

Alaska Child Care Grant Program

Policy and Procedure Manual

**State of Alaska
Department of Health and Social Services
Division of Public Assistance
Child Care Program Office**

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**CHILD CARE GRANT
POLICY AND PROCEDURE MANUAL
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CHILD CARE GRANT GENERAL INFORMATION

This chapter provides a general overview of the Child Care Grant (CCG) Program. It also sets forth certain procedural requirements that staff must follow when they determine eligibility for the CCG Program. The CCG Program is authorized under Alaska Statute (AS) 47.25.071 and the Alaska Administrative Code (AAC) 7 AAC 39.

2000-1

HISTORY AND PURPOSE

2000-1 A.

PROGRAM HISTORY

On July 1, 1981, Alaskan Governor Jay Hammond signed into effect the Child Care Grant House Bill. The oversight and administration of the Child Care Grant Program at that time was within the Department of Community and Regional Affairs. This state funded program provided grants to assist licensed child care providers in Alaska with operational costs associated with their facilities.

In State Fiscal Year (FY) 2000, the Child Care Program Office (CCPO) moved to the Department of Education and Early Development and began to oversee the Child Care Grant (CCG) Program. The CCPO is the State of Alaska lead agency for the Child Care and Development Fund (CCDF) under the federal Administration for Children and Families, Office of Child Care. The CCDF provides funding for child care subsidies and funds intended to improve child care quality.

In FY 2004, the CCPO moved to the Department of Health and Social Services, Division of Public Assistance where it resides today. In addition to the CCG Program, the CCPO oversees and manages the following for the State of Alaska: Child Care Assistance Program (CCAP), which provides assistance with child care expenses on a sliding fee scale basis to eligible families; Child Care Licensing, which monitors, regulates and licenses child care facilities statewide; Alaska Inclusive Child Care Program (Alaska IN!), a collaborative effort focused on increasing the quality and availability of inclusive child care programs for children with special needs who are participating in the CCAP; and Alaska's Statewide Child Care Resource and Referral Network (CCR &R) through a grant which provides consumer education and training to families and providers regarding quality early care and education.

2000-1 B. PROGRAM PURPOSE

The purpose of the Child Care Grant (CCG) Program is to promote quality child care by assisting licensed child care providers who care for children of families participating in the State of Alaska CCAP, with operational costs associated with their facilities. The CCG Program promotes quality child care by supporting and encouraging professional development, the retention of early childhood care and education professionals, and safe and healthy environments for children in care.

Monthly reimbursement amounts are based on children's attendance and the *Child Care Grant Rate Schedule*, see Addendum 1. The categories of allowable CCG expenditures for reimbursement related to costs associated with maintaining the operation of their facility are: staff salaries and benefits; providing for substitute care; health and safety; equipment, supplies and activities for children in care; and child development education and training.

The CCG Program is not an entitlement program. Reimbursements are issued monthly to eligible child care facilities, as long as funding is available.

2000-2 ELIGIBILITY CRITERIA FOR PARTICIPATION

This section references Alaska Statute (AS) 47.25.071(b) and (g) and Alaska Administrative Code (AAC) 7 AAC 39.025. To be eligible to participate in the Child Care Grant (CCG) Program a child care facility must be currently:

1. Licensed as a child care facility by the State of Alaska, Department of Health and Social Services as a Child Care Home, Group Home or Center; or
2. Licensed as a child care facility by the Municipality of Anchorage, Department of Health and Human Services as a Child Care Home or Center; and
3. Approved for participation in the Child Care Assistance Program (CCAP).

To maintain participation in the CCG Program a child care facility must maintain at least the minimum participation requirement for children in care, of five percent (5%) or one child whichever is

greater, who have been issued a Child Care Authorization document through the State of Alaska CCAP, within any six month period. Authorizations issued by the Office of Children’s Services (OCS) for children in protective services or foster care are also included.

2000-3 CHILD CARE GRANT RATE SCHEDULE

This section references Alaska Statute (AS) 47.25.071(c) and AS 14.17.460.

The Child Care Grant (CCG) Program monthly reimbursement amount (rate) is adjusted annually based on geographic location and by the same District Cost Factor as funding for Alaskan school districts. The rate may not exceed fifty dollars (\$50) per month per child.

The Child Care Program Office will update the *Child Care Grant Rate Schedule*, see Addendum 1 as needed and make it available to participating licensed child care facilities.

2000-4 WORK PROCESSES WITH TIMELINE GOALS FOR COMPLETION

The timeframes identified throughout this policy are the Child Care Program Office’s internal timeline goals for completion and will be met whenever possible. We reserve the right to extend these timelines in specific cases or make adjustments as deemed necessary.

2000-4 A. APPLICATION TIMELINE

Task	Staff	Timeline Goal for Completion
Provide information	CCPO Staff	Ongoing
Mail application	Administrative Staff	Within 1 business day of request
Receive, register and forward application to Eligibility Staff	Administrative Staff	Within 1 business day of receipt
Review application for completeness or identify discrepancies to be resolved by licensing	Eligibility Staff	Within 1 business day of receipt from Administrative Staff
Resolve Discrepancies	Licensing Staff	Within 2 business days of notification from Eligibility Staff
Approve/Pend/Deny application	Eligibility Staff	Within 5 business days of receipt of application or resolution of discrepancies
Maintain administrative case file	Eligibility Staff	Ongoing

2000-4 B. MONTHLY SUBMISSIONS TIMELINE

Task	Staff	Timeline Goal for Completion
Receive and review reimbursement and attendance forms	Administrative Staff	Within 1 business day of date stamped received
Receive and resolve/return reimbursement forms identified incomplete or for clarification needed	Eligibility Staff	Within 2 business days of receipt from Administrative Staff
Take action on requests for information	Eligibility Staff	Within 1 business day of notice due date
Verify any demographic changes reported by the facility	Licensing Staff	Within 2 business days of notification from Eligibility Staff
Research questionable forms received from CCPO Staff	Eligibility Staff	Within 5 business days of receipt or verification of demographic information from Licensing

2000-4 C. MONTHLY PAYMENTS TIMELINE

Task	Staff	Timeline Goal for Completion
Take action to deny payment	Accounting Staff	Within 5 business days of the notice due date requesting information
Receive and resolve/return reimbursement forms identified incomplete or for clarification needed	Accounting Staff	Within 2 business days of receipt from Administrative Staff
Input into CCG Payment Tracking Spreadsheet.	Accounting Staff	Within 10 business days of receipt
Key payment into IRIS	Accounting Staff	Within 10 business days of receipt
Certify *IRIS payments	Accounting Supervisor	Within 2 business days of receipt from Accounting Staff
Issue warrants	***DOA/DOF	Not applicable to CCPO
Maintain payment files	Accounting Staff	Ongoing

*Integrated Resource Information System

**Department of Administration/Division of Finance

2000-4 D. ADMINISTRATIVE ACTIONS TIMELINE

Task	Staff	Timeline Goal for Completion
Submission copies to Eligibility Staff for monthly random reviews	Administrative Staff	Within 1 business day of notification of provider list availability
Conduct random reviews	Eligibility Staff	Monthly
Saving for a future purchase or apply funds to a past purchase request	Eligibility Staff	Within 1 business day of receipt of request
Suspensions and Closures	Eligibility Staff	Ongoing
Good Cause Waivers	Eligibility Staff	Within 15 calendar days of receipt
Administrative Reviews	Eligibility Staff or Public Assistant Analyst	Within 15 calendar days of receipt
Record Monitor and report issuance	Eligibility Staff	Within 30 calendar days of receipt
On-site Monitor	Licensing Staff	Within 30 calendar days of request
Incorrect Payments	Eligibility Staff or Public Assistant Analyst	Within 30 calendar days of receipt

2010

CHILD CARE GRANT PARTICIPATION

This chapter references Alaska Administrative Code (AAC) 7 AAC 39.020.

This chapter details the Child Care Grant (CCG) Application Process and Eligibility Maintenance requirements.

2010-1

APPLICATION PROCESS

This section details the steps for Child Care Program Office (CCPO) Administrative, Eligibility and Licensing Staff involved with the processing of *Child Care Grant Application* CC30 from initial contact to a determination of approved or denied. This section references Alaska Administrative Code (AAC) 7 AAC 39.020.

The child care facility owner must sign the *Child Care Grant Application* CC30 form. When the facility owner listed in the Integrated Child Care Information System (ICIS) is blank, or identified as a corporation or board, it may be necessary to contact the assigned Child Care Licensing Specialist to determine the correct individual with signing authority.

The owner may authorize another individual associated with the facility signatory authority for program participation in the Child Care Grant Program. This signatory authority does not include completing a Child Care Grant Application or granting other individuals signatory authority. When the facility administrator is not the owner, they are not authorized to grant signatory authority or make any changes in signatory authority.

A *Child Care Grant Application* CC30 with "Update" marked is required when a change in signatory authority is needed.

2010-1 A.

APPLICATION PROCESS - ADMINISTRATIVE STAFF

Administrative Staff perform the following steps within one business day:

1. Application Requested:

- a. Receive initial call, letter or email from a child care facility seeking to participate or a request forwarded from CCPO staff member;
- b. Print and mail the Child Care Grant Application Cover letter and *Child Care Grant Application CC30* which includes the *Child Care Grant Terms & Conditions Agreement* to the child care facility or provide the link to the application from the CCPO website, at the provider's preference;
- c. Search for the child care facility in the Integrated Child Care Information System (ICCIS);
- d. Enter the child care facility's ICCIS facility identification number; Vendor Customer Number (VCN); ICCIS Facility Name; the date the *Child Care Grant Application CC30* was requested; and the date the *Child Care Grant Application CC30* was mailed into the appropriate fiscal year's CCG Program Tracking Spreadsheet.

The spreadsheet is saved by fiscal year (FY) as FYXX CCG Program Tracking.xls. The FYXX stands for the fiscal year, for example FY13; and

- e. Document the request and date the application was sent in an ICCIS case note using subject heading: CCG App Requested.

2. Application Received:

- a. Date stamp all documents received;
- b. Enter the receipt of the application in an ICCIS case note using subject heading: CCG App Rcvd, and include in the body of the case note the date stamped received date and list all of the documents received;
- c. Search for the child care facility in the Current Facilities tab of the CCG Program Tracking Spreadsheet.
 - If the child care facility information is found, in the Facilities tab, place the application in the designated Eligibility Staff's mailbox and skip to step f. below.
 - If the facility information is not found, in the Facilities tab, check the App Request & Awaiting Approval tab.

- If found enter the date the application was received and go to step d.
 - If not found on the App Request & Awaiting Approval tab enter the child care facility's ICCIS facility identification number; VCN; ICCIS Facility Name; and the date the *Child Care Grant Application* CC30 was received;
- d. Create a CCG administrative case file using a blue file folder with the following label format:
 - First Line: Child Care Facility Name;
 - Second Line: VCN and ICCIS facility number; and
 - e. Place the *Child Care Grant Application* CC30 and all accompanying documents in the blue file folder and place in the designated Eligibility Staff's mailbox; and
 - f. Enter the date the *Child Care Grant Application* CC30 ICCIS case note was entered and the date the *Child Care Grant Application* CC30 was forwarded with the file to the Eligibility Staff in the CCG Program Tracking Spreadsheet.

2010-1 B. APPLICATION PROCESS - ELIGIBILITY STAFF

To apply for participation in the CCG Program the owner of an eligible child care facility must submit a *Child Care Grant Application* CC30. Once the application is received with the CCG blue file folder, the Eligibility Staff will perform the following steps:

1. Review the *Child Care Grant Application* CC30 for signature by the facility's owner and confirm the owner on the application matches the facility's information in ICCIS within one business day.
 - a. If information matches ICCIS see step 2.
 - b. If the owner in ICCIS is blank, has a corporation or board listed, or otherwise does not match the application, complete the following:
 - Contact the Child Care Licensing Specialist designated on the ICCIS Facility Application Screen by email or telephone and explain the discrepancy found. Provide the documentation with the discrepancy as needed;
 - Document in an ICCIS case note the identified discrepancy and actions taken using subject heading: CCG App ICCIS Discrepancy;

- Once the Child Care Licensing Specialist confirms action has been taken and information now matches, see step 2.
 - If confirmation is not received from the Child Care Licensing Specialist within two business days, the Eligibility Staff will advise their supervisor for their next action; or
 - If confirmation is received from the Child Care Licensing Specialist and does not match the application, it is denied. See Step 6d.
2. Review and confirm that the information on the copy of any child care license received with the application matches the information in ICCIS. When an application is received without a copy of the facility's child care license, Eligibility Staff will review ICCIS License and Case Note screens within the Facility Module to confirm a license has been issued and is valid.
 3. Review ICCIS Application screen within the Facility module to confirm the facility is in Open/Active status, approved for participation in the State of Alaska Child Care Assistance Program (CCAP) and the CCA box is checked. Case notes may need to be reviewed to determine the facility's actual CCAP approval timeframe has not expired.
 4. Review ICCIS Application and Case Note screens within the Facility module for entries made by CCPO Accounting Staff to confirm the child care facility's VCN is issued and active. If an active VCN has not been issued, take the following steps:
 - a. Request from the CCAP Designee a completed *State of Alaska Substitute W9* form.
 - b. Upon receipt of the *State of Alaska Substitute W9* form submit to the Accounting unit via email to ccpo@alaska.gov using subject heading: VCN Request.
 5. Document in an ICCIS case note the results of the review using subject heading: CCG Results of Eligibility Review. The body of the case note includes information regarding the status of the facility's License, CCAP participation, VCN, and individuals whom have been granted signatory authority.
 6. Determine the child care facility's eligibility for participation and take appropriate action on the application, within five business days of receipt of the application or resolution of any discrepancies: pend, approve, or deny. Document action taken in ICCIS case notes using the following subject heading as applicable:

CCG App Pended, CCG App Approved, or CCG App Denied, and update the applicable portions of the CCG Program Tracking Spreadsheet.

a. Pend with Ten (10) Day Due Date:

Applications received from a facility are to be pended for ten (10) days, based on the Adverse Action Calendar, when they are not complete or are not signed by the facility owner.

Eligibility Staff will issue the *Child Care Grant – Pended* notice to the facility identifying the information needed to complete the application and the ten (10) day due date from the Adverse Action calendar available at

<http://dpaweb.hss.state.ak.us/main/PDF/adverseAction.pdf>

b. Pend with Thirty (30) Day Due Date:

Applications received from a facility are to be pended for thirty (30) days, based on the Adverse Action Calendar, when the facility's child care license or CCAP approval has not been issued.

When ICCIS case notes reflect CCAP and Child Care Licensing applications have been submitted the Eligibility staff will issue a *Child Care Grant Application – Pended* notice to the facility identifying the information needed and the thirty (30) day due date from the Adverse Action Calendar.

c. Approve:

The child care facility's CCG effective date is the first of the month following all requirements being met. Check the CCG box on the facility Application screen in ICCIS and update the CCG Program Tracking Spreadsheet. Issue the *Child Care Grant Application – Approved* notice to include the following information and enclosures:

- ;
- ICCIS facility identification number;
- Effective date for CCG participation;
- Child care facility's Child Care Grant Geographic Rate; and
- *Child Care Grant Rate Schedule*.

If the facility has an email address the Child Care Grant Reimbursement Request electronic workbook is emailed.

A copy of the *Child Care Grant Application – Approved* notice, and application if signatory authority has been authorized, is

placed in the Accounting Clerk's inbox for updating the CCG Payment Tracking Spreadsheet.

d. Deny:

Child Care Grant Applications received from a child care facility who has not applied for licensure and/or CCAP participation will be denied. When a facility has not submitted the required information by the due date identified in a *Child Care Grant Application – Pended* notice the *Child Care Grant Application* will be denied.

Eligibility Staff will issue the *Child Care Grant Application – Denied* notice identifying the specific reason(s) for the denial. The child care facility may reapply once they meet all the requirements.

7. Maintain the application, supporting documentation, and any notices issued in the CCG administrative case file.

2010-1 C.

APPLICATION PROCESS – ACCOUNTING STAFF

When a Child Care Grant Application – Approved notice is received, Accounting Staff will:

1. Open the CCG Payment Tracking Spreadsheet and search for the facility's ICCIS number to ensure the program is not already on the spreadsheet.

The spreadsheet is saved by fiscal year (FY) as FYXX CCG Payment Tracking Spreadsheet.xls. The FYXX stands for the fiscal year, for example FY16;

2. Add the child care facility as a new entry at the bottom of the list of participating child care facilities and complete the columns A – G with the facility's CCG approval date; VCN; ICCIS facility identification number; Provider Type; Facility Name; and Authorized Signatories;
3. Enter in column H the month the child care facility is approved to begin participation, and the next consecutive months until the end of the fiscal year. June should be the last month entered, as July will be on the next fiscal year spreadsheet; and
4. Enter the Geographic Region in column N and the Geographic Rate in column O, applicable to the child care facility.

2010-1 D. APPLICATION PROCESS - LICENSING STAFF

When Child Care Licensing Staff is contacted regarding a discrepancy found by the Eligibility Staff's comparison of the *Child Care Grant Application* CC30 and the facility's information in ICCIS, the following steps will be taken:

1. Review the information documented in an ICCIS case note by Eligibility Staff on discrepancy information listed on the *Child Care Grant Application* CC30.
2. Request a copy of the *Child Care Grant Application* CC30 from Eligibility Staff if necessary to review the discrepancy.
3. Call the child care provider and verify the facility's correct information.
4. Update ICCIS as applicable with the correct facility information and document in a case note the actions taken using subject heading: CCG App ICCIS Discrepancy Corrected.
5. Call or email the Eligibility Staff within two business days of contact to confirm the information has been verified with the child care facility and ICCIS reflects the correct information.
6. If changes have been made with the child care facility's ICCIS information the Child Care Licensing Specialist will email the updated information using subject heading: CCG ICCIS Discrepancy Corrected, to the Regional CCAP Designee and the CCPO via the general mailbox: CCPO@alaska.gov.

Note: If a copy of the Child Care Grant Application CC30 is provided to verify discrepancies in ICCIS, the Child Care Licensing Specialist does not need to maintain the application or any supporting documentation in the Licensing file.

2010-2 ELIGIBILITY MAINTENANCE

This section references Alaska Administrative Code (AAC) 7 AAC 39.025.

2010-2 A. CRITERIA TO MAINTAIN ELIGIBILITY

To maintain eligibility, a child care facility approved to participate in the Child Care Grant (CCG) Program must meet the following criteria:

1. Maintain a current child care license issued by the State of Alaska Department of Health and Social Services or by the Municipality of Anchorage, Department of Health and Human Services;
2. Maintain current approval status for participation in the State of Alaska Child Care Assistance Program (CCAP);
3. Maintain at least the minimum participation requirement for children in care, of five percent (5%) or one child whichever is greater, who have been issued a Child Care Authorization document through the State of Alaska CCAP, within any six (6) month period. Authorizations issued by the Office of Children's Services (OCS) for children in protective services or foster care are also included; and
4. Use CCG Program funds solely for costs associated with maintaining the operation of their child care facility. See section 2040-1, Allowable Expenditure Categories.

When the facility owner reports a change on a Child Care Grant Application in staff members whom they have granted signatory authority, the information is documented in an ICCIS case note using subject heading: CCG Signatory Authority Change. A print out of the case note is placed in the Accounting Clerk's inbox for updating the CCG Payment Tracking Spreadsheet and a printout is placed in the facility's administrative case file.

2010-2 B. ELIGIBILITY NOT MAINTAINED

Eligibility Staff will end a child care facility's participation in the CCG Program, update the CCG Program Tracking Spreadsheet and issue a *Child Care Grant – Closed* notice identifying the reason for ending participation; their right to request an Administrative Review; and their right to re-apply when the child care facility has not:

1. Maintained a current child care license issued by the State of Alaska Department of Health and Social Services or by the Municipality of Anchorage, Department of Health and Human Services;

2. Maintained current approval status for participation in the State of Alaska CCAP; or
3. Met the minimum participation requirement for children in care who have been issued a Child Care Authorization document through the State of Alaska CCAP within any six month period.

A copy of the *Child Care Grant – Closed* notice is placed in the Accounting Clerk’s inbox for updating the CCG Payment Tracking Spreadsheet.

2010-2 C. CHANGES REPORTED

1. When a child care facility participating in the CCG Program notifies any CCPO Staff of changes effecting the information in the Integrated Child Care Information System (ICCIS) the CCPO staff receiving the change will case note receipt of the change using subject heading: CCG Change Reported, document the information received in the body of the note and forward the information to the assigned Child Care Licensing Specialist and Licensing Supervisor for any necessary action. When the change is reported to the Administrative Staff or the Accounting Staff they will document the change and forward the information to both Licensing and Eligibility Staff.
2. When Child Care Licensing Staff is contacted due to conflicting information regarding a child care facility in ICCIS found as a result of a CCG submission review or a report of change, the following steps will be taken:
 - a. Review the information documented in an ICCIS case note by Administrative, Eligibility, or Accounting Staff on discrepancy information;
 - b. Request a copy of the document(s) from Eligibility or Accounting Staff if necessary to review the discrepancy information;
 - c. Call the child care facility and verify facility’s correct information;
 - d. Update ICCIS as applicable with the correct facility information and document in a case note using subject heading: CCG App ICCIS Discrepancy Corrected;

- e. Call or email the Eligibility Staff or Accounting Staff within two (2) business days of contact to confirm the information has been verified with the child care facility and ICCIS reflects the correct information; and
- f. If changes have been made with the child care facility's ICCIS information the Child Care Licensing Specialist will email the updated information and supporting documentation, if needed specific to the change reported, to the Regional CCAP Designee and the CCPO via the general mailbox: CCPO@alaska.gov, using subject heading: CCG App ICCIS Discrepancy Corrected.

Note: Any hard copy documentation provided by the Eligibility or Accounting Staff to the Licensing Staff identifying discrepancies do not need to be maintained in the Licensing file once correct information is verified and documented in an ICCIS case note.

- 3. When a child care facility changes their business type from sole proprietor to a Limited Liability Corporation (LLC) or partnership, or there is another administrative type change requiring a new facility to be established in ICCIS, the Child Care Licensing Specialist will notify the CCAP Designee and the CCG Eligibility Staff.

The Eligibility Staff will contact the facility advising them of the need to reapply for participation in the CCG Program for the new facility. The facility is sent a new *Child Care Grant Application* and the contact is documented in an ICCIS case note using subject heading: CCG Contact made. Eligibility Staff document the actions taken in the body of the case note.

- 4. Changes in signatory authority must be made in writing and signed by the facility owner. When a change of signatory authority is made by someone other than the owner, the Eligibility Staff will send a *Child Care Grant - Information Needed* notice requesting the facility's owner complete an "Updated" *Child Care Grant Application* CC30.

When a change in signatory authority is made, Eligibility staff will update the CCG Program Tracking Spreadsheet as well as the CCG Payment Tracking Spreadsheet.

- 5. When a child care facility reports a change which requires a new Child Care License to be issued but does not require a new facility to be created in ICCIS, such as: their administrator; physical location; mailing address; facility type; and/or facility name, the

facility does not need to reapply for participation in the CCAP or CCG Programs as long as there is no break in the facility's licensed dates.

The Child Care Licensing Specialist will document why the new license is being issued and whether or not there is a break in licensure in an ICCIS case note. A license ending on a Friday and a new license beginning on the following Monday does not indicate a break in licensure as long as the facility's published schedule reflects they are closed Saturday and Sunday.

2020

CHILD CARE GRANT SUBMISSIONS

This chapter references Alaska Administrative Code (AAC) 7 AAC 39.030 and 7 AAC 39.035.

This chapter details the steps CCPO Administrative, Eligibility, and Accounting Staff will take in the receipt and review of *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 form submissions.

Child Care Grant Reimbursement Request CC15 and *Child Care Grant Attendance Report* CC14 forms must be postmarked or received by the last day of the month immediately following the report month and may be faxed, emailed, sent by regular mail, or provided in person to the Child Care Program Office (CCPO). These forms are considered the current report month submissions. Current report month submissions received during the same month as the report month will be denied.

Once a submission has been processed for payment for a report month, any additional submissions for the same report month from the facility will be denied.

The owner may choose to delegate signatory authority to another individual within their organization to sign the monthly submissions. The owner remains responsible for compliance with program rules and requirements even when information is submitted by an individual with signatory authority.

2020-1

SUBMISSIONS – ADMINISTRATIVE STAFF

Administrative Staff receive all *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms.

2020-1 A. ACTIONS ON SUBMISSION

Administrative Staff will review submissions for accuracy and completeness within one (1) business day of receipt.

1. Date stamp each *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 form along with paperwork supporting the submission. Items received after the close of business via email or fax and retrieved the following business day are to be date stamped according to the received date/timeframe indicated on the email or fax. Items received after the close of business via the drop box and retrieved the next business day are to be date stamped with the date of the previous/most recent business day.

When the last day of the month falls on a Saturday or Sunday, Administrative Staff are to separate submissions retrieved from the drop box by the report month. When the submission is for the month which just ended, it is date stamped as received with Friday's date or the most recent business day. When the submission is for the new month, it is date stamped with the date it is retrieved from the drop box. These submissions are considered to have been received timely.

Submissions received via the CCPO@alaska.gov mailbox are to also be saved into an electronic folder for sixty (60) days. After the sixty first (61st) day, these submissions are deleted.

2. Information received other than receipts, the *Child Care Grant Reimbursement for Staff Salaries and Benefits or Substitute Care* CC31 form, *Child Care Grant Reimbursement Request* CC15, or the *Child Care Grant Attendance Report* CC14 forms is forwarded to the appropriate CCPO staff;
3. The *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms and receipts or the *Child Care Grant Reimbursement for Staff Salaries and Benefits or Substitute Care* CC31 form are stapled to the envelope, if received by regular mail;

4. Flag any submission received for a report month other than the current report month, and with the Expenditure Category of “other” marked, and place the submissions in the Eligibility Staff’s mail box;
5. Review all current report month submissions of *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms for accuracy and completeness; and
6. Review ICCIS to ensure the facility’s license was in effect and their status was Active/Open during the report month. If the CCG report month is for a month the license was not in effect or the facility status was not Active/Open, the submission is forwarded to the Eligibility Staff.

2020-1 B. SUBMISSION REVIEW

Administrative Staff will complete a review of the monthly submissions. Areas missing needed information are circled. Items needing correction are lined through, and the correct information is added, initialed, and dated.

The submission may be corrected by Administrative, Eligibility, or Accounting Staff; therefore, Administrative Staff will only contact the facility when the total number *Child Care Grant Attendance Report* CC14 form pages received does not match the total number of submitted pages indicated by the fax auto-numbering, page numbering by the facility, or coversheet.

- 1. Review *Child Care Grant Attendance Report* CC14 form for:**
 - a. Report Month/Year;
 - b. Report Month matches the report month on the *Child Care Grant Reimbursement Request* CC15 form;
 - c. There is a first and last name for each child listed; and
 - d. Attendance documented is for the correct number of days in the month. When a submission includes children’s attendance beyond the specific days of the report month, the submission is forwarded to Eligibility Staff;
 - e. Attendance is documented for each child listed;

When a child's name is listed without any attendance documented on the *Child Care Grant Attendance Report CC14* form, Administrative Staff will line through the child's name, initial and date. The child's name will be flagged for Accounting Staff to recalculate the Child Care Grant Reimbursement Request CC15 form.

2. Child Care Grant Reimbursement Request CC15 form Review for:

- a. Report Month/Year;
- b. Integrated Child Care Information System (ICCIS) Number matches the ICCIS record. If determined incorrect after researching ICCIS, the incorrect ICCIS Number is crossed out and the correct number is written above, initialed and dated;
- c. Vendor Customer Number (VCN) matches the ICCIS records. If determined incorrect after researching ICCIS, the incorrect VCN is crossed out and the correct number is written above, initialed and dated;
- d. Facility Name matches the ICCIS record. If the facility name does not match, a review of ICCIS case notes must occur to determine if there is an umbrella organization doing business as or other documentation about the conflict. -This ICCIS case note must be attached to each Child Care Grant monthly submission to allow payment to be certified.
- e. Physical Location of Facility and City matches the ICCIS record. If no physical location is entered, Administrative Staff are to enter the information from ICCIS, initial and date the change. If the information does not match ICCIS the submission is forwarded to the Eligibility Staff to obtain clarification and update as necessary ;
- f. Mailing Address, City, and Zip Code matches the ICCIS record; If no mailing address is entered, Administrative Staff are to enter the information from ICCIS, initial and date the change. If the information does not match ICCIS the submission is forwarded to the Eligibility Staff to obtain clarification and update as necessary;
- g. Change of facility information marked YES, see section 2010-2 C. Changes Reported;

- h. Line 1: The FTE documented in line 1 matches the FTE Totals of ALL *Child Care Grant Attendance Report* CC14 form(s);
- i. Line 3: Ensure the geographic rate entered matches the rate for the facility's community from the *Child Care Grant Rate Schedule*;
- j. Line 6: The number of children documented with Child Care Assistance Program (CCAP) authorizations matches the associated *Child Care Grant Attendance Report* CC14 form(s);
- k. Line 7: The number of children documented with Office of Children's Services (OCS) authorizations matches the associated *Child Care Grant Attendance Report* CC14 form(s);
- l. Line 8: The number of children documented without a CCAP or OCS authorization are noted as Self Pay/Other matches the associated *Child Care Grant Attendance Report* CC14 form(s);
- m. Line 9: The total numbers of children in care for this report month matches the number of children on the *Child Care Grant Attendance Report* CC14 form(s);
- n. Ensure submissions for the expenditure category of staff salaries and benefits or substitute care indicated have the *Child Care Grant Reimbursement for Staff Salaries and Benefits or Substitute Care* CC31 form attached;
- o. For all submissions for expenditures other than staff salaries and benefits or substitute care, ensure receipts are attached. Submissions with a quote, invoice, purchase order, or other similar documentation for an item are not acceptable for payment reimbursement unless the document also includes information regarding the purchase and payment dates;
- p. Statement of Truth Section contains all of the following:
 - Printed name of individual with signing authority;
 - Signature of individual with signing authority; and
 - Date; and
- q. Ensure the individual who signed the Statement of Truth has been authorized signatory authority by the facility's owner and has been entered into the CCG Program Tracking Spreadsheet. If the individual signing the submission is not listed on the CCG

Program Tracking Spreadsheet the submission is forwarded to the Eligibility Staff to obtain an updated application.

3. Actions Based on Review:

a. Complete and Accurate:

Submissions for which Administrative Staff did not make any adjustment or correction are to be determined complete and accurate. Administrative Staff will initial and date in the lower right corner of the *Child Care Grant Reimbursement Request* CC15 form and place complete and accurate submissions in the Accounting Staff hanging file.

b. Corrected:

Submissions for which adjustments or corrections are made by Administrative Staff are to be case noted in ICCIS using subject heading: MM/YYYY CCG Corrections Made on Submission. The body of the case note must identify all items where corrections were made to be included in the notice when issued. Administrative Staff will initial and date in the lower right corner of the *Child Care Grant Reimbursement Request* CC15 form and place corrected submissions in the Accounting Staff hanging file.

c. Incomplete or Needing Further Review

Administrative Staff will initial and date in the lower right corner of the *Child Care Grant Reimbursement Request* CC15 form, document the issue or areas needing further review in an ICCIS case note using subject heading: MM/YYY CCG Submission Review Needed FWD to ET, and place in the Eligibility Staff's mail box submissions:

- Without an actual receipt attached;
- Determined incomplete;
- With discrepancies where the information was not corrected based on the ICCIS review; or
- Noted in Line 11 as saving for a future purchase or applying to a past purchase.

2020-2

SUBMISSIONS – ELIGIBILITY STAFF

Eligibility Staff will retrieve submissions from their basket and assist the facility to correct the discrepancy.

2020-2 A. SUBMISSION REVIEW

Eligibility Staff will retrieve submissions from their basket throughout the work day and contact the child care facility as necessary for additional information or clarification prior to returning a submission. Eligibility Staff will review the submission in its entirety, to ensure all information needing correction is identified. Child's attendance will be added for all manual for submissions which also have discrepancies. Submissions are to be reviewed and returned as necessary with the applicable notice within two business days of receipt from Administrative Staff.

Submissions with a quote, invoice, purchase order, or other similar documentation for an item are not acceptable for payment reimbursement unless the document also includes information regarding the purchase and payment dates. When included on the receipt, applicable sales tax and shipping costs are to be included in the reimbursement.

When a facility's requested reimbursement is determined through the receipt(s) to include allowable and non-allowable purchases, the reimbursement amount is adjusted on the *Child Care Grant Reimbursement Request* CC15, initialed and dated.

1. Current Service Month Submissions:

Eligibility Staff will review each submission indicating information is missing or incorrect. Eligibility Staff will contact the child care facility to obtain the missing information or clarification.

- a. When Eligibility Staff is able to reach the provider and obtain the additional information or clarification, the corrections are made on the form, initialed and dated by the Eligibility Staff. The contact is documented in an ICCIS case note using subject heading: MM/YYYY CCG Contact Made. The body of the case note describes the clarification or additional information received. Eligibility Staff will initial and date in the lower right corner of the *Child Care Grant Reimbursement Request* CC15 form and place the submission in the Accounting Staff hanging basket.
- b. When Eligibility Staff is unable to reach the child care facility a message is left and documented in an ICCIS case note using subject heading: MM/YYYY CCG Attempted Contact. The body of the case note includes the information needed. The *Child Care Grant Reimbursement Request – Returned* notice indicating all items needed is sent to the facility along with the original

pages of the forms submitted which need correction or information. A copy of the submission is maintained with a copy of the notice in the Eligibility Staff's pend rack.

- c. When a submission is returned, Eligibility Staff will enter Returned, their initials, and the date returned in the Batch # of the CCG Payment Tracking Spreadsheet to alert Accounting Staff in the event the information is resubmitted in the same month as was returned.
- d. Eligibility Staff will monitor their pend rack. At the beginning of each month, returned notices with submissions which were not resubmitted and a copy of denial notices and submissions are placed in the Accounting Clerk's inbox for updating the Child Care Grant Payment Tracking Spreadsheet and file in the child care facility's billing file.

2. Saving for a Future Purchase:

When a child care facility has received preapproval to save for a future expenditure, see 2040-3 A Saving Funds for a Future Purchase. Eligibility Staff will review the *Child Care Grant Reimbursement Request* CC15 form within one business day and track the amounts to be paid to the facility, in the CCG Purchase Tracking spreadsheet, ensuring the amount does not exceed the preapproved savings amount or timeframe.

- a. Information will be entered and tracked in the CCG Purchase Tracking spreadsheet. Facilities may receive a portion of the CCG funds to reimburse for allowable expenditures during the same months they are saving for a future purchase. The CCG Payment Tracking spreadsheet will be reviewed for the actual amount to be processed for payment and the CCG Purchase Tracking spreadsheet updated based on the agreement.
- b. When the agreed upon amount has been saved, Eligibility Staff will contact the child care facility and then issue *Child Care Grant – Information Needed* notice to obtain the purchase date and remind the child care facility to submit the receipt(s) with the *Child Care Grant Reimbursement Request* CC15 form for the report month in which the item was purchased. Issuance of the notice is documented in an ICCIS case note using subject heading: CCG Information Needed and includes in the body the specific information requested. The notice is placed in the Eligibility Staff's pend rack awaiting the submission.
- c. A copy of the *Child Care Grant – Information Needed* notice is attached to the submission containing the receipt for which

CCG funds were being saved to be filed in the facility's billing file.

- d. Eligibility Staff update the CCG Purchase Tracking spreadsheet and file the notice in the facility's Administrative file.

3. Applying Funds to a Past Purchase:

When a child care facility has received preapproval to be reimbursed for an expenditure in a past report month that will be applied to future report months, see 2040-3 B Applying Funds to a Past Purchase, Eligibility Staff will review the *Child Care Grant Reimbursement Request* CC15 form within one business day and track the amounts that have been paid to the child care facility ensuring the amount does not exceed the preapproved purchase amount or timeframe.

- a. Information will be entered and tracked in the CCG Purchase Tracking spreadsheet. Child care facilities may not receive a portion of the CCG funds to reimburse for other allowable expenditures until the full approved purchase amount has been reimbursed. The CCG Payment Tracking spreadsheet will be reviewed for the actual amount to be processed for payment and the CCG Purchase spreadsheet updated based on the agreement.
- b. When the agreed upon amount has been reimbursed, Eligibility Staff will issue a *Child Care Grant Purchase Reimbursement Agreement – Completed* notice to the child care facility advising that the agreed upon reimbursement agreement is completed. Issuance of the notice is documented in an ICCIS case note using subject heading: CCG Purchase Reimburse Agreement Completed and includes in the body the date completed and item purchased. The notice is placed in the Eligibility Staff's pend rack awaiting the submission.
- c. A copy of the *Child Care Grant – Information Needed* notice is attached to the submission containing the receipt for which CCG funds were being saved to be filed in the facility's billing file.
- d. Eligibility staff updates the CCG Purchase Tracking spreadsheet and file the notice in the facility's Administrative file.

4. Prior Month Submissions:

Eligibility Staff will determine if the submission is in response to a notice previously sent to the child care facility. Submissions in response to a notice issued are reviewed to ensure the needed information is received and is within the identified timeframes.

a. Complete Submissions:

Receipt of the information and action taken is documented in an ICCIS case note using subject heading: MM/YYYY CCG Information Received. The *Child Care Grant Reimbursement Request* CC15 form is initialed in the lower right corner and placed in the Accounting Staff hanging basket.

b. Incomplete Submissions:

If the submission is not complete or is received after the identified due date, a *Child Care Grant Payment – Denied* notice is issued. Issuance of the notice is documented in an ICCIS case note using subject heading: CCG Grant Payment Denied and includes in the body the reason payment was denied. The notice attached to the submission is placed in the Accounting Clerk’s inbox for updating the CCG Payment Tracking Spreadsheet and file in the child care facility’s billing file.

5. Submissions Received During the Same Month as the Report Month

If the submission is received during the same month as the report month it cannot be processed for payment and a *Child Care Grant Payment – Denied* notice is issued. Issuance of the notice is documented in an ICCIS case note using subject heading: CCG Grant Payment Denied and includes in the body the reason payment was denied. The notice attached to the submission is placed in the Accounting Clerk’s inbox for updating the Child Care Grant Payment Tracking Spreadsheet and file in the child care facility’s billing file.

The child care facility may resubmit the submission on or after the first day of the month following the report month.

2020-2 B.

REQUESTED INFORMATION FOR A SUBMISSION RECEIVED

1. When Eligibility Staff Receive Requested Information Verbally:

- a. Enter the information on the *Child Care Grant Reimbursement Request* CC15 form;
- b. Initial and date each correction;
- c. Document the contact with the child care facility and resulting correction(s) in an ICCIS case note using subject heading: MM/YYYY CCG Submission Clarifying Info Rec’d; and

- d. Place the corrected *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 form(s) in the Accounting Staff hanging basket for payment processing.

2. When Eligibility Staff Receive Requested Information in Writing:

- a. Pull the *Child Care Grant Reimbursement Request – Returned* notice issued by the Eligibility Staff from the Eligibility Staff Pend Rack;
- b. Ensure all identified information is provided;
- c. Document the items received in an ICCIS case note using subject heading: MM/YYYY CCG Submission Clarifying Info Rec'd;
- c. Attach the notice to the resubmission documents;
- d. Initial and date in the lower right corner of the *Child Care Grant Reimbursement Request* CC15 form; and
- e. Place the corrected *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 form(s) in the Accounting Staff hanging basket, for payment processing.

2020-2 C.

REQUESTED INFORMATION FOR A SUBMISSION NOT RECEIVED

When a *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 form(s) are returned to the facility for correction, the facility must be given until the last day of the month following the month in which the notice was issued as a due date for the documents to be returned.

Example: *Child Care Grant Reimbursement Request* CC15 form for the report month for August is reviewed on September 29th and needs to be returned because receipts are missing. The *Child Care Grant Reimbursement Request - Returned* notice dated October 2nd advises the facility to submit the corrected forms by November 30th or the request will be denied.

If the information is not received by close of business on the due date, on the *Child Care Grant Reimbursement Request – Returned* notice, the following business day Eligibility Staff will:

1. Issue a *Child Care Grant Payment – Denied* notice with their right to request an Administrative Review to the child care facility;

2. Document the action in an ICCIS case note using subject heading: CCG Payment Denied and include in the body of the case note the reason payment was denied;
3. Place a copy of the notice with supporting documents in the Accounting centralized file system for Accounting Staff to update the CCG Payment Tracking Spreadsheet and file in the child care facility's billing file; and
4. File the notice in the facility's CCG Administrative file.

2020-2 D. SUBMISSION DENIAL DUE TO INELIGIBILITY

Eligibility Staff will research questionable submissions received from CCPO Staff within five business days to reach a determination on the facility's eligibility. Eligibility staff will deny Child Care Grant (CCG) submissions if the child care facility has been determined ineligible for CCG Program participation or payment.

Eligibility Staff will:

1. Issue a *Child Care Grant Payment – Denied* notice to the child care facility;
2. Document in an ICCIS case note using subject heading: CCG Payment Denied and include in the body of the case note the reason payment was denied;
3. Copy the notice with supporting documents and place in the Accounting Clerk's inbox for updating the Child Care Grant Payment Tracking Spreadsheet and filing in the child care facility's billing file; and
4. File the notice in the facility's CCG Administrative file.

2020-3 SUBMISSIONS – ACCOUNTING STAFF

Accounting Staff receive all *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms for payment processing. See section 2030, Child Care Grant Payment Processing-Accounting Staff.

Accounting Staff receive submissions determined to be complete and accurate by the Administrative or Eligibility Staff. Accounting Staff are to review receipts attached to the submissions and make any necessary corrections through their review and/or contact with the facility. Accounting Staff line through the incorrect information, including mathematical errors, write in the correct information, and initial and date the change. Contact with the facility is documented in an Integrated Child Care Information System (ICCIS) case note using subject heading: CCG Contact Made. The body of the case note describes the clarification or correction.

When a submission with incorrect or missing information is received, and Accounting Staff was unable to reach the facility to obtain the needed information, and a message is left for a return call, the submission is returned unpaid. The attempted contact is documented in an ICCIS case note using subject heading: CCG Attempted Contact. The body of the case note includes the information or correction needed. See 2020-3 C. Submission Returned Unpaid.

If Accounting Staff determines a submission needs further review by the Eligibility Staff, the specific reason(s) for the review is documented in an ICCIS case note using subject heading: CCG Submission Needs Further Review. Accounting Staff will update the CCG Payment Tracking spreadsheet, attach the case note to the submission and place it in the Eligibility Staff's mail box.

2020-3 A. GENERAL REVIEW OF SUBMISSIONS

Accounting Staff will take the following steps to prepare a batch of Child Care Grant (CCG) form submissions for payment certification:

1. Confirm the *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms are all date stamped and submissions for a report month other than the current report month are flagged;
2. Separate *Child Care Grant Reimbursement Request* CC15 forms for a report month other than the current report month and confirm they have been approved by the Eligibility Staff for payment processing;
3. Review all *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms for accuracy and completeness by comparing the documents with the following:

- a. Integrated Resource Information System (IRIS) records;
 - b. CCG Payment Tracking and CCG Program Tracking Spreadsheet(s); and/or
 - c. Contacting the facility as needed, for additional corrections identified, prior to returning the request unpaid;
4. For all submissions for expenditures other than staff salaries and benefits or substitute care, ensure receipts are allowable items and match the expenditure category and amount. Submissions with a quote, invoice, purchase order, or other similar documentation for an item are not acceptable for payment reimbursement unless the document also includes information regarding the purchase and payment dates. When included on the receipt, applicable sales tax and shipping costs are to be included in the reimbursement;
 5. When a facility's requested reimbursement is determined through the receipt(s) to include allowable and non-allowable purchases, the reimbursement amount is adjusted on the *Child Care Grant Reimbursement Request* CC15, initialed and dated;
 6. Submissions determined to be complete, accurate, and ready for immediate processing are categorized as Green Track. Accounting Staff will process all CCG submissions with no errors within ten (10) business days of receipt and batch for submission to the Accounting Supervisor;
 7. Submissions determined to need further review by the Eligibility Staff or clarifying information from the child care facility are categorized as Red Track. These submissions will be processed within ten (10) business days of receipt of the clarification. Before sending a submission to Eligibility Staff for review, Accounting Staff must:
 - a. Document the issue or areas of concern for review in an ICCIS case note using subject heading: CCG Submission Needs Further Review and enter "Review" on the CCG Payment Tracking Spreadsheet in the Batch # block next to the appropriate Report Month.
 - b. Attach a copy of the case note to the submitted *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms and place in the Eligibility Staff's mail box. All corrections made by the Accounting Staff to the *Child Care Grant Reimbursement Request* CC15 and/or *Child Care Grant Attendance Report* CC14 forms are to be initialed and dated by the individual making the correction. When information cannot be obtained through this review the request is returned

unpaid. See section 2020-3 C, Submission Returned Unpaid;
and

8. When the Accounting Staff is unable to reach the child care facility:
 - a. A message detailing the errors by page, row, and column, whenever possible, or requesting a return call is to be left;
 - b. The attempted contact is documented in an ICCIS case note using subject heading: CCG Attempted Contact;
 - c. The *Child Care Grant Reimbursement Request – Returned* notice indicating all items which need correction or information is issued to the facility along with the original pages of the forms submitted; and
 - d. A copy of the submission is maintained with a copy of the notice in the Accounting Staff's CCG Pend rack by the resubmission due date.

2020-3 B. SUBMISSION ADJUSTED OR CORRECTED

When corrections which do not impact the payment amount are made, by any Child Care Program Office (CCPO) Staff, to the *CCG Reimbursement Request* CC15 form, a notice is not sent. If it appears there is an issue with an electronic *CCG Reimbursement Request* CC15 form, accounting staff will make a copy, identify if it was paid or not, and place in the eligibility staff's mailbox.

When corrections are made by any CCPO staff to the *CCG Reimbursement Request* CC15 form that also include a change of the qualifying reimbursement amount entered in line 4 or in the expenditure categories in number 11, a *Child Care Grant Payment - Adjusted* notice must be issued to the child care facility. The Accounting Staff will stamp "Adjusted" in the lower left corner on *CCG Reimbursement Request* CC15 form to indicate that a notice is required to be sent.

The notice is issued and mailed by the Accounting Staff, after the CCG submission has been keyed into the Integrated Resource Information System (IRIS) for payment. The Accounting Staff will document the action in an ICCIS case note using subject heading: CCG Adjusted. A copy of the corrected or adjusted *CCG Reimbursement Request* CC15 form is returned with the notice.

2020-3 C. SUBMISSION RETURNED UNPAID

When Accounting Staff is unable to reach the child care facility to obtain clarifying or correct information and has left a detailed message for the facility as outlined in 2020-3 A. 8 above, the *Child Care Grant Reimbursement Request – Returned* notice is issued. The Accounting Staff will document the action in an ICCIS case note using subject heading: CCG Returned and enter “RTN” on the CCG Payment Tracking Spreadsheet in the Batch # column next to the appropriate Report Month for that child care facility.

When a *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 form(s) are returned to the child care facility for correction, the facility must be given until the last day of the month following the month in which the notice was issued as a due date for the documents to be returned. Only the page(s) containing the error(s) needing corrected are necessary to be returned to the facility. Copies of the pages returned to the facility are retained with the originally submitted documents until the corrected pages are returned. At that time the retained copies are shredded.

Example: *Child Care Grant Reimbursement Request CC15 form for the report month for August is reviewed on September 29th and needs to be returned because it included two weeks in August in which the facility was closed. The Child Care Grant Reimbursement Request – Returned notice dated October 2nd advises the facility to submit the corrected forms by November 30th or the request will be denied.*

The *Child Care Grant Reimbursement Request – Returned* notice is sent to the child care facility with the submitted *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms. A copy of the notice and all attachments are filed in the Accounting CCG pend rack by the resubmission due date.

If Accounting Staff receive a submission for a report month which has already been processed for payment and there has not been an Administrative Review requiring the payment to be made due to a Child Care Program Office error, the submission is denied. The *Child Care Grant Payment – Denied* notice is issued with the submitted *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms. A copy of the notice and all attachments are filed in the facility’s Accounting file.

2020-3 D. CORRECTED RESUBMISSIONS

The following steps are taken when Accounting Staff receive a CCG resubmission with corrections depending on the staff unit identifying the needed corrections.

1. Eligibility Staff Issued Notice:

- a. Pull the CCG resubmission from the Accounting basket;
- b. Confirm the Eligibility Staff has attached the corresponding notice, and initialed and dated the lower right corner of the *Child Care Grant Reimbursement Request* CC15 form;
- c. Follow the review process in section 2020-3 A, General Review of Submissions; and
- d. Complete CCG Payment Tracking Spreadsheet; see Section 2030-4, Child Care Grant Payment Tracking Spreadsheet.

2. Accounting Staff Issued Notice:

- a. Pull the CCG resubmission from the Accounting basket;
- b. Confirm the Eligibility Staff has initialed and dated the lower right corner of the *Child Care Grant Reimbursement Request* CC15 form;
- c. Pull the *Child Care Grant Reimbursement Request – Returned* notice issued by the Accounting Staff from Accounting Staff CCG Pend Rack;
- d. Attach the notice to the resubmission documents;
- e. Write in the upper left hand corner of the *Child Care Grant Reimbursement Request* CC15 form:
 - Resubmission due date;
 - Postmark date or date stamp received; and
 - Okay to Pay or Deny;
- f. Follow the review process in section 2020-3 A., General Review of Submissions; and
- g. Complete CCG Payment Tracking Spreadsheet. See section 2030-4, Child Care Grant Payment Tracking Spreadsheet.

2020-3 E. RESUBMISSION DENIAL

When a corrected *Child Care Grant Reimbursement Request* CC15 and/or *Child Care Grant Attendance Report* CC14 form(s), as requested, are not received or postmarked by the due date on the *Child Care Grant Reimbursement Request – Returned* notice, Accounting Staff will deny the request. When a submission is denied Accounting Staff will:

1. Issue a *Child Care Grant Payment – Denied* notice within five business days, with their right to request an Administrative Review to the facility;
2. Document the action in an ICCIS case note using subject heading: CCG Payment for MM/YYYY– Denied and include in the body of the case note the reason payment was denied;
3. Enter “DENY” on the appropriate fiscal year’s CCG Payment Tracking Spreadsheet in the Batch # column next to the appropriate Report Month for that child care facility; and
4. File a copy of the notice with supporting documents in the child care facility’s billing file by the ICCIS number.

When the Accounting Staff receives a copy of the *Child Care Grant Reimbursement Request – Denied* notice, issued by the Eligibility Staff, only steps 3 and 4 above will be taken.

If a resubmission contains error(s) which are not adjustable by CCPO Staff, the resubmission is denied. Accounting Staff review and process resubmissions received on or before the deadline identified in the *Child Care Grant Reimbursement Request – Returned* notice, even if a *Child Care Grant Payment – Denied* notice has been issued.

2030

CHILD CARE GRANT PAYMENT PROCESSING – ACCOUNTING STAFF

This chapter details the procedural requirements that Accounting and Child Care Program Office (CCPO) Staff must follow when they receive *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms for payment processing.

This chapter references Alaska Administrative Code (AAC) 7 AAC 39.030 and 7 AAC 39.035.

2030-1

SUBMISSION FOR PAYMENT PROCESSING: GREEN TRACK / RED TRACK

Accounting Staff will complete a batch of reviewed *Child Care Grant Reimbursement Requests* CC15, which have been entered in the Child Care Grant (CCG) Payment Tracking Spreadsheet, and approved for payment.

The batch has no minimum size limits, but common practice is that they do not exceed thirty (30) *Child Care Grant Reimbursement Requests* CC15.

Once a thorough review and the applicable actions are taken for the *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms, Accounting Staff will sort them into the appropriate pile:

1. No errors for next CCG Batch Folder “Accounting Green Track” or
2. Errors, “Accounting Red Track.”

2030-1 A.

SUBMISSIONS WITHOUT ERRORS (ACCOUNTING GREEN TRACK)

Child Care Grant Reimbursement Request CC15 and *Child Care Grant Attendance Report* CC14 forms without errors (Accounting Green Track) will be identified as submitted for payment in the CCG Payment Tracking Spreadsheet with the Batch number in the Batch # cell.

To prepare the *Child Care Grant Reimbursement Request* CC15 form to be keyed into the Integrated Resource Information System (IRIS), Accounting Staff will sort requests into groups of approximately twenty-five (25) and place them in a blue CCG Batch # folder starting with Batch #1 on the first of each month. The folders are used in sequential order daily for the report month’s submissions.

2030-1 B.

SUBMISSION WITH ERRORS (ACCOUNTING RED TRACK)

Child Care Grant Reimbursement Request CC15 and *Child Care Grant Attendance Report* CC14 forms with errors will be identified as HOLD,

RTN, DENY or AUDIT in the Batch # column of the appropriate fiscal year CCG Payment Tracking Spreadsheet depending on the nature of the issue identified during the review. For Accounting Staff steps, see section 2020-3, Submissions – Accounting Staff.

These submissions are filed in the CCG Pend Rack, by the requested information due date.

All CCG resubmissions are treated as new submissions for review purposes.

2030-2

ACTIONS TAKEN ON THE CHILD CARE GRANT ATTENDANCE REPORT FORM

The following actions are completed by Accounting Staff for each *Child Care Grant Attendance Report* CC14 form submitted. Items needing correction are lined through, and the correct information is added, initialed, and dated. Any discrepancies which cannot be corrected, or the correct information cannot be obtained, are circled.

1. On manual forms submitted, count the actual attendance documented in each row, randomly for two children to ensure it matches the Total FTEs calculation documented by the facility. If the information is correct, no further review of children's attendance by row is needed. If the information is not correct the entire attendance report is added. The needed corrections are made, initialed, and dated. The attendance documented is counted as:
 - "F" = 1
 - "P" = 0.5; and
2. Count the actual attendance documented for each day by numbered column (1 - 31) for the same two children reviewed in number 1 to ensure it matches the Daily Page Totals calculation documented by the facility. If the information is correct, no further review of children's attendance by column is needed. If the information is not correct the entire attendance report is added. The needed corrections are made, initialed, and dated.

2030-3

ACTIONS TAKEN ON THE CHILD CARE GRANT REIMBURSEMENT REQUEST FORM

The following actions are completed by Accounting Staff for each *Child Care Grant Reimbursement Request* CC15 form submitted. Items needing correction are lined through, and the correct information is added, initialed, and dated. Any discrepancies which cannot be corrected or the correct information cannot be obtained are circled.

When Administrative Staff have flagged a child's name on the *Child Care Grant Attendance Report* CC14 as not having attendance documented, Accounting Staff will adjust the number(s) of children on the *Child Care Grant Reimbursement Request* CC15, in the applicable line(s) six (6) through eight (8), and re-total these lines to reach a corrected total attendance for line nine (9). The corrected total number of children in line nine (9) is multiplied by .05 and rounded up to the next whole number to determine the corrected attendance minimum for line ten (10). The corrections made by Accounting Staff are initialed and dated.

1. Using all the report month's previously reviewed *Child Care Grant Attendance Report* CC14 form(s) submitted, add each page's subtotal of all the children's daily attendance together, this becomes the number of Full-Time Equivalent Children (FTE). This grand total sum must equal the number entered in line 1. If the amount entered in line 1 is incorrect cross it out and write the correct figure, initial and date;
2. Change the setting on the adding machine to the third decimal point and compute the average daily attendance by dividing the grand total of all FTEs entered in line 1 by 21.7. Using the third decimal point round accordingly:
 - a. .000 to .004 the second decimal point number does not change, i.e. $17.904 = 17.90$
 - b. .005 to .009, the second decimal point number will round up to the next number, i.e. $29.126 = 29.13$.
 - c. Confirm this is the number entered in line 2.
3. If the number the facility entered in line 2 is not the same as the calculation, crosscheck it with the CCG Payment Tracking Spreadsheet calculation. If the amount entered in line 2 is incorrect cross it out and write the correct figure, initial and date;
4. Multiply the numbers in line 2 and line 3 together and confirm this matches the amount entered in line 4. This is the facility's maximum qualifying reimbursement amount. If the calculation is different than what is entered by the facility cross it out and write the adjusted number, initial and date;

5. Skip line 5 at this time;
6. Add the number of children in lines 6, 7, and 8 together. Verify the total number of children documented on all the combined *Child Care Grant Attendance Report* CC14 forms matches the number entered in line 9. If the amount entered in line 9 is incorrect cross it out and write the correct figure, initial and date;
7. Add the number of children in lines 6 and 7 together, multiply by .05 rounding up to the next whole number to get the attendance minimum entered on line 10.
8. Verify that the total number of children in lines 6 and 7 are equal to or greater than line 10. If the sum of lines 6 and 7 are less than line 10, the facility has not met their minimum participation of five percent (5%) for this report month;
 - a. Document in the CCG Payment Tracking Spreadsheet the month number of non-compliance with this participation rate.
 - b. If the facility is on their fifth (5th) sequential month of non-compliance, Accounting Staff will document in an ICCIS case note with subject heading: CCG 5th month not mtg CCA, and the body of the case note will contain the facility name; ICCIS Facility #; and months of non-compliance. Accounting Staff will print the case note and place it in the Eligibility Staff's mailbox. See 2060-2 A. Fifth Month Review – Not Met.
 - c. Upon the 6th month of non-compliance the child care facility is subject to their program participation ending. See section 2060-2 B., Sixth Month Review - Not Met.
9. Review receipts and/or Reimbursement Request for Staff Salaries and Benefits or Substitute Care to ensure all items identified for reimbursement are allowable. Line through, initial, and date non-allowable items included.
10. Add the expenditure categories together to ensure the total matches the amount entered for the CCG reimbursement amount in line 11. This will be used to complete line 5 that was skipped earlier. The total of all expenditure categories is the amount the facility can request for reimbursement.
 - a. If the CCG reimbursement amount requested in line 11 is EQUAL to maximum qualifying reimbursement amount in line 4, enter the full amount in line 5; or

- b. If the CCG reimbursement amount requested in line 11 is GREATER THAN the maximum qualifying reimbursement amount in line 4, enter the maximum qualifying reimbursement amount from line 4 in line 5; or
- c. If the CCG reimbursement amount requested in line 11 is LESS THAN the maximum qualifying reimbursement amount in line 4, enter the CCG reimbursement amount requested from line 11 in line 5; and
- d. Initial and date in the CCPO box at the bottom of the form indicating the submission has been reviewed and is ready for payment processing in the Integrated Resource Information System (IRIS).

2030-4 CHILD CARE GRANT PAYMENT TRACKING SPREADSHEET

Accounting Staff must perform entries into the Child Care Grant (CCG) Payment Tracking Spreadsheet when processing submissions for payment by state fiscal year.

2030-4 A. PREPARING FOR SPREADSHEET ENTRIES

Open the CCG Payment Tracking Spreadsheet for the applicable state fiscal year located in the CCPO shared drive, to enter the correct and completed CCG Batches..

Before making entries into the CCG Payment Tracking Spreadsheet, Accounting Staff will review to ensure a payment has not already been processed to the child care facility for the report month, verify the Vendor Customer Number (VCN), Integrated Child Care Information System Number (ICCIS #), Facility, and individual with signatory authority entered on the spreadsheet match what is documented on the CCG submission.

Verify the Child Care Grant (CCG) approval effective date “CCG APPVL DATE” for the facility. When the CCG submission is for a time prior to their approval effective date the report month submission is forwarded to the Eligibility Staff for review and possible denial. See Section 2020-2 A, Submission Review.

2030-4 B. COMPLETING SPREADSHEET ENTRIES

Accounting Staff will enter information from the CCG report month submission into the applicable state fiscal year's CCG Payment Tracking Spreadsheet to complete all the columns. To locate the correct facility, enter the VCN # or ICCIS # using the shortcut of "CTRL"+"F".

Starting at the month on the spreadsheet for the CCG report month submission enter the information from each line number on the *Child Care Grant Reimbursement Request* CC15 form into the corresponding columns:

1. Batch #: Enter the folder # the CCG report month submission is batched in;
2. FTE: Enter the number from *Child Care Grant Reimbursement Request* CC15 form from line 1;
3. AVE FTE: This is auto-populated after an entry is made in number 2 above and must match line 2 of the *Child Care Grant Reimbursement Request* CC15 form;
4. Final FTE: Re-enter the auto-populated number from the AVE FTE in the spreadsheet. MS Excel maintains all decimal places when using formulas. Re-entering the AVE FTE ensures that the spreadsheet only calculates the amount based on two decimal points;
5. Geographic Region: Verify the community entered matches the facility's physical location;
6. CCG Geographic Rate: Verify the rate entered is correct for the facility's community based on the *Child Care Grant Rate Schedule*;
7. Qualifying Payment Amount: Verify the amount matches the *Child Care Grant Reimbursement Request* CC15 form line 4;
8. CCG Reimbursement Amount Requested: Enter the amount from line 11 of the *Child Care Grant Reimbursement Request* CC15 form;
9. Actual CCG Reimbursement Amount: Enter the amount from line 5 of the *Child Care Grant Reimbursement Request* CC15 form;

10. # CCAP (C): Enter the number of children enrolled with an authorization issued by the Child Care Assistance Program(CCAP) from line 6 of the *Child Care Grant Reimbursement Request* CC15 form;
11. # OCS (O): Enter the number of children enrolled with an authorization issued by the Office of Children Services (OCS) from line 7 of the *Child Care Grant Reimbursement Request* CC15 form;
12. # Other (S): Enter the number from line 8 of the *Child Care Grant Reimbursement Request* CC15 form;
13. # Total Child in Care: Verify the auto-populated number matches line 9 of the *Child Care Grant Reimbursement Request* CC15 form;
14. CCAP/OCS Required 5% Auth Min: Verify the auto-populated number matches line 10 of the *Child Care Grant Reimbursement Request* CC15 form;
15. Facility Actual CCAP/OCS Auth: Entries from #10 and #11 above are added and auto-populated and matches the sum of lines 6 and 7 of the *Child Care Grant Reimbursement Request* CC15 form;
16. Meets five percent (5%)?: Auto-populates with a YES or NO based on previous column entries:
 - a. If YES: continue the reimbursement process; or
 - b. If NO: determine the number of consecutive months (1st, 2nd, 3rd, 4th, 5th or 6th) the facility has been out of compliance with the CCAP participation. Enter “# Month No 5% CCAP/OCS” using numbers 1 through 6 as applicable in place of the #. Upon the 5th month with no CCAP participation an email using subject heading: CCG 5th Month Not Mtg CCA is sent to the policy mailbox: dpaccp@alaska.gov alerting Eligibility Staff for the next action;
17. Enter an “X” into each of the Expenditure Categories as selected on the *Child Care Grant Reimbursement Request* CC15 form:
 - a. Staff Salaries & Wages;
 - b. Sub Care;
 - c. Supplies, Equip & Activities for Children;
 - d. Health & Safety Costs;
 - e. Child Dev Ed & Training for Staff; and/or
 - f. Other;

18. Date Stamped Received: Enter the date the last document was received to complete the CCG report month submission; and

19. Date Input: Enter date the submission is forwarded for input into IRIS by entering the month, day and initials (9/18-xx).

Once a batch has been entered into the CCG Payment Tracking Spreadsheet, Accounting staff will enter the total of all the *Child Care Grant Reimbursement Request* CC15 form's line 5 included in the batch, in the adding machine and print a tape of the entries with the total. The printed adding machine paper is secured to a single sheet of paper and included in the batch.

2030-5

INTEGRATED RESOURCE INFORMATION SYSTEM (IRIS) DATA ENTRY PROCESS

Accounting Staff will enter all *Child Care Grant Reimbursement Request* CC15 submissions approved for payment into the Integrated Resource Information System (IRIS) for payment processing. Once a batch has been entered into IRIS, it will be forwarded to the Accounting Supervisor for certifying. As each *Child Care Grant Reimbursement Request* CC15 submission is certified, IRIS will release a warrant to the facility.

2030-5 A.

PAYMENT PROCESSING

Accounting staff will enter all Child Care Grant batches and enter the information into the Integrated Resource Information System (IRIS). Accounting Staff will perform the following steps in IRIS:

1. Enter "GAX" in the JUMP TO field and click "Go";
2. Enter the unit number In Document Identifier;
3. Enter the department number;
4. Click "create" in the upper left corner;
5. Check the box "Auto Numbering" in Other Options, and click create;

6. Enter into the “Document Description” box the dollar amount, month/year, ICCIS number, and GRT in the Header line, on the General Information tab, For example:
\$506.29 MAR2016 10003715 GRT;
7. Highlight the information entered in the description box and copy it (CTRL C). This will be pasted in 12 h below;
8. Click “Save” at the bottom left;
9. Click the Vendor line, on the General Information tab, click “insert New Line” in the bottom left;
10. Enter the child care facility’s Vendor Customer Number (VCN) in the Vendor Customer box;
11. Click “Save” and the system will populate the child care facility’s information;
12. Click the Accounting line and click “Insert New Line” in the General Information tab, and:
 - a. Enter the Event Type number;
 - b. In the Accounting Template type in the applicable template number for Child Care Grant;
 - c. Click inside the Line Description Box and paste (CTRL V);
 - d. Enter the reimbursement amount in the Line Amount box;
 - e. In the Vendor Invoice Number box, enter without spaces, the ICCIS Number and the date. For example: 1000371503102016;
 - f. In the Vendor Invoice Line box, Enter 1;
 - g. Select today’s date in the Vendor Invoice Date box;
 - h. Click inside the Check Description box and paste (CTRL V) to populate the description from 7 above; and
 - i. Click “Save”;
13. Click on the fund accounting tab and enter in the applicable object code;
14. In the General Accounting Expense (GAX) ribbon at the top of the page, click the drop down box next to “Draft” and select “Additional Document Information”;
15. Click “Insert”;
16. Enter GRT in the Additional Document Information box;
17. Click in the Additional Information box and paste (CTRL V);

18. Click “Save” and a gold ribbon will appear documenting the payment you have created;
19. Write the Document ID Number on the *Child Care Grant Reimbursement Request* CC15 in the CCPO Accounting Use Only box;
20. Click “Insert”;
21. In the Additional Information Type box, enter BIL;
22. Click in the Additional Information Box and enter in all caps, CHILD CARE PROGRAM OFFICE;
23. Click “Save”;
24. Click “Back” in the upper right corner;
25. Click “Save in the bottom left corner;
26. Click “Validate”; and
27. Click “Submit”.

After completing the entry and verification of a batch, the Accounting Staff forwards the batch to the Accounting Supervisor for certification.

If the amount does not match, Accounting Staff will determine the error and the corrective action to resolve the incorrect payment. See section 2070, Incorrect Payments of Child Care Grant Funds.

2030-5 B. PAYMENT CERTIFICATION

The Accounting Supervisor will certify all Child Care Grant batches in IRIS. The Accounting Supervisor will perform the following steps in IRIS:

1. In the left navigation, select “Message Center” then select “worklist”;
2. In the Select Worklist dropdown menu, select “DPA PR Financial Approver”;

3. Enter the Accounting Staff's Submitter ID Number in the Submitter ID field and click "Browse"
4. Click each box on the left for the entire list, making sure to check if there are multiple pages;
5. Once each box is checked for that specific submitter ID, click "Take Task";
6. Go back up to the Select Worklist drop down, and select your own name;
7. Click on the document ID number that matches the number written on the bottom of the first page of the *Child Care Grant Reimbursement Request* CC15 in the CCPO Accounting Use Only box;
8. In the Header line, on the General Information tab, ensure the Document Description matches the amount to be paid on the *Child Care Grant Reimbursement Request* CC15, as well as the ICCIS number and the report month/year;
9. Click on the Vendor line, and the General Information tab, and compare it to the *Child Care Grant Reimbursement Request* CC15 to ensure the Vendor Customer box has the correct VCN, the Legal Name box matches the Facility Name, and the address matches;
10. Click on the Accounting line, and on the General Information tab, check for the following:
 - a. The Line Description box matches the Check Description box;
 - b. The Line amount is the correct reimbursement amount; and
 - c. The Vendor Invoice Number is the ICCIS number and date;
11. If all the information in the previous steps is correct, click "approve". If at any time, any of the above mentioned information in the steps above is incorrect, you will click "reject" in the bottom left corner. If rejected, add a note in the reject reason box;
12. Once approved or rejected, click "Home" to go back to your worklist and move to the next *Child Care Grant Reimbursement Request* CC15;
13. If the submission was rejected, keep it separate from the batch and return it to the Accounting Staff that entered the payment for correction. If the submission was approved, sign and date the

bottom of the submission in the CCPO Accounting Use Only box, and keep it in the batch; and

14. Once the entire batch has been approved or rejected, return the batch to the Accounting Staff.

2040

CHILD CARE GRANT EXPENDITURES FOR REIMBURSEMENT

This chapter references Alaska Administrative Code (AAC) 7 AAC 39.040.

A participating child care facility may only request reimbursement through the Child Care Grant (CCG) Program for costs associated with maintaining the operation of their facility as currently licensed. Any items for which reimbursement is requested must have been purchased during the CCG approval period. Child care facilities may be approved to save or apply CCG funds to a purchase. See section 2040-3, Saving or Applying Funds for a Purchase.

Participating child care facilities must submit a copy of their receipts for items purchased or the *Child Care Grant Reimbursement for Staff Salaries and Benefits or Substitute Care* CC31 form if requesting reimbursement for staff salaries and benefits or substitute care and retain the original receipts and other records of expenditures. See section 2100-1, Facility Records Retention.

Submissions with a quote, invoice, purchase order, or other similar documentation for an item are not acceptable for payment reimbursement unless the document also includes information regarding the purchase and payment dates. When included on the receipt, applicable sales tax and shipping costs are to be included in the reimbursement amount.

When an item is listed on the receipt only as a universal product code or other way prohibiting the Child Care Program Office from reasonably determining what the specific item is, it will not be considered allowable for reimbursement.

When a facility's requested reimbursement is determined through the receipt(s) to include allowable and non-allowable purchases, the reimbursement amount is adjusted on the *Child Care Grant Reimbursement Request* CC15 and initialed and dated.

2040-1 ALLOWABLE EXPENDITURE CATEGORIES

Categories of expenditures allowable for reimbursement with Child Care Grant (CCG) funds related to child care facility operation include: staff salaries and benefits; cost of providing for substitute care; health and safety costs; costs of supplies, equipment, and activities for children in care; and child development education and training. Child care facilities may contact Eligibility Staff if they have questions.

2040-1 A. STAFF SALARIES AND BENEFITS

Allowable expenditures for staff salaries and benefits include:

- 1. Staff salaries/wages; and**
- 2. Staff benefits, such as:**
 - a. Paid professional associations membership;
 - b. Paid leave allowed per facility policy;
 - c. Paid holidays;
 - d. Insurance (health, life, dental, vision, fully or partially paid);
 - e. Paid release time for professional development; and/or
 - f. Retirement

2040-1 B. COSTS OF PROVIDING SUBSTITUTE CARE

The allowable expenditures for costs of providing for substitute care include expenditures for Salaries and Benefits. See sections 2040-1 A., Staff Salaries and Benefits and 2040-1 C. 6, and 11-13, Health and Safety Costs.

2040-1 C. HEALTH AND SAFETY COSTS

Allowable expenditures for health and safety costs include:

1. First Aid kits/First Aid kit items as listed in Alaska Administrative Code (AAC) 7 AAC 10.1075;
2. Disaster kits/Disaster kit items as listed in 7 AAC 10.1010;
3. Replacement Carbon Monoxide detectors, smoke/fire detectors, and fire extinguishers;

4. Video surveillance cameras and/or other monitoring devices;
5. Car seats and booster seats;
6. Background checks, including costs associated with fingerprint rolling and processing of the request for a criminal history check through the Alaska Background Check Program;
7. Required inspection and/or testing fees, such as those associated with Fire, Department of Environmental Conservation (DEC) and Land Use and Zoning;
8. Health and/or safety items required in order for a facility to comply with State or Municipal requirements to increase capacity or change facility type, such as sprinkler system or fire door;
9. Health and/or safety items required in order for a facility to comply with State or Municipal requirements regarding potable drinking water availability;
10. Conditional Use Permits;
11. CPR and first aid training and certification for staff;
12. Flu shots, vaccines and TB Tests for staff;
13. Physicals;
14. Thermometers, water and body;
15. Electrical outlet covers, child proof door knobs and drawer latches and other safety devices;
16. Child safety gates, pads or safety barriers;
17. Facility Phone;
18. Insurance (vehicle, facility and business);
19. Replacement or additional playground safety materials and coverings;
20. Cleaning solutions and supplies including but not limited to dish soap, sterilizing spray and paper towels;

21. Contracted services for janitorial or laundry services; and
22. Other health and safety related items such as: bottle sterilizer, baby wipes, changing pads, toilet paper, tissue, light bulbs, and gloves.

2040-1 D. COSTS OF SUPPLIES, EQUIPMENT AND ACTIVITIES FOR CHILDREN IN CARE

Costs of supplies, equipment and activities for children in care do not include items needed for a facility to comply with a specialization on their child care license. Allowable expenditures include:

1. Supplies:

- a. Age appropriate toys, both indoor and outdoor;
- b. Arts and crafts, construction paper, paint, etc.;
- c. Manipulatives such as building/snap blocks, marble runs, puzzles, etc;
- d. Children's books and games;
- e. Chalk or sidewalk chalk;
- f. Bubble mixture and bubble wands; and/or
- g. Dramatic play clothes/items.

2. Equipment:

- a. Classroom furniture or large items such as book/toy shelf or cabinet, sensory table, child size chairs, child size tables, toy furniture/appliances, cubbies, booster chairs;
- b. Computer hardware and/or software and printer used either by children in care or for the purpose of tracking attendance or other children's records;
- c. Sand box, sand/buckets, shovels;
- d. Playground equipment/items such as: playhouse, swing set, climber, etc;
- e. Diaper changing stations;
- f. Fence materials to enclose play area (not labor costs or tools to build it);
- g. Material to build equipment such as cubbies; and/or
- h. Replacement floor covering such as: carpet, linoleum, tile, wood/vinyl flooring and area rugs to be used only in child care area.

3. Activities:

- a. Age appropriate field trips admission fees including public transportation; and
- b. Hired special guest such as; story teller, clown or puppeteer.

2040-1 E. COSTS OF CHILD DEVELOPMENT EDUCATION AND TRAINING

Costs associated with training and/or education reimbursed through Alaska's statewide Child Care Resource and Referral (CCR&R) Network or another source, are not eligible for reimbursement through the Child Care Grant Program. Allowable expenditures for costs of child development education and training include:

1. Monthly classroom curriculum, Child Development Associate (CDA) training materials and health and safety related course materials;
2. Registration fees associated with attending child care training or Early Childhood Care and Education conferences (does not include costs associated with travel);
3. Tuition, books and lab fees associated with university level Early Childhood Education (ECE) classes;
4. Registration/course fees associated with Early Childhood Care and Education on-line or distance delivery trainings;
5. Membership and fees associated with application or accreditation from a nationally recognized Early Childhood Care and Education Association for the facility; and
6. On-site consultations by Alaska's statewide CCR&R Network that are beyond the annual ten (10) hours available.

2040-2 NON-ALLOWABLE EXPENDITURES

Some facility expenditures will not be reimbursed with Child Care Grant funds. Child Care facilities may contact Eligibility Staff to inquire if questions arise.

1. Birthday and holiday parties and gifts for children or staff;
2. Food, snacks or candy and serving implements such as bottles, plates, cups and utensils;
3. Movie videos, DVDs and TV/electronic equipment;

4. Some appliances to include but not limited to: popcorn machine, cotton candy machine or coffee maker;
5. Travel costs associated with attending child care training or Early Childhood Care and Education conferences;
6. Private vehicle transportation and/or maintenance costs for training or field trips;
7. Grass seed, sod or lawn mower;
8. Tax preparation;
9. Tools to build equipment;
10. Animals or animal cages;
11. Office supplies including postage/ stamps;
12. Payment of income taxes;
13. Bug zappers;
14. Rental equipment;
15. Paint for walls; and
16. Diapers.

2040-3 SAVING OR APPLYING FUNDS FOR A PURCHASE

2040-3 A. SAVING FUNDS FOR A FUTURE PURCHASE

A child care facility may save Child Care Grant (CCG) funds to make a large purchase at a later date within the same state fiscal year (July 1 through June 30). To be considered a large purchase and eligible for the Child Care Grant funds to be saved, the purchase amount for a single item must be two (2) times the amount of the facility's anticipated reimbursable amount, based on the average of the most recent three (3) month's reimbursements from the month the *Child Care Grant Request to Save Funds – Apply Past Funds* was received. The child care facility must request to save funds by completing the

Request to Save Funds section of the *Child Care Grant Request to Save Funds – Apply Past Funds* CC32 form and submitting it to the CCPO. The form indicates the item the child care facility intends to purchase, the purchase price, the number of months the child care facility intends to save, and the expected purchase date. Receipt for the purchase of the item must be submitted no later than the last day of the month following the month of the purchase.

Saved payments made to a child care facility will be recouped if the child care facility ceases operation, is suspended or ends their Child Care Grant participation, unless a receipt is provided for purchase of the item. The funds saved exceeding the actual purchase amount for the item will be recouped with the facility's next submission. The purchase must have been made during a time the child care facility was in operation and participating in the CCG Program.

CCPO Staff will:

1. Eligibility Staff will, within one business day of receiving the request, determine if the item is allowable for reimbursement from the CCG Program and document the determination in an Integrated Child Care Information System (ICIS) case note using subject heading: CCG Request to Save for Purchase Approved or CCG Request to Save for Purchase Denied;
2. Eligibility Staff will notify the child care facility of the determination by issuing either a *Child Care Grant Saving for a Future Purchase – Approved* or *Child Care Grant Saving for a Future Purchase – Denied* notice of their request to save funds. The *Child Care Grant Saving for a Future Purchase – Approved* notice will include the timeframe by which the child care facility must make their purchase not to exceed the current state fiscal year.
3. When the request to save funds for a future purchase is approved:
 - a. Eligibility Staff updates the CCG Purchase Tracking Spreadsheet by highlighting the rows for the months the reimbursement is to be applied and adds a comment detailing the purchase. A copy of the *Child Care Grant Saving for a Future Purchase – Approved* notice is attached to the child care facility's *Child Care Grant Reimbursement Request* CC15 form and placed in the Accounting Clerk's mailbox. Eligibility Staff will monitor all future submissions until the purchase is completed.
 - b. Accounting Staff will update the CCG Payment Tracking Spreadsheet by highlighting the rows orange for the months the child care facility is approved to save and adding a comment of

what expenditure the child care facility is purchasing, and process the submission. See section 2030, Child Care Grant Payment Processing-Accounting Staff.

4. Eligibility Staff will:
 - a. Monitor the submissions for receipt of the purchase. If the receipt for the agreed upon purchase is not provided by the due date in the *Child Care Grant Saving for a Future Purchase Approved* notice, a *Child Care Grant- Information Needed* notice is sent. This notice will include information advising the child care facility if receipt for the purchase is not provided by the *Child Care Grant- Information Needed* notice due date, action may be taken to re-coup payments made for this purchase. If receipt of the purchase is not provided an Incorrect Payment Preliminary Review form is submitted. See section 2070, Incorrect Payments of Child Care Grant Funds.
 - b. Upon submission of the receipt for the purchase, reflecting the agreed upon amount or more, a *Child Care Grant Purchase Reimbursement Agreement - Completed* notice is sent to the child care facility. A copy of the *Child Care Grant Purchase Reimbursement Agreement - Completed* notice with supporting documentation is placed in the Accounting Clerk's mailbox for updating the CCG Payment Tracking Spreadsheet, to reflect the agreement to save has been completed, and filing in the child care facility's billing file. Eligibility Staff's notice is filed in the facility's CCG Administrative file.
 - c. Upon submission of the receipt for the purchase, if the receipt reflects an amount less than the total amount of payments made for the intent of the purchase, the Eligibility Staff will document the overpayment in the CCG Purchase Tracking Spreadsheet and issue a *CCG Purchase Reimbursement Agreement - Completed* notice advising the overpayment amount will be deducted when processing the next month's submission.

A copy of the *Child Care Grant Purchase Reimbursement Agreement - Completed* notice is placed in the Accounting Clerk's mailbox for updating the CCG Payment Tracking Spreadsheet. Eligibility Staff's notice is filed in the facility's CCG Administrative file.

5. Accounting Staff will:
 - a. When the *Child Care Grant Purchase Reimbursement Agreement - Completed* notice reflects the agreement is completed,

Accounting Staff will update the CCG Payment tracking spreadsheet by notating “purchase agreement completed” in the comment section of the month the purchase was made.

- b. When the *Child Care Grant Purchase Reimbursement Agreement – Completed* notice reflects an overpayment, Accounting Staff will highlight in the CCG Payment Tracking Spreadsheet, the next month’s row in green signifying an adjustment is to be made to recoup an overpayment. With the next submission, regardless of the report month, is received for payment processing, Accounting Staff will deduct the overpayment amount and issue a *Child Care Grant Payment – Adjusted* notice identifying an overpayment recoupment due to the amount saved for a purchase was more than the purchase price.

2040-3 B. APPLYING FUNDS TO A PAST PURCHASE

A child care facility may apply Child Care Grant (CCG) funds to a past purchase made within the same state fiscal year (July 1 through June 30).

The child care facility must request to apply funds by completing the Apply Past Funds section of the *Child Care Grant Request to Save Funds – Apply Past Funds* CC32 form and submitting it to the CCPO along with the receipt for the item purchased. Purchase orders, invoices or other similar documentation submitted as a receipt for the purchased items must include the actual item purchased, date of the actual payment for the purchase, purchase amount and any outstanding balance.

If the child care facility ceases operation for any reason, is suspended or ends their CCG participation, reimbursement funds approved to be applied to a past purchase will end, regardless if the full agreed upon amount has been reimbursed.

Note: *If the facility re-applies and is approved to again participate in the Child Care Grant Program, a new Request to Apply Funds to a Past Purchase form must be submitted for approval, even if the purchase was within the prior approval timeframe within the same fiscal year.*

Eligibility Staff will:

1. Determine if the item is allowable for reimbursement from the CCG Program within one business day of receiving the request and document the determination in an ICCIS case note using subject heading: CCG Request to Apply to a Past Purchase Approved or CCG Request to Apply to a Past Purchase Denied.
2. Notify the child care facility of the determination by issuing either a *Child Care Grant Apply to a Past Purchase – Approved* or *Child Care Grant Apply to a Past Purchase – Denied* notice.
3. When the request to apply funds for a past purchase is approved, the Eligibility Staff updates the CCG Purchase Tracking Spreadsheet by adding the months the reimbursement is to be applied and a comment detailing the purchase.
4. When the full purchase amount is reimbursed, the Eligibility Staff reviews the *Child Care Grant Reimbursement Request* CC15 form(s) and issues a *Child Care Grant Purchase Reimbursement Agreement – Completed* notice and places a copy in the Accounting centralized file system for updating the CCG Payment Tracking Spreadsheet.
5. File the *Child Care Grant Purchase Reimbursement Agreement – Completed* notice in the facility's CCG Administrative file.

2050

CHILD CARE GRANT REVIEWS AND MONITORS

This chapter references Alaska Administrative Code (AAC) 7 AAC 39.065.

Eligibility Staff will conduct a random review of at least fifteen (15) Child Care Grant reimbursement submissions each month to ensure the child care facilities are meeting program compliance.

When information is discovered during the review indicating discrepancies or potential non-compliance(s), an official Child Care Grant (CCG) Monitor will be conducted and may entail a desk and/or on-site review. If it is determined an on-site review is needed, the Eligibility Staff will notify the Regional Licensing Supervisor of the concern and identify the items to either be reviewed on-site or copies obtained from the facility during a follow up inspection conducted by the Licensing Staff.

2050-1

RANDOM REVIEWS

Eligibility Staff will use the *Child Care Grant Review* form to complete a review of the facility's submission for the identified month for those randomly identified by the Division of Public Assistance, Program Integrity and Analysis Unit.

1. Program Integrity and Analysis will notify the Administrative Staff when monthly reports are accessible in the shared drive. Notification is sent to the Child Care Program Office general mailbox at CCPO@alaska.gov;
2. Administrative Staff will access the list of selected providers and pull the facility's Child Care Grant (CCG) submission for the most recent service month on file;
3. Administrative Staff will, within one business day of the list being made available, copy the CCG submission for the most recent service month on file and place it in the Eligibility Staff's mailbox;
4. Eligibility Staff will access the files and complete the review;
5. Eligibility Staff will determine if an on-site compliance inspection is required and if so, notify the Regional Licensing Supervisor and enter an Integrated Child Care Information System (ICCIS) case note using subject heading: CCG Compliance On-Site Requested. See 2050-1 C. Licensing On-site Compliance Inspection;
6. Licensing Staff will conduct an on-site inspection, as needed and provide Eligibility Staff with their findings;
7. Eligibility Staff will document the review results in an ICCIS case note using subject heading: CCG Review;
8. Eligibility Staff will update the CCG Program Tracking Spreadsheet to track child care facilities reviewed for minimum participation requirements; and
9. Eligibility Staff will file the *Child Care Grant Review* form in the facility's CCG Administrative case file. See 2100-2 B. Records Retention – Eligibility Staff.

2050-1 A. REVIEWING CHILD CARE ASSISTANCE PROGRAM CHILDREN’S ATTENDANCE

To review Child Care Assistance Program (CCAP) children’s attendance, Eligibility Staff will access the facility’s operating schedule, including closures, in ICCIS. Eligibility Staff will compare information on the review month’s *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms to information available in ICCIS, and/or by contacting the Office of Children’s Services (OCS) to confirm CCAP children in their program.

Eligibility Staff will compare the children’s names on the *Child Care Grant Attendance Report* CC14 form to the ICCIS Payment Option screen to determine if a child care facility is meeting the minimum participation requirement. See sections 2000-2, Eligibility Criteria for Participation and 2010-2, Eligibility Maintenance.

The *Child Care Grant Attendance Report* CC14 form is reviewed in detail for accuracy. Each column and row is added and compared to the information entered on the *Child Care Grant (CCG) Reimbursement Request* CC15 form.

If the Eligibility Staff determines there is an error on the *Child Care Grant Attendance Report* CC14 which caused an incorrect payment, the steps in 2070 Incorrect Payments of Child Care Grant Funds and/or 2090 Child Care Grant Sanctions and How to Impose will be followed.

If the Eligibility Staff have reason to believe submissions for additional months are to be reviewed a monitor review will be conducted. See section 2050-2 Monitors.

2050-1 B. REVIEWING CHILD CARE GRANT REIMBURSEMENTS

To review *Child Care Grant Reimbursement Request* CC15 forms, Eligibility Staff will evaluate receipts submitted by the child care facility to ensure they match the category of allowable expenditures for how funds were used, the amount requested for reimbursement, and if the items are allowable.

All information contained on the *Child Care Grant Reimbursement Request* CC15 form is reviewed and recalculated to ensure correctness.

When the expenditure was for staff salaries and benefits or substitute care, Eligibility Staff will, confirm the individual listed on the *Child Care Grant Reimbursement Request for Staff Salaries and Benefits or Substitute Care* CC31 is listed in ICCIS as a current staff member of the child care facility.

If it is determined the individual listed on the *Child Care Grant Reimbursement Request for Staff Salaries and Benefits or Substitute Care* CC31 was not an active staff member during the report month or is not listed in ICCIS for the facility, a *Child Care Grant – Information Needed* is issued advising the child care facility documentation supporting the individual’s association with the facility during the review month is needed and a ten (10) day due date using the Adverse Action Calendar. An ICCIS case note is entered using subject heading: CCG Review Information Needed. The body of the case note includes the specific information needed and the due date. If the child care facility does not provide the information requested by the due date, they may receive a sanction. See section 2090, Child Care Grant Sanctions and How to Impose.

If the Eligibility Staff have reason to believe submissions for additional months are to be reviewed a monitor review will be conducted. See section 2050-2 Monitors.

Information determined to be in error causing the facility to have been paid incorrectly is processed as an Incorrect Payment. See section 2070 Incorrect Payments of Child Care Grant Funds.

2050-1 C. LICENSING STAFF COMPLIANCE REVIEW ON-SITE INSPECTION OR INVESTIGATION

When a CCG compliance review on-site is determined needed the Eligibility Staff will notify the Regional Licensing Supervisor by email using subject heading: CCG Compliance Review On-Site Requested. The body of the email will include the facility name and ICCIS number and the specific items to be reviewed or confirmed by the licensing staff. The Eligibility Staff document the request to licensing in an ICCIS case note, using subject heading: CCG On-site Requested. The body of the case note includes the actions taken, specific information needed, and the date requested.

The Regional Licensing Supervisor will determine the timeframe for the on-site inspection based on staff availability and/or the next time Licensing Staff will be in the facility's community.

Licensing Staff will:

1. Conduct an inspection to include the specific CCG items; and
2. Complete a Report of Inspection or Report of Investigation within fourteen (14) days of completing the on-site, and when applicable follow the Licensing Investigation policies and Complaint and Enforcement Review Committee Guidelines.

2050-2 MONITORS

The CCG Monitor review may include up to the past twelve (12) months. Each month's submission and supporting documentation that is subject to the monitor is reviewed in detail. Eligibility Staff will:

1. Complete the *Child Care Grant Monitor* form; and
2. Document in an Integrated Child Care Information System (ICCIS) case note using subject heading: CCG Monitor Conducted, a summary of the outcome of the CCG Monitor review, actions taken and any action required by the child care facility and applicable deadline(s).

2050-2 A. ADDITIONAL MONITOR INFORMATION NEEDED

If additional information is needed from the child care facility to complete the monitor a *Child Care Grant - Information Needed* notice is issued advising the child care facility what is needed and a ten (10) day due date using the Adverse Action Calendar. An ICCIS case note is entered using subject heading: CCG Monitor Information Needed and documenting the action.

If the child care facility does not provide the information requested by the due date, they may receive a sanction. See section 2090, Child Care Grant Sanctions and How to Impose.

2050-2 B. INFORMATION EVALUATION FOR A MONITOR

Eligibility Staff will evaluate information from ICCIS, the Office of Children Services (OCS), the Child Care Food Program, licensing records, the child care facility and staff, and/or any other available sources to determine the child care facility's compliance.

2050-2 C. MONITOR REPORT

A written *Child Care Grant Monitor Report* is issued to the child care facility at the completion of each CCG Monitor review. The report is submitted to the supervisor of the Eligibility Staff for approval prior to issuance to the child care facility.

The *Child Care Grant Monitor Report* identifies the status of the child care facility's CCG Program compliance and as applicable will include:

1. A corrective action plan with a thirty (30) day deadline based on the Adverse Action Calendar to become compliant;
2. Incorrect Payment findings. See Section 2070, Incorrect Payments of Child Care Grant funds; and/or
3. *Child Care Grant Sanction – Imposed* notice. See section 2090, Child Care Grant Sanctions and How to Impose.

An ICCIS case note is entered using subject heading: CCG Monitor Report Issued, documenting the action and detailing the contents of the findings included in the report.

If corrective action is required the Eligibility Staff will conduct a subsequent review to evaluate compliance with the documented areas of non-compliance identified in the *Child Care Grant Monitor Report*.

2060 CHILD CARE GRANT MINIMUM PARTICIPATION REVIEW

This chapter references Alaska Administrative Code (AAC) 7 AAC 39.025(c).

For participation in the Child Care Grant Program a child care facility must maintain at least the minimum participation requirement for children in care, of five percent (5%) or one child whichever is greater, who have been issued a Child Care Authorization through the State of Alaska Child Care Assistance Program (CCAP), within any six month period. Child Care Authorizations issued by the Office of

Children’s Services for children in protective services or foster care are also included.

When it is determined a facility has been reimbursed for more than six (6) months without meeting the minimum participation requirement, the Eligibility Staff will close the facility effective the last day of the month the error was discovered and complete the Incorrect Payment process. See 2070 Incorrect Payment of Child Care Grant Funds.

Accounting Staff will send an email to dpaccp@alaska.gov for Eligibility Staff using the subject heading: CCG 5th Month Not Mtg CCA, during the processing of submissions, when the minimum participation requirement is not met in the fifth (5th) sequential month.

Upon receiving the notification Eligibility Staff will:

1. Review the Integrated Child Care Information System (ICCIS) to ensure the facility has CCAP children authorized at the level necessary to meet the five percent (5%) or one child; and/or
2. Contact the Office of Children’s Services to identify any OCS authorized children during the review timeframe which will meet the participation requirement.

Eligibility Staff will take action based on the findings of their review.

2060-1

MINIMUM PARTICIPATION MET

When Eligibility Staff identify a child care facility was in compliance for any of the five months under review, they will document the findings in an ICCIS case note using subject heading: CCG 5th Month Review Met. A copy of the case note is placed in the Accounting centralized file system for updating the CCG Payment Tracking Spreadsheet.

2060-2

MINIMUM PARTICIPATION NOT MET

When the Eligibility Staff’s review determines the facility has not met the minimum participation requirement of five percent (5%) or one child, they will notify the facility and take action depending on the number of months not in compliance.

2060-2 A. FIFTH MONTH REVIEW – NOT MET

When the review of the child care facility's compliance shows only the five sequential months identified by the Accounting Staff to not have met the minimum participation requirement, Eligibility Staff will:

1. Issue a *Child Care Grant – Minimum Participation Not Met* notice to the participating child care facility. This notice is to be sent by regular mail to the facility. A copy is placed in the Accounting centralized file system for updating the CCG Payment Tracking Spreadsheet. The *Child Care Grant – Minimum Participation Not Met* notice includes:
 - a. The timeframes and participation requirement(s) not met;
 - b. The month program participation ends;
 - c. The requirements needing met to resume participation;
 - d. *Child Care Grant Request for Administrative Review* CC35 form with due date for submission; and
 - e. Request for *Child Care Grant Good Cause Waiver* CC33 form, if applicable, with due date for submission using the Adverse Action Calendar;
2. Document the action in an Integrated Child Care Information System (ICCIS) case note using subject heading: CCG - Minimum Part Req Not Met.; and
3. Track the facility's next month submission. The sixth month's submission with or without meeting the minimum participation requirements is processed for payment as normal.

2060-2 B. SIXTH MONTH REVIEW

1. When a facility meets the minimum participation requirement in the sixth month, Eligibility Staff document in an ICCIS case note using subject heading: CCG Min Part Met. If the facility submitted and was approved for a Good Cause Waiver see section 2060-3 Good Cause Waiver Received.
2. When the facility has not met the minimum participation requirement in the sixth (6th) consecutive month, and a Good Cause Waiver was not approved, Eligibility staff will:
 - a. End the facility's participation effective the last day of the sixth month; and
 - b. Issue a *Child Care Grant – Closed* notice to the participating child care facility and document the action in an ICCIS case

note using subject heading: CCG - Closed. A copy of the notice is placed in the Accounting centralized file system for updating the CCG Payment Tracking Spreadsheet.

2060-3 GOOD CAUSE WAIVER RECEIVED

A participating child care facility may submit a *Child Care Grant Request for Good Cause Waiver* CC33 form within fifteen (15) calendar days after receiving a *Child Care Grant – Minimum Participation Not Met* notice.

2060-3 A. CRITERIA FOR A GOOD CAUSE WAIVER

The criteria for a good cause waiver include either of the following:

1. Within the community, the number of children receiving State of Alaska Child Care Assistance who are the subject of an enrollment authorization under Alaska Administrative Code (AAC) 7 AAC 41.035 or an attendance authorization under 7 AAC 41.040 is smaller than the number of spaces required under this section for each participating child care facility; or
2. Would prevent a disruption in the continuity of care for children who have been in care at the child care facility for more than a year. This criterion ensures that a child already in care will not be displaced.

2060-3 B. PROCESSING A GOOD CAUSE WAIVER

If a *Child Care Grant Request for Good Cause Waiver* CC33 form is received, Eligibility Staff enter the receipt of the request in the CCG Program Tracking Spreadsheet and in an Integrated Child Care Information System (ICCIS) case note using subject heading: CCG Request for Good Cause Waiver Rcvd. Eligibility Staff determines if the participating child care facility meets one or both of the criteria to receive a waiver. See section 2060-3 A., Criteria for a Good Cause Waiver.

Further information may be obtained by researching the Child Care Program Office (CCPO) website:

<http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx> under “Find a Child Care Provider,” viewing CCPO monthly statistical reports and

consulting with the Child Care Assistance Program (CCAP) grantee for the facility's community and Child Care Licensing.

Eligibility Staff will document in an Integrated Child Care Information System (ICCIS) case note using subject heading: CCG Request for Good Cause Waiver Approved or CCG Request for Good Cause Waiver Denied, their review, determination and notice sent to the child care facility.

1. Good Cause Criteria Met:

If the participating child care facility meets the criteria for a Good Cause Waiver Eligibility Staff will:

- a. Grant a waiver for the next consecutive six-month period;
- b. Update the CCG Program Tracking spreadsheet reflecting the approved timeframe;
- c. Issue a *Child Care Grant Good Cause Waiver - Approved* notice to the facility stating their waiver timeframe, with a *Child Care Grant Request for Administrative Review* CC35 form enclosed;
- d. Place a copy in the Accounting centralized file system for updating the CCG Payment Tracking Spreadsheet;
- e. Document in an ICCIS case note using subject heading: CCG Request for Good Cause Waiver Approved identifying the approval effective dates and notice sent; and
- f. Recheck the CCG box in the ICCIS Application screen.

2. Good Cause Criteria Not Met:

If the participating child care facility does not meet the criteria for a Good Cause Waiver, Eligibility Staff denies the request, ends the facility's CCG participation and will:

- a. Issue a *Child Care Grant Good Cause Waiver - Denied* notice, to the facility with a *Child Care Grant Request for Administrative Review* CC35 form enclosed. The notice states why the criteria were not met:.
- b. Issue a *Child Care Grant – Closed* to the facility with a *Child Care Grant Request for Administrative Review* CC35 form enclosed. The notice states why the facility's participation is ended and that the facility may re-apply once all requirements are met;
- c. Update the CCG Program Tracking Spreadsheet with the determination;
- d. Document in an ICCIS case note using subject heading: CCG Good Cause Waiver Denied notice sent; and
- e. Uncheck the CCG box in the ICCIS Application Screen.

If the child care facility disagrees with the good cause waiver determination, they may submit a *Child Care Grant Request for Administrative Review* CC35 to the CCPO within fifteen (15) calendar

days of receiving the determination. See section 2080, Child Care Grant Request for Administrative Review.

2060-3 C. MONITORING A GOOD CAUSE WAIVER

When a child care facility has been granted a Good Cause Waiver, Eligibility Staff must monitor the facility's submissions for the approved timeframe. When the facility has not met the minimum participation requirement by the fifth month, the Eligibility Staff will close the facility's CCG participation the last day of the sixth month.

1. Minimum Participation Met:

When the facility has met the minimum participation requirement during any month of the approved Good Cause Waiver timeframe, Eligibility Staff will:

- a. Issue a *Child Care Grant Good Cause Waiver – Rescinded* notice to the facility advising the Good Cause Waiver is no longer needed;
- b. Place a copy in the Accounting centralized file system for updating the CCG Payment Tracking Spreadsheet;
- c. Update the CCG Program Tracking Spreadsheet; and
- d. Document in an ICCIS case note using subject heading: CCG Good Cause Waiver Rescinded and notice sent.

2. Minimum Participation Not Met:

When the facility has not met the minimum participation requirement by the fifth month of the Good Cause Waiver approved timeframe, Eligibility Staff will:

- a. Issue a *Child Care Grant Good Cause Waiver - Ending* notice to the facility to notify them the Good Cause Waiver is ending, with a *Child Care Grant Request for Administrative Review CC35* and *Child Care Grant Request for Good Cause Waiver CC33 forms* enclosed;
- b. Issue a *Child Care Grant – Closed* to the facility with a *Child Care Grant Request for Administrative Review CC35* form enclosed. The notice states why the facility's participation is ended and that the facility may re-apply once all requirements are met;
- c. Place copies of both notices in the Accounting centralized file system for updating the CCG Payment Tracking Spreadsheet;
- d. Update the CCG Program Tracking Spreadsheet;
- e. Uncheck the CCG box in the ICCIS Application Screen; and
- f. Document in ICCIS case notes using subject headings: CCG Good Cause Waiver Ending; and CCG Closed and notices sent.

2060-4

PROGRAM REINSTATEMENT AFTER CLOSURE DUE TO MINIMUM PARTICIPATION NOT MET

A child care facility may apply for reinstatement of participation in the Child Care Grant Program (CCG) once they meet the minimum participation requirements.

2060-4 A.

ELIGIBILITY STAFF REVIEW FOR PROGRAM REINSTATEMENT

If the child care facility applies for reinstatement after a closure due to not meeting the minimum participation requirements, Eligibility staff will review the Integrated Child Care Information System (ICCIS) and/or consult with the Office of Children Services to ensure five percent (5%) or one child, whichever is greater, in care at the child care facility have a State of Alaska Child Care Authorization. Eligibility Staff will also confirm the child care facility is still in compliance with all other participation requirements as outlined in section 2010, Child Care Grant Participation.

2060-4 B.

ELIGIBILITY STAFF ACTIONS FOR PROVISIONAL PROGRAM REINSTATEMENT

If all participation requirements are met, Eligibility Staff will provisionally reinstate the child care facility for one month pending verification of meeting the minimum participation requirement, and will:

1. Issue a *Child Care Grant Reinstatement Provisionally Approved* notice to the facility with the new effective date for *Child Care Grant Reimbursement Request CC15* and *Child Care Grant Attendance Report CC14* submissions;
2. Check the CCG box on the ICCIS Application screen;
3. Document the action in an ICCIS case note using subject heading: CCG Provisionally Reinstated identifying the reinstatement effective date and notice sent;
4. Issue the facility a *Child Care Grant Good Cause Waiver – Rescinded* notice, if applicable, as the facility must again be in compliance with the Child Care Grant Program to be reinstated; and

5. Place a copy of the *Child Care Grant Reinstatement Provisionally Approved* and/or *Child Care Grant Good Cause Waiver – Rescinded* notice, as applicable, in the Accounting centralized filing system for updating the CCG Payment Tracking Spreadsheet.

2060-4 C. STAFF ACTIONS FOR PROGRAM PARTICIPATION AFTER PROVISIONAL REINSTATEMENT

When a facility who has been provisionally reinstated submits *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 the first time after the effective date of the reinstatement, they must meet the minimum participation rate in order to receive reimbursement for that month.

1. Minimum Participation Met

When the facility meets the minimum participation requirement, Eligibility Staff will:

- a. Issue a *Child Care Grant Reinstatement Approved* notice to the facility with the new effective date for *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 submissions;
- b. Document the action in an ICCIS case note using subject heading: CCG Reinstated identifying the reinstatement effective date and notice sent;
- c. Place a copy in the Accounting centralized file system for updating the CCG Payment Tracking Spreadsheet; and
- d. Update the Program Tracking Spreadsheet.

2. Minimum Participation Not Met

When the facility has not met the minimum participation requirement, Accounting Staff will notify the Eligibility staff who will:

- a. End the facility's participation effective the last day of the month prior to the provisional reinstatement,
- b. Issue a *Child Care Grant – Closed* notice to the child care facility and document the action in an ICCIS case note using subject heading: CCG – Closed. A copy of the notice is placed in the Accounting centralized file system for updating the CCG Payment Tracking Spreadsheet.

2060-5 NON-PARTICIPATING CHILD CARE FACILITIES

If a child care facility does not submit any *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance* CC14 form(s) within six months from the month their approval or reinstatement began, they are considered to be a non-participating child care facility. Eligibility Staff will take the following steps:

1. Issue a *Child Care Grant - Closed* notice advising the child care facility they are being removed from the CCG Program but may re-apply at any time;
2. Uncheck the CCG box in the ICCIS Application screen;
3. Document in an ICCIS case note the actions taken using subject heading: CCG Closed; and
4. A copy of the *Child Care Grant – Closed* notice is placed in the Accounting centralized filing system for updating the CCG Payment Tracking Spreadsheet.

If a child care facility submits a *Child Care Grant Request for Administrative Review* CC35, see section 2080, Child Care Grant Request for Administrative Review.

2070

INCORRECT PAYMENTS OF CHILD CARE GRANT FUNDS

This chapter references Alaska Administrative Code (AAC) 7 AAC 39.055.

An incorrect payment occurs when a child care facility receives payment which they were not entitled to receive or was not calculated or paid correctly. If there is reason to believe an incorrect payment of Child Care Grant (CCG) funds has occurred, the Eligibility Staff will conduct a review of the participating child care facility's CCG records to determine if an overpayment or an underpayment occurred.

2070-1

INCORRECT PAYMENT PRELIMINARY REVIEW FORM

The Child Care Program Office (CCPO) staff identifying the possible incorrect payment (IP) will complete an *Incorrect Payment Preliminary Review* CC17 form, provide any supporting

documentation and submit it to the Eligibility Staff for further investigation.

2070-1 A. INCORRECT PAYMENT PRELIMINARY REVIEW FORM SUBMISSION

- 1. Eligibility Staff will:**
 - a. Document receipt of the *Incorrect Payment Preliminary Review* CC17 in an ICCIS case note using subject heading: CCG IP Received; and
 - b. Submit the *Incorrect Payment Preliminary Review* form to the Eligibility Staff Supervisor.

- 2. Eligibility Staff supervisor will:**
 - a. Create an Incorrect Payment folder with a label identifying the state fiscal year, child care facility name, Integrated Child Care Information system (ICCIS) number, and the date of the submission;
 - b. Enter the information on the Incorrect Payment Tracking spreadsheet for the corresponding state fiscal year; and
 - c. Assign to Eligibility Staff for processing.

2070-1 B. INCORRECT PAYMENT PRELIMINARY REVIEW FORM REVIEW

Within thirty (30) calendar days of receiving the *Incorrect Payment Preliminary Review* CC17 form, the Eligibility Staff will conduct a fact finding review and make a determination if an incorrect payment or program violation exists.

The review may include, but is not limited to:

1. State of Alaska and contracted databases;
2. Family, child care facility, designee, or department records;
3. Announced or unannounced inspections of the child care facility location and interviews with the families, child care facility; and/or
4. Collateral contacts.

If the child care facility refuses to cooperate at any level of the review the applicable sanction may be imposed. See section 2090-1 A., Sanction Reasons and Suspension Timeframes.

The Eligibility Staff use the IP Worksheet as necessary to document the investigation. The findings of the fact finding investigation are documented in an ICCIS case note using subject heading: CCG IP (WITH OR WITHOUT) MERIT.

2070-2 OVERPAYMENT OF FUNDS

The timeframe to include, when determining an overpayment, as appropriate, is twelve (12) months prior to the month the overpayment was discovered.

2070-2 A. OVERPAYMENT NOT PURSUED

If the overpayment is \$99.99 or less, the Eligibility Staff will document the details in an Integrated Child Care Information System (ICCIS) case note using subject heading: CCG IP with Merit, but will not pursue repayment. The detailed case note will include the re-calculation of the payment amount, if applicable, the month the incorrect payment occurred, and the corrective action required and taken, if any.

2070-2 B. PURSUING OVERPAYMENT

When an overpayment totaling \$100.00 or more is determined, the Eligibility Staff will send a *Child Care Grant Incorrect Payment* notice to the child care facility by certified mail with return receipt requested and by regular mail, and place a copy in the Accounting centralized file system, which includes:

1. The basis for the determination;
2. Notification the overpayment will be adjusted from the next month's or future month's Child Care Grant Program (CCG) submissions unless the child care facility contacts the Child Care Program Office (CCPO) Eligibility Staff within fifteen (15) calendar days or submits a *Child Care Grant Financial Repayment Agreement* CC34 and makes alternative payment arrangements;

3. The right to appeal by submitting a *Child Care Grant Request for Administrative Review* CC35; and
4. All overpayment(s) will be deducted from the next month(s) CCG submission until the overpayment is repaid in full unless the facility makes arrangement to pay the CCPO directly. Repayment may cross state fiscal years if necessary.

If the facility is no longer participating in the Child Care Grant Program either voluntarily or due to a sanction, and is participating in the Child Care Assistance Program (CCAP), the overpayment may be deducted from the facility's CCAP payments only when the child care facility submits a completed, signed and notarized *Child Care Grant Financial Repayment Agreement* CC34 agreeing to the arrangement.

2070-2 C. OVERPAYMENT REPAYMENT PLAN

If the child care facility submits a *Child Care Grant Financial Repayment Agreement* CC34 or contacts the CCPO to repay the money, Eligibility Staff will develop a repayment plan and monitor repayments. Upon receipt of the notarized *Child Care Grant Repayment Agreement* CC34 signed by the child care facility Eligibility Staff will document in an ICCIS case note using subject heading: CCG Financial Repayment Agreement Rcvd the details of the recoupment and place a copy in the Accounting centralized file system.

2070-3 UNDERPAYMENT OF FUNDS

The timeframe to include, when determining an underpayment, as appropriate, is twelve (12) months prior to the month the underpayment was discovered. There is no minimum amount for an underpayment.

When an incorrect payment identifying an underpayment is determined, the Eligibility Staff will document the basis for the determination in an Integrated Child Care Information System (ICCIS) case note using subject heading: CCG IP with Merit. The Eligibility Staff will place a copy of the case note in the Accounting centralized file system. If the facility is no longer participating in the CCG Program Eligibility Staff will coordinate with Accounting Staff to ensure the Vendor Customer Number (VCN) in ICCIS and the VCN in the Integrated Resource Information System are still active for payment processing.

The Accounting Staff will notify the Division of Public Assistance Administrative Officer, via email, of the needed correction in IRIS and monitor for completion. Upon completion of the adjusted payment, Accounting Staff send a *Child Care Grant Payment – Adjusted* notice identifying the error, amount, and date the corresponding payment was processed in the Integrated Resource Information System (IRIS) and document in an ICCIS case note.

2080

CHILD CARE GRANT REQUEST FOR ADMINISTRATIVE REVIEW

This chapter references Alaska Administrative Code (AAC) 7 AAC 39.800 and 7 AAC 39.810.

When a child care facility does not agree with a determination made regarding Child Care Grant participation or payment, they may request an Administrative Review by submitting a *Child Care Grant Request for Administrative Review* CC35 form to the Child Care Program Office. The *Child Care Grant Request for Administrative Review* CC35 form must be provided with each notice sent.

2080-1

REQUEST FOR ADMINISTRATIVE REVIEW SUBMISSION

A *Child Care Grant Request for Administrative Review* CC35 must be hand-delivered, faxed or sent by other electronic means by the child care facility or mailed with a postmark no later than fifteen (15) calendar days after receipt of the written determination to the Child Care Program Office.

The following information is to be provided by the child care facility when submitting the *Child Care Grant Request for Administrative Review* CC35:

1. A copy of the written notice of determination for which the Administrative Review is requested;
2. An itemized list of each alleged violation of a statute or regulation upon which the request is based;
3. Factual arguments supporting the facility's allegations;

4. The specific relief sought; and
5. Signature of requestor and date signed.

2080-2

ADMINISTRATIVE REVIEW DECISION PROCESSING

When a *Child Care Grant Request for Administrative Review* CC35 is received disputing a determination made by Accounting Staff, the Eligibility Staff will conduct the Administrative Review. The Public Assistance Analyst (PAA) Staff will conduct Administrative Reviews for determinations made by the Eligibility Staff which are disputed. The Staff who receives the *Child Care Grant Request for Administrative Review* CC35 will take the following steps:

1. Enter receipt of the *Child Care Grant Request for Administrative Review* CC35 in the applicable state fiscal year's CCG Administrative Review Tracking Spreadsheet and create an electronic Administrative Review case file with a format using the Facility's Name and Administrative Review Number;
2. Review each *Child Care Grant Request for Administrative Review* CC35 and contact the requestor for any information not provided with the request or for additional information;
3. Conduct a thorough review of the issue and evaluate information from the Integrated Child Care Information system (ICCIS), the Office of Children Services (OCS), the Child Care Food Program, licensing records, the child care facility and staff, and/or any other available sources, as applicable to make a decision;
4. Issue an Administrative Review Decision letter to approve or deny the request within fifteen (15) calendar days of receiving the *Child Care Grant Request for Administrative Review* CC35 which includes the right to appeal the decision to the director of the Division of Public Assistance within fifteen (15) calendar days after receiving the decision;
5. Mail the Administrative Review Decision letter, certified with return receipt requested and by regular mail to the child care facility;
6. Provide a copy of the Administrative Review Decision letter to the Eligibility Staff and/or Accounting Staff for the necessary corrective action;

7. Document the determination and actions taken in an ICCIS case note using subject heading: Administrative Review Decision; and
8. Maintain the decision in the electronic Administrative Review file.

2080-3 ADMINISTRATIVE REVIEW DECISION ACTIONS

2080-3 A. PAYMENT RELATED ACTIONS FOR ADMINISTRATIVE REVIEW DECISIONS

When Accounting Staff receives a copy of the Administrative Review Decision letter requiring payment related action(s), the following steps will be taken:

1. Attach the copy of the Administrative Review Decision letter and any supporting documentation to that month's *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms;
2. Forward the documentation to the Division of Public Assistance Administrative Officer for payment processing. See section 2030, Child Care Grant Payment Processing-Accounting Staff;
3. Update the appropriate state fiscal year CCG Payment Tracking Spreadsheet; and
4. Document all payment related actions completed in an Integrated Child Care Information System (ICCIS) case note using subject heading: CCG AR Decision – Action Completed-ACCT.

2080- 3 B. OTHER ELIGIBILITY ACTIONS FOR ADMINISTRATIVE REVIEW DECISIONS

When Eligibility Staff receives a copy of the Administrative Review Decision letter requiring other eligibility related action(s), the following steps will be taken:

1. Issue a *Child Care Grant – Corrective Action* notice describing the action taken and send to the child care facility;

2. Retain both the Administrative Review Decision and Child Care Grant – Corrective Action notice, with any supporting documentation, in the child care facility’s Child Care Grant (CCG) administrative case file;
3. Update the CCG Program Tracking Spreadsheet, if applicable; and
4. Document all the other eligibility related actions in an ICCIS case note using subject heading: CCG AR Decision – Action Completed-ET.

2090 CHILD CARE GRANT SANCTIONS AND HOW TO IMPOSE

This chapter references Alaska Administrative Code (AAC) 7 AAC 39.045 and 7 AAC 39.060.

A child care facility may be subject to sanctions, including suspension and termination, from the Child Care Grant (CCG) Program for certain program violations. A thorough investigation must be conducted to determine if a child care facility has intentionally violated program requirements.

Eligibility Staff and/or Public Assistance Analysts will discuss any potential violation with their supervisor before determining an intentional program violation has occurred and imposing a sanction.

When an investigation results in more than one program violation the highest sanction level is to be applied.

2090-1 SANCTION REASONS AND SUSPENSION TIMEFRAMES

2090-1 A. SANCTION REASONS AND SUSPENSION TIMEFRAMES

Sanction reasons and suspension timeframes for a child care facility’s first investigation include:

1. Failing to maintain records concerning the CCG Program.
Suspension Timeframe: two months;

2. Failing to submit a complete and timely response to a monitoring report or to achieve compliance in accordance with that response. Suspension Timeframe: three months;
3. Failing to comply with requirements related to allowable expenditures. Suspension Timeframe: four months;
4. Providing false or misleading information or withholding information in order to participate or receive CCG funds. This may be considered an intentional program violation. Suspension Timeframe: six months;
5. Failing to cooperate with a review or investigation by the department, including a refusal to allow inspection of the child care facility and its records during scheduled business hours for purposes of determining whether there has been a CCG program violation. This may be considered an intentional program violation. Suspension Timeframe: six months; or
6. Falsifying attendance records to reflect higher amounts of time that a child was in care than actually occurred. This may be considered an intentional program violation. Suspension Timeframe: six months.

2090-1 B. SANCTION REASONS THAT RESULT IN PROGRAM TERMINATION

Intentional program violations that may result in a child care facility's termination include:

1. Any investigation resulting in a finding the child care facility claimed attendance for a child who is not enrolled in care in their facility; or
2. A second investigation of a child care facility resulting in one or more CCG Program intentional program violations.

2090-2 IMPOSING A SANCTION

2090-2 A. IMPOSING A SANCTION – ELIGIBILITY STAFF

Eligibility Staff must notify the child care facility of the determination a Child Care Grant (CCG) Program violation occurred prior to imposing a sanction. The *Child Care Grant Sanction – Imposed* notice will include:

1. The basis for the determination, the specific program requirement violated including rationale supporting it was intentional;
2. The sanction the Child Care Program Office (CCPO) will take, and the effective date and length for the sanction;
3. The child care facility's right to a request an Administrative Review; and
4. *Child Care Grant Request for Administrative Review* CC35 form.

Eligibility Staff will document the determination in an Integrated Child Care Information System (ICCS) case note using subject heading: CCG Sanction Imposed, uncheck the CCG box on the Application screen and mail the determination to the child care facility via certified, return receipt requested and by regular mail.

Eligibility Staff will update the CCG Program Tracking Spreadsheet and place a copy of the *Child Care Grant – Sanction Imposed* notice in the Accounting centralized filing system for updating the CCG Payment Tracking Spreadsheet. The sanction is effective the first of the month following a fifteen (15) calendar day period to allow the child care facility to request an administrative review.

2090-2 B. IMPOSING A SANCTION – ACCOUNTING STAFF

Accounting Staff will hold the determination in the Accounting pend rack and review ICCIS case notes, Administrative Review Tracking spreadsheet and CCG Payment Tracking Spreadsheet prior to processing any CCG payments for the child care facility. *Child Care Grant Reimbursement Requests* will not be processed for payment when received in the month in which the sanction becomes effective.

Example: *A two month sanction which is effective December 1 would result in CCG reimbursement ineligibility for the report months of November and December. Prior report months resubmitted in December due to corrections needed or submitted*

late due to an Administrative Review or hearing decision, will be processed for payment. Any child care facilities who also have an outstanding overpayment will be processed according to section 2070 Incorrect Payments of Child Care Grant Funds.

1. When a child care facility submits a *Child Care Grant Request for Administrative Review* CC35 form the sanction imposition is held pending the Administrative Review decision. Upon receipt of an Administrative Review decision upholding the sanction determination the Accounting Staff will impose the sanction.
2. When the Administrative Review decision overturns the sanction determination, Eligibility Staff will take necessary actions to reinstate the child care facility's eligibility for participation. See section 2090-3, Rescinding a Child Care Grant Sanction Prior to Imposition.
3. A child care facility that has been under sanction may not bill for CCG funds during the suspension period or after termination.

2090-3

RESCINDING A SANCTION PRIOR TO IMPOSITION

A child care facility's Child Care Grant (CCG) participation will be reinstated if any of the following occur: when they submit the required information; otherwise come into compliance; or an Administrative Review or division director's written decision overturns the sanction determination.

Eligibility Staff will send a *Child Care Grant – Sanction Rescinded* notice which includes:

1. Reinstatement and rationale;
2. Status of any *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms being held for processing;
3. Ability to submit *Child Care Grant Reimbursement Request* CC15 and *Child Care Grant Attendance Report* CC14 forms for payment for prior report months not previously allowed; and
4. Deadline for submission of prior report months identified.

A copy of the *Child Care Grant – Sanction Rescinded* notice is placed in the Accounting centralized filing system for updating the CCG Payment Tracking Spreadsheet.

Eligibility Staff will update the CCG Program Tracking Spreadsheet, recheck the CCG box in the Integrated Child Care Information System (ICCIS) Application screen and enter a case note detailing the reinstatement using subject heading: CCG Sanction Rescinded.

2090-4

REINSTATEMENT AFTER A SANCTION

To be determined eligible to participate, a child care facility who has been suspended from participation in the Child Care Grant (CCG) Program must:

1. Apply for reinstatement;
2. Meet any identified requirement not met which caused the suspension; and
3. Be determined eligible to participate.

See section 2010-1, Application Process.

When an Administrative Review decision overturns the sanction determination, Eligibility Staff will take necessary actions to reinstate the child care facility's eligibility for participation. See section 2090-3, Rescinding a Sanction Prior to Imposition.

A child care facility who has been terminated from participation in the CCG Program may not reapply.

If a child care facility's participation in the CCG Program is terminated due to an intentional program violation, all unexpended CCG funds must be returned to the department. See section 2070-2, Overpayment of Funds.

2100

CHILD CARE GRANT RECORDS RETENTION AND CASE FILE MANAGEMENT

This chapter references Alaska Administrative Code (AAC) 7 AAC 39.070 and General Administrative Records Retention Schedule - #100.2 – Grant Management Records found at:

http://archives.alaska.gov/records_management/records_management.html.

This chapter details the steps for retention of Child Care Grant (CCG) records and case file management.

2100-1 FACILITY RECORDS RETENTION

Child care facilities must retain Child Care Grant (CCG) records for a minimum of three years from the state fiscal year each record was created. Records include:

1. Copies of *Child Care Grant Reimbursement Requests* CC15 forms submitted to the Child Care Program Office (CCPO);
2. Copies of *Child Care Grant Attendance Report* CC14 forms submitted to the CCPO;
3. Original receipts and/or records of disposition of all CCG funds paid or reimbursed to the child care facility; and
4. Other records relating to participation in the CCG Program.

These CCG Program records must be made available for review during the child care facility's normal business hours or at a time agreed to by the child care facility and the department.

2100-2 CHILD CARE PROGRAM OFFICE RECORDS RETENTION

The Child Care Program Office (CCPO) must retain Child Care Grant (CCG) billing and eligibility case files in the accordance with the Department of Health and Social Services Agency Records Retention and Disposition Schedule and the CCPO-specific Records Retention Schedule.

2100-2 A. RECORDS RETENTION - ACCOUNTING STAFF

The Accounting Staff maintains a child care facility billing file which includes documentation for all payment requests for all CCPO programs.

1. The child care facility's CCG Program reimbursement information includes:
 - a. The current fiscal year's *Child Care Grant Reimbursement Request* CC15 forms;
 - b. *Child Care Grant Attendance Report* CC14 forms; and
 - c. Receipts and/or *Child Care Grant Reimbursement Request for Staff Salaries and Benefits or Substitute Care* CC31 forms.
2. Reimbursement information is filed by the child care facility's Integrated Child Care Information System (ICCIS) identification number. The child care facility's billing file will be retained in accordance with the CCPO records retention schedule.

2100-2 B. RECORDS RETENTION - ELIGIBILITY STAFF

The Eligibility Staff will maintain the child care facility's CCG administrative, monitor, electronic CCG Administrative Review and incorrect payment files for facilities including all the supporting documentation and correspondence. They are filed alphabetically by the name of the child care facility then by the Integrated Child Care Information System (ICCIS) number if there are multiple child care facilities with the same name. CCG files are retained for three years after their CCG Program participation ends.

1. The CCG Administrative case file including applications, correspondence, copies of child care licenses, and any other information not relating to actual payment is maintained in the CCG active drawer. When a child care facility closes or is terminated from the CCG Program, the Eligibility Staff will move the CCG administrative file from the drawer containing active files to the drawer of the filing cabinet labeled with CLOSED CCG.
2. The Monitor file including the Monitor Report and all documentation supporting the determination will be maintained with the facility's administrative case file. When a child care facility closes or is terminated from the CCG Program, the Eligibility Staff will move the CCG monitor file from the drawer containing active files to the drawer of the filing cabinet labeled with CLOSED CCG.
3. The CCG Administrative Review file is electronic and filed by the facility name and review number within the fiscal year's folder the request was received and maintained in the shared drive.

4. The CCG incorrect payment file is electronic and filed by the facility name within the fiscal year's folder the request was received and maintained in the shared drive.

2100-2 C. RECORDS RETENTION - ADMINISTRATIVE STAFF

The Administrative Staff will identify CCG Program files for destruction based on the CCPO retention schedule after the close of each state fiscal year.

CCG Program files in the Closed CCG drawer will be pulled after the end of the third fiscal year of their closure. A list is made of each file identified to be destroyed.

CHILD CARE GRANT ADDENDA

ADDENDUM 1- CHILD CARE GRANT SCHEDULE



CHILD CARE PROGRAM OFFICE
 3601 C Street, Suite 140 ~ PO Box 241809
 Anchorage, AK 99524-1809
 Phone: (907) 269-4500 / Toll Free 1-888-268-4632

CHILD CARE GRANT RATE SCHEDULE Effective July 1, 2012

\$30.00	\$32.10	\$32.10	\$34.35	\$34.77	\$35.10	\$35.10	\$35.13	\$35.22	\$35.85	\$36.00	\$36.18
Anchorage Chugiak Eagle River Girdwood	Big Lake Knik Palmer Talkeetna Trapper Creek Wasilla	Fairbanks North Pole Salcha	Douglas Juneau	Wrangell	Ketchikan	Valdez	Anchor Point Homer Kenai/Soldotna Nikiski Nikolaevsk Seward Sterling	Skagway	Sitka	Haines	Craig Naukati Bay
1.000	1.070	1.070	1.145	1.159	1.170	1.170	1.171	1.174	1.195	1.200	1.206

\$37.02	\$37.23	\$37.32	\$38.67	\$39.48	\$39.96	\$40.14	\$40.38	\$41.73	\$42.09	\$43.23	\$43.50
Cordova	Delta Junction	Petersburg	Kodiak	Copper Center	Healy	Metlakatla	Dillingham	Galena	Thorne Bay	Unalaska	Nome
1.234	1.241	1.244	1.289	1.316	1.332	1.338	1.346	1.391	1.403	1.441	1.450

\$47.28	\$49.89	\$50.00
Gustavus	Bethel	Akiachak Barrow Aniak Kotzebue
1.576	1.663	1.723

The Child Care Grant Rate Schedule is determined by multiplying the base rate of \$30 by the school district cost factor for communities and it may not exceed \$50. The list of school district cost factors is located in AS 14.17.460.

This rate schedule reflects the locations of current licensed child care providers participating in the Child Care Grant. It will be revised as needed to reflect new grant participants in other communities.