

Child Care Network

INSTRUCTIONS FOR COMPLETING THE REQUEST  
FOR REIMBURSEMENT

Before you begin to complete your Request of Reimbursement, you should have the voucher for the month you are billing in front of you for each child. The vouchers have client id # on the top. You will need this number in order to know which line on the bill refers to which child. If you are an Informal provider (non-licensed) and you do not have a copy of the voucher, please ask the parent for a copy.

1) The very first column on the bill is labeled "Service Month", which identifies the month for which you need to bill.

2) Column 4 is labeled "Absences" you must write in the number of excused absences under "EX" and the number of unexcused absences under "UN".

3) Column 6 is labeled "Billable Days". In this column you must enter the number of days you are billing the Department of Education and Care for, including the absences. You can only bill for the days a child is authorized to attend. If we authorize a child for only Monday, Wednesday and Fridays, you cannot bill the state for Monday to Friday. Also, you cannot bill for any days prior to the start date of the voucher or past the end date of the voucher. If you leave any line under "Billable Days" blank, you will not get reimbursement for that child.

PLEASE NOTE: You may have a child with varying schedules so you will have more than one line for that child. For example, the child's schedule may normally be part time, but full time during school closures. Make sure you fill in the number of day under the correct line. If you bill "0" for a child please make a note on the RFR as why are you billing "0".

If you are an Informal provider (non-licensed), you cannot bill for any absences.

4) Column 11 is the daily rate for that child. You must multiply column 6, "Billable Days", by column 11, "Rate", to fill in Column 14, "Program Cost".

5) Column 15 "Parent Fee", is what the parent must pay you per day. Multiply this by column 6, "Billable Days", to fill in Column 16, "Total Fees". (If there are 0.00 in Column 15, this means the parent does not have a fee).

6) Column 17 is "Total Reimburse". This is what you will get reimbursed per child. To get the answer you must take Column 14, "Total Program Cost", and subtract column 16, "Total Fees". That will be your reimbursement from the state.

7) After you complete each line for the entire request for reimbursement, add up column 17 and enter the total on the bottom of the bill.

8) Sign and date the request for reimbursement. If you are an Informal provider (non-licensed), the parent must also sign the Request for Reimbursement where it states "signature of client" on the bottom right hand side of the bill. If it is not signed, it will not be process which may delay your payment. ICC provider must also include a calendar of the days and times EACH child was in care.

Always look at the due date on the bottom of the bill. If we get your bill after the due date, it will be consider late and your payment WILL be delayed. You have the choice of DROPPING OFF your RFR in our Hyannis Office or you may MAIL your bill to our Hyannis office at 372 North St, Hyannis, MA 02601. Mailing you request via regular mail does not guarantee that we will receive it on time. Please check with your post office for other options.

If a child is not on the bill and he/she should be, you must write the child's information on a separate piece of paper attach it to the bill along with a copy of the voucher. If you do not follow these procedures you will not be reimburse for that child.

Please note: if you do not bill us one month, the next time you received a bill from us you will see the old lines and the new ones on the same bill. You will be able to tell the difference by looking at the first column this is labeled "Service Month". This column will tell you what month the line is for.

Dear Provider:

In order to reimburse you the correct amount that you billed monthly, here are the seven must do while completing your monthly RFR:

1. You must write in the number of excused absences under "EX" and unexcused under "UN"
2. You must report absences to your respective counselor
3. You must fill the RFR completely, if you leave any line under "Billable Days" blank, you will not get reimbursement for that child. You will see that same child on the following RFR; you will be able to distinguish them by looking at the first column which is labeled "Service Month"
4. You must write a note on the RFR If you are billing "0" for a child
5. You must add the transportation fee to the rate before multiplying the billable days
6. You must write the child's information on an separate piece of paper and attach it to the bill along with a copy of the voucher if a child should be in the RFR is not.
7. You must Sign and date the request for reimbursement. If you are an Informal provider (non-licensed), the parent must also sign the Request for Reimbursement where it states "signature of client" on the bottom right hand side of the bill. If it is not signed, it will not be process which may delay your payment.