

## **FULL-DAY FULL- YEAR CONTRACT BILLING PROCEDURE**

Southern Oregon Head Start and Early Head Start and the Oregon Department of Human Services (DHS) are in a contractual relationship to provide full-day center-based childcare services to families receiving ERDC (Employment Related Day Care) subsidies.

**Purpose:** To provide accurate and timely billing information on a monthly basis to the Oregon Department of Human Services for contracted childcare slots filled by Head Start and Early Head Start children in Jackson and Josephine counties.

### **Full Day Full Year (ERDC Billing Procedure:**

For each full-day full-year class under this contract, the EHS Administrative Assistant and Head Start Service Area Assistant generate monthly child attendance reports on the first day of the month following the billing month. They calculate the total hours present for each child during the billing month. Any additional hours of work related child care provided by “approved providers”, as defined by the contract, when Head Start and Early Head Start centers are closed, are also entered into this calculation (see following section .

The EHS Administrative Assistant calculates the average number of hours of care provided by Head Start and Early Head Start for that month.

The monthly slot reimbursement, as established by the current contract according to the child’s age, is calculated also. Once the billing form is complete, it is emailed to the identified DHS Supervisor by the 12<sup>th</sup> of each month.

### **Parent Reimbursement for Child Care:**

According to the contract, Head Start receives all ERDC funds for a child’s slot. When the Head Start or Early Head Start center is closed, and the parent is working, Head Start must pay for the cost of this care as long as the provider meets specific criteria.

Parents are informed of the process of submitting childcare billing to Head Start at Orientation. The EHS Administrative Assistant and identified Head Start Service Area Assistant distribute “Head Start or Early Head Start Child Care Billing Forms” and instructional letter to parents. Parents and approved child care providers complete billing forms and submit them to the EHS Administrative Assistant or identified Head Start Service Area Assistant by the end of the first week of each month following the month care was provided.

The EHS Administrative Assistant and Head Start Service Area Assistant verify child care billing forms by:

- 1) Reviewing Head Start and Early Head Start attendance records to be sure that the center was closed during the hours billed.
- 2) Contacting the DHS Direct Pay Unit to verify a child care provider is approved according to the contract.

Once these determinations have been made, a check request is completed and routed to the EHS Director. The EHS Director reviews the billing form and signs the form if approved. The signed forms are routed to the EHS Administrative Assistant or Head Start Service Area Assistant who copies the forms and routes them to the Accounting Assistant in the Finance Department for processing and payment. A check is written to both the parent and child care provider and mailed to the parent. The parent is responsible for paying the child care provider.

