

## CCIDS\_Help\_Desk - Important Information Regarding Child Care Copayments (G1)

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**From:** CCIDS\_Help\_Desk  
**To:** CCIDS\_Help\_Desk  
**Date:** 11/5/2012 10:51 AM  
**Subject:** Important Information Regarding Child Care Copayments (G1)

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### Eligibility and Authorization and Notice Changes Due to the Automated Allocation of Copayment Release

The Automated Allocation of Copayment software changes were put into production on November 2, 2012.

Family copayment amounts will not change as a result of this release, but the total family copayment will now be divided among all authorizations on a case. This means that every child authorized to you will have a portion of the total family copayment assigned, and you will need to collect that portion.

These copayment changes will be phased in as caseworkers update the authorizations for a case (through case updates, redeterminations, etc). Any children newly authorized to you will have a portion of the family copayment on their authorization. Therefore, all of your authorizations will not change at once but when families newly enroll in the publicly funded child care program or when information regarding their authorization is updated.

**Example 1:** You may currently provide care for two children from the same family but only one has an assigned copayment. After the next time the caseworker makes any change to any authorization on that case, you will see that each child from that family has a portion of the total family copayment assigned. This is the amount that you will need to collect for each child. The family copayment amount has not changed but the total amount of the copayment will now be divided equally among all authorizations on that case.

**Example 2:** If a child in your care also goes to another provider, a portion of the child's copayment will be assigned to you and an equal portion will be assigned to the other provider.

**Example 3:** If 100% of the family copayment has been assigned to one child in the family who has been in your care, and then another child from that same family is authorized to you, the copayment will be re-assigned so that both children will have a copayment beginning the next week (effective Sunday). During the first week, you will see that only one child has a copayment assigned, but you will receive another notice advising you that the current copayment will be split between both children the next week.

### How Authorizations Will Display on Notices and on the PWEB after Automated Allocation of Copayment

Currently, when the county enters either a new authorization or a change to an existing

authorization, an “Approval” or “Change” Notice is sent to both the caretaker and the provider on the next business day. This is true even when the authorization start date may be weeks or months in the future. These are considered “future” authorizations. The provider is also able to view any new current or previous authorizations or changes to existing authorizations on the PWeb the next business day.

With the automated allocation of copayment software changes, when the county enters an authorization that begins more than about 2 weeks in the future, that authorization will not display on any notices until about a week in advance of the start date of that authorization. If the future authorization is the only authorization, a notice will not be sent to either the caretaker or provider until about a week in advance of to the start date of that authorization.

The PWeb will not display any authorization that begins several weeks or months into the future until two days in advance of the start date of that authorization. This is because the copayment cannot be calculated until all authorizations are current and available for the allocation. This reduces the potential confusion of multiple notices with different copayment amounts.

**Example:** In October, the caretaker advises the county she wants to use a different provider for the holiday break period in December. The county can enter the authorization for that provider in October, but a notice showing the new authorization will not go out to the caretaker and provider for this authorization until about a week in advance of the December start date. The authorization will not display in the PWeb until two days in advance of that December start date.

In cases where a caretaker tells you that she gave the county information so her child(ren) could start in your care at a future date, you will not see that authorization information immediately on a notice or in the PWeb. You will see the information about a week in advance of the start date of the authorization on a notice and in the PWeb two days before the start date of the authorization.

### **“Monthly” Copayment Field Changing to “Weekly” Copayment Field**

Language on the current notices refers to monthly copayments. Since providers are paid weekly, Ohio ECC deducts copayment amounts from weekly provider payments. To accurately reflect the payment process, caretaker notices will now have the following statement:

“You must pay the weekly copayment amount shown above. The copayment amounts for authorizations dated in the future may change when the authorization begins. You will receive another notice showing the new copayment amount(s) and begin date(s) for each authorization whenever there are authorization changes.”

### **Reminders:**

The 2012 weekly copayment calculations are based on a 52-week payment year. In the future, the number of payment weeks in the year will be posted on the annual payment calendar.

The EA system currently ends authorizations that have not been used for 53 days, if the authorization has no copayment on it. With this release starting on November 12, the system will include authorizations with co-payment amounts in this process. There will be no automatic end-dating process run for Monday, November 5, so there will be no report for this process for this week only.

Notices now include a reminder to caretakers that use of the Ohio ECC swipe card is a condition of eligibility for child care benefits and it must be used to record all child attendance or eligibility will be terminated.