



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of
Health and Social Services

DIVISION OF PUBLIC ASSISTANCE
Child Care Program Office

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Dear Child Care Assistance Participating Provider:

The next phase of implementing the revised Child Care Assistance Program (CCAP) regulations, 7 AAC 41, and revisions to the *Family Income and Contribution Schedule* revised February 1, 2017 and *Child Care Assistance Program Rate Schedule* revised June 13, 2017 will be implemented effective October 1, 2017.

In order to fully implement these revisions, changes are needed with the Integrated Child Care Information System (ICCIS), which is the database used for all CCAP benefits and payments. Because system changes are needed, care for participating families could not be authorized beyond September 2017 to allow for the system changes to be completed. Care for those participating and eligible families will be authorized for the remainder of their certification period beginning in October 2017.

CCAP changes being implemented October 1, 2017 include:

- Updated *Child Care Assistance Program Rate Schedule*;
- Updated *Family Income and Contribution Schedule*;
- Age categories:
 - Infant is birth through 12 months;
 - Toddler is 13 months through 35 months;
 - Preschool Age is 36 months through 59 months; and
 - School Age is 5 years through 12 years;
- Units of care authorized:
 - Hourly care will no longer be an option for authorization;
 - Part Month – 17 to 23 part days only of care in a month or fewer than 17 days (full, part, or a combination of full and part) in a month;
 - Full Month – 17 to 23 days of care in a month (full, part, or combination of full and part days) in a month;
- Family certification periods (and care authorized) will be 12 months. Currently participating families will be converted to a 12 month certification based on the date of their most recent application submission;
- Care will be authorized for families as a full month or part month with additional part or full days, if warranted, based on the child's care need;
- Care will be paid as a full or part month based on child's attendance:
 - Authorized as a full month but child attended 5 or fewer days will be paid as a part month;

- Authorized as a full month and child attended 6 or more days will be paid as a full month;
- New forms:
 - *Request for Payment CC78* and *Amended Request for Payment CC79* to be **used effective November 2017 for care provided in October 2017** regardless of the Parents Achieving Self-Sufficiency (PASS) program the family's care was authorized;
 - **Request for Payment CC78 forms must be submitted by the last day of the month following the service month.** For example: Care provided in October (service month), *Request for Payment CC78* form is due by November 30;
 - **Report of Family Non-Payment CC80** to be completed and submitted to the program within 60 days of service, if requesting assistance with collection of a family's co-pay and/or the difference between the provider's charges and the amount paid by the State on the behalf of the family; and
- More stringent action against a family who does not pay their provider the family's co-pay or the difference in the provider's rate and the amount paid by the CCAP on the family's behalf.

IMPORTANT NOTE:

On-line training is being developed for the use of the new forms; *Request for Payment CC78* and *Amended Request for Payment CC79*. **All CCAP participating providers must take this training and provide a copy of your certificate to the local child care assistance office prior to November 30, 2017.** This training will be made available through the Child Care Program Office website as soon as it is finalized at: <http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx>.

Enclosure: *Child Care Assistance Program Rate Schedule*