Child Care Assistance Program (CCAP) Weekly Authorization to High Quality Providers

Why am I receiving this Information?
You are a provider eligible to receive a higher rate for quality through the Child Care Assistance Program (CCAP). You may care for children eligible for the Weekly Authorization to High Quality Providers policy.

What is the Weekly Authorization to High Quality Providers policy?
This policy is designed to support consistent care schedules for young children attending high quality care and to allow for higher CCAP payments. Under this policy, some children attending high quality providers can be authorized for more hours and their providers can be paid up to the applicable weekly maximum rate, not to exceed the provider’s charge.

High quality providers are providers with a three or four-star Parent Aware rating, centers accredited by certain organizations, and licensed family child care providers that hold certain current early childhood development credentials or are accredited by the National Association for Family Child Care.

Children eligible for this policy must:
■ Be ages zero to five but not yet in kindergarten, and
■ Be eligible for 30 hours of care as determined by their CCAP worker, and
■ Attend a high quality provider.

How will the Weekly Authorization to High Quality Providers policy be implemented?
Children ages 0-5 that qualify for 30 to 49 hours of care per week (60 to 99 hours biweekly) with high-quality providers will be issued Service Authorizations authorizing 50 hours of care per week (100 hours biweekly).

The parent and provider can determine a schedule of up to 50 hours per week (100 hours biweekly). If the parent and provider agree to a weekly schedule of care, it will typically result in payment at the maximum weekly rate, not to exceed the provider’s charge.

What do providers need to do?
Communicate with families to determine what the child’s schedule of care will be. The parent and provider must determine whether or not the child will be scheduled for the full 50 hours of care per week authorized (100 hours biweekly). The billing form submitted to the county should show the agreed upon schedule of care in the “Daily Scheduled Attendance Record” section of the billing form. Do not include hours in the “Daily Scheduled Attendance Record” if the child cannot attend during those hours or if the family has not agreed to that schedule of care.

When determining the schedule of care, it is important to remember that when a child is absent from care on a scheduled day, the day must be listed as an “Absent Day” on the billing form. The number of absent days that CCAP can pay for is limited to 25 days per calendar year for most children. If a family only needs three or four days of care and does not intend to bring their child to care on the other day(s) it may not be beneficial for that child to have a schedule that includes five days of care.

Providers are not required to offer the full 50 hours of care per week authorized (100 hours biweekly). Providers are encouraged to have written policies that are applied consistently regarding the Weekly Authorization to High Quality Providers policy.

For example, the provider may include in their policies that a child may not be allowed to attend the full amount of care authorized if there are not open spaces for the additional days or hours.

Providers should bill CCAP at their usual rates for the total amount of care provided. For example:
■ A child attended 40 hours per week and now attends 50 hours. The provider’s usual charge for 40 hours is the same as their usual charge for 50 hours. The amount billed would not change.
■ A child attended 3 days per week and now attends 5 days. The provider’s usual charge for 5 days is more than their charge for 3 days. The usual 5 day per week charge may be billed.
Example Scenarios: Weekly Authorization to High Quality Providers

Example 1: A preschool age child attends an accredited child care center in Ramsey County. Parent works 3 days per week, on a varied schedule. Care is needed for 30 hours per week (60 hours biweekly).

- Prior to this policy, the child would have been eligible to attend care 3 days per week, 10 hours per day. The provider would have been paid 3 daily rates ($185.01), even though they may have had to hold a full-time slot for the child.
- Under this policy, the child is authorized for 50 hours of care per week (100 hours biweekly). If the provider and parent agree to a weekly schedule, the provider would receive payment at the weekly rate ($231.15). This is an increase of $46.14 per week.

Example 2: A toddler attends a 4-star Parent Aware rated family child care provider in Lyon County. Care is needed 4 hours per day on Monday, Wednesday, and Friday and 10 hours per day on Tuesday and Thursday. Care is needed 32 hours per week (64 hours biweekly).

- Prior to this policy, the provider was paid for 2 daily rates and 12 hourly rates ($89.64).
- Under this policy, the child is authorized for 50 hours of care per week (100 hours biweekly). If the provider and parent agree to a weekly schedule, the provider would receive payment at the weekly rate ($139.52). This is an increase of $49.88 per week.

Example 3: An infant attends a 3-star Parent Aware rated child care center in Anoka County. Care is needed Tuesday through Friday, 8 hours per day. Care is needed 32 hours per week (64 hours biweekly).

- Prior to this policy, the provider received payment at the weekly rate ($308.20) because 4 daily rates is higher than the weekly rate.
- Under this policy, the child is authorized for 50 hours of care per week (100 hours biweekly). The provider and parent may decide whether or not to increase the scheduled hours of care. Payment would continue to be made at the weekly rate ($308.20).

Questions?

Contact your county agency if you have questions about this policy.