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## **GUIDANCE FOR CCAP BILLING CERTIFICATES**

### **License-Exempt Homes**

**(Issued May 15, 2020)**

On March 17, 2020, Governor Pritzker issued the Stay at Home Executive Order. IDHS made some temporary changes in the Child Care Assistance Program to help you financially during this time. You may have noticed that your monthly billings are somewhat higher than usual. This is because we:

- Reduced parent co-payments to \$1.00 for April and May
- Extended eligibility for all cases ending in March, April or May
- Paid for all eligible days of care rather than attended days for March and April services

These changes were made automatically, and License-exempt Providers were not required to do anything or submit any information to IDHS in order to receive these benefits. We will continue to support you during this pandemic, but we want to make you aware of federal relief programs that may be a good option for you.

Pandemic Unemployment Assistance (PUA) became available beginning May 11, 2020. PUA provides up to 39 weeks of federally funded unemployment benefits to individuals not typically eligible for unemployment benefits, including sole proprietors and independent contractors that have become unemployed as a direct result of COVID-19. Additional information can be found on the IDHS website.

If you are not open and providing care, you may want to apply for PUA rather than claim an attendance exemption for CCAP services. Some providers may receive more from PUA than your average CCAP monthly payment. If you are open and are providing care IDHS will continue to pay you for CCAP services but we need to get some information from you. We are asking you to complete an attendance exemption form and submit it with your billing certificate.

### **WHAT YOU MUST DO TO BE PAID FOR MAY CCAP SERVICES**

- Complete an attendance exemption form and return it with your May certificates.
- Write the number of days you actually cared for each child on the certificate. You will still be paid for all eligible days if you include the exemption form.
- If you normally enter your billing using the IVR system, you may still enter your May certificates. Please mail the completed certificate attached to the exemption form to your CCR&R.

If you are closed and receiving PUA benefits, please let us know that by completing the exemption form and returning it to your CCR&R. If you bill for CCAP services, it will affect the amount of PUA benefits you receive.