



## Alternative Payment Program

*Children learning, parents earning, communities growing!*

July 31, 2020

### COVID-19 Update #4

Today, CDA received guidance from the California Department of Education (CDE) regarding Senate Bill 98 which suspended reimbursement limitations for families with variable schedules and with license-exempt providers. Senate Bill 98 Sec 111(d)(1)(A)(I-iii) directs Alternative Payment Programs to reimburse providers based on a family's certified need regardless of attendance.

**These rules are in place from July 1, 2020 through June 30, 2021 or until funding runs out.** If CDA or the State determine funding is insufficient to reimburse providers for the full fiscal year based on a family's certified need regardless of attendance, CDA will notify providers and parents as soon as possible.

#### Reimbursement to be based on certified need regardless of attendance as follows:

- For children certified with a **variable schedule**, reimbursement shall be based on the maximum authorized hours of care as reflected on the certificate. The actual reimbursement will be the provider's invoiced amount or the RMRC, whichever is less.
- For children with a **license-exempt provider**, reimbursement shall be based on the maximum authorized hours of care as reflected on the certificate. The actual reimbursement will be the provider's invoiced rate or the RMRC, whichever is less.
- For children certified with a **set schedule**, policies have not changed, reimbursement shall be based on the maximum authorized hours of care as reflected on the certificate. The actual reimbursement will be the provider's invoiced amount or the RMRC, whichever is less.

#### Provider invoicing for reimbursement

Providers are reminded to complete the invoice section of the attendance record based on their rate sheet and what they would normally charge a nonsubsidized child for maximum authorized hours of care.

#### School Age Children

As schools open and conduct instruction remotely, child care for school age children will be reimbursed based on each child's maximum certified non-school (vacation) schedule regardless of attendance. Once schools resume regular in person instruction, reimbursement for school age children will revert to the maximum authorized hours based on each child's authorized school and vacation schedule.



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### Attendance Records

- **Parent signatures are required**

Pursuant to the California Education Code Section 8221.5, it is both the provider's and parent's responsibility to complete the monthly attendance record or invoice, documenting daily in and out times and any absences, if applicable. Both the parent and provider **are required** to sign the attendance record at the end of the month under penalty of perjury, attesting the information is true and correct.

Warning letters for missing signatures will resume being issued with July 2020 attendance records.

- **Reasons for absences required**

While reimbursement will be made regardless of attendance, providers and parents must continue to notate the reasons for a child's absence, including if the reason for absence is related to COVID-19.

- **Submittal of attendance records for reimbursement**

Copies of attendance records will no longer be accepted. Original attendance records must be submitted via the United States Postal Service (USPS) or placed in the drop box outside of CDA's offices in Bonita and Kearny Mesa. Providers unable to meet this requirement should contact their Provider Specialist.

### Family Fees

Family fees are waived for July and August 2020. CDA anticipates further direction regarding family fees for the rest of the fiscal year after the August Budget revisions are made.

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