



**DELAWARE HEALTH AND SOCIAL SERVICES**  
DIVISION OF SOCIAL SERVICES

*Deliver, Support, Serve*

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## **Revised Purchase of Care Billing Guidance for July 2020**

Dear Child Care Providers,

On behalf of the Department of Health and Social Services, we thank you for your continued support of Delaware's workforce as the state continues the re-opening phases. The following revised guidance is being provided for your July 2020 billing.

### **Billing Instructions for Open Sites (Current Emergency Sites and Sites Open as of July 6, 2020)**

For the month of July, you will be reimbursed based on 100% of your enrollment. In the Provider Self Service (PSS) portal, you will enter all of the authorized POC slots as if they were attending. For example, if you have 7 authorized POC slots and only 5 are filled, you would include the other two slots and submit attendance for 7 slots. You would enter part time for all children who were enrolled part time, full time for all children who were enrolled full time.

The Division of Social Services is currently paying open childcare providers based on enrollment. Additionally, and upon your request, we will switch part time children to full time effective July 1, 2020 if they are attending your program.

Providers must keep actual attendance on the paper attendance forms so that you have true records on file. Please denote these attendance forms by writing "COVID-19" on the top of form. "COVID-19" should be written on the top of your attendance forms for March, April, May, June, and July. Remember that you are now required to keep attendance forms on file for a period of 6 years.

### **Billing Instructions for Closed Sites and Sites Opening After July 6, 2020**

Providers that remain closed for the entire month of July will not be eligible for POC payments.

If you remain closed for the month of July, you will not need to take any action in the Provider Self Service (PSS) portal.

For those sites that choose to open after July 6, you will be reimbursed based on the actual attendance at your facility. At the end of the month you will enter the actual attendance of POC authorized children in

the PSS portal. You will need to submit your attendance, including absent days into the PSS portal in order to be reimbursed.

### **POC+ Fees and Parent Copayments**

The State will not reimburse providers for POC+ fees they may have negotiated with families receiving POC. POC clients **not** attending childcare services are not expected to continue to pay their POC+ fees to providers or pay to hold a slot. If you are receiving compensation for an “empty” slot in order to hold that slot for a family, that slot is considered to be filled and should not be counted as an empty slot.

The State will now be covering the cost of parent co-pays for the months of July and August. Parents will receive a newly automated notice advising them that child care programs should not collect parent co-payments from families for July and August.

Again, thank you for your continued service and please feel free to contact the Purchase of Care team via our mailbox at [DHSS\\_DSS\\_POC\\_Unit@delaware.gov](mailto:DHSS_DSS_POC_Unit@delaware.gov) or you may call at 302-255-9670.