

Child Care Services Daily Update – August 6, 2020

School Age Before and After Care Billing and Attendance Guidance

The Department of Human Services is sensitive to the ever-evolving impact of the COVID-19 pandemic on communities, including delivery of academic learning for school-age children and appreciate your willingness to assist your community during these extraordinary times. We have provided guidance to request an exemption should you wish to provide remote learning for students currently in your care. Information to request this exemption may be found on our website [here](#).

We are issuing guidance to you on billing and payment practices for school age children enrolled through the Child Care Certificate Program. Many child care agencies have been caring for school-age children to support families when schools closed this past Spring. This practice was acceptable as school-age care is appropriate in child care settings when children are not engaged in academic learning during the regular school day. As school systems begin to open, it is important that licensed programs understand how to encode Attendance Verification for school age children enrolled through the Child Care Certificate Program when providing before and after school care. This is particularly important during these unusual circumstances created by the COVID-19 pandemic as school systems will have varying start dates, which could include staggered start dates for children in the same school system. To ensure that Attendance is reported correctly, please review the guidance below:

1. A child is considered In School whether they are attending in person or participating in virtual learning. This means the Department through the Child Care Certificate Program would reimburse providers for before and after school care only. Encode the EAV with the number of hours the child attended each day for before and after school care. Providers will receive the School In rate for school days and School Out rate for days school is out.
2. Because some school systems are staggering start dates, children within the same school system could have a later start date than other children. Encode the EAV with the actual hours attended each day for each child who has not yet started virtual or in person school. If the child has not yet started virtual or in person school and attended 20 hours per week or more, providers will receive the full-time rate.
3. If your child care agency has been approved for an exemption and is providing care for school-aged children during times of remote learning, this child is considered in school and the provider must report only before and after school care hours attendance as CCDF funds cannot be used for care during school in times. There is an example below that may assist you in determining hours that may be submitted for reimbursement.

Example: A parent signs a school-age child into your facility at 7:30 am for before school care. Remote Learning begins at 8:30 am and concludes at 2:30 pm. The parent signs their school age child out of care at 5:00 pm. The core hours of learning from 8:30 to 2:30 (6 hours) must be deducted from the time the child was on site at your facility as these are core educational hours. The remaining time of before and after care may be submitted on the EAV for reimbursement. 3.5 hours of before and after care would be entered in this scenario.

7:30 am to 8:30 am	Before Care Hours (1 hour that can be submitted for reimbursement)
8:30 am to 2:30 pm	Remote Learning (Cannot be claimed on the EAV)
2:30 pm to 5:00 pm	After Care Hours (2.5 hours that can be submitted for reimbursement)

We are aware that each situation may be different. Just remember to subtract the core academic hours from the hours the child received before and after child care services.

4. Please direct any questions about reporting attendance for school age children to ChildCare.Certificate.DHS@tn.gov.