



Important Notice about Paid Non-Operational Days

Fiscal Year 2017-18

California regulations [Title 5, Section 18076.2(b)(2)] sets the limit Alternative Payment Programs can reimburse child providers for days a provider is closed (non-operational days), to no more than 10 days a fiscal year. The provider is only eligible for reimbursement for nonoperational days **IF** they require those days to be paid for by non-subsidized families and have supplied CDA with documentation of that requirement.

This notice is to inform you that starting July 1, 2017 the new 2017-18 fiscal year begins and you will be eligible for reimbursement for up to 10 non-operational days. You must have on file with CDA your contractual terms (i.e. parent handbook/contract that you give out to all your families) that states that you close and charge for non-operational days and list what those specific days are.

- If you have 10 standard, recurring non-operational days each year and that information is already on file with CDA, we will reimburse you for those non-operational days as they occur starting July 1, 2017.
- If you require payment for more than 10 non-operational days per fiscal year or your non-operational days change yearly, you must provide CDA with the **specific** 10 non-operational days you will request reimbursement for in fiscal year 2017-18. If CDA does not receive that information (in writing or verbally to your Provider Specialist) prior to reimbursement for a non-operational day, we will reimburse you based on the non-operational days you have on file in chronological order starting July 1, 2017 until the allowable 10 non-operational days are exhausted.
- If you have any changes in your non-operational days once you have submitted your contractual terms to CDA, you must update your information with us **PRIOR** to the date of the non-operational day you are requesting reimbursement for. CDA will **not** adjust reimbursement for non-operational days retro-actively.

Please contact your Provider Services Specialist if you have any questions regarding this notice or if you would like to update your non-operational days for fiscal year 2017-18.