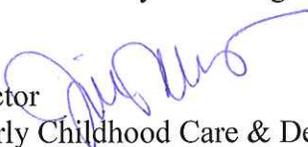


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF EARLY CHILDHOOD CARE & DEVELOPMENT
Post Office Box 352
Jackson, Mississippi 39205**

MDHS-DECCD-IB05-14

TO: Mississippi Child Care Payment Program Participants
Mississippi Child Care Payment Program Slot Contractors
DECCD Staff

FROM: Jill Dent, Director 
Division of Early Childhood Care & Development

DATE: December 12, 2013

SUBJECT: A. Extension of Policy Effective Dates
B. Amendment to Include Reporting Certificate Errors Process
C. Clarification of Recoupment Process

A. Extension of Policy Effective Dates:

The Mississippi Department of Human Services (MDHS), Division of Early Childhood Care & Development (DECCD), is issuing this memorandum to provide an update to program policies.

- All licensed providers with the exception of those enrolled in the eChildcare pilot will continue to adhere to policies described in Chapter 1 of the current policy manual until September 30, 2014.
- Unlicensed providers contractor participating in the eChildcare pilot will continue to adhere to all policies described in Chapter 2 of the current policy manual and subsequent Information Bulletins (IB) until September 30, 2014.
- Any slot contractor with an MOU requiring participation in eChildcare, or have volunteered to participate in the eChildcare pilot will adhere to all policies described in Chapter 2 of the current policy manual, and subsequent Information Bulletins (IB) until September 30, 2014.
- Any slot contractor operating under a subcontract will adhere to Chapter 1 of the current policy manual until it is completed and an MOU goes into effect. Once a slot contractor completes a subcontract and an MOU is in effect, they will adhere to all policies described in Chapter 2 of the current policy manual and subsequent Information Bulletins (IB) until September 30, 2014.

These policies will remain in effect until September 30, 2014, unless superseded by a subsequent notification.

- B. The purpose of this section is to expand Chapter 1 §104.03 and Chapter 2 §104.02(7) in the current Child Care Payment Program Policy Manual to include requirements for providers surrounding reporting errors in certificate authorizations.

The MDHS DECCD is making the following changes to policy in the following sections of the current policy manual:

Ch. 1: Section 104.03:

If it is necessary to adjust the amount of funds issued based on the attendance information submitted to DECCD or used to issue the certificate, an adjustment will be made in the Child Care Payment System reflecting the change. ~~If an overpayment has occurred, funds will be deducted from subsequent payments at a rate of 5% until the full amount has been recouped in full.~~

Any error in listed on the certificate that will cause payments to calculate incorrectly must be submitted to DECCD within 10 days of the issue date of the copy of the certificate to the provider. Such errors include, but are not limited to incorrect payment rates, incorrect care type (full vs full/part time), incorrect date of birth for the child, etc. DECCD will not adjust underpayments to providers as a result of these errors not reported to DECCD within 10 days of issuing of the certificate copy to the provider. Corrections will be made to ensure future payments will be calculated correctly. Any errors must be reported using the Provider Request for Child Information Correction Form (Appendix Q). This form may be found on the DECCD website. This form must be submitted to CCPayment@mdhs.ms.gov.

Ch. 2: Section 104.03(7):

(7.) DECCD will not pay/**adjust underpayment to providers** if one or more of the following occurs:

- i. The provider failed to report any errors on the child's certificate that would cause payment to calculate incorrectly within 10 days of issuance of the certificate copy to the provider. **Any errors must be reported using the Provider Request for Child Information Correction Form (Appendix Q). This form may be found on the DECCD website. Licensed and Unlicensed Providers must submit this form to CCPayment@mdhs.ms.gov. Slot contractors must submit this form to Slot.Contractor@mdhs.ms.gov.**

- C. Clarification of Recoupment Process

The purpose of this section is to adjust the recoupment of funds process described in Chapter 2, § 105.02(5)(ii) to remove the rate of recoupment to allow for better recoupment processes:

Overpayments are the result of error by DECCD, clients, or providers. Payment plans will be instituted so that funds are deducted from future payments made to the provider. ~~at a rate of 5% until the full amount that was overpaid has been recouped.~~

JD:ld

pc: Mr. Richard Berry
Mr. John Davis
Ms. Laura Griffin