

**Catawba County Department of Social Services  
Payment Policies for Child Day Care Centers**

***Rate of Payment***

A provider will be paid the lesser of the private paying rate, set out in attached form DCD-0458, or the appropriate market rate, set out below. The market rates vary with each level of Star license. The market rate for a provider who has not been issued Stars is equivalent to the one star market rate.

Market Rates for Child Care Centers– effective 10/1/07.

Stars	Inf/Tod	2 yr old	3-5 yr old	School age
One	379	379	351	325
Two	398	390	369	341
Three	585	433	428	449
Four	600	472	458	465
Five	654	534	505	483

***Payment Provisions***

- 1) Monthly payments reflect 4.333 weeks. Payments for a child beginning or leaving during a month will be prorated.
- 2) Payments will be mailed on the second Friday of the month following the month of service.
- 3) Payments for children attending part time will be paid based on the number of hours care is needed.
- 4) Provider is required to return the *Catawba County Subsidized Child Care Attendance Sheet* to the Catawba County Social Services by the 25th of each month. Failure to comply may cause a delay in payment.
- 5) When a child has been absent five days in any month, the provider must notify the LPA **within a week of the fifth (5<sup>th</sup>) day** of absence (does not have to be consecutive). Failure to report may result in payment on the basis of attendance. Each time a child is absent five (5) days, the provider must also attempt to contact the parent to determine if or when the child will return. This means that the provider may have to call the LPA and parent more than once during the same month to report absences if the child is out for other five (5) day periods in the month. The county has the option to pay for child care services based on **attendance** when the child has been absent more than ten (10) days. Excessive absences may be authorized in hardship or unusual situations only; such as a child with chicken pox who cannot attend for several weeks.
- 6) A 5-day notice of termination will be given when the family requests full termination of services. (This does not apply when a child is changing centers.)
- 7) A 10-day notice of termination will be given for an Agency initiated termination.
- 8) No such notice of termination will be required under the following circumstances; the provider fills the child's spot, the provider does not allow the child to attend, or the provider requests termination.
- 9) Absences after the attendance sheet is submitted for the month must be reported so the Social Service's report is accurate. ✓   **(Initial)**
- 10) Providers must report incorrect payments or non-payments for children attending the facility within 30 days from the receipt of the first reimbursement summary that reflects the discrepancy. Failure to report in a timely manner may result in non-reconciliation of under payments and may be considered Intentional Program Violations for overpayments. ✓   **(Initial)**
- 11) Payments will not be made for any days for which private paying parents are not required to pay.
- 12) It is the provider's responsibility to collect fees from the parent. One month's fee will be held against the parent, **ONLY** if the provider requests termination due to unpaid fees.

➔ \_\_\_\_\_  
Signature of Day Care Provider

➔ \_\_\_\_\_  
Date

➔ \_\_\_\_\_  
Name of Child Day Care Provider

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date