



Practice Alert

Issue:

Protective Services children are not being authorized for the correct Units of Care. When this happens a provider could be overpaid or underpaid.

- If a provider is overpaid, a claim might be filed against the provider's future payments.
- If the provider is underpaid, they must submit a [Child Care Provider Payment Resolution Request \(CD-147\)](#) and sign in sheets to the [Child Care Payment Unit](#) to request payment. If a provider utilizes the Child Care Business Information Solution (electronic time and attendance), they only need to submit the CD-147. Payment resolutions require a considerable amount of staff time to resolve.

Solution:

A child must be authorized to a provider based on the verified need for child care. The units of care must carefully be determined based on the time of day the child is in care and the length of time. The Units of Care Calculation Worksheet is a great tool for staff to use to determine the correct units of care. The IM-30 UCCW can be found in the [Income Maintenance Form Manual](#).

A unit of care is the portion of one calendar day, either full, half or part-time, that a child spends in care.

Times of Care:

- Daytime care starts at 6:00 a.m. and ends at 7:00 p.m. Monday through Friday.
- Evening care occurs between the hours of 7:01 p.m. and 5:59 a.m., regardless of the day of the week.
- Weekend care occurs Saturday morning from 6:00 a.m. to Sunday evening at 7:00 p.m.

Units of Care:

- Part-time is at least one-half (1/2) hour and up to three (3) hours in a calendar day.
- Half-time is at least three (3) hours and up to five (5) hours in a calendar day.
- Full-time is at least five (5) hours and up to twelve (12) hours in a calendar day.