



North Carolina Department of Health and Human Services

**DIVISION OF CHILD DEVELOPMENT**

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Lanier M. Cansler, Secretary

Deborah J. Cassidy, Director

**MEMORANDUM**

**TO:** Directors of County Departments of Social Services  
Directors of Local Purchasing Agencies

**FROM:** Deborah J. Cassidy, Ph.D. *Jain for D. Cassidy*

**ISSUED:** September 15, 2010

**SUBJECT:** Requirement to Enter Private Pay Rates into the  
Subsidized Child Care Reimbursement System

**EFFECTIVE DATE:** Upon Receipt

When we implement the Attendance Reporting and Payment Delivery System, payment rates for all providers must be available to the contracting county. Any county that has not entered and saved this information in the Private Pay Rate Calculator of the Subsidized Child Care Reimbursement System (SCCRS) should begin to do so now. All private pay rates for all providers throughout the state must be entered and the payment rates saved in SCCRS by October 29, 2010.

The county where the facility is located keys in the Facility ID number and Option 5 - Calculator for Entering Private Paying Rates, in the Approval Notice Menu. When the private pay rates are entered in the Payment Rate screen, the provider's payment rates will be calculated. Please refer to the attached document entitled *Instructions and Screen Prints on How to Used the Payment Rate Calculator (PRC)* or refer to the Subsidized Child Care Reimbursement System Manual (SCCRS), Approval Notice Menu, pages 9 – 12. Also, a question and answer document is attached that you may find helpful.

If you have questions about using the Private Pay Rate Calculator, please contact Sylvia Thomasson, Supervisor, Data Management Unit, at 919-662-4561, extension 7057.

DJC:BC

Attachments

- cc. Child Care Coordinators
- Subsidy Services Consultants
- Program Compliance Consultants

Questions and Answers  
Payment Rate Calculator

1. **Question:** What can I do if I need to pay a provider in another county but the county in which the provider is located has not entered the private paying rates into the Payment Rate Calculator?

**Answer:** The contracting county can call or e-mail the LPA staff in the county where the provider is located to inquire about the status of the entry of the rates.

2. **Question:** What can I do if I determine that the rates I collected from the provider in another county do not match the rates entered into the Payment Rate Calculator by the LPA staff in the county where the provider is located?

**Answer:** When this occurs, follow the steps below.

- Contact the provider to confirm the current private paying rates and the effective date of the rates. If the rates continue to differ from those entered in the Payment Rate Calculator, ask if there is a reason for the different rates charged. (For example, the provider may be receiving Smart Start funds from the Smart Start partnership in the county where the provider is located that impacts the rate charged for children of that county, or a local charity could be providing funds that impact rates for local children.)
- If the provider cannot explain the difference in the rates, notify the LPA staff in the county where the provider is located regarding what you found. Provide the rate information that you received from the provider.
- The LPA staff in the county where the provider is located must contact the Program Compliance Consultant assigned to that county to ask that they visit the provider to review the provider's on site records to determine the rates charged and why there would be a varying rate for children from different counties.

# Instructions and Screen Prints on How to Use the Payment Rate Calculator (PRC)

Step 1: Select Option 3, press <ENTER> – Approval Notice Menu

The screenshot shows a terminal window titled "Session3 - EXTRA Term". The menu displays the following options:

OPTION	DESCRIPTION
(1)	PAYMENT PROCESSING MENU
(2)	TOTALS MENU
(3)	APPROVAL NOTICE MENU
(4)	NONLICENSED HOME/FACILITY W/O APPROVAL NOTICE MENU
(5)	CHILD NAME SEARCH
(6)	FACILITY & NONLICENSED HOME NAME SEARCH
(7)	PROVIDER NAME SEARCH
(8)	QUERIES MENU
(9)	ADMINISTRATIVE MENU
(10)	SCC BULLETIN BOARD
(11)	LIST OF APPROVAL NOTICES RECENTLY ISSUED
(12)	WAITING LIST SUMMARY
(13)	FEDERAL SAMPLING MENU - CASE RESAMPLE IDENTIFY
(14)	CASE NUMBER OR FAMILY NAME SEARCH
(15)	SMART START CHILD CARE REPORTING MENU

SELECTION: 3\_

F KEYS: 1=Help 3=Exit GHB

At the bottom of the terminal window, the status bar shows "Connected to host: 207.192.190.50", "Keys: 131874 Saved: 0000", "NUM: 21/21", and the time "2:36 PM". The taskbar at the very bottom shows several open applications including "Start", "Inbox", "Attach", "Inquiry", "Family Serv", "Payment Rpt", and "H:ethomason".

Step 2: Select Option 5 – Calculator for Entering Private Paying Rates,  
Enter the Facility ID# and then press <ENTER>

Session3 - EXTRA X (remote) [X]

File Edit View Tools Session Options Help

09/15/10  
14:39:02

GHB3101M TEST  
99990163

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(1)	LIST OF FACILITY'S APPROVAL NOTICES	FACILITY ID
(2)	PROVIDER DETAIL	PROVIDER ID
(3)	STATE OFFICE MENU	NONE
(4)	PROVIDER LIST OF FACILITIES	PROVIDER ID
(5)	CALCULATOR FOR ENTERING PRIVATE PAYING RATES	FACILITY ID (OPTIONAL)
(6)	LIST OF PRIVATE PAYING RATE CHANGES	

SELECTION: 5 KEY: j9220057 \_

F KEYS: 1=Help 3=Exit 4=Main Menu

4E r:00.1 21/37

connected to 1094360499/ptatemois [207.192.50.50] Keys: 131886 Saved: 0000 NUM 2:39 PM

Start [Icons] 2 Attach [Icons] Info [Icons] [Icons] Payment [Icons] [Icons] 2:39 PM

Step 3: Enter the private pay rates under the heading PRIV PAY (Private Pay),  
 if applicable you will enter early pay rates under the heading EARLY PRIV PAY (Early Private Pay).  
 Press <ENTER> and then F8 to continue to next screen. Press F3 to cancel and make corrections.

Session3 - EXTRAUX Term

File Edit View Tools Session Options Help

GHB2902M TEST SUBSIDIZED CHILD CARE REIMBURSEMENT 09/15/10  
 99990163 PRIVATE PAYMENT RATES 14:39:30  
 FACILITY ID 9220057 FACILITY FOR KIDS  
 COUNTY 92 CENTER RATED LICENSE/STAR 3  
 SHIFT 1 WEEKLY EARLY CALCULATED AMOUNTS  
 PRIV. PAY PRIV. PAY DSCNT MTHLY MARKET ACTUAL

	WEEKLY PRIV. PAY	EARLY PRIV. PAY	DSCNT	MTHLY	MARKET	ACTUAL
UNDER 1 YEAR/INFANT						
1 YEAR OLDS						
2 YEAR OLDS						
3 YEAR OLDS						
4 YEAR OLDS						
PRESCH 5 YEAR OLDS						
FT SCHOOL AGE						
B&A SCHOOL						
BEFORE SCHOOL ONLY						
AFTER SCHOOL ONLY						
TRANSP. (3 & UP)						
TRANSP. (UNDER 3)						
INITIAL REG FEE						
ANNUAL FEE						

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Review 8=Down  
 GHB649- Facility max rates displayed. You may input Private Paying Rates.

4B 1:02.6 07/24

Connected to host sbs.wisc.edu [201109150950] Keys: 131887 Saved: 0000 NUM 2:39 PM

Start [Icons] 2 Attach [Icons] 10 View [Icons] Families Ser [Icons] Payment Bal [Icons] H:Uthomason 2:39 PM

Step 4: Enter the date for RATES RECEIVED BY AGENCY (also the Approval Notice effective date)  
 Press F10 to update.

Session 1 EXTRAX Term

File Edit View Tools Session Options Help

GH62903M TEST SUBSIDIZED CHILD CARE REIMBURSEMENT 09/15/10  
 99990163 PAYMENT RATES 14:40:03  
 FACILITY ID J9220057 FACILITY FOR KIDS  
 COUNTY 92 CENTER RATED LICENSE/STAR 3  
 SHIFT 1 100% 75% 50%

	100%	75%	50%
UNDER 1 YEAR/INFANT	864	648	432
1 YEAR OLDS	864	648	432
2 YEAR OLDS	756	567	378
3 YEAR OLDS	652	489	326
4 YEAR OLDS	652	489	326
PRESCH 5 YEAR OLDS	652	489	326
FT SCHOOL AGE	640	480	320
B&A SCHOOL	480		
BEFORE SCHOOL ONLY	480		
AFTER SCHOOL ONLY	480		
TRANSP. (3 & UP)	38		
TRANSP. (UNDER 3)	42		
INITIAL REG FEE	25		
ANNUAL FEE	25		

Rates received by the agency: \_\_\_\_\_  
 Decreases in rates effective: \_\_\_\_\_  
 Increases in rates effective: \_\_\_\_\_  
 Increase in Star Rates effective: \_\_\_\_\_

F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up  
 GH6803- Please Update Date information, Then Press Enter.

15/62

Connected to host: scs005.kc.kc.us (207.192.50.60) Keys: 191880, Saved: 0000 MM: 2:40 PM

Start [Icons] Attach... Info View: M... [Icons] Payment: Rak... [Icons] H: Vahomasson [Icons] 2:40 PM

(Note: There are directions in the "Subsidized Child Care Reimbursement System Manual", Section 3, pages 9 – 15.)