

**CHILD CARE INVOICING AND PAYMENT INFORMATION****KEEP THIS FORM. REFER TO IT FOR INFORMATION ABOUT INVOICING, PAYMENT AND RECORD-KEEPING.**

This is the Child Care Provider Payment Agreement Information form. It outlines your requirements to do business with the Department of Social Services (DSS) as a Registered Child Care Provider. In order to have your provider eligibility determined and receive payment, you and the subsidy eligible parent must sign and return the first page of the registration documents, Child Care Provider Registration Application and Agreement form. By signing the Child Care Provider Registration Application and Agreement form, you certify that you will abide by the payment procedures and requirements set forth by DSS, which are outlined in this document.

GENERAL INFORMATION: Once you are approved as a Registered Child Care Provider, children in your care must be approved by DSS, in writing before a payment shall be issued to you. DSS issues payments after the service month ends. When you accept a child into care, you must keep daily attendance records on which the parent signs the child in and out of care every day that child is in your care for each service month. Daily attendance record forms are available at your local DSS office. You will receive a 'Child Authorization' notice informing you of the number of units (days) per month, the child's sliding fee, if care is approved during the daytime or for evenings/evenings weekends and how much care per day is approved (full-time, part-time, or half-time). **Keep the child authorization notices that you receive from DSS.** After the child is authorized to you, you will receive a monthly billing invoice from DSS. Use your daily attendance records to complete your invoice. Submit your invoice and a copy of the attendance records for that service month. If you complete your invoice on the Internet, you must continue to keep daily attendance records and make them available to DSS upon request. DSS does not pay for any days of care after the child has left care. DSS may withhold payment for any services or require repayment from the provider if any part of the requirements are not met, or, where payments are received in error, by fraud, or forgery. By January 31 of each year, DSS reports child care payments to the IRS and sends IRS-1099-Misc forms to all child care providers reporting child care payments made during the previous tax year. Use this as verification of income you received as an individual or business to file your state and federal tax returns, if required to do so. DSS does not withhold any taxes from your child care payment. DSS cooperates with state and federal entities when judgments, levies, and garnishments to child care payments are ordered.

SERVICE MONTH: The service month is the month of care. Invoices and payments are issued by service month.

DAILY ATTENDANCE RECORDS: Keep and maintain adequate, legible, genuine, and complete records of each child in your care. You must make these records available to the Department or its designated representatives for up to five years after the child has left your care. You must make attendance forms available for each parent/guardian to sign their child in and out of care every day that they are in care. You and the parent must sign the form before it is submitted to DSS with your invoice. DSS shall not make payment when child attendance is not verified. If you submit your invoices to DSS through the Internet, you must make your attendance records available for review immediately upon request. You may be liable to repay any money you received if you do not keep adequate records to verify child attendance.

CHILD AUTHORIZATION: Care is approved based on the family's eligibility. Once the child is approved for services at your business, an authorization letter is mailed to you and to the family. This letter reports to you the child's approved begin and end date of subsidy care, the child's sliding fee, the level of care (full-time, half-time, or part-time,) the number of days per month, and time of day (daytime/evening-weekend) care occurs. This authorization is based on the family's eligibility. DSS shall pay for care as indicated by the child's authorization. You may collect the charges from the family for care that you provide outside of the child's authorization. If changes occur, you will receive a new child authorization letter notifying you of the changes in service for which the child is authorized. The information on the child authorization letter is also on your invoice.

SLIDING FEE: Most families are required to pay a portion of their child's care as determined by DSS. This fee is deducted from the reimbursed rate, which is shown on the invoice. It is your responsibility to collect the child's sliding fee from the family on a monthly basis. No sliding fee is assessed for children with Special Needs or Protective Services children, including Alternative/Foster Care.

LEVEL OF CARE: This is the amount of daily care approved. Daily care is paid in blocks of time: part-time, half-time or full-time. Part-time care is one half hour up to three hours per day, half-time care is three hours up to five hours, and full-time care is five hours up to ten hours of care.

TIME OF DAY: DSS determines the time designations of care for payment purposes. Care is paid at the daytime rate when care is approved during the hours of 6:00 a.m. to 7:00p.m. Care is paid at the evening/weekend rate when care is approved during the hours of 7:00 p.m. to 6:00 a.m. during Monday through Friday and on the weekends from 6:00 a.m. Saturday to 7:00p.m Sunday.

INVOICING: The names of children approved for payment by DSS are printed on your monthly billing invoice that is mailed to you. You agree to complete billing invoices on a monthly basis and receive payment for services on behalf of eligible families. You also agree to submit billing invoices within sixty (60) days from the end of the service month.

PAYMENT: DSS pays providers up to the geographic state maximum rates for your area minus the child's daily sliding fee that the family may be required to pay (see reverse side). Maximum payment rates are based on the age of the child, the hours the child needs care, the type of facility you operate, and the county in which your child care facility is located. If you provide care outside of Missouri, rates are determined by the Missouri county of residency/custody of the child. If you charge less than the state maximum, you will receive payment based on the rate you actually charge. You will be paid at the rate shown on the State Maximum Rate Chart or the amount you actually charge for care, whichever is less, minus any sliding payment from the parent/guardian. If you charge more than the state maximum payment, it will be your responsibility to collect this extra payment with the family. You may not charge more for DSS care than you do for parent/private pay care. DSS does not guarantee any amount of business to the provider, does not solicit business on behalf of the provider or release the provider's business as a recommendation of care.

ABSENCES AND HOLIDAYS: An absence is a day of care that the child is approved for care but does not attend. A holiday is a day of the week that you normally operate but were closed due to a nationally recognized holiday, state holiday, or, personal reason such as your family vacation. You may choose any of the eleven recognized holidays or eleven different dates throughout the state fiscal year of July 1 to June 30. DSS pays up to five days per month, which may be a combination of absences and holidays, where the child is not in attendance. Child authorizations of 20 or more units per month may be eligible for the maximum of five absences or holidays per service month. Child authorizations of 5 up to 19 units per month may be eligible for a maximum of three absences or holidays per month. **DSS does not pay absences or holidays after the child left your care.**

OTHER FEES: DSS makes direct payment for child care services. The co-payment is the difference between the rate that you charge and the state maximum. It is your responsibility to collect this from the parent/guardian. Protective Services/Alternative Care families may not be charged a co-payment. DSS shall not pay you or reimburse the parent/guardian for co-payments, tuition, special activity fees, late pickup fees, enrollment fees, or other costs.

BILLING INQUIRIES: Report payment issues by completing a Child Care Provider Payment Resolution Request Form, which is available at your local DSS office or on the internet at www.dss.mo.gov/pr_cs.htm