

UNDERSTANDING THE CHILD CARE ASSISTANCE AUTHORIZATION DOCUMENT

An authorization document is issued for participating families identifying the child care provider, child of the family for whom care is authorized, the level of care authorized, family co-pay and amount of expected state payment.

The top portion of the document identifies the Child Care Assistance (CCA) agency and worker who created the document, the family's CCA identification number and mailing address and the selected provider's identification number and mailing address:

CATHOLIC COMM SVC
CCAP - SOUTHEAST
415 SIXTH STREET
JUNEAU, AK 99801
907-463-6184

CHILD CARE ASSISTANCE AUTHORIZATION

Issue Date: 08/30/2012
Document ID: 0000151297

Caseworker: I

FAMILY: 4000'

PROVIDER: 10011839
AGAPE DAY CARE
4310 MARION DR
JUNEAU, AK 99801

Just below this information each child of the family for whom child care is authorized is listed by month. Reading left to right for each child the authorization document describes: the CCA age category, specific dates in the month care is authorized, units of care (also known as level of care), unit cost, co-pay and state payment.

Child	Auth ID	Category	Date From	Date Through	Units of Care	Unit Cost	CoPay	State Payment
*** SEP 2012*** Total copay 362.00								
	0000515501	PRE-SCHOOL	09/01/2012	09/30/2012	1 FT Month Enroll	600.00	362.00	238.00
	0000515508	SCHOOL AGE	09/01/2012	09/30/2012	1 FT Month Enroll	290.00	0	290.00

The unit cost is either the state's established rate or the provider's rate, whichever is less for that level of care. The co-pay is attached, usually to only one child in the family and typically to the youngest. If the co-pay is more than the amount to be paid for one child the remaining amount would be attached to a second child. The unit cost minus the co-pay equals the state payment amount.

The state payment is the maximum your child care provider will be paid. Your child care provider may receive less than this amount depending on your child's attendance and how your provider bills.

If multiple months of care are authorized they may be included in the document. The document may also have specific payment message(s) typed in the space below the months authorized.

In addition to the space for comments, the document includes language at the bottom of the document which advises a registration fee of up to \$50 may be paid annually to licensed providers for each child. Providers must bill for the registration fee for it to be paid. This language also reminds parents of their responsibility to pay any costs a provider charges over the authorized rate in addition to their monthly co-pay.

When a child is authorized on an attendance basis care will only be paid by the state when the child is actually at the facility. Enrollment authorizations are paid even when the child doesn't attend the facility as long as they attended at least one day in the month. If eligible for an enrollment authorization your consistent participation in an eligible activity and level of care should be at least 17 days per month.

Child Care Assistance is a family benefit so the authorization document is issued to the family. A courtesy copy is also sent to the authorized provider so they will know the level of care authorized to be able to calculate any monies owed by the parent and how to bill the CCAP for services provided.

If you have questions or concerns with the authorization document, the level of care authorized, how your income was calculated or your co-pay amount contact your case worker or their supervisor for clarification.

