

## Frequently Asked Questions regarding Subsidy Billing

**Question:** If a child is scheduled and authorized to attend on Tuesday but is absent on Tuesday, does the provider have to care for the child on a Saturday, which is not the regular scheduled and authorized day for the child to attend, to make up for the absent day on Tuesday?

**Answer:** No: Per the CBA, Article 16.2 Absent Days that states in part “The State shall pay the licensed provider for all days the subsidized child is scheduled and authorized for care, but absent.”

Since Tuesday fell within the period the subsidized child was scheduled and authorized for care on that day, but was absent on Tuesday, the CBA allows the provider to claim an absent day. The Tuesday fell within the period the child

If care was provided to the child on an alternate day in which the subsidized child was not scheduled and authorized to attend, the provider would receive an overpayment for that day because it was not a day that the subsidized child was scheduled and authorized to attend.

**Question:** A Licensed Family Home provider has a child with two separate authorizations.

**Answer:**

- First authorization: The child is authorized Monday through Friday for 23 days in the month.
- Second authorization: The child is authorized for Saturdays for 5 days in the month. How does absent day's work with this?

**Question:** If the child does not come on one Saturday can the provider claim and bill for an absent days because it is a separate authorization? Can the provider claim and bill absent days because the child has been attending all week. She has six children in this situation.

**Answer:** The provider is allowed to bill absent days for both authorizations. See the scenario and questions below:

Child is scheduled and authorized to attend care Monday through Friday for 23 full days; and the child is scheduled and authorized to attend care on Saturdays for 5 full days.

**Question:** Child is absent one Saturday during the month, can the provider bill for this absent day?

**Answer:** Yes, the provider can claim one absent day, as the child is scheduled to attend and authorized for payment for the Saturday.

**Question:** Child is absent Monday, Wednesday, Friday and Saturday. Can the provider bill for absent days?

**Answer:** Yes, the provider can bill for all four absent days, as the child is scheduled to attend and authorized for payment.

**Question:** Child is absent on Monday and Tuesday, but attends Wednesday through Saturday. Can the provider bill for these two absent days?

**Answer:** Yes, the provider can bill for the two absent days, as the child is scheduled to attend and authorized for payment.

Per the CBA, Article 9.2.C **Payment for Care Provided which states in part** "Providers will be paid when... The provider actually provides care to the child, within the dates of eligibility contained in the award letter or the child care plan".

Per the CBA, Article 16.2 Absent Days which states in part "The State shall pay the licensed provider for all days the subsidized child is scheduled and authorized for care, but absent."