

Child Care Up-date: February 21, 2007

CCMIS Billing Problems/Missing Children/Days

Effective March 1, 2007, CYS Finance will begin to process email Inquiries for missing children/days. Emails previously sent to HSFINANCE via CCMIS prior to this date will **not** receive a response. To date case files have been temporarily approved and entered into CCMIS thru February 9, 2007, therefore, information contained in previous emails must be carefully reviewed, updated and resent. We do not want to duplicate our efforts in resolving inquiries.

Prior to listing child/applicant information as missing, check the CCMIS Supplemental System to see if children have already appeared on the billing. The CCMIS Supplemental System is updated everyday. In addition, please verify with your agency's program staff to check if cases have been either "Canceled" or "Denied" to determine end of eligibility and reimbursement period.

Please use the posted spreadsheet to report missing children/days. Use a separate page for each program activity number. However, report children only once as missing and indicate in the appropriate column the subsequent months "Missing From" and "Through Month" for which you are seeking reimbursement and state if the case was sent via IMEDGE or by hard copy. In the column "Type of Document Submitted" indicate either Application, Re-determination or if a Change of information form was actually submitted.

Should you have any questions please call Martha Rashedi at 312-743-1633.
Thanks.