

FREQUENTLY ASKED QUESTIONS:
ENROLLMENT BASED DATA PILOT

**No updates as of 3/25/22

1. What are the dates for the Enrollment Based data pilot?

The dates are February 28 – May 29th, 2022.

2. Who can you bill for under the data pilot?

You can bill for all CCDF children who are eligible, *scheduled to attend for those days* and linked to your program.

**If the child is only scheduled for one day a month or one week a month you are only allowed to bill for the scheduled day or month. You will not be able to bill absent for the rest of the month since the child was not scheduled to attend.

3. Should I be billing weekly?

Yes. As you know, the web billing policy included in the Provider Agreement Form 1860 states, “I agree to bill DHHS weekly for services provided in the previous week.” This policy has been in place for many years and all providers, at their initial enrollment and renewals, sign this form. In most cases, all of you are able to get your billing in within that time period. During the pilot, it is especially important to submit your billing by the following week for several reasons. First, if your billing is delayed, particularly at the end of the month, your “full enrollment” payment will also be delayed. This means you and your families will have to wait longer to get a check. Second, we need to monitor the cost of the pilot on a weekly basis, which we can do only if everyone bills in a timely manner.

4. Will I still receive my “full enrollment” payment if I don’t bill weekly?

We understand that circumstances such as vacations, illness, accounting processes, etc. can sometimes affect your ability to bill in a timely manner. If you are unable to bill in the week following the services, please contact us right away at eccp@dhhs.nh.gov to discuss your circumstances and let us know when you are able to submit your billing. The Bureau may grant a billing extension, depending on your circumstances. However, the Bureau reserves the right to withhold “full enrollment” payment for late billing

5. Will every child receive full authorized payment?

Yes. Children who make their full authorized hours for the week will receive full authorized payment each week. If the child does not make their full authorized hours for the week, then you will receive a pilot payment at the end of the month.

6. What is full authorized hours for the week?

Full time: 31+ hours

Half Time: 16-30 hours

Part Time: 1-15 hours

7. Will I still receive a Remittance Advice?

Yes, you will. You can find the weekly claims in web billing. Pilot payments remittance advices will come after the query is run to the email on file.

8. Do I still need parent signatures each week?

We are asking you to **try** and receive signature of the case head (parent or guardian who has the open child care case) each week. After the 3 month pilot program has ended, all attendance sheets must have signatures for auditing purposes.

9. Can I have my parents use an electronic signature?

Yes, you may use electronic signatures, but pins will not be accepted. All attendance apps have a way to have a parent signature on file. If you are audited you will need to show the times of arrival and departure and the parents electronic signature.

10. Can I bill if my program *closes* for vacation?

Yes, mark the child absent for the days they attend. You will use their estimated time of arrival and departure.

11. Can I bill if my program *closes* for COVID related reasons?

Yes, mark the child absent for the days they attend. You will use their estimated time of arrival and departure.

12. Can I bill if the child is absent all week due to any illness (COVID included) or a family vacation?

Yes, mark the child absent for the days they attend. You will use their estimate time of arrival and departure.

13. Is there a 10 day time frame for COVID?

No, during the pilot there is not a 10 day time frame. You may bill as many days absent if the child is scheduled to attend.

14. Do I bill on web billing or on COVID spreadsheets if the child is out due to COVID?

Web billing only for CCDF children

15. If a center is closed, how do I get the signature of the parent?

Please retrieve signature the following week or the first day the child is in attendance

16. Can I opt out of pilot program?

No, there is no opting out of the pilot program. If you are enrolled with us and have children eligible there is no opting out.

17. If I am an open provider, but have no children linked to me at this time can I still be part of the program?

No, you need to have children eligible and linked to you.

18. If a child does not attend every day do I leave the days blank if they are not scheduled?

Yes, skip over the days they do not attend

19. What do I do with Saturday and Sunday if we are not open?

Leave those days blank.

20. Are my families still responsible for their cost share?

Yes.

21. Can I still charge the family a copayment (difference of what the state did not pay)?

Yes.

22. Are P&P children part of the pilot?

No you will bill per usual.

23. Do you need to sign up for this program?

If you are not enrolled as a CCDF provider, then you will need to enroll with us. If you are enrolled already you do not need to do anything else with your enrollment.

24. What amount do you put into the Actual Charge Amount box?

As always this is the amount that you are charging the family for that week you are submitting.

25. What if my program closes due to snow?

Please put the child's estimated time of arrival and departure and mark them absent.

26. Should I be using the closure or training hours during the pilot?

No, please do not add any hours into your calendars for the 3 months of the pilot. If you have any dates scheduled for the 3 month time frame, please delete them.

27. Will the full time school age override still be turned on for April vacation?

Yes, all eligible school age children will have a full time service level during April vacation break.

28. Are absent hours monthly or yearly?

They are monthly.

29. If a child in my program has a Special Needs Differential will I receive the authorized service level differential payment if they are out absent all week?

Yes, you will receive the Special Needs payment at the end of month included in your pilot payment.

30. When do absentee allotments refill for each eligible child?

Absentee allotments refill on the *first Monday* of the new month.