

Financial Guidelines as of April 15, 2020

We reserve the right to modify guidance based on the needs of centers during this pandemic.

1. What types of payments can I receive?

All licensed providers can receive private pay, Purchase of Care (if currently eligible), Tiered Reimbursements (if currently eligible), and are eligible for a **newly established** Enhanced Reimbursement.

The amount that you receive from each of these funding sources will be dependent on your status as an open and operating Emergency Child Care Site (ECCS), a closed child care site paying staff, or a closed child care site not paying staff. More information about calculating these amounts can be found under #5.

2. What do I need to do to receive my enhanced reimbursement?

To receive an enhanced reimbursement, all licensed providers must first register with the State of Delaware's Division of Accounting system, First State Financials (FSF). **Please note: if you currently receive POC or Tiered Reimbursements, this DOES NOT mean you are automatically registered with the Division of Accounting. You will still need to register with the State's accounting system.** If you are currently a registered supplier within the FSF system, you do not need to re-register. Please note, you will need to know and enter your FSF supplier ID number in the application to receive funds.

To register in FSF, you can utilize one of the following options. Please only utilize one of these options, not both.

- **Online Application:** Use the State of Delaware eSupplier Portal to complete the online registration at:
https://esupplier.erp.delaware.gov/psc/fn92pdesup/SUPPLIER/ERP/c/NUI_FRAMEWORK_PT_LANDINGPAGE.GBL. The Taxpayer ID (SSN or EIN) and Applicant (supplier) name are submitted to the Internal Revenue Service for matching. If the Taxpayer ID and name do not match, the supplier record cannot be approved.
 - It is the applicant's responsibility to select the appropriate 1099 Withholding Type and Class.
 - If an applicant has questions about completing this form or specific questions about an eSupplier registration, contact the supplier maintenance team by phone at (302) 526-5600, option 1 or to FSF_Supplier_Maintenance@delaware.gov
- **Email Application:** Complete the IRS W-9 Form and send to:
DOF_DOA_eSupplierSupport@delaware.gov

Please remember, payments cannot be issued until a provider has registered with the Division of Accounting. For timely payments, please register as soon as possible.

Once a licensed provider has registered with the Division of Accounting that provider must request their Enhanced Reimbursement through a secure web portal; **this web portal will be available on Wednesday, 4/15/2020. Providers will not be able to access the portal until this time. The Division of Accounting will not be able to answer questions related to the web portal. Please send questions to tina.shockley@doe.k12.de.us**

Each Monday after the web portal is live, the Department of Education will process applications received for the week prior to ensure that payments are processed as timely as possible. Processing of applications and payments may take up to two weeks once **complete and accurate applications have been received; any missing or inaccurate information will delay processing. Please know that staff have prioritized processing payments for all providers. With that being said, please allow 5 business days after submission for all inquiries related to processing updates.** All questions regarding payment status may be directed to enhanced.reimbursement@doe.k12.de.us

3. When is the first payment coming?

Enhanced Reimbursement payments can be anticipated within two weeks of a complete and accurate application receipt. Payments are dependent on full and complete registration through the First State Financial System (FSF). Providers may select to receive their payments in a direct deposit (ACH) or paper check method. ACH payments are processed faster, whereas a paper check will take longer due to process and mailing requirements. We will do everything we can to get the payments out to providers by late April. We cannot do this unless you have a complete and accurate application in First State Financial (FSF) system.

4. How often are payments calculated and paid?

Payments for Enhanced Reimbursements will be calculated weekly but paid monthly. Purchase of Care and Tiered Reimbursement will continue to be paid on a monthly schedule. **Please note that Purchase of Care and Tiered Reimbursement funding will continue to be paid by the Department of Health and Social Services.**

For March POC payments, please submit actual POC attendance from March; you will receive a payment based on attendance as usual. POC will also calculate the February “enrollment” for all providers. February enrollment is defined as February facility/site authorized POC children at 100% February attendance. Providers will receive an additional payment for March that is equal to the difference between the submitted actual attendance and the February enrollment minus family co-pays.

5. What are the attendance/enrollment requirements?

To clarify, for Enhanced Reimbursement, vacant slots are defined as the difference between the provider’s official licensed capacity and currently enrolled POC and private pay slots as of the 15th of the month for which you are submitting an application. That number will represent vacant slots for purposes of payment.

If you are operating as an Emergency Child Care Site, your licensed capacity remains the same as before you received your Emergency Child Care Site approval. This ensures no slot is double paid for; every slot in your licensed capacity will be funded through POC/tiered reimbursement, private pay, or enhanced reimbursement for vacant seats.

**Licensed Capacity – (currently enrolled POC slots + currently enrolled private pay slots) =
Total Vacant Slots**

If you are open and operating as an Emergency Child Care Site:

Facilities that are open and paying staff: You must be able to certify that you are open for at least 15 days of the applicable month.

POC/Tiered Reimbursement: Continue to receive purchase of care and tiered reimbursement based on currently enrolled POC-funded children in your open Emergency Child Care Site at the normal rate of pay. For the duration of serving as an Emergency Child Care Site, providers are authorized to enter 100% attendance for all authorized POC children in the POC provider portal.

Private Pay: Providers may continue to receive private pay, as outlined by contractual agreements between providers and families.

Enhanced Reimbursement: Receive the average payment for vacant slots weekly, in order to pay staff and meet the requirements set forth by DPH and OCCL. Calculation is licensed capacity minus enrollment (POC and private pay) equals vacant slots eligible for enhanced reimbursement.

If you are closed but paying staff:

Facilities that close and agree to pay staff: You must be able to certify that you are paying staff.

POC/Tiered Reimbursement: Continue to receive full payment for POC/Tiered Reimbursement slots based on February POC enrollment.

Private Pay: Providers may continue to receive private pay, as outlined by contractual agreements between providers and families.

Enhanced Reimbursement: Receive 70% of the average payment weekly for vacant slots as of 15th of the month. Calculation is licensed capacity minus enrollment (POC and private pay) equals vacant slots eligible for enhanced reimbursement.

If you are closed and not paying staff:

POC/Tiered Reimbursement: Receive 20% of the POC/Tiered Reimbursement payment based on February POC enrollment. February enrollment is defined as February facility/site authorized POC children at 100% February attendance.

Private Pay: Providers may continue to receive private pay, as outlined by contractual agreements between providers and families.

Enhanced Reimbursement: For vacant slots, you will receive 20% of 70% weekly of the average payment as of the 15th of the month. Calculation is licensed capacity minus enrollment (POC and private pay) equals vacant slots eligible for enhanced reimbursement.