

# Child Care Subsidies Program Billing Process Changes and Authorization Increases in Response to COVID-19

## Authorization Increase and Enrollment Based Billing

The Department of Children, Youth, and Families (DCYF) is making two temporary changes to support providers and families in response to the COVID-19 pandemic. The first change allows licensed providers to claim for their Child Care Subsidy payment based on enrollment rather than attendance from March 16 through April 30, 2020. The second change automatically increases authorizations for school-age children to full-time care. The increase will be added to the April supplemental invoice for March. These changes are made in collaboration with SEIU 925.

## Provider Guidance

- For centers and family home providers who are authorized 30 half-day units for school-age children, the authorization will increase by eight half-day units for March and 16 half-day units for April. Providers claim two half-days for each day the child is scheduled to attend over five hours.
  - The additional units for March will be included in the April supplemental invoice.
  - The additional units for April will be included in the regular April invoice.
- For licensed family homes who are authorized for a monthly rate, the monthly rate will increase based on the chart below.
  - The rate difference for March will be included in the April supplemental invoice.
  - The rate for April will be included in the regular April invoice.

New Licensed Family Home Monthly Rate		
	March 2020 Rate	April 2020 Rate
Region 1	435.24	491.04
Spokane	522.41	589.38
Region 2	487.50	550.00
Region 3	572.91	646.36
Region 4	630.05	710.82
Region 5	522.41	589.38
Region 6	504.86	569.58

- Licensed providers should claim for care provided in March and April following normal billing rules. If the licensed provider was closed temporarily due to COVID-19, they may claim payment based on the child's anticipated attendance between March 16 through April 30 as though they were open. If your authorization was closed due to a temporary closure and you wish to be authorized, or if you claimed incorrectly, please contact the Child Care Provider Line at 1-800-394-4571 or [providerhelp@dcyf.wa.gov](mailto:providerhelp@dcyf.wa.gov).
- Providers will continue to receive Tiered Reimbursement payments following the normal Tiered Reimbursement payment process.

Please contact the Child Care Provider Line with any additional questions at 1-800-394-4571 or [providerhelp@dcyf.wa.gov](mailto:providerhelp@dcyf.wa.gov).

