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GUIDANCE FOR CCAP BILLING CERTIFICATES

(Issued May 15, 2020)

On March 17, 2020, IDHS issued the Temporary Attendance Exemption Policy before Federal Relief funds were made available through the Coronavirus Aid, Relief and Economic Security Act (CARES). On April 6, 2020 the Paycheck Protection Program (PPP) was made available through CARES. A second round of funding was made available on April 27, 2020 and applications will be accepted until funds run out. Some of you have applied for this funding and we greatly appreciate it. Every federal dollar that comes to you through these resources reduces the dependence on state funds. Our goal is to use all available federal funds first and then turn to state resources to keep you funded.

If you received PPP funds, you need to be aware that IDHS can only reimburse you for expenses that are not covered by PPP. PPP can be used to cover payroll expenses, rent, utilities and mortgage interest. If you are open and providing CCAP services as an Emergency Child Care provider, IDHS will pay you for the care you provided in May and June. If you are billing IDHS for CCAP services that were **not** provided either because of low attendance (below 80% of CCAP eligible days) or because your program is closed, you may need to make an adjustment in your billing certificate before submitting to IDHS for payment. You cannot use two sets of funds (PPP and CCAP) to cover the same expenses. IDHS will not ask you how much you received in PPP funds but you should consider the following before submitting your CCAP billing certificate to IDHS:

- What are my average monthly expenses for my program?
- What percent of my average monthly expenses are covered by CCAP payments?
- How much am I getting through PPP and for what time period?
- How should I adjust my CCAP billing certificates so I don't duplicate expenses?

Each provider situation is different, so we can't provide specific directions but below are examples of possible adjustments you can make to your CCAP billing certificates if you were closed or had low attendance:

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| <p>\$60,000 Expenses -\$30,000 PPP loan funds \$30,000 Balance of Expenses \$40,000 Avg CCAP income (\$10,000) Reduce CCAP bill \$30,000 Apply to expenses</p> | <p>PPP funds are used for expenses first. There is a balance of \$30,000. CCAP usually brings in \$40,000 monthly. CCAP needs to be reduced by \$10,000 or 25% to cover the balance of expenses. This can be done in 2 ways: by not billing for some approved children (billing for 0 days attended for enough families to equal 25% of total monthly billing) or reducing eligible days as needed, (if there 20 eligible FT days, bill for 15 days in the attended column. If there are 18 eligible FT days, bill for 13 FT and 1 PT in the attended column).</p> |
| <p>\$20,000 Expenses -\$ 5,000 PPP loan funds \$15,000 Balance of expenses \$10,000 Avg CCAP income \$ 5,000 Balance of expenses</p> | <p>PPP funds are used for expenses first. There is a balance of \$15,000. CCAP usually brings in \$10,000 monthly. No adjustment is needed since CCAP doesn't exceed the balance of the expenses. Provider may bill for all eligible days.</p> |
| <p>\$10,000 Expenses -\$10,000 PPP loan funds \$ 0 Balance of expenses</p> | <p>PPP funds are used for expenses first. There are no remaining expenses. Provider should not submit a CCAP bill since there are no remaining expenses after the use of PPP funds.</p> |

Pandemic Unemployment Assistance (PUA) will be available beginning May 11. If you are a sole proprietor, independent contractor, self-employed (primarily licensed and license-exempt home providers) and are not open and providing care, you may want to apply for PUA rather than claim an attendance exemption for CCAP services. If you are receiving PUA because you are not providing child care, you will not be able to bill CCAP.

WHAT YOU MUST DO TO BE PAID FOR MAY and JUNE CCAP SERVICES

Complete the survey at <https://fasurveyccap.inccrra.org/>

If your program received a federal Paycheck Protection Program (PPP) forgivable loan and you were closed or had low attendance do the following:

- Complete the attendance exemption form.
- Certify that you are not billing the state (CCAP) for the same expenses that are covered by the PPP federal relief funds. The certification statement will be on the exemption form.
- Write the number of days you are billing for each child on the certificate after any needed adjustments have been made. Please make a note on the certificate if you are requesting payment for additional days not authorized on the certificate based on the child's attendance for the month.
- Staple the attendance exemption form to the Child Care Certificate Report and mail them to your CCR&R. **If you send certificates to more than one CCR&R, please send all certificates to the CCR&R that would normally get the most certificates.**
- The CCR&R will process the certificates based on the number of days you reported on the certificate for each child.
- The CCR&R will reach out to you if they have questions about your completed attendance exemption form or billing certificate(s).
- Licensed home providers that are making an adjustment due to PPP should not enter billing through the IVR telephone payment system. Licensed home providers should instead send all certificates and their Attendance Exemption form to a CCR&R for processing to ensure they are entered properly.

If your program did not receive a federal Paycheck Protection Program (PPP) forgivable loan do the following:

- Complete the attendance exemption form if you had less than 80% attendance for CCAP children.
- Indicate whether you are currently open and providing emergency child care services or if you are closed.
- Complete the attended days for each of the children listed on the billing certificate
- Staple the attendance exemption form to the Child Care Certificate report and mail to your CCR&R. If you normally mail certificates to more than one CCR&R, make sure an attendance exemption form is attached to each one.
- If the exemption form is not sent with the certificates, only the attended days will be paid.

Please submit all questions/comments/concerns to DHS.CCAP.PPP@illinois.gov.