

CHILD CARE PROVIDER BILLING GUIDE

**for
Licensed, Registered,
and In-Process Providers**

South Dakota Department of Social Services
Division of Child Care Services

700 Governors Dr

Pierre, SD 57501

Phone: 1-800-227-3020

Email: CCS@state.sd.us

Website: www.dss.sd.gov/childcare

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Introduction

Federal Child Care and Development Block Grant funds help low-income families pay for child care while they work, attend school or both. Each parent must be working and/or attending school a minimum of 80 hours per month. Child Care Assistance is available to families whose income falls below 175% of the Federal Poverty Level (FPL).

Providers who care for children whose families qualify for Child Care Assistance will receive some or all of their payments directly from the Division of Child Care Services. Some families may be required to pay for a portion (co-payment) of their daycare costs.

Child Care Services cannot issue payments to child care providers for families that have not been determined eligible for the program. The family is ultimately responsible for payment until they receive a certificate notifying them of their eligibility.

The Division of Child Care Services also provides oversight, technical assistance and support in promoting safe, healthy and caring environments for children through licensing, registration and quality improvement activities. The availability of quality child care is not only important for maintaining a strong workforce; it is vital for the healthy growth and development of children.

The Division of Child Care Services provides:

- Child care assistance for families who need help in paying their child care costs
- Licensing and registration of child care programs
- Child Care facility development in response to local community needs
- Regional Early Childhood Enrichment training delivery system for child care providers
- Specialized training and technical assistance for Out-of-School-Time programs
- Pathways to Professional Development Program
- SD Infant-Toddler Training Initiative
- Reach Out & Read (ROR) early childhood literacy program
- Project 8, Child Safety Seat Program

To learn more about any of the programs mentioned above, contact the Division of Child Care Services at 1-800-227-3020.

Frequently Asked Questions About Family Eligibility

Q. Does Child Care Services have a website that I can use to find out more about the Direct Assistance program?

A. Yes, you can find the CCS website at www.dss.sd.gov/childcare

Q. I think some of my families may be eligible for assistance. How do they apply?

A. Families can pick up an application at any Social Service office or One Stop Career Center; request one by phone by calling 1-800-227-3020, email CCS at CCS@state.sd.us; download an application from the CCS website; or the family can apply on-line.

Q. Parents can apply on-line?

A. Yes, parents can complete and submit an on-line application at the CCS website. The address for the application page is: www.dss.sd.gov/childcare. Click on forms and publications. Click on "Child Care assistance application, online version" and complete the application. Parents will need to print and sign the signature page and mail it in with required verifications to complete the application process.

Q. How will I know if a family has been found eligible for Child Care Assistance?

A. You will be sent a certificate when the family has been approved for assistance. You will need the certificate to bill for the hours the children are in your care.

Q. Do I have to accept children into my daycare that are receiving Child Care Assistance?

A. You do not have to agree to accept payment for care provided through the Child Care Assistance program. If a family would like to use your services, you would need to explain to them that you only accept private-pay customers and do not wish to participate in the Child Care Assistance program.

Q. The certificate I have for one family shows that they have a co-payment. What happens when I send in the Request for Payment form?

A. When you bill for the total hours you provided care for the child, the co-payment amount will be subtracted from your CCS payment. The family is responsible for paying the co-payment directly to you.

Q. What should I do if the family does not pay their co-payment?

A. You need to write down the billing period, the number of hours of care provided, the co-payment amount due, and any payments the family has made and send it to the CCS office. CCS will contact the family and let them know they need to pay the amount they owe you or make arrangements to pay or they won't be able to receive child care assistance. If this doesn't work, you may need to pursue the matter in Small Claims Court.

Q. What if the family owes me money for things that CCS doesn't cover, like transportation or meal fees?

A. CCS only has the legal authority to sanction families who refuse to pay their calculated co-payment amount. CCS recommends that in these situations, you should pursue the matter in Small Claims Court.

Certificate of Eligibility

When a family is approved to receive Child Care Assistance, they will be sent a copy of the Certificate of Eligibility. You, the provider, will also be sent a copy of the Certificate of Eligibility.

The Certificate of Eligibility has all the information you will need to bill Child Care Services for the hours you care for the child(ren).

(A) - The certificate number

The certificate number is very important for billing purposes. It tells the payroll system what family, provider, and time period you are billing for. It is very important that you always make sure you write the correct certificate number on your Request for Payment form.

(B) - The provider number

This is your provider number. You will need to use this number any time you contact child care services. It is also the number you use when you complete your Request for Payment form. This is the number that allows the CCS payroll system to print a check for you.

(C) - Eligibility Dates

These are the dates a certificate is valid for. You can only bill for hours that fall between the start and end date of this certificate. When it expires, you will receive a new certificate with new dates, if the family is still eligible.

(D) - Child Identification Numbers

These numbers identify the children receiving assistance. They will always remain the same; even if a child goes on and off assistance.

(E) - Maximum Monthly Hours

The maximum monthly hours are the hours that CCS will allow you to bill for each month. If you plan to request payment twice a month, the hours will be prorated according to how many days are in that half of the month.

(F) - Hourly Rate

The hourly rate is the amount that will be paid per hour for the children listed on this certificate.

(G) - Family Co-Payment Amount

This is the amount the family will be responsible for paying each month. When you bill CCS, this amount will automatically be subtracted from your check.

Child Care Certificate Example

EXAMPLE OF CHILD CARE CERTIFICATE

South Dakota Department of Social Services
Child Care Services

CHILD CARE CERTIFICATE (CCC)

B

Date
07/01/02

Provider Number
444444444

Jane Doe
123 Main St
Anywhere, SD 50000-0000

A

C

For billing purposes the certificate number for this family is 888888888 effective 7/1/02 to 12/31/02.

This assistance is being provided for the following children:

Child ID Number	Name of Child	Max Monthly Hours	Hourly Rate
<u>123456789</u> <u>234567890</u>	Jamie Doe Johnny Doe	<u>200</u> <u>200</u>	<u>1.65</u> <u>1.75</u>

D

E

F

The family is required to make a co-payment of \$50 twice a month (or \$ 100 once a month) for a total of \$100 a month. Child Care Services will pay up to \$ 580 a month for actual hours of care provided to this family.

G

**THE FAMILY IS RESPONSIBLE FOR ANY CHILD CARE CHARGES
ABOVE THIS AMOUNT.**

Frequently Asked Questions About Reimbursement Rates

Q. How does *CCS* determine reimbursement rates?

A. Every two years, *CCS* conducts a survey to find out what South Dakota providers are charging for their services. The questionnaire is sent to every registered and licensed child care provider. If you receive a survey, it is very important for you to fill it out and return it, as it will help *CCS* determine the reimbursement rates.

Q. I provide care for a child with special needs. It takes a great deal of time and effort to care for this child. Does *CCS* allow a higher rate for children that need special care?

A. Yes, *CCS* does offer a higher rate for children with documented special needs. The family must provide medical documentation of the child's physical or mental condition before the higher rate can apply. *CCS* will make the final determination if the higher rate can be allowed.

Q. Can I charge a higher rate for those children who are receiving child care assistance than what I normally charge?

A. No, you cannot charge more for assistance children than you would normally charge your private-pay families.

Q. I charge a flat rate. Does that change the way I bill *CCS*?

A. No, you may only bill for actual hours of child care you provide and you will be reimbursed at the hourly rate allowed by *CCS*. In some instances, the hourly rate reimbursed to child care programs serving families on child care assistance exceeds the weekly rate charged to the public (private-pay families). To be in compliance with federal requirements, payments exceeding the weekly rate established by the program will not be allowed. This means, for example, that if your usual and customary fee charged to private-pay families is \$100 per week and if you bill \$2.50 per hour for a child in your care for 45 hours, you will be paid \$100 rather than \$112.50.

Q. What happens if the *CCS* payments don't cover the flat rate I charge or if I provide more hours of care than *CCS* allows?

A. The family needs to pay for any costs above what *CCS* allows.

Q. I pick-up and drop-off children at school. Can I bill *CCS* for the time I am transporting the children?

A. Yes, *CCS* considers that the child is in your care when you are transporting and you may bill for that time.

Q. What should I do when I change my rates?

A. Please notify *CCS* in writing each time that you update your payment rates.

See insert for Provider Reimbursement Rates.

Frequently Asked Questions About Requesting Payment

Q. How do I receive payment for the children I provide care for who receive Child Care Assistance?

A. To receive payment from Child Care Services, you must fill out a Request for Payment form and submit it to the CCS office or you can bill CCS online once you have been set up for online billing. To get set up for the online billing you will need to contact CCS.

Q. How often can I send in my Request for Payment forms or send in online billing claims?

A. CCS allows you two options for requesting payment. You may bill once a month, or you may bill for the 1st through the 15th and again for the 16th through the end of the month.

Q. Can I fax my Request for Payment form?

A. No. State regulations require CCS to have the original signature on any Request for Payment.

Q. How long does CCS have to make payment after I send in my Request for Payment form?

A. CCS has 15 working days from the time the Request for Payment form is received. However, CCS usually makes payment much sooner than that.

Q. How often does CCS process payments?

A. The CCS payroll runs every Monday night.

Q. What are my options for receiving my payment?

A. As of May 2011, all child care providers receive their Child Care Assistance payments electronically. Providers may choose Direct Deposit or an Electronic Payment Card (the U.S. Bank ReliaCard).

Q. What happens when Monday is a holiday? Does the payroll still run?

A. Yes. The payroll will still run on Monday night for the Request for Payment forms already entered into the system. If you bill online, you will have until 6:00 pm Central Standard Time to bill and have those claims run with that Monday nights payroll.

Q. Can I send in my Request for Payment form early if the payroll falls on a holiday, or the 15th or end of the month?

A. No. Providers cannot bill in advance for anticipated hours of care.

Q. I had a family that quit on the 10th of the month. Can I send the Request for Payment form in early?

A. Yes. You will need to include a note on the request for payment stating why you are billing early. The online billing will not allow you to bill early. Early payment is not guaranteed.

Requesting Payment, Continued

Q. I sent my Request for Payment form but it was delayed by the Post Office. Can CCS run a special payroll in these situations?

A. Sometimes the mail does get delayed. But the only night CCS can run payroll is Monday night. Other state agencies have use of the payroll system on other nights of the week. So it isn't possible to run a special or emergency payroll.

Q. What can I do to make sure that my Request for Payment is processed quickly?

A. Fill out the form completely and write in the correct child identification and certificate numbers. Forms that are not complete, or that have incorrect information will either be sent back to you for corrections, or set aside until CCS staff have time to make corrections for you. CCS will not be able to process your payment until the corrections have been made.

Q. Is there an easier way to bill?

A. If you don't mind billing once a month, you can request that you receive the monthly pre-printed billing form. This form will be sent directly to you at the end of the month. It will already be printed with certificate numbers, children's names and ID numbers, and your provider name and number. All you need to do is fill in the monthly hours for each child.

Q. I have a family that is approved for 200 hours per month. From the 1st to the 15th, I had the child for 110 hours. Can I bill for 110 hours for that time period?

A. Hours are prorated to accommodate the number of days in that billing period. In a 30 day month you can only bill for 50% of the max monthly hours, 31 day month you can bill for 48.3% of the max monthly hours, and a 28 day month you can bill for 54% of the max monthly hours.

Q. The certificate I have for a family shows that they have a co-payment. What happens when I send in the Request for Payment form?

A. When you bill for the hours you provided care for the child, the co-payment amount will be subtracted from your CCS payment. The family is responsible for paying the co-payment directly to you.

Q. I received a letter stating that the family's certificate has been closed and that they may or may not be getting a new certificate. How do I bill? Who's responsible for paying me?

A. Until you receive a certificate for the family, it is best to assume that they are responsible for paying you. CCS will not be able to pay you from an expired or closed certificate. You need to visit with the family to see if they have reapplied or are still eligible for assistance.

Child Care Services Office Closure Dates

Child Care Services will be closed on the following holidays:

- New Year's Day January 1
- Martin Luther King Jr. Day Third Monday in January
- President's Day Third Monday in February
- Memorial Day Last Monday in May
- Independence Day July 4
- Labor Day First Monday in September
- Native American Day Second Monday in October
- Veteran's Day November 11
- Thanksgiving Day Fourth Thursday in November
- Christmas Day December 25

**** When a holiday falls on a Sunday, Child Care Services will be closed on the following Monday. When a holiday falls on a Saturday, Child Care Services will be closed the preceding Friday.

**** Additional days may be proclaimed as a legal holiday by the Governor of South Dakota or the President of the United States. In the event of such an occurrence, Child Care Services will be closed.

Completing the Manual Request for Payment Form

The Child Care Services Request for Payment Form is the paperwork you send in to receive reimbursement for the hours you provide care for a child on assistance. The instructions below will take you step by step through the information that is required. The number of each section matches a number on the example on the page 18.

1. Provider Name

This is the name that is on your child care license or registration; either your name, or the name of your child care center. (example: Mary Smith, or Kidz Daycare).

2. Provider Number

This is your state issued nine-digit provider number. It can be found on the childcare certificate.

3. Provider Address

Your complete mailing address or the address of your child care facility. (**Note:** if you have moved, make sure to inform CCS that this is a new address.)

4. Billing Period.

You have the option of billing either once or twice a month. Check the box of the appropriate billing period. Are you billing for the first half of the month? Then check the first box. The second box is for billing for the second half of the month, and the last box is to bill for the entire month. (**Note:** Do NOT mix the billing periods on one billing form. If you are billing for different time periods, use separate forms.)

5. Month and Year

Fill in the month and year of the period you are billing for, not the current month and year. (**Example:** It is now August 10th, but you are billing for the last part of July, the month you would use would be July.)

6. Child Name

List the full name of the child you are billing for. If there is more than one child on a certificate, list them on separate lines, but do not skip a line between the names. If you are billing from more than one certificate, make sure to skip a line between certificates.

7. Child Care Certificate (CCC) Number

This number is found in a space in the middle of the certificate. Make sure that the certificate you are using is valid for the time period you are billing for (**Example:** If the certificate is issued for July 1, 2002 to December 31, 2002, you may not use this certificate number to bill for child care hours in June.)

8. Child Identification Number

This number is also found on the certificate. It is listed right before the child's name. The child id number will never change, no matter how long a child is on assistance.

9. Total Hours Child Care Received

List the total number of hours you have provided care to each child for the time period you are billing for.

10. Provider Signature

Sign your name

11. Date

Write in the date that you complete the form.

Make sure and complete all areas of the form. If the form is incomplete or incorrect numbers are used, it could delay your payment. In order to make sure your payment is received in a timely manner, please take the time to check everything over before you send it in. If you have any questions, please call our toll-free number: 1-800-227-3020.

Mail your completed Request for Payment Form to:

Child Care Services
700 Governors Drive
Pierre, SD 57501

Sample Request for Payment Form

CHILD CARE SERVICES REQUEST FOR PAYMENT FORM

DEPARTMENT OF SOCIAL SERVICES

CLEARLY PRINT ALL INFORMATION INCLUDING COMPLETE ADDRESS

PROVIDER NAME: <i>Jane Doe</i> (1)	PROVIDER NUMBER: 4444444444 (2)
PROVIDER ADDRESS: <i>123 Main St, Anywhere, SD 50000</i> (3)	

BILLING INFORMATION

Request for Payment forms can only be submitted for the following time periods: the 1st through the 15th of the month, the 16th through the end of the month, or the 1st through the end of the month. Please check ONE box only.

THIS BILL IS FOR (check one) (4)

1st DAY OF THE MONTH THROUGH THE 15TH
 16TH DAY OF THE MONTH THROUGH THE END OF THE MONTH
 1ST DAY OF THE MONTH THROUGH THE END OF THE MONTH

All billing information can be found on the child care certificate you receive in the mail. If there are multiple children per certificate, please group them together on the Request for Payment Form.

IMPORTANT: Please leave a space between each grouping of claims (multiple families or certificates). To prevent delay, complete each box by following the example provided.

NOTE: Child Care Services will calculate the correct payment based on the number of hours you record for each child. You will receive a statement with your check showing the calculations.

Please follow the examples shown below (Do Not Complete Shaded Areas)

OFFICE USE ONLY CLAIM #	MONTH & YEAR	CHILD NAME	CHILD CARE CERTIFICATE (CCC) NUMBER	CHILD ID NUMBER	TOTAL HOURS CHILD CARE RECEIVED
EXAMPLE	July 02	Jamie Doe	888888888	123456789	
	July 02	Johnny Doe	888888888	234567890	
	(5)	(6)	(7)	(8)	(9)

I declare and affirm under penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct. I further agree to comply with the provisions of the Civil Rights Act of 1964 and regulations there under relating to non-discrimination in Federally assisted programs.

Provider Signature (10)

Date (11)

Monthly Pre-Print Billing Option

For those providers who wish to bill only once a month, there is a time-saving option for requesting payment. It is called the "Monthly Pre-Print Billing Form". This is a computer generated billing form that is sent to you on the second working day of each month. The benefit of this billing method is that it comes to you with all the numbers already on the form. All you have to fill in is the number of hours you have provided care for each child during that billing period and send it to CCS. Many providers have found that this method cuts down on paperwork, saves time, and helps prevent errors that can delay payment.

Here is an example of a monthly pre-print billing form:

Monthly Pre-Printed Billing Form								
CHILD CARE SERVICES PROVIDER INVOICE OF SERVICES								
PROVIDER INFORMATION				CONTROL NUMBER	DATE			
BEST DAY CARE 222 FIRST STREET ANYWHERE, SD 50000-0000					08/01/02			
PROVIDER NUMBER 444444444		SERVICE DATES		SERVICE CODE 00702				
		FROM: 7/1/02	TO: 7/31/02	CHILD CARE HOURS				
CLIENT NAME	CERT NO.	CHILD ID	ELIG.DATES	MAX.	HOURS CARE PROVIDED	RATE	CO- PAYMENT	AMOUNT
1. Doe, Jamie	888888888	123456789	07/01-0/731	200		1.65	\$100.00	
<p><i>(The above information will be pre-printed on the billing form for you. You will only need to fill in the Hours you provided care for the children, sign, and date the form. Notice that you will not have to keep track of certificate numbers, child identification numbers, eligibility dates, etc.)</i></p>								
<p>I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct. I further agree to comply with the provisions of the Civil Rights Act of 1964 and regulation issued there under relating to non-discrimination in Federally assisted programs.</p>								
<p>Signature</p>						<p>Date</p>		

If you are interested in becoming a monthly pre-print biller, send in the form that is included with this packet, call CCS at 1-800-227-3020, or email CCS@state.sd.us .

Online Billing Option

For those providers who wish to avoid the delay of mail, CCS does have an online billing option for request for payment. The online billing option is a computer generated billing form that you can log on and use to bill. The benefit of this form is that all of the information such as certificate number, child's name and id number, and hours allowed are there. All you have to do is type in the actual hours of care provided in the allotted space. This billing form is updated twice a month so that you can log on to bill on the 16th of the month for the 1st through the 15th and then on the 1st for the 16th through the end of the month. Many providers have found that this method has cut down on paperwork, saves time, and helps prevent errors that can delay payment.

Here is an example of how the online billing would look to you.

Please pay attention to the Fr Date and To Date for each line. Claims can be entered for each billing cycle the day after the billing cycle ends. Encoding errors may delay payment.

Last Name	First Name	Cert No	Child ID	Fr Date	To Date	Hrs Max	Act Hrs
Doe	John	999999999	123456789	04/01	04/30	192.00	
Doe	Jane	999999999	456789123	04/01	04/30	192.00	

Save Invoice

Frequently Asked Questions About Direct Deposit

Q. What is Direct Deposit?

A. Child Care Services offers a direct deposit payment method for child care providers. This means that your payment can be directly deposited into your checking or savings account. If your check is directly deposited, you will no longer need to:

- Rely on the postal service to deliver your check;
- Worry that bad weather will delay your payment;
- Make special arrangements to deposit or cash your check;
- Wait in line at the bank.

Q. When will my payment be deposited into my account?

A. Direct deposit funds are deposited into your bank account the second day after payroll runs (generally Wednesday morning). If there is a banking holiday on Tuesday or Wednesday, the payment is deposited into the account on Thursday.

Q. I have signed up for direct deposit with CCS. Have you had problems with getting money deposited into an account?

A. On very rare occasions there have been some minor bank computer glitches that have delayed payment by a day or two. The direct deposit was still made no later than you would have received a paper check if it had been mailed to you.

Q. What can I do to make sure the direct deposit was made to my account?

A. Always contact your bank to make sure the funds were deposited. You should be cautious about spending money you are not sure is in your bank account. CCS is not responsible for overdraft charges that result from a delayed direct deposit. In addition, CCS will mail you a summary (Remittance Advice) of the payment that was deposited.

Q. How do I sign up?

A. Fill out the Payment Authorization Form that is included with this packet. You will need to complete the form, attach your account verification (voided check/copy of check or a letter from your financial institution with your routing and account numbers), and mail to:

**Child Care Services
700 Governors Drive
Pierre, SD 57501**

Frequently Asked Questions about the U.S. Bank ReliaCard

Q. What is the U.S. Bank ReliaCard?

A. The ReliaCard is a Visa® Prepaid Debit Card. The card can be used anywhere Visa Debit Cards are accepted. No credit check or bank account is required.

Q. What are the benefits of the U.S. Bank ReliaCard?

A. The card works like other prepaid or debit cards. Use it wherever Visa is accepted including grocery stores, retail stores, restaurants, medical offices, etc.

- The card can even be used to pay bills and for online, phone, and mail orders.
- Get cash from any Visa/Plus branded ATM, or over the counter at any bank or credit union that accepts Visa. Many merchants, such as grocery stores, offer cash back with purchase at no additional charge.
- The ReliaCard is not a credit card, and you never have to pay interest charges.
- It can be replaced if lost or stolen, and it allows you to keep child care payments separate from your other financial accounts.
- You will receive free online monthly statements from U.S. Bank to easily track your account activity.
- U.S. Bank provides 24-hour customer service through their toll-free number.

Q. When will my payment be deposited into my account?

A. Payments will normally be made within two to three business days after Child Care Services applies payment. Your payment will be electronically deposited using the same safe and dependable method as direct deposit.

Q. How do I sign up?

A. Fill out the Payment Authorization Form that is included with this packet and mail to:

**Child Care Services
700 Governors Drive
Pierre, SD 57501**

As soon as we receive your Payment Authorization Form in our office, we will process your enrollment and U.S. Bank will issue you a ReliaCard. Your card will arrive through the mail within 5-7 business days of your enrollment. You must activate your card to receive payments.

Note: If you request a payment, and we have enrolled you to receive a ReliaCard, you may experience a delay in receiving your initial payment to ReliaCard if the card has not yet arrived to your address.

For more information, please visit: <http://dss.sd.gov/childcare/subsidyprogram>

Before Child Care Services can make a payment to you, Form W-9 Request for Taxpayer Identification Number and Certification must be completed by you and returned to CCS. Child care providers who receive \$600 or more in payment from CCS will be mailed a 1099 Miscellaneous Tax Form by January 31st of each year. The form summarizes all payments the provider received from Child Care Services in that year.

The W-9 form can be found in the packet of forms included with this booklet.

Sample W-9

Form W-9 (Rev. December 2000) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.																																							
Name (See Specific Instructions on page 2.)																																									
Business name, if different from above. (See Specific Instructions on page 2.)																																									
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶																																									
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)																																							
City, state, and ZIP code																																									
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2. Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.		List account number(s) here (optional)																																							
<table style="width: 100%; border: none;"> <tr> <td style="border: none;"> <table border="1" style="width: 100%; text-align: center;"> <tr><td colspan="9">Social security number</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> </td> <td style="border: none; text-align: center; vertical-align: middle;">or</td> <td style="border: none;"> <table border="1" style="width: 100%; text-align: center;"> <tr><td colspan="9">Employer identification number</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> </td> </tr> </table>			<table border="1" style="width: 100%; text-align: center;"> <tr><td colspan="9">Social security number</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	Social security number																		or	<table border="1" style="width: 100%; text-align: center;"> <tr><td colspan="9">Employer identification number</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	Employer identification number																	
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Part III Certification Under penalties of perjury, I certify that:																																									
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and																																									
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and																																									
3. I am a U.S. person (including a U.S. resident alien).																																									
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)																																									
Sign Here	Signature of U.S. person ▶	Date ▶																																							
Purpose of Form A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify the TIN you are giving is correct for you are waiting for a number to be issued), 2. Certify you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations. Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.																																									
What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding. If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if: 1. You do not furnish your TIN to the requester, or 2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or 3. The IRS tells the requester that you furnished an incorrect TIN, or 4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or 5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only). Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate Instructions for the Requester of Form W-9 .																																									
Penalties Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect. Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty. Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment. Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.																																									
Cat. No. 10231X		Form W-9 (Rev. 12-2000)																																							

Preschool Policy

Child Care Services allows providers to bill for up to a maximum of 4 hours a day when a child is attending an approved **Preschool Program that is operated by a school district**. This policy is only in effect if the child would normally be in your care those hours if he/she was not attending Preschool. It is important that the child's parent provides CCS with proof that the child is attending Preschool in order for the provider to be able to bill for those hours.

What you may bill for under the Preschool Policy:

- You may bill up to a maximum of 4 hours a day while a child is attending an approved **Preschool program that is operated by a school district**, if the child would normally be in your care during those hours.

Limitations of the Preschool Policy:

- The Preschool Policy does not apply to children attending regular pre-school, pre-kindergarten, grade school, or any program other than approved Preschool programs.
- Unused hours cannot be carried over from month to month.
- Preschool Policy hours cannot be used for any purpose other than for time a child was absent from care due to attending an authorized Preschool program.
- The Preschool Policy does not entitle you to bill for hours simply to reach the maximum hours allowed by Child Care Services.

If you have any questions about the Head Start, Absent Day, or Preschool Policies, please contact CCS at 1-800-227-3020 and a caseworker will review the client's case with you. CCS is bound by confidentiality requirements and may not be able to go into great detail regarding a particular case. However, we should be able to provide you with enough information to answer your questions regarding these policies.

It is important that you keep documentation of the Preschool hours you claim. Child care records are subject to periodic review and audit. Without documentation, you may be required to repay hours billed under the Preschool Policy.

Head Start Policy

Because Head Start is such a benefit to children, CCS encourages families to become involved with that program and to take advantage of the opportunities it presents. However, CCS does recognize that this may decrease the income of child care providers who are providing care for Head Start children or create a greater out-of-pocket expense for the families of Head Start children. To help eliminate these situations, CCS has created the Head Start policy as explained below.

Child Care Services allows providers to bill for up to a maximum of 4 hours a day when a child is attending an approved Head Start Program. This policy is only in effect if the child would normally be in your care those hours if he/she was not attending Head Start. It is important that the child's parent provides CCS with proof that the child is attending Head Start in order for the provider to be able to bill for those hours.

What you may bill for under the Head Start Policy:

- You may bill up to a maximum of 4 hours a day while a child is attending an approved Head Start program, if the child would normally be in your care during those hours.

Limitations of the Head Start Policy:

- The Head Start Policy does not apply to children attending pre-school, pre-kindergarten, grade school, or any program other than approved Head Start programs.
- Unused hours cannot be carried over from month to month.
- Head Start Policy hours cannot be used for any purpose other than for time a child was absent from care due to attending an authorized Head Start program.
- The Head Start Policy does not entitle you to bill for hours simply to reach the maximum hours allowed by Child Care Services.

If you have any questions about the Head Start or Absent Day Policies, please contact CCS at 1-800-227-3020 and a caseworker will review the client's case with you. CCS is bound by confidentiality requirements and may not be able to go into great detail regarding a particular case. However, we should be able to provide you with enough information to answer your questions regarding these policies.

It is important that you keep documentation of the Head Start hours you claim. Child care records are subject to periodic review and audit. Without documentation, you may be required to repay hours billed under the Head Start Policy.

Absent Day Policy

It can be difficult to make a child care business profitable. If a child is absent, it can really affect a child care provider's budget. To help providers deal with this issue, Child Care Services has designed policies: The Absent Day Policy, the Head Start Policy, and the Preschool (operated by a school district) Policy.

The Absent Day Policy allows providers to bill a maximum of 36 hours a month, for time a child is absent due to illness, vacation or unreported absence.

The state's Absent Day Policy is as follows: **ARSD 67:47:01:10 "If a child is not in care because the child is ill or on vacation or because the child's parent failed to report an absence, the department may reimburse the child care provider for a maximum of 36 hours a month, for the time the child is not in care. In no case may the department reimburse a provider for more than 210 hours a month for each child in care."**

What you can bill for under the Absent Day Policy:

- If a child is normally in your care for 4 hours a day, then you can only bill for 4 absent hours the day the child is absent.
- You may combine the absent hours allowed during the month. If a child is in care every day for 3 weeks, but then is absent for 4 days during the 4th week, you may bill for the equivalent of 4 days of care, up to the maximum 36 hours per month.

Absent Day Policy Limitations

- Unused absent day hours may not be carried over from one month to the next.
- Absent Day hours may not be used to exceed the monthly hours on the certificate.
- Absent hours may not be billed for days your child care is not open for business.
- If you do not charge all your families for absences, you may not bill under the Absent Day Policy.
- This policy does not allow you to automatically bill for hours in an effort to reach the maximum number of hours listed on the CCC certificate.

Make sure and keep documentation of the absent hours you claim. Child care records are subject to periodic review and audit. Without documentation, you could be required to repay the hours billed under the Absent Day Policy.

Frequently Asked Questions—Absent Day Policy

Q. What is the CCS "Absent Day" policy?

A. CCS knows that a provider depends on the income received for caring for a child. If a child is sick or on vacation, it cuts into the amount of payment the provider receives. CCS decided to allow providers to bill for a maximum 36 hours a month for time when a child is absent if the child would normally be in care during that time.

Q. I do not usually bill my families for days they are absent. May I still bill CCS under the "Absent Day" policy?

A. No. If you allow a child to be absent without charge, you may not bill CCS for those hours. You cannot treat CCS families differently than you do the other families you serve.

Q. What if I have a child who becomes ill while in my care and the parent picks him up early? May I bill under the Absent Day Policy?

A. Yes. You may bill the remaining hours that the child would normally be in your care.

Q. If I usually have a child for 4 hours a day, and the child is absent, may I bill for 9 hours of care for that day under the Absent Day policy?

A. No. You may only bill for the hours the child is normally in care. In this case, it would be four hours.

Q. My child care is closed for some holidays. May I bill those days under the Absent Day policy?

A. No. You may only bill for those hours your child care is open for business.

Q. I require a two-week notice before families leave my child care. If a family leaves without giving notice, may I bill for those hours under the Absent Day policy?

A. If the family leaves you without notice, it will be considered an absence and you may bill up to the maximum 36 hours a month.

Q. Do I need to record on my sign-in/sign-out attendance records when I bill for Absent Days?

A. Your sign-in/sign-out attendance records must fully support your request for payment. If you do not document your use of absent hours, you could be required to repay child care assistance money.

Provider Reporting Requirements

Several regulatory requirements are mandated by the federal government for the State of South Dakota to administer the Child Care Assistance program. These requirements are aimed at reducing errors in payment and minimizing waste, fraud and abuse. The requirements also ensure that funds are being used for allowable program purposes and for eligible participants.

In order to comply with Federal and State program requirements, you must complete the following forms (included in packet of forms with this booklet) and return to the Division of Child Care Services (CCS).

1. Rate Declaration Form:

The Division of Child Care Services (CCS) must ensure that Federal subsidy funds do not pay more for services than is charged to the general public for the same service. In addition, ARSD 67:47:01:15 states that the unit price billed for the child care services provided must be the provider's usual and customary charge for the same services provided on the same date to the general public.

2. Provider Agreement:

The Provider Agreement, completed annually, serves to ensure all parties agree and understand the policies and procedures governing the South Dakota Child Care Assistance/Subsidy program. Each time that you sign a Provider Agreement, make sure to keep your copy accessible for future reference. Failure to comply with all terms and conditions of the agreement may result in ineligibility to receive child care subsidy funds.

Sign-in/Sign-out Attendance Records and Provider Audits

Attendance Records:

Providers are required to maintain sign-in/sign-out attendance records for children who receive Child Care Assistance. In order to ensure that your sign-in/sign-out attendance records comply with the requirements of the Child Care Subsidy Program, the **parent, or person designated by the parent(s), must complete and sign the attendance record daily.**

As an alternative, there are various child care management and child care software programs available for child care operators where parents sign-in and sign-out via computer each day. These programs are very effective to ensure accurate billing. Reports from these systems are allowable for verification; however, only if parents are actually signing-in and signing-out of the computer system.

Providers are required to maintain all attendance and billing records for a period of at least four (4) years.

Example copies can be found in the packet of forms included with this booklet. A form of your own design is permitted but must contain similar elements.

It is important to only bill Child Care Services for actual hours of child care that you provide unless otherwise allowed under the Absent Day, Head Start or School-Operated Pre-school policies as specifically described in administrative rule. If you are billing under Absent Day, Head Start or Preschool policy, you must document these hours clearly on your attendance records.

Provider Audits:

In order to provide further program integrity and financial accountability, CCS conducts regular provider audits. These audits allow for a review of provider billing practices and to ensure alignment with program policies.

If you are selected for an audit, you will be asked to provide the original sign-in/sign-out attendance records for children within your program receiving Child Care Assistance. When your records have been received and audited, you will receive notification of the findings. If it is determined that an error in payment has occurred, any over-billed hours will be subject to repayment.

Please note: per ARSD 67:47:01:24 (5) The department may withhold payments, in whole or in part, to a provider if the department requests sign-in/sign-out attendance records, and the provider does not provide them to the department within the requested time frame.

Fraud and Legal Issues

You may only bill the department for ACTUAL HOURS of child care that you provide unless otherwise allowed under the Absent Day, Head Start, or Preschool (operated by a school district) policy.

Obtaining money by fraud from public assistance or related programs is prohibited. It is unlawful for any person to knowingly make or execute a false statement, instrument, document, representation, or to use any other fraudulent device, and thereby obtain money, property, or other assistance to which he/she is not entitled from any program administered by the South Dakota Department of Social Services.

Perjury Statement: Each Request for Payment Form requires your signature. By signing the form, you are declaring and affirming under the penalties of perjury that the claim form has been examined by you and to the best of your knowledge and belief is in all things true and correct.

Child Care Services will seek criminal prosecution of any person who knowingly and willingly submits fraudulent claims against the department. Any person submitting a fraudulent claim will be subject to the following:

- Perjury committed against Child Care Services is a Class 5 felony;
- A person may be sentenced to up to five years imprisonment in the state penitentiary;
- In addition, a fine of up to five thousand dollars may be imposed.

Intentional Program Violation (IPV): Submission of fraudulent claims will also result in the following Intentional Program Violation penalties:

- 1st Offense IPV—Disqualification from receiving any monies or assistance from Child Care Services for a period of one year.
- 2nd Offense IPV—Disqualification from receiving any monies or assistance from Child Care Services for a period of two years.
- 3rd Offense IPV—Permanent disqualification from receiving any monies or assistance from Child Care Services.

Welfare fraud is a crime!

If you suspect that someone is committing welfare fraud, please call the Welfare Fraud Tip Hotline at 1-800-765-7867. You will not be required to provide your name

Misc. Frequently Asked Questions

Q. I have several questions regarding the ADA (American's with Disabilities Act) and how it may affect my child care business. Where can I find information about the ADA?

A. CCS does not have the legal authority to enforce, interpret, or provide legal advice regarding the requirements of the ADA. However, you may access the U.S. Department of Justice information page at: <http://www.usdoj.gov/crt/ada/childq%26a.htm>. Information is also available at: <http://nccic.org/pubs/specneed.html>.

Q. Since I am receiving money from the State of South Dakota—Division of Child Care Services, am I considered a state employee?

A. No. You are not considered to be an employee of the state. You are still considered to be self-employed as you are only receiving reimbursement from the state on behalf of qualified families.

Q. I am providing care for a child with special needs. In order for me to meet the child's special needs, I am making special accommodations that are creating a financial hardship on my business. Does CCS allow a higher rate of reimbursement to help offset those costs?

A. Yes, CCS does offer a higher rate of reimbursement for children with documented special needs to help offset additional costs you may be incurring. Before the higher rate can be allowed, the family will need to submit medical documentation of the child's physical or mental condition and any other information to help explain the child's needs. The family will also need to submit a written request that the special needs rate be allowed. The child care provider will also be required to complete and submit a questionnaire relating to the enhanced services being provided to the child. If necessary, you will be required to submit documentation of the additional costs you are incurring. CCS will make the final determination if the higher rate can be allowed.

Q. Will I be required to provide sign in/sign out sheets if requested by Child Care Services?

A. Yes. Child care providers are required to provide documentation supporting the hours billed for children receiving assistance through the subsidy program. This can be a form of your own design but must contain paternal signatures and sign-in and sign-out times. Child care software programs where the parent signs in and out via a computer each day are also acceptable.

Parent's Rights and Responsibilities

- Parents have the right to select the child care provider of their choice.
- Parents have the right to see or talk to their child(ren), or pick up their child(ren) at any time.
- Parents are responsible for paying their share of the child care costs when due or making arrangements with the provider for payment.
- Parents are responsible for any child care costs that are over and above authorized eligibility amounts.
- Parents are required to report changes in writing to the Division of Child Care Services that may affect eligibility.

