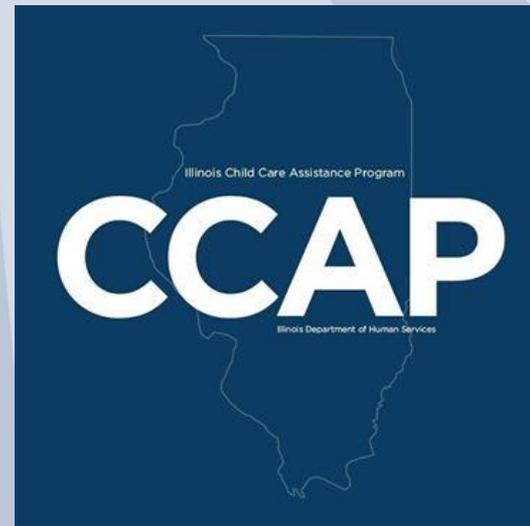


# Illinois Department of Human Services

## CCAP Billing for May and June Site Providers

Grace B. Hou, Secretary

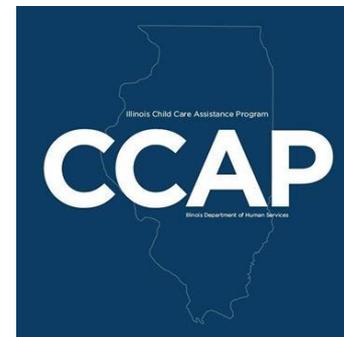
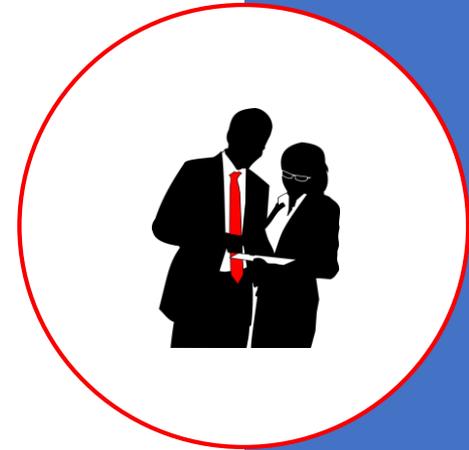
May 27, 2020



State of Illinois

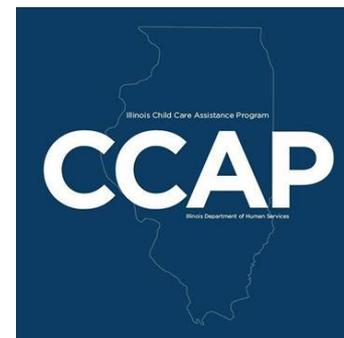
# From IDHS

- Linda Saterfield
  - Acting Associate Director
- Kisha Davis
  - Bureau Chief
- Lesa Boston
  - Contract and Payment Manager
- Kati Hinshaw
  - Data and Systems Manager
- Mike Garner-Jones
  - Program Support Manager



# Housekeeping

- All attendees are in listen only mode.
- Questions can be submitted through the “Questions” box.
- A link to a recording of the webinar will be provided.



# Purpose of Webinar

- IDHS is presenting this webinar to:
  - Review some of the financial assistance that has been made available;
  - Provide information on how to deal with receiving funding through the Paycheck Protection Program (PPP);
  - Instruction for providers on how to submit MERs for May and June services.
- There is also a webinar for billing through Certificates.



# Audience

- Sites operating as Emergency Child Care (ECC) providers.
- Sites who are closed due to DCFS licenses being suspended due to the COVID-19 Pandemic.



# Survey/Questions

- We ask CCAP provider to Complete the survey at <https://fasurveyccap.inccrra.org/>
  - This will help IDHS gather information to use when making future decisions on how to assist child care providers.
    - Please provide current, accurate information.
    - It has no bearing on the exemption form.
- Please submit all questions/comments/concerns to [DHS.CCAP.PPP@illinois.gov](mailto:DHS.CCAP.PPP@illinois.gov)
- Follow us at <https://www.facebook.com/IllinoisCCAP/>



# Please Refer to:

- “GUIDANCE FOR CCAP BILLING CERTIFICATES (Issued May 15, 2020)” memo.
  - For service months May and June
  
- COVID-19 Attendance Exemption Form Centers & Licensed Homes (Version 2, Issued May 2020)
  - Email with MER billing instructions coming soon
  - Posted on these web sites:
    - IDHS  
<https://www2.illinois.gov/sites/OECD/Documents/Centers%20and%20Licensed%20Homes.pdf>
    - CCR&Rs
    - INCCRRA
    - IllinoisCCAP Facebook



# Centers and Licensed Homes COVID-19 Assistance

- On March 17, 2020, IDHS issued the Temporary Attendance Exemption Policy before Federal Relief funds were made available through the Coronavirus Aid, Relief and Economic Security Act (CARES).
- On April 6, 2020 the Paycheck Protection Program (PPP) was made available through CARES.
- A second round of funding was made available on April 27, 2020 and applications will be accepted until funds run out.
  - Some providers have applied for this funding and we greatly appreciate it.



# Centers and Licensed Homes CCAP and PPP

- Every federal dollar that comes through these resources reduces the dependence on state funds.
- Our goal is to use all available federal funds first and then turn to state resources to keep you funded.
- IDHS sent a letter to all community providers regarding the federal relief funds.
- Our letter was intended to inform providers that they can't use both CCAP and PPP to pay for the same expenses.



# Centers and Licensed Homes

## CCAP and PPP

- If providers are open and providing emergency care, CCAP will continue to pay for approved services.
- If providers are claiming the attendance exemption, they are also being paid for services they are not providing due to program closure or low attendance.
- If necessary, we are asking providers to adjust the days of care for services they are not providing to account for any overlap with PPP funds.
- This will help providers avoid being paid twice for the same expenses.
- Please note that CCAP funds can be used for any expenses.
  - Providers are not limited to using them for staff salaries.



# Centers and Licensed Homes

## CCAP and PPP

- If providers received PPP funds:
  - IDHS will pay providers for the approved care they provide in May and June that are not covered by PPP;
  - IDHS will pay providers for the care they provide in May and June if they are open and providing CCAP services as an Emergency Child Care provider.



# Centers and Licensed Homes CCAP and PPP

- Providers may need to make an adjustment on their monthly MER if they are billing IDHS for CCAP services that were **not** provided because:
  - The program is closed or,
  - The program is open and had low attendance (below 80% of CCAP eligible days)
    - For Centers, 80% attendance is based on total attendance for all CCAP children approved for care with the Center.
    - For Homes, 80% attendance is based on total attendance for all children within a single CCAP family approved for care with the Home.



# Centers and Licensed Homes

## CCAP and PPP

- Providers cannot use two sets of funds (PPP and CCAP) to cover the same expenses.
- IDHS will not ask providers how much they received in PPP funds but they should consider the following before submitting their MER to IDHS:
  - What are the average monthly expenses for the program?
  - What percent of the average monthly expenses are covered by CCAP payments?
  - How much is the program getting through PPP and for what time period?
  - Should adjustments be made to the MER so payments are not duplicated, and if so by how much?



# Centers and Licensed Homes

## CCAP and PPP

- The guidance is the same for loans that providers plan to repay as those that will be forgiven by the PPP.
  - In either situation the provider can't use two sets of funds (CCAP and PPP) to pay for the same expenditures twice.



# Centers and Licensed Homes

## Example #1

\$60,000 Expenses

-\$30,000 PPP loan funds

\$30,000 Balance of Expenses

\$40,000 Avg CCAP income

(\$10,000) Reduce CCAP bill

\$30,000 Apply to expenses

- PPP funds are used for expenses first.
- There is a balance of \$30,000.
- CCAP usually brings in \$40,000 monthly.
- Provider needs to be reduced CCAP billing by \$10,000 or 25% to cover the balance of expenses.



# Centers and Licensed Homes

## Example #1

- Site Contract Providers will need to make a note on the e-mail submitted with the MER to advise DHS how much needs to be deducted from the total payment.
- Please complete the MER so the attended days match the eligible days and submit the updated attendance exemption form with the MERs.



# Centers and Licensed Homes

## Example #1

- If the center was open as an ECC, please be sure to indicate which child(ren) were attending the center and which children are eligible for the 30% Essential Worker add-on **in the “notes” column on the MER.**
- The school-age children that were attending the center under the ECC, would be eligible for the full-time rate.
- If a note is not put on the MER, payment staff will not know to pay the appropriate rate.



# Centers and Licensed Homes

## Example #2

\$20,000 Expenses

-\$ 5,000 PPP loan funds

\$15,000 Balance of expenses

\$10,000 Avg CCAP income

\$ 5,000 Balance of expenses

- PPP funds are used for expenses first.
- There is a balance of \$15,000.
- CCAP usually brings in \$10,000 monthly.
- No adjustment is needed since CCAP doesn't exceed the balance of the expenses after PPP is applied.
- Provider may bill CCAP for all eligible days.



# Centers and Licensed Homes

## Example #3

\$10,000 Expenses

-\$10,000 PPP loan funds

\$ 0 Balance of expenses

- PPP funds are used for expenses first.
- There are no remaining expenses.
- Provider should not submit a CCAP bill since there are no remaining expenses after the use of PPP funds.



## If your program **received PPP** and you were **closed or had low attendance** do the following:

- Complete the attendance exemption form (Version 2, Issued May 2020).
  - This will certify that the provider is not billing the State (CCAP) for the same expenses that are covered by the PPP federal relief funds.
- Write the number of days that are being billed for each child on the certificate after any needed adjustments have been made.
  - Providers should make a note on the MER if they are requesting payment for additional days not authorized in CCMS, based on the child's attendance for the month.
    - For example, if the child was originally approved for 15 FT days, but attended for 20 FT days due to a change in the parent's work schedule.



## If your program **received PPP** and you were **closed or had low attendance** do the following:

- Attach the attendance exemption form with the MER to the e-mail submitted to DHS.
- Ensure that the e-mail has the amount to be deducted due to the receipt of PPP funds.
- Make a note at the bottom left-hand corner of the MER in the comments section, indicating the amount to be deducted for PPP funds.



## If your program **did not receive PPP** do the following:

- Complete the attendance exemption form if the program had less than 80% attendance for CCAP children.
- Indicate whether the program is currently open and providing emergency child care services or if it is closed
- Complete the attended days for each of the children listed on the billing certificate
  - Providers will be paid for all eligible days if they submit the attendance exemption form.



## If your program **did not receive PPP** do the following:

- Submit a completed attendance exemption with each MER.
- If the exemption form is not sent with the MER, only the attended days will be paid.



# COVID-19 Attendance Exemption Form Centers & Licensed Homes

- REQUESTED FOR THE MONTH OF: May 2020
- Provider name – as listed on the CCAP Certificate: Best Child Care Ever
- CCMS ID (If your Provider ID is less than 15 digits, please add “0”s to the beginning until 15 digits are reached): 00345-67891-23456
- Person Completing Request: Jane Public



# COVID-19 Attendance Exemption Form Centers & Licensed Homes

Please check all that apply:



I have received a PPP Loan. I have adjusted my billing certificate to account for the funds. Please pay only the days as indicated on the billing certificate.



I have not received a PPP Loan.



I have applied for Pandemic Unemployment Assistance.



# COVID-19 Attendance Exemption Form License Exempt Homes

## Reason for Requesting an Attendance Exemption:

-  Program Closure      Dates of Closure: 5/1/20 – 5/31/20
-  Low attendance due to pandemic. Dates of low attendance: 5/1/20 – 5/31/20



# COVID-19 Attendance Exemption Form Centers & Licensed Homes

## **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: *Jane Public*



# COVID-19 Attendance Exemption Form Centers & Licensed Homes

*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>*



# Key Points

- Providers who receive PPP funding are **not** disqualified from CCAP funding.
- If a program did not receive PPP, there will not need to decrease CCAP billing.
- DHS will only make adjustments to the MER if the Site indicated what needs to be deducted.
  - DHS payment staff will not make the determination of the amount to be deducted.



# Key Points

- Providers should make adjustments to CCAP billing ONLY if CCAP payments would duplicate PPP funds.
- Some providers may only have applied for PPP for private pay families since CCAP was offering attendance exemptions.
  - In these cases, no adjustment is needed to the CCAP billing.
- If providers claim the attendance exemption, they are also being paid for services you are not providing.
  - This portion of the payment is commonly referred to as “retention” payments.



# Key Points

- The “GUIDANCE FOR CCAP BILLING CERTIFICATES (Issued May 15, 2020)” memo will apply
  - For services provided in May which are billed for in June, and
  - For services provided in June which are paid for in July.
- Payments will not be delayed if the on-line survey is not completed.



# Please Refer to:

- “GUIDANCE FOR CCAP BILLING CERTIFICATES (Issued May 15, 2020)” memo.
- COVID-19 Attendance Exemption Form Centers & Licensed Homes (Version 2, Issued May 2020)



# Survey/Questions

- We ask all CCAP provider to Complete the survey at <https://fasurveyccap.inccrra.org/>
  - This will help IDHS gather information to use when making future decisions on how to assist child care providers.
- Please submit all questions/comments/concerns to [DHS.CCAP.PPP@illinois.gov](mailto:DHS.CCAP.PPP@illinois.gov)
- Follow us at <https://www.facebook.com/IllinoisCCAP/>



# Thank You for Attending

Bedankt

Merci

Köszönettel

Gracias

Grazie  
Vielen  
Dank



THANK YOU

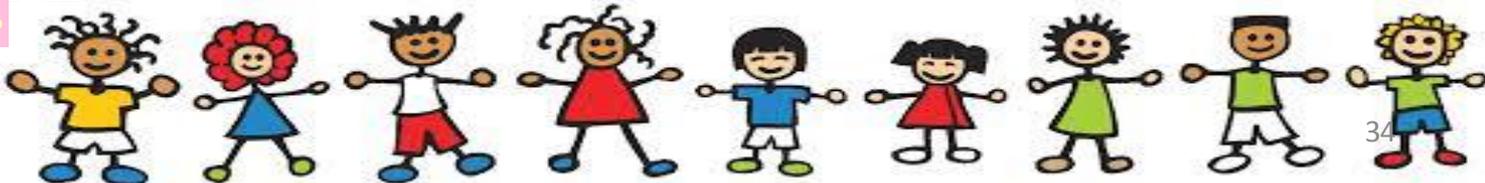
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and for all that YOU do for the children and families of Illinois!!!

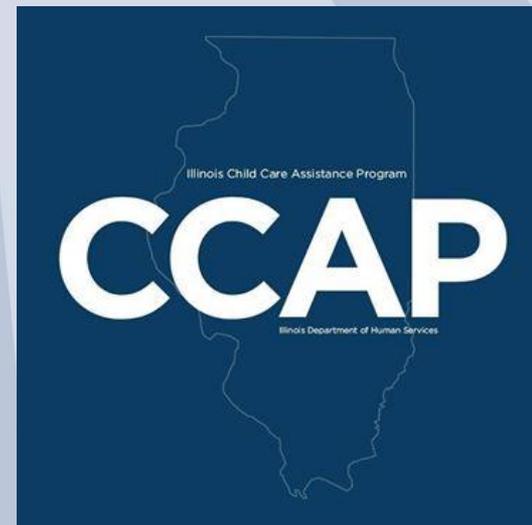


# Illinois Department of Human Services

CCAP Billing for May and June  
Site Providers

Grace B. Hou, Secretary

May 27, 2020



State of Illinois