



**JB Pritzker, Governor**

**Illinois Department of Human Services**

**Grace B. Hou, Secretary**

100 South Grand Avenue East • Springfield, Illinois 62762  
401 South Clinton Street • Chicago, Illinois 60607

## **GUIDANCE FOR CCAP BILLING CERTIFICATES**

### **License-Exempt Homes**

**(Issued May 15, 2020)**

On March 17, 2020, Governor Pritzker issued the Stay at Home Executive Order. IDHS made some temporary changes in the Child Care Assistance Program to help you financially during this time. You may have noticed that your monthly billings are somewhat higher than usual. This is because we:

- Reduced parent co-payments to \$1.00 for April and May
- Extended eligibility for all cases ending in March, April or May
- Paid for all eligible days of care rather than attended days for March and April services

These changes were made automatically, and License-exempt Providers were not required to do anything or submit any information to IDHS in order to receive these benefits. We will continue to support you during this pandemic, but we want to make you aware of federal relief programs that may be a good option for you.

Pandemic Unemployment Assistance (PUA) became available beginning May 11, 2020. PUA provides up to 39 weeks of federally funded unemployment benefits to individuals not typically eligible for unemployment benefits, including sole proprietors and independent contractors that have become unemployed as a direct result of COVID-19. Additional information can be found on the IDHS website.

If you are not open and providing care, you may want to apply for PUA rather than claim an attendance exemption for CCAP services. Some providers may receive more from PUA than your average CCAP monthly payment. If you are open and are providing care IDHS will continue to pay you for CCAP services but we need to get some information from you. We are asking you to complete an attendance exemption form and submit it with your billing certificate.

### **WHAT YOU MUST DO TO BE PAID FOR MAY CCAP SERVICES**

- Complete an attendance exemption form and return it with your May certificates.
- Write the number of days you actually cared for each child on the certificate. You will still be paid for all eligible days if you include the exemption form.
- If you normally enter your billing using the IVR system, you may still enter your May certificates. Please mail the completed certificate attached to the exemption form to your CCR&R.

If you are closed and receiving PUA benefits, please let us know that by completing the exemption form and returning it to your CCR&R. If you bill for CCAP services, it will affect the amount of PUA benefits you receive.

Please submit all questions/comments/concerns to [DHS.CCAP.PPP@illinois.gov](mailto:DHS.CCAP.PPP@illinois.gov).



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## **ORIENTACIÓN PARA LOS CERTIFICADOS DE FACTURACIÓN DE CCAP**

### **Hogares exentos de licencia (Emitido el 15 de mayo de 2020)**

El 17 de marzo de 2020, el gobernador Pritzker emitió la orden ejecutiva Stay at Home. DHS hizo algunos cambios temporales en el programa de ayuda de cuidado infantil para ayudarlo financieramente durante este tiempo. Es posible que haya notado que sus facturas mensuales son algo más altas de lo habitual. Esto es porque nosotros:

- copagos padres reducido a \$ 1,00 para abril y mayo
- Elegibilidad extendida para todos los casos que terminan en marzo, abril o mayo
- Pagó por todos los días de atención elegibles en lugar de los días de asistencia para los servicios de marzo y abril

Estos cambios se realizaron automáticamente, y los Proveedores exentos de licencia no estaban obligados a hacer nada o enviar información a IDHS para recibir estos beneficios. Continuaremos apoyándolo durante esta pandemia, pero queremos informarle sobre los programas federales de ayuda que pueden ser una buena opción para usted.

La Asistencia de desempleo pandémico (PUA, por sus siglas en inglés) estuvo disponible a partir del 11 de mayo de 2020. PUA proporciona hasta 39 semanas de beneficios de desempleo financiados por el gobierno federal a personas que normalmente no son elegibles para beneficios de desempleo, incluidos propietarios únicos y contratistas independientes que han quedado desempleados como resultado directo de COVID -19. Se puede encontrar información adicional en el sitio web de IDHS.

Si no está abierto y proporcionando cuidado, es posible que desee solicitar la aplicación no deseada en lugar de reclamar una exención para los servicios de asistencia CCAP. Algunos proveedores pueden recibir más de PUA que el pago promedio mensual CCAP. Si usted está abierto y está proporcionando el cuidado de DHS seguirá a pagar por los servicios del CCAP pero necesitamos obtener alguna información de usted. Le pedimos que complete un formulario de exención de asistencia y lo envíe con su certificado de facturación.

### **LO QUE DEBE HACER PARA PAGAR POR LOS SERVICIOS DE MAYO CCAP**

- Completar un formulario de exención de asistencia y devolverlo con sus certificados de mayo.
- Escriba el número de días que realmente cuidó de cada niño en el certificado. Aún se le pagará por todos los días elegibles si incluye el formulario de exención.
- Si normalmente ingresa su facturación utilizando el sistema IVR, aún puede ingresar sus certificados de mayo. Por favor envíe el certificado completado adjunto al formulario de exención a su CCR & R.

Si está cerrado y recibe beneficios de PUA, infórmenos al completar el formulario de exención y devolverlo a su CCR & R. Si factura por los servicios del CCAP, que afectará a la cantidad de beneficios que recibe PUA.

Por favor, envíe todas las preguntas / comentarios / preocupaciones a [DHS.CCAP.PPP@illinois.gov](mailto:DHS.CCAP.PPP@illinois.gov).



State of Illinois Department of Human Services

# COVID-19 Attendance Exemption Form License Exempt Homes

REQUESTED FOR THE MONTH OF \_\_\_\_\_, 2020.

Provider Name: \_\_\_\_\_

15-Digit Child Care Management System (CCMS) Provider ID: \_\_\_\_\_  
(If your Provider ID is less than 15 digits, please add "0"s to the beginning until 15 digits are reached)

Person Completing Request: \_\_\_\_\_

I am open and providing child care.

I have applied for Pandemic Unemployment Assistance.

### Reason for Requesting an Attendance Exemption:

Program Closure      Dates of Closure: \_\_\_\_\_

Low attendance due to pandemic.      Dates of low attendance: \_\_\_\_\_

### Certification:

I certify this is a true and actual accounting of the monthly attendance for my program and I understand that by requesting full payment for eligible days of care I agree to pay my staff for all scheduled work hours, regardless of closure or reduction in services.

Signature of Authorized Representative: \_\_\_\_\_

*IDHS works cooperatively with the Department of Employment Security and may validate receipt of unemployment compensation. Funds obtained through a false certification will be subject to investigation and recoupment and may result in termination from participation in the Child Care Assistance Program.*

*Please fully investigate the federal emergency relief funds available to individuals and small businesses. This includes expanded unemployment benefits, emergency grants, forgivable loans, and refundable tax credits. It may be more beneficial to you than claiming the attendance exemption. More information can be found here: <https://www2.illinois.gov/sites/OECD/Pages/Resources-for-Providers.aspx>.*

**You must submit this completed form with your monthly billing certificate(s) to your Child Care Resource and Referral (CCR&R). Please submit all questions/comments/concerns to [DHS.CCAP.PPP@illinois.gov](mailto:DHS.CCAP.PPP@illinois.gov)**