

Child Care Up dates/Reminders 1/11/2007

NEW: Children transitioning between a Early Head Start Collaboration program into a Head Start Collaboration program within the same delegate agency, need not submit a new Child Care application 3455 if the child/family has more than 60 days of eligibility remaining. Children can be enrolled via a Change of Information Form indicating the change from one program activity to another. Should you have any questions please call Martha Rashedi at 312-743-1633.

Reminders:

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.

If you have any questions or problems with the Child Care process or systems, below are CYS staff that are available to assist you:

IMEDGE/Scanner

Problems with IMEDGE, scanners or scanning process email problems to Chandra Cannon cysimedge@cityofchicago.org or call 312-743-2085

COPA

Problems with Activity numbers and Program models in COPA email La Tasha White-Grey at cy00515@cityofchicago.org or call 312-743-2084. Problems with COPA System call the Help Desk at 866-647-2489 or email cysmis@cityofchicago.org.

Case Files

Questions regarding "Requests for Additional Information" email your questions to Annette Rallins at CY00326@cityofchicago.org or call 312-743-1443.

Outstanding Child Care Billings

Questions regarding Child Care billings/Supplementals that have been submitted for reimbursement that are 45 days outstanding, email your questions to PhuongY Nguyen at CY00974@cityofchicago.org or call 312-743-1053.

Child Care Technical Assistance

Questions regarding the eligibility process or requests for on site technical assistance email questions/requests to Nakia Brandt to CY00046@cityofchicago.org or call 312-743-4836.

Child Care Process

Questions relating to CYS Child Care/Finance process can be emailed to Martha Rashedi at mrashedi@cityofchicago.org or call 312-743-1633