

Child Care Up date: January 31, 2007

IMEDGE Case Files

When creating new case files in IMEDGE please do not forget to enter the COPA generated Family ID and Child ID numbers in the case file.

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.

Agencies must create one IMEDGE case file per family e.g. should an agency enroll a child with siblings who are also enrolling into programs, agencies can generate one application for one child (preferably the collaboration child) and enroll the siblings via a Change of information form. Creating one case file in IMEDGE is beneficial to all by reducing the amount of scanning, the number case files and duplicate case files in the system.

Creating one case file for one family applies to redeterminations. Eligibility is based on family. Only one redetermination will be accepted and processed per family. Agencies submitting more than one redetermination at a time will be rejected. Agencies must not redetermine each child in the same family. The collaboration child should be on the application for enrollment and for redetermination in order qualify the family for 12 months of eligibility.

IMEDGE Case files status

Please be advised that Child Care case files thru December have been temporarily approved and are on CCMIS to allow Supplemental Billing. IMEDGE Case files will not reflect approval until such time case files are verified. Case files that have been verified and approved by CYS will be in the Approved queue. Agencies can search for their case files in the IMEDGE Approved queue. Should you need instructions on how to search case files, please go to COPA web site, click the Header for Head Start/Child Care, click IMEDGE CBT Training, click IMEDGE on line manual, and go to page 19.

Child Care Supplemental Billings

In view of the back log in processing Child Care case files, CYS is allowing agencies to submit more than one supplemental billing per month per program activity. 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.