

Child Care Up dates 1/3/2007

Missing Children/Days

At this time, CYS is not able to respond to inquiries until such time the back log is alleviated. When case files are temporarily approved, agencies will be able to bill for missing children/days on the CCMIS Supplemental billing system. Again, emails received will not receive a response. CYS Finance will notify agencies as to when they may resume sending email inquiries.

Child Care Supplemental Billings

When preparing a supplemental billing please check the overall attendance percentage. If the attendance rate on the original regular monthly billing is below 79.5% you may only bill for attended days. Therefore, the Supplemental billing Summary must indicate that you are billing for attended days (attended days must be the same for the eligible days when billing).

Please review your supplemental billing for accuracy to ensure that you have not already previously billed for the child and or days on the regular monthly billing. Regular monthly and Supplemental billings submitted in bad form will be returned to the agency for corrections and must be resubmitted for payment.

If your agency has previously processed a supplemental billing for the same month and activity number, the supplemental billing must be renumbered e.g., 9999-1-2006-9s-2222IP-585, 9999-1-2006-9s1-2222IP-585, 9999-1-2006-9s2-2222IP-585, etc. Should you have any questions regarding supplemental billings contact Martha Rashedi at mrashedi@cityofchicago.org or you may call 312-743-1633.

Case Files

Agencies are reminded to respond to faxes and notices sent by CYS within the designated deadlines. Failure to respond as indicated may result in case files being denied or canceled.

Agencies must check IMEDGE on a daily basis to keep track of case file status. Agencies must respond to rejected case file notes within designated deadlines. Failure to do so will result in case files being denied or canceled.

Do not create and send a new case file when responding to Rejected case file notes. The Rejected Case file must be resubmitted to Clerk Review with the required information that was requested in notes. Creating new case files become duplicate case files in the system. Duplicate case files contribute to the back log

IMEDGE canceled cases can be found in the Denied Queue. The IMEDGE vendor is currently working on a separate Queue for Canceled cases.

Questions regarding "Requests for Additional Information", and notices on Denied/Cancelled cases, email Annette Rallins at CY00326@cityofchicago.org and/or Martha Rashedi at mrashedi@cityofchicago.org.

CYS Delegate Agency Shared/Transfer Cases

In order to reduce the back log and the number of case files, CYS is revising our current Shared/Transfer case process. Details regarding this process is forthcoming. In the mean time should you have any questions please contact Martha Rashedi at 312-743-1633.