



Office of Early Childhood &
Out-of-School Learning

Pay by Enrollment

Reminders and Voucher Updates

October 2025



Today's Agenda:

- Part-Time and Full-Time Vouchers
- Medically Fragile and Special Needs Children
- Attendance and Anniversary Dates
- Provider Changes
- Roster Clean Up
- Provider Closures
- Submitting Attendance and Grace Periods
- Co-pays and Overages
- Back Up Attendance Requirements

MacBook Pro



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Part-Time Vouchers

- Part-time vouchers will be created for children enrolled 2 days per week. Families and providers should discuss what works best for them.
- The voucher will be reimbursed for ½ of the full-time rate.
- The other days that week are marked as Off-Days and DO NOT have to be the same days each week.
- If a child misses the days they are enrolled, those will be marked as Absences.



Full-Time Vouchers

- Full-time vouchers will be created for families enrolled 3 or more days per week.
- If children are enrolled full-time, each time they miss a day (pre-planned or not) should be marked as an Absence.
- If children are enrolled full-time, but miss the SAME day EVERY week, then that day can be marked as an Off Day (other days should still be marked as Absences).

Medically Fragile Child

A child with a chronic medical condition or long-term hospitalization that causes them to miss an excessive number of days in child care.

- Parent should submit paperwork from the doctor to the eligibility office to be reviewed by the Policy Consultant.
- If approved this will pause the excessive absence total count and allow them to miss more than 40 days in that enrollment year.
- Should be reported ASAP. Do not wait until the case has terminated or is close to termination.

Children with normal illnesses or short-term hospitalizations (Covid, Flu, Hand, Foot & Mouth) will not be approved as Medically Fragile. These would be marked as Absences.



Special Needs Child

A child who requires specific care and accommodations due to disability or impairment that affects their daily functioning and development.

- As documented by:
 - Individualized Education Plan (IEP) from the school
 - Paperwork from First Steps
 - Paperwork from the Social Security Office
 - Letter from the doctor with the diagnosis
- Parent should submit paperwork to the eligibility office to be reviewed by the Policy Consultant.
- If approved, the child will be marked as Special Needs.
 - 10% will be added to the reimbursement rate on the child's voucher.
 - This is only required to be submitted one time until a child turns 13 years old.
 - Required annually at each reauthorization after a child turns 13 if they still need vouchers.



Children's Attendance Codes

P = Present. The setting automatically shows for Monday-Friday in PPP. This is used when a child attended any amount of time during a given day (but child must be present for at least a meal or activity). If any child is not present, providers will need to update this to reflect Absent or Off Day before submitting their attendance record.

AB = Absent. Absent should be used when a child is regularly scheduled to attend but was not in attendance at all on a given date (pre-planned or not) for a child's vacations, sick days, emergencies, etc. Children are allowed up to 40 absence days, across all providers they attend, per enrollment year. Providers will still be paid for absences until a child reaches 40 days.

OD = Off Day. Off Days should be used on days when the child is not regularly scheduled to attend (for example, a part-time child that only attends Tues and Thursday, then the other days will be marked as Off Days). These days do not count against the child's excessive absence total.

NOTE: If a classroom is closed, but not the entire program, those children should be marked as Off Days, not absences.

You should not be marking full weeks of Off Days. Vouchers may need to be adjusted.

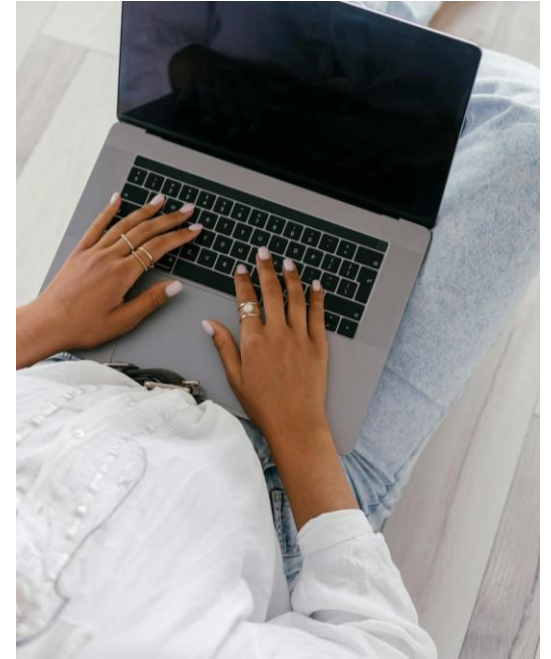
Absences and Anniversary Dates



- Children are allowed 40 occasional absences in an enrollment year.
- Providers are still paid for these absences.
- Absences reset at the child's Anniversary Date.
- Absences will not reset until the provider submits the attendance for the period containing the Anniversary date.
- These dates can be viewed in the Parent and Provider portals (and may not match the reauthorization date).
- Anniversary dates may be different for every child (even in the same family).
- If absences do not reset correctly, please contact your Policy Consultant.

Provider Changes

- Provider changes should be sent to the eligibility office by no later than Thursday at noon the week prior to the change.
- Provider forms sent after the deadline may not be processed until the following week due to processing times.
- The start date must be indicated on the form and must be a future date.
- Provider forms for School Aged children should have a school calendar included so eligibility can set break dates correctly.
- It is the provider's responsibility to check vouchers weekly in the portal for any updates.



Roster Clean Up



- A provider **MUST** contact their local eligibility office to update their roster within 5 business days to avoid an improper payment if:
 - A child no longer attends the program (indicate last day)
 - The child's start date changes (indicate new start date)
 - The child will be out for an extended period of time (more than 2 consecutive weeks) and should not have vouchers assigned
 - The child enrolled but never attended

Providers should use the Roster Clean up Form to notify eligibility of all changes <https://forms.office.com/g/ZeRTgn4gny>

Providers should mark the child as Off Days until they are removed from the roster, but this should be no more than one week. If child has not been removed, please follow up with the eligibility office immediately.

Provider Closures

- Providers can enter, change or delete closure dates in the past or in the future (as long as that service period has not yet been submitted).
- Closures must be entered in PPP on the Closures tab (even if you are using a CCMS).
- No attendance is required if you have marked a closure for that day.
- **Provider closures should NOT be marked as Off Days.**



Provider's Closure Codes

DPC = Paid Closure. Providers get 16 Paid Closure Days per calendar year (these reset on January 1st each year) which can be used for provider Vacations, Sick Days, Inclement Weather Days, Emergency Closures, Staff In-Service, or Holidays. These are used when the provider is closed but expecting full payment for the week.

Providers will need to enter 5 Paid Closures if they are closed and want to be paid for the full week.

NP = Non-Paid Closure. Providers would use Non-Paid closures for any day the program is closed, and they do not expect full payment for the week. **When providers select a Non-Paid Closure, the week will be prorated based on the number of non-paid days selected (at a rate of 1/5 per day).**

Providers can choose when to use their Paid and Non-Paid Closures, and are not required to use Paid first, but if all 16 Paid Closures are not used, then these will not be credited back to the provider.

If a program is closed for the day, this should be noted on the back up attendance as well.

Submitting Attendance and Grace Period Payments



- Attendance must be submitted within the 2 weeks following the attendance period end date (no later than Saturday at midnight before the payment week).
- If you do not submit your attendance, you will automatically be paid for the missed period as a grace payment.
- If you miss two or more attendance submissions in a row, you will not receive any payments until you have submitted ALL of the missing periods.

Co-Pays and Overages



Co-Pays

A co-pay is calculated based on the gross monthly income for the family and years on program. It is the same for the entire subsidy period, unless the family submits lower paystubs.

Overages

An overage is the difference between the provider rate and the subsidy reimbursement rate.

Both co-pays and overages are the responsibility of the family and should be paid directly to the provider on a weekly basis.

Subsidy Reimbursement Rate + Co-Pay + Overage = Provider Rate

ALL Providers are Required to Keep Back Up Attendance



- Back-up attendance is required to be kept by ALL providers (in addition to what is submitted in the portal for voucher payment).
- This can be done by a CCMS (if parent is checking in and out – not program staff), other electronic tracking system or paper attendance. Parents must sign these attendance records at least weekly.
- This is required for both licensing and auditing purposes.
- Providers should expect to maintain these records for at least three (3) years.

What should be included on back up attendance?

- Programs can use their state approved CCMS or other electronic tracking system (MUST be signed in by the parent, NOT the program staff).
- Programs using paper attendance must include:
 - Child's First and Last Name
 - Date of Attendance
 - Time In and Time Out
 - Parent Signature or Initials for each day (showing they agree with the attendance)

Back up attendance MUST match what is entered in the portal for payment. If it does not, programs may be required to re-pay funds received for attendance claimed and/or negative action may be taken against their license.



Why is back up attendance needed?



- This allows families to see what the provider is submitting for their attendance and absences.
- This helps resolve any disputes between families and providers when disagreements arise about the number of absences claimed or days attended.
- This is the family's responsibility for receiving the benefit of vouchers. Now that they are not swiping, they should still be responsible for making sure their child is checked in accurately.

Auditing

- Providers are required to keep a back-up attendance for licensing and auditing purposes for three years.
- Food program menus DO NOT count.
- Auditors for the state will monitor ALL attendance data submitted through the new provider portal.
- Back up methods will be requested. If this does not agree, or you are not keeping a back up method, you will have a repayment.



Fraud and Intentional Program Violations (IPV)



- It is fraud to falsify attendance records or keep payments for children that were not attending.
- It is the provider's responsibility to make sure that attendance records are accurate and that they are returning any payments to the state that they should not have received.
- Programs can lose their ability to accept CCDF or OMW if they have an IPV.

1099's for 2025

- All providers that have received a payment from the state will receive a 1099 for taxes.
- These will be provided by Tyler Technologies and will be available by the end of January 2026.
- 1099's will include ALL payments from the state (not just voucher payments).





Thank you for your time and participation today.

Please reach out to the **OECOSL Child Care Support Line** at 800-299-1627 if you need any additional support.



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