

SUBSIDIZED CHILD CARE CODES

CLIENT STATUS

- 0 New enrollment for child from the waiting list
- 1 New enrollment for child NOT from the waiting list
- 2 Continuing enrollment with pay
- 3 Terminate with pay or one-time payment
- 4 Terminate without pay
- 5 Enrollment without pay
- P Pending

Use the code that describes the status of the payment.

FUND SOURCE

- 20 Foster Care*
- 25 SCC
- 55 County Funds
- 71 Work First (MOE)
- 72 TANF Federal
- 73 TANF (Child only -200% Poverty)
- 85 Emergency

*Use this code when paying for child care to support employment for any foster care child receiving subsidy funds.

RATE GROUPS

Rates and Rate Groups are indicated on the Approval Notice with the exception of 33, 34, 35 and 36, See note below. A Rate Group is composed of a letter of the alphabet and two numbers.

Determine first character as follows:

- | | | | |
|---|-----------|---|--|
| R | 1st shift | S | 1st shift - Special Needs Supplemental Payment |
| T | 2nd shift | U | 2nd shift - Special Needs Supplemental Payment |
| V | 3rd shift | W | 3rd shift - Special Needs Supplemental Payment |

Determine the next two characters as follows:

- 10 Below 1 year-olds
- 11 1-year-olds
- 12 2-year-olds
- 13 3-year-olds
- 33 *3-year-olds – use when making payment for holidays, teacher workdays, and inclement weather for child who attends Head Start or other Preschool Programs*
- 14 4-year-olds
- 34 *4-year-olds – use when making payment for holidays, teacher workdays, and inclement weather for child who attends Head Start or other Preschool Programs*
- 15* 5-year-olds & over (not yet enrolled in Kindergarten or school)
- 35 *5-year-olds & over – use when making payment for holidays, teacher workdays, inclement weather for child who attends Head Start or other preschool programs*
- 03 School-age (full time summer/intercession/tracking out)
- 36 *School-age – use when making payment for holidays, teacher workdays, and inclement weather*
- 06 Before and/or after-school care
- 04 Transportation for children 3 years of age and over
- 05 Transportation for children under 3 years of age and children with special needs

*Use rate group R15 for school-age children in nonlicensed homes or for out of state providers.

NOTE: Rate groups 33, 34, 35 and 36 are used when paying the difference of the full-time and part-time rate for holidays, teacher workdays and inclement weather. (Example, when paying the difference between R03 and R06, use rate group R36 to pay the difference).

SUBSIDIZED CHILD CARE CODES

SCC REIMBURSEMENT CODES			
Category Codes			
SCC		SCC – Work First	
009	With regard to income	005	Work First Family Assistance without countable income
019	Without regard to income	006	Work First Family Assistance with countable income
020	Foster Care Services recipient	055	Teen Parent – Work First Family Assistance
054	Teen parent		
070	Military (income exceeds guidelines)		
071	Military (income within guidelines)		

Reason for Child Care/Need Codes							
Children without Special Needs							
<u>Child Care:</u>	<u>Seek Employ</u>	<u>Employed</u>	<u>CPS</u>	<u>Post Secondary Ed/Training</u>	<u>Dev. Needs</u>	<u>CWS</u>	<u>HS Ed/GED</u>
Full-time	801	811	821	831	841	851	871
3-qtr. time	802	812	822	832	842	852	872
Half-time	803	813	823	833	843	853	873
Transportation	809	819	829	839	849	859	879
Children with Special Needs *							
<u>Child Care:</u>	<u>Seek Employ</u>	<u>Employed</u>	<u>CPS</u>	<u>Post Secondary Ed/Training</u>	<u>Dev. Needs</u>	<u>CWS</u>	<u>HS Ed/GED</u>
Full-time	401	411	421	431	441	451	471
3-qtr. time	402	412	422	432	442	452	472
Half-time	403	413	423	433	443	453	473
Transportation	409	419	429	439	449	459	479

*The 400 Series Need Codes are used for children with special needs regardless of the child care arrangement (i.e., certified developmental day centers, other licensed facilities and non-licensed homes).

VALID REIMBURSEMENT CODE COMBINATIONS			
Reason for Child Care / Need Code	Income Criteria/ Category Code	Fund Source (FS)	Parent Fee
Seeking Employment – 801, 802, 803, 809, 401, 402, 403, 409	Work First Family Assistance without countable income – 005	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71	No
	Work First Family Assistance with countable income - 006		Yes
	With Regard to Income - 009		Yes
	Foster Care Services Recipient - 020		No
	Military (income within guidelines) – 071		Yes
Employed - 811, 812, 813, 819, 411, 412, 413, 419	Work First Family Assistance without countable income – 005	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	No
	Work First Family Assistance with countable income – 006		Yes
	With Regard to Income - 009	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71	Yes
	Foster Care Services Recipient – 020 (cannot be used with Fund Source 15 or 25)		No
	Military (income exceeds guidelines) – 070	SCC - 25	Yes
	Military (income within guidelines) – 071	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	Yes
Child Protective Services - 821, 822, 823, 829, 421, 422, 423, 42	Without Regard to Income - 019	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71	No

VALID REIMBURSEMENT CODE COMBINATIONS			
Reason for Child Care / Need Code	Income Criteria/ Category Code	Fund Source (FS)	Parent Fee
Postsecondary Education 831, 832, 833, 839, 431, 432, 433, 439	Work First Family Assistance without countable income – 005	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72	No
	Work First Family Assistance with countable income – 006	TANF – 73	Yes
	With Regard to Income – 009	SCC - 25 Smart Start – 15	Yes
	Foster Care Services Recipient – 020	County Funds – 55 Work First – 71	No
	Military (income within guidelines) – 071	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	Yes
Developmental Needs - 841, 842, 843, 849, 441, 442, 443, 449	Work First Family Assistance without countable income - 005	SCC - 25 Smart Start – 15 County Funds – 55	No
	Work First Family Assistance with countable income – 006	Work First – 71	Yes
	With Regard to Income – 009		Yes
	Foster Care Services Recipient – 020		No
	Military (income within guidelines) – 071		Yes
Child Welfare Services - 851, 852, 853, 859, 451, 452, 453, 459	Without Regard to Income - 019	SCC - 25 Smart Start – 15 Emergency - 85	No
	Foster Care Services Recipient- 020		No

VALID REIMBURSEMENT CODE COMBINATIONS			
Reason for Child Care / Need Code	Income Criteria / Category Code	Fund Source (FS)	Parent Fee
High School Education/GED - 871, 872, 873, 879, 471, 472, 473, 479	Work First Family Assistance without countable income - 005	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71	No
	Work First Family Assistance with countable income - 006	TANF – 72 TANF – 73	Yes
	With Regard to Income - 009	SCC - 25 Smart Start – 15	Yes
	Foster Care Services Recipient – 020		No
	Teen Parent - 054		Yes
	Teen Parent/Work First - 055	SCC - 25 Smart Start – 15 County Fund – 55 Work First – 71 TANF – 72 TANF – 73	Yes

Fund Source 20 – Foster Care Recipient (1)			
Reason for Child Care / Need Code	Income Criteria / Category Code	Fund Source	Parent Fee
Employed – 811, 812, 813, 411, 412, 413*	Without Regard to Income – 020*	Foster Care – 20 *	No

*If paying transportation (819, 419), use Category code 009 and Fund Source 25. Fund Source 20 is for all foster care recipients who receive child care to support employment.

(1) It is **not** limited to children placed in licensed foster care homes, but also includes children placed with relatives.

VALID CODE COMBINATIONS LOCAL WORK FIRST BLOCK GRANT FUNDS			
Fund Source 71 – Local TANF (1)			
Reason for Child Care / Need Code	Income Criteria/ Category Code	Fund Source	Parent Fee
Employed – 811, 812, 813, 819, 411, 412, 413, 419	Work First Family Assistance without countable income -005	TANF – 71	No
	Work First Family Assistance with countable income – 006		Yes
	Non-Work First Family Assistance parent employed with countable income – 017		
	Non-Work First Family Assistance non-custodial parent with countable income - 018		
Postsecondary Education – 831, 832, 833, 839, 431, 432, 433, 439	Work First Family Assistance without countable income-005	TANF – 71	No
	Work First Family Assistance with countable income - 006		Yes
High School Education/GED – 871, 872, 873, 879, 471, 472, 473, 479	Work First Family Assistance without countable income-005	TANF – 71	No
	Work First Family Assistance with countable income - 006		Yes
	Teen Parent/Work First - 055		Yes

NOTE: Seeking Employment Need Codes cannot be used for Fund Source 71 with 005 and 006 category codes because it would start the 60 month time clock for Work First recipients.

(1) In order for the LPA to receive funds from the state for payments entered under Fund Source 71 the LPA must complete the DSS – 1571.

SMART START REIMBURSEMENT CODES		
FUND SOURCE 15		
CLIENT STATUS		CATEGORY CODES
0 New Enrollment - child from the waiting list 1 New Enrollment- child NOT from the waiting list 2 Continuing enrollment with pay 3 Terminate with pay or one time payment 4 Terminate without pay 5 Enrollment without pay P Pending <i>Use the code that describes the status of the payment.</i>		005 Work First Family Assistance without countable income 006 Work First Family Assistance with countable income 009 With regard to income 019 Without regard to income 020 Foster Care Services Recipient 054 Teen Parent 055 Teen Parent - Work First Family Assistance 070 Military (income exceeds guidelines) 071 Military (income within guidelines)
NEW CLIENT CODES: Must use one of these codes when paying for child care, registration or transportation.		
01 Child from the waiting list 02 New eligible child not from the waiting list 03 Child in new need category 05 Currently served child whose family income rises above subsidy eligibility limits 06 Child whose family income exceeds subsidy eligibility limits at time of initial application 07 New child in Head Start Wrap-Around 08 Currently eligible child who would lose services if Smart Start funds were not available 09 Transportation for eligible child who would lose services if Smart Start funds were not available 23 Non – U. S. Citizen		
ENHANCED CODES: Must use one of these codes when paying an additional payment that is a flat dollar amount.		
11 Supplemental payment - county - established criteria 12 County enhanced rate for all providers 15 NAEYC accredited 16 NAEYC accredited plus county - established criteria	17 NAFDC accredited 18 NAFDC accredited plus county - established criteria 19 Facility or home meeting county – established criteria 20 Special needs supplement	21 Rates increased to state market rates 30 Three star facility enhancement rate 40 Four star facility enhancement rate 50 Five star facility enhancement rate 99 Enhanced transportation rate
RATE GROUPS: A Rate Group is composed of a letter of the alphabet and two numbers		
Determine first character of the rate group as follows:		
R 1st shift	S - 1st shift Special Needs Supplement Payment	
T 2nd shift	U - 2nd shift Special Needs Supplement Payment	
V 3rd shift	W - 3rd shift Special Needs Supplement Payment	
Determine the next two characters of the rate group as follows:		
10 Below 1 year-olds		
11 1 year-olds		
12 2 year-olds		
13 3 year-olds		
33 3 year-olds (holidays, teacher workdays, inclement weather for child who attends Head Start or other Preschool Program)		
14 4 year-olds		
34 4 year-olds (holidays, teacher workdays, inclement weather for child who attends Head Start or other Preschool Program)		
15 5 year-olds (not yet enrolled in Kindergarten or school)		
35 5 year-olds (holidays, teacher workdays, inclement weather for child who attends Head Start or other Preschool Program)		
04 Transportation for children 3 years of age and over		
05 Transportation for children under 3 years of age and children with special needs		
NOTE: Rate Groups 33, 34 and 35 will not be on the Approval Notice, but must be used to make payment when paying the difference between the full time rate and the part time rate (which must be on the Approval Notice) for holidays and inclement weather (e.g., paying the difference between R13 full-time rate and R13 part-time rate use rate group R33 for payment).		