Instructions for the Invoice for COVID-19 Child Care Stabilization Payments, and Essential Persons Child Care Incentive & Tuition Payments

This form: https://www.jotform.com/heather.mattison/covid-19-tuition-incentives-payment must be used for submissions to receive COVID-19 Child Care Stabilization Payments and/or Essential Persons Child Care Incentive & Tuition Payments.

- Regulated child care programs can participate in one or both programs.
- Programs must meet the requirements for the program for which they are requesting funds.

Stabilization Program Requirements:

- Assure you are paying your regular staff their typical pay, if you have regular staff.
- Request 50% tuition from families or other sources.
- If a family is unable to pay 50% tuition and choses to unenroll, you will call families on your waitlist to determine if you can fill the space with a family on your waitlist.

Essential Persons Child Care Incentives & Tuition Payments Requirements:

- Assure the amount invoiced for essential persons child care incentives and/or tuition is for children of individuals who work in critical businesses, outside the home, and have no other options for child care.
- Have each family you are submitting an invoice for incentive or tuition payment sign an Essential Person Qualifying for Child Care Parent Form and attach to the invoice.

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Submitting Invoice

1. Choose which program you are applying for funds. If you are requesting funds through both programs you must select both options. If you are only applying for one of the programs, choose only that program here:

What type of care are invoicing the state for with this invoice? You may select one or both of the programs for which you are submitting an invoice. *

- [ ] Child care stabilization payment for children that are not able to attend your program
- [ ] Child care for essential persons incentive and tuition payments

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2. Each invoice can only be submitted for a two-week period, and only be submitted during or after that invoice period. Please wait until you have information on all families before submitting an invoice. The periods match the Child Care Financial Assistance Pay Periods. In this field pick the start date of the period for which you are billing:

   **Start Date for child care included on this Invoice** *

   This field is required

3. Pick the end date of the period for which you are billing. This field is a drop down that will allow only specific dates to be used.

   **End Date for child care included on this invoice** *

4. Enter the name of your child care program as it is in the Bright Futures Information System (BFIS). If you are a registered child care provider, this is your own name.

   **Child Care Program Name** *

5. Enter your license number as it is on the certificate.

   **License #** *

6. Enter the contact information for the program, and billing address for the program.

Children enrolled but not attending - Stabilization Payment Information

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This section of the invoice will be available if you checked “Children enrolled but not attending - Stabilization Payment Information”. It is used to invoice for 50% tuition for children that are enrolled but unable to attend due to the COVID-19 closure. This program will only pay tuition payments for infants through preschool age children, effective 4/6/2020. It is also used to bill for 100% tuition (up to $360 per week per child) if a child has unenrolled from your program, and after calling families on your waiting list, you were unable to fill their space with another family.

1) List every child that is enrolled and unable to attend, or children that has been unenrolled in this section. This section has several fields that must be completed if applicable. If fields are not complete your invoice will be rejected, and you will need to resubmit. There is a scroll bar under the section, make sure you scroll over to ensure you complete all fields. Use the “+” button to add another field for additional children. Information required in this section include:

- Child Full Name
- Child’s Date of Birth
- Rate charged for the child – this is the typical tuition charged to the family for two weeks.
- If applicable, child care subsidy received – this is the total amount received or anticipated for child for the two-week period.
- Amount received from parent or any other source towards tuition, this includes Act 166 payments or other scholarship funds. This is for the two-week period.
- Amount billed to the state. Allowed up to 50% of tuition or subsidy co-payment for children enrolled, or 100% of tuition (up to $360 per week per child) for children that have unenrolled
- Parent contact information – must include parent full name and phone number
- If the child is enrolled, or unenrolled and the date unenrollment or enrollment

You may attach a .xlsx file with the fields in the invoice, as an alternative to filling out this section.

2) In the note box note if any children that have enrolled to take the place of an unenrolled child – list the child that has enrolled and the child they are replacing.
3) Enter the total amount invoiced for tuition for stabilization payments.

Children of Essential Persons Attending – Incentives and Tuition Payments

This section of the invoice will be visible if you checked “Child care for essential persons incentive and tuition payments” on the first question. This program is for child care programs that are open and children of essential persons are attending.

It is important for you to be familiar with the criteria for essential persons that qualify to use a regulated program. The criteria is outlined on the “Essential Person Qualifying for Child Care - Parent Form”

You must have the “Essential Person Qualifying for Child Care - Parent Form” completed by all families that are essential persons who qualify for child care prior to submitting the invoice.

Only care provided for children of essential persons that qualify for child care services is eligible for payment.

1. List every child, infant through preschool age, that has attended or is scheduled to attend during the invoice period. This section has several fields that must be completed if applicable. If fields are not complete your invoice will be rejected, and you will need to resubmit. There is a scroll bar under the section, make sure you scroll over to ensure you complete all fields. Use the “+” button to add another field for additional children. Information required in this section include:
   a. Child Full Name
   b. Child’s Date of Birth
   c. Rate charged for the child – this is the typical tuition charged to the family for two weeks.
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d. Amount received from parent, child care subsidy, Act 166, scholarship or any other source towards tuition. This is for the two-week period.
e. Amount billed to the state. For infants through preschool age it is allowable to invoice the state 100% of the tuition (up to $360 per week per child) for essential persons children.
f. Parent contact information – must include parent full name and phone number

g. Check the boxes for each week the child is scheduled to attend. Week one is the first week of the two week pay period, week two is the second week of the pay period.

2. Put the number of infants through preschool age children that attended or were scheduled to attend the first week of the pay period in the box under “Week 1”. And the number of infants through preschool age children that attended or were scheduled to attend the second week of the pay period under the “Week 2” box. If you did not serve any infants through preschool age children, enter zeros in these fields.

3. Total incentive payment – this field will automatically calculate based on the data that is reported in the previous fields.

4. Enter the total amount of tuition that you are billing for the State for infants through preschool age children that are essential persons children. If you did not
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serve any infants through preschool age children, enter a zero in this field.

Enter the total amount billed to the State for tuition for infants through preschool age children of essential persons: *

5. List every school age child that has attended or is scheduled to attend during the invoice period. This section has several fields that must be completed if applicable. If fields are not complete your invoice will be rejected, and you will need to resubmit. There is a scroll bar under the section, make sure you scroll over to ensure you complete all fields. Use the “+” button to add another field for additional children. Information required in this section include:
   a. Child Full Name
   b. Child’s Date of Birth
   c. Parent contact information – must include parent full name and phone number
   d. Check the boxes for each week the child is scheduled to attend. Week one is the first week of the two week pay period, week two is the second week of the pay period.
   e. Check if you received any tuition for the child from another source, such as a school district. If you have received tuition for a school age child, you will not be eligible for the $200 per week tuition payment through this program.

6. Put the number of school age children that attended or were scheduled to attend the first week of the pay period in the box under “Week 1”. And the school age children that attended or were scheduled to attend the second week of the pay period under the “Week 2” box. If you did not serve any school age children, enter zeros in these fields.
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7. Total incentive payment – this field will automatically be calculated based on the data that is reported in the previous fields.

8. Total Tuition Payments for School Age is automatically calculated based on the date that is reported in the previous fields. This is a standard rate of $200 per week per child. If you receive any tuition payments from another source for a school age child, those children are not eligible to receive the $200 tuition.

9. Upload signed copies of the Essential Person Qualifying for Child Care Parent Form from each family that has a child on the invoice for essential persons tuition payment or incentives

Overall Invoice Requirements

1. The “Total amount invoiced to the State” is automatically calculated based on amounts throughout the invoice.

2. Notes are important. If you think we won’t understand something on your invoice, please explain it in the notes.

3. Assurances: You must check the assurances to ensure your agreement with the program requirements to have your invoice accepted.
4. Upload a copy of your tuition rates. This can be the page out of your handbook or contract that outlines the rates.

5. Signature: This is a field that can be signed using your mouse or finger if you are using a touchable devise (ex. phone, tablet).