

Chapter 9

Billing, Reporting and Paying

How to Bill Child Care Services (CCS)

The Provider on Agreement (POA) must use *Form 2455, Provider Declaration of Services* for billing. The form must be complete and accurate in order for the POA to be reimbursed. All POA's must keep on file and make available upon request a Parent/Guardian Sign In/Out sheet for each CCS referred child. A Form 2455 is made available to the POA for each billing period. In most cases the names of the children enrolled with the provider will be pre-printed on the form.

If the POA has children referred by CCS whose names are not on the Form 2455, the POA must contact CCS.

Billing Schedules

The POA may bill once a month or twice a month. They will be paid the same number of times they bill. If CCS does not receive Form 2455 within 15 days after the end of the service period, the POA will not be paid.

CCS will provide Technical Assistance, as necessary, to help the POA understand the billing system.

Payment to POA's

There are many steps that take place between the times the POA bills CCS for child care services and the time the POA receives payment for the services. The share of cost and other subsidies that the POA collects are deducted from the CCS payment to the POA. These steps are briefly described below.

POA PAYMENT PROCESS

1. POA submits Form 2455, and the Absence Contact Log to CCS
2. CCS compares the form 2455 against the Absence Contact Log and form 2450
3. Correct form 2455 is entered into the automated system and uploaded to TWC
4. Providers can anticipate payment within 2 weeks after CCS has received a correct form 2455
5. CCS submits request for funds to CVWDB

Submitting Accurate Claims

The POA is responsible for submitting accurate claims. Returning Form 2455 to the provider for corrections will delay payment.

Any payment discrepancies will be handled by CCS authorized billing adjustments.

Record Keeping Requirements

The POA must keep records while a CCS referred child is in their care. Each CCS referred child's records and documents must be kept on file for at least 4 years after the CCS referred child's enrollment ends. CCS will advise the POA when there is a need to keep records on file for a longer period of time.

Access to Records

The POA must allow reasonable access to any CCS referred child's records kept on file with the POA and must provide copies upon request to authorized personnel. The access only has to be during regular business hours. Authorized Personnel includes:

- CCS Staff
- CVWDB Staff
- Representatives of the State Attorney General's office
- Representatives of federal and/or state government offices with responsibility for managing and auditing federal and state child care programs

RULES THAT APPLY

The following rules apply to information in Chapter 9:

§809.92—Provider Responsibilities and Reporting Requirements

§809.93—Provider Reimbursement

Remember

Follow These Billing Guidelines

- Bills must be submitted on *Form 2455, Provider Declaration of Services*. An Absence Contact Log must be turned in with the Form 2455.
- Bills must be submitted only for children authorized by CCS and for only the time covered by the child's enrollment
- Bills must be submitted after services are provided and within 15 days from the end of the service period
- Records and documentation for all CCS referred children must be kept on file while a CCS child is in care at your facility and for 4 years after the child leaves your facility
- If the POA does not meet the billing deadline or does not submit an accurate Form 2455, CCS will provide technical assistance to help the POA understand the billing system
- CCS will not pay bills submitted more than 15 days from the end of the service period