service (PSS).

Background:

In FY 2017-18 the Office of Child Development and Early Learning will continue to pay subsidized child care providers for up to 15 closed days per year, as long as private-pay parents are also charged for the closed days. PELICAN Child Care Works (CCW) accepts entry of up to 60 unpaid closed days. CCIS agencies must obtain a completed Appendix B from regulated providers who participate in the subsidized child care program, but DO NOT use PSS. Providers who do use PSS must enter their own closed days using PSS.

Providers who use PSS have more flexibility in managing their closed days than those who do not participate in PSS. CCIS agencies should encourage in- and out-of-state providers not already using PSS, to enroll in PSS.

Please note that out-of-state regulated providers are now able to enroll in PSS. With this access, the out-of-state regulated providers can enter and update their own closed days, service schedules, child care rates, receive online correspondence, manage attendance information online and submit invoices.

Discussion:

Send the attached letter to all in- and out-of-state regulated providers with active agreements by April 17, 2017. CCIS agencies shall run the RE208, Provider Closed Day Progress Report to identify which providers do not participate in PSS and therefore, should be sent the paper version of Appendix B of the Regulated Provider Agreement. CCIS agencies will send Appendix B to all regulated subsidized child care providers with an active agreement who have not enrolled in PSS. The CCIS may also use the RE208 for follow up with providers.
Providers Not Enrolled in PSS
The CCIS should establish a due date for providers who do not use PSS to return the completed Appendix B and add this date to the attached provider letter. By the close of business June 9, 2017, the CCIS should enter into PELICAN CCW all closed days submitted on their Appendix B for providers who do not use PSS. Please keep this deadline and time for follow-up in mind when determining the date you enter on the provider letter indicating when providers who do not use PSS must return the Appendix B to the CCIS. Providers who request closed days after the deadline will need to comply with the advance notice, change and emergency closure policy described in the Regulated Provider Chapter and in the attached provider letter.

CCIS agencies should be prepared to print the provider profile upon request for in-state providers who do not use PSS so the provider can make corrections and return it to the CCIS agency for input into PELICAN CCW.

Providers Enrolled in PSS
Providers who do use PSS must enter their own closed days by close of business June 9, 2017. The CCIS must enter a due date prior to June 9, 2017 on the attached provider letter to allow time for follow-up contact with the provider. The RE208, Provider Closed Days Progress Report can be run again to identify providers who participate in PSS and need a reminder to enter their closed days.

All Providers
After CCIS follow-up, any provider who does not submit or enter closed days will automatically be paid for the statewide default days prepopulated in PELICAN CCW. If a provider informs the CCIS that the facility was open on a statewide default day after the default date, the CCIS will not change the day to open.

All closures must be entered in PELICAN CCW prior to the fiscal year roll-over which will occur on June 10, 2017.

Next Steps:
1. The CCIS agencies must establish and enter two due dates on the attached provider letter.
2. The CCIS agencies must run the RE208, Provider Closed Day Progress Report to identify which providers do not participate in PSS and for follow-up.
3. The CCIS agencies must send the provider letter by April 17, 2017 to all regulated child care providers with an active agreement.
4. The CCIS agencies must send the Message to Regulated Out-of-State Providers with the letter by April 17, 2017 to all regulated out-of-state child care providers with an active agreement. Note that there are two (2) messages per sheet.
5. The CCIS agencies must include Appendix B with the provider letter to all in-state and out-of-state regulated child care providers with an active agreement who do not use PSS.
6. The CCIS must follow up with providers as stated in this communiqué.
7. The CCIS must enter closed days based on the returned Appendix B for in-state and out-of-state subsidy providers who do not use PSS as described in this communiqué into PELICAN CCW by close of business June 9, 2017.
8. Effective July 1, 2017 this Appendix B replaces the current Appendix B for the period July 1, 2017 to June 30, 2018 and shall be used with providers who sign a new agreement.
9. Communiqué #16-05, Provider Agreement Appendix B; Provider’s Closed Days will be obsoleted with the issuance of this communiqué.
10. Direct questions to your subsidy coordinator.