

## SUBSIDY REGULATIONS

### 170-290-0034, Providers' responsibilities

**Child care providers who accept child care subsidies must do the following:**

(1) Comply with:

(a) All of the DEL child care licensing or certification requirements as provided in chapter **170-295**, 170-296A, or **170-151** WAC, for child care providers who are licensed or certified; or

(b) All of the requirements in WAC **170-290-0130** through **170-290-0167**, **170-290-0250**, and **170-290-0268**, for child care providers who provide in-home/relative care;

(2) Report pending charges or convictions to DSHS as provided in:

(a) Chapter **170-295**, 170-296A, or **170-151** WAC, for child care providers who are licensed or certified; or

(b) WAC **170-290-0138** (2) and (3), for child care providers who provide in-home/relative care;

(3) *Keep complete and accurate daily attendance records for children in their care, and allow access to DEL to inspect attendance records during all hours in which authorized child care is provided as follows:*

*(a) Current attendance records (including records from the previous twelve months) must be available immediately for review upon request by DEL.*

*(b) Attendance records older than twelve months to five years old must be provided to DSHS or DEL within two weeks of the date of a written request from either department.*

*(c) Failure to make available attendance records as provided in this subsection may:*

*(i) Result in the immediate suspension of the provider's subsidy payments; and*

*(ii) Establish a provider overpayment as provided in WAC **170-290-0268**;*

(4) Allow consumers access to their child at all times while the child is in care;

(5) Collect copayments directly from the consumer or the consumer's third-party payor, and report to DSHS if the consumer has not paid a copayment to the provider within the previous sixty days;

(6) Follow billing procedures:

(a) As described in "*Child Care Subsidies: A Booklet for Licensed and Certified Child Care Providers*," revised 2012, for licensed and certified providers, including billing only for actual hours of child care both authorized and provided or allowed under WCCC billing guidelines; or

(b) As described in "*In-Home/Relative Child Care Providers: Information to Help You*," revised 2012, for in-home/relative providers, including billing only for actual hours of child care both authorized and provided;

**(7) Not claim a payment in any month in which a child has not attended at least one day in that month;**

(8) Invoice the state no later than one calendar year after the actual date of service;

(9) For both licensed and certified providers and in-home/relative providers, not charge subsidized families the difference between the provider's customary rate and the maximum allowed state rate; and

## Attendance Policy Recommendations

(10) For licensed and certified providers, not charge subsidized families for:

(a) Registration fees in excess of what is paid by subsidy program rules;

(b) Absence days in excess of five days per month, regardless of whether the child attended or not;

(c) Handling fees to process consumer copayments, child care services payments, or paperwork;

(d) Fees for materials, supplies, or equipment required to meet licensing rules and regulations; or

(e) Child care or fees related to subsidy billing invoices that are in dispute between the provider and the state.

## ECEAP STANDARDS

### B-112 Attendance

Contractors must maintain records of children's attendance in ECEAP classes.

If a contractor's average daily attendance falls below 85% for any month, contractors must analyze the causes and patterns of absenteeism and develop a plan to improve attendance.

Contractors must retain attendance records at least three years after their completion.

If any child has three or more consecutive absences and staff are not aware of the reasons, staff must contact the family to offer support and help address obstacles to attendance.

If these absences continue after intensified family support, the slot must be considered vacant and offered to a family on the waiting list.

## CCDF CROSSWALK

### 4.5 Payment Practices and Timeliness of Payments

4.5.2 Describe how the payment practices to child care providers who serve CCDF-assisted children reflect generally accepted payment practices of other child care providers in the State/Territory to ensure stability of funding to encourage more child care providers to serve children who receive CCDF assistance. The Lead Agency ...

Pays prospectively prior to the delivery of services. Describe \_\_\_\_\_

Pays within no more than 21 days of billing for services. Describe \_\_\_\_\_

*Supports fixed costs of providing child care services by delinking provider payments from a child's occasional absences by paying based on enrollment instead of attendance.*

*Describe including the State/Territory's definition of occasional absences*

## HEAD START STANDARDS

### § 1305.8 Attendance

(a) When the monthly average daily attendance rate in a center-based program falls below 85 percent, a Head Start program must analyze the causes of absenteeism. The analysis must include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on consecutive days.

## Attendance Policy Recommendations

(b) If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the child's family as well as special family support service activities provided by program staff must be documented.

(c) In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot must be considered an enrollment vacancy.