



**DELAWARE HEALTH AND SOCIAL SERVICES**

**DIVISION OF SOCIAL SERVICES**

*Deliver, Support, Serve*

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**Purchase of Care Billing Guidance for September and October 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 guidance is being provided for your September and October 2020 billing.

**Billing Instructions for Open Sites**

For the months of **September and October**, 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. Absent days should not be entered into PSS, only marked on physical attendance sheets.

**SCHOOL-AGE CHILDREN EXAMPLES:**

**Part Time with Extended Care**

1. Johnny who is school aged and is authorized, attends for 15 days out of 22 billable days. The provider bills for 15 full-time days and 7 part-time to equal 22 billable days in PSS and keeps the child's actual attendance (present 15 days and absent 6 days) on the physical attendance sheet, marked "COVID-19".
2. Johnny does not attend at all month.; Provider bills for 22 part-time days in PSS and keeps the child's actual attendance (absent all 21 days) on the physical attendance sheet, marked "COVID-19".

**Full Time**

1. If a school age child is authorized to attend on full-time, to accommodate remote learning during the COVID-19 pandemic, providers bills for 22 full-time days regardless of actual days attended.

**Attention:** For September, we understand some school-aged students will be attending your program full time. If you would like part time status changed to full time status, please contact the POC team by emailing the POC Resource Mailbox ([POCResource@delaware.gov](mailto:POCResource@delaware.gov)).

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 through September. Remember that you are now required to keep attendance forms on file for a period of 6 years.

### **Billing Instructions for Closed Sites**

Providers that remain closed for the months of September or October will not be eligible for POC payments.

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

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

The State will not reimburse providers for POC+ fees they 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 be reported to the Department of Education if requesting Enhanced Reimbursement.

The State will continue covering the cost of parent co-pays for the months of September and October. Providers should not charge or collect co-payments from families for the months of September or October.

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.