

BILLING POLICIES

Dear Voucher Provider:

We would like to take this time to remind you of a few policies here in the Billing Department.

1. Attendance must be submitted through CCFA by the 13th of every month to ensure timely payment.
2. If you are missing placements in CCFA, please notify your voucher case manager prior to submitting your attendance electronically so that you can bill for the missing child. If you do not know who your voucher case manager is, please let us know and we can look it up for you.
3. Steps for entering attendance can be found in CCFA under the “Help+” menu.
 - a. Absences should be marked
 - i. Part Time AS or Full Time PS/IN/TO – EA0 or UA0
 - ii. Intermittent Full Time Days for School Aged – IFEA0 or IFUA0
 - b. Program Closures must be reported to your contact below so that they can be coded correctly in CCFA. A program closure does not count as an absence for a child.
4. If your agency has multiple sites, **you must bill for the children at the site where the voucher was written for.** That is where the child should be. If the child is at a different location, you must notify your voucher case manager. **If you bill on another site, we will not pay for that child.** Remember that a voucher needs to reflect where the child is located. The parent must contact our agency and sign for a provider or location change **before** it occurs.
5. *All changes (provider changes, schedule changes, transportation changes, terminations, etc...) and absences **must** be reported to Child Care Circuit **prior** to submitting your attendance for approval. If these items are not reported prior to your attendance, you **may not** be reimbursed for the affected child(ren) that the change is for.*
6. *If a child has stopped attending, you must notify your case manager to have the child removed from your attendance or CCFA will not allow you to submit.*

Please feel free to contact your designated billing specialist if you have any questions.

Centers ~ Massiel Tremols ~ MTremols@childcarecircuit.org ~ (978) 722-2595

Unlicensed Providers ~ Cheyminette Garcia ~ CGarcia@childcarecircuit.org ~ (978) 722-2540

Systems/Family Child Care ~ Cynthia Doucette ~ CDoucette@childcarecircuit.org ~ (978) 722-2547

Thank you for your continuing support in providing quality childcare.

Sincerely,
Provider Services Department