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|  | ***DELAWARE HEALTH AND SOCIAL SERVICES***DIVISION OF SOCIAL SERVICES*Deliver, Support, Serve* |

**Purchase of Care Billing Guidance for June 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 essential workforce and those who may have returned to work at a small business, per the Governor’s latest modification to his executive order. The following guidance is being provided for your June 2020 billing.

 **Billing** **Instructions for Open Sites**

**(Current Emergency Sites and Sites that Opened in June)**

For the month of June, 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.

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**

For those sites that are closed, we ask that you do not enter any attendance information in the portal for the month of June. You will be issued a payment based on your February enrollment. Those payments are tentatively scheduled to be issued July 5th.

**Closed and Paying staff**

You will be reimbursed at 100% of your February enrollment. You are required to pay your staff at 100%.

**Closed and NOT paying staff**

You will be reimbursed at 20% percent of your February enrollment.

\* Again, DO NOT enter your attendance information in the PSS portal. We currently have the information that we need to fully reimburse you.

The Purchase of Care team will be reaching out to all closed providers to verify your operating status. We ask that you respond by the close of business on **Friday, June 26, 2020** so that we are able to issue payments by July 7, 2020. **If you are closed and paying staff, you will need to submit a staff roster based on who you paid in the month of February.**

If you are a Small Family Child Care program and you intend to accept POC funds to “pay” yourself as your only staff, this is a reminder that you are not permitted to apply for unemployment compensation and receive 100% reimbursement.

**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 child care 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 be covering the cost of parent co-pays for the months of June and July. Parents will receive an automated notice advising them that they are not responsible for parent co-payments for the months of June and July. This automated notice also informs parents that they will be responsible co-payments for the month of August.

The Division of Social Services is currently paying child care 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. A list of children who are currently attending and need to be switched from part time to full time should be sent to the POC Resource mailbox.

Again, thank you for your continued service and please feel free to contact the Purchase of Care team via our POC Resource mailbox at POCResource@delaware.gov or you may call at 302-255-9670.

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