

**State/Territory Plan
2022 - 2024**

4.4 Implement Generally Accepted Payment Practices and Ensure Timeliness of Payments

4.4.1 Certify by identifying and describing the payment practices below that the Lead Agency has implemented for all CCDF child care providers.

a. Ensure the timeliness of payments by either (Lead Agency to implement at least one of the following):

State/Territory	i. Paying prospectively prior to the delivery of services.	Describe the policy or procedure:	ii. Paying within no more than 21 calendar days of the receipt of a complete invoice for services.	Describe the policy or procedure:
Total	9		50	
Alabama			X	Providers do not submit a bill for services. Parents record attendance using a swipe card. The attendance for the week is captured in the Time and Attendance System database and payment is calculated based on the child's authorization information. Direct Deposit is made to the child care providers' bank account within 21 days of the week child care services were provided. Child care providers receive weekly direct deposits.
Alaska			X	The Child Care Program Office (CCPO) processes payment to providers once a complete Request for Payment CC78 form has been received, the family has a Child Care Assistance authorization document for the month of service for the child care provider who has submitted the request, and the month of service has passed. Child Care Assistance Request for Payment CC78 forms can be submitted to the CCPO no sooner than the first day of the month following the month in which child care services were provided. The deadline to submit is on or before the last day of the month immediately following the month in which child care services were provided. Within 21 calendar

				days of receiving a complete and acceptable Request for Payment CC78 form, the CCPO will process the Request for Payment and verify payment to the provider
American Samoa			X	The Lead Agency initiates the payment process immediately upon the receipt of the complete invoice for services and will work with other entities across the American Samoa Government payment processing system to pay out subsidies within no more than 21-calendar days from the invoice date.
Arizona		N/A	X	The Lead Agency has 21 days to issue payment, upon receipt of a properly completed billing document as written in the Provider Registration Agreement signed by the provider.
Arkansas	X	DHS agrees to reimburse the child care provider for services delivered in compliance with the CCDF Participant Agreement. The provider may bill immediately after the Certificate of Authorization has been received and services are rendered.	X	The provider may bill immediately after the Certificate of Authorization has been received and services are rendered. Payment is generally direct deposited into the provider's account within 7-10 business days.
California			X	Per Title 5, Section 18226, and the 2020-21 Funding Terms and Conditions, alternative payment contractors are required to develop and implement a plan to reimburse providers within 21 calendar days of the receipt of a complete record or invoice for services.
Colorado			X	The Colorado Department of Human Services Child Care Automated Tracking system (CHATS) generates weekly payments. In addition, for payments that are not automatically reimbursed through CHATS in which case a provider must submit a manual bill, county departments of human/social services must pay providers within 21 days of receiving a complete manual claim form.

Connecticut			X	Based on Connecticut's General Statutes: Payments are issued within 15 days for billing for services.
Delaware			X	Providers are generally paid within ten (10) days of billing or submission of attendance.
District of Columbia			X	Invoices are due by the fifth business day of the month for services rendered the previous month and payments are issued the last week of the month (approximately 10-15 days between receipt of invoice and issued payment).
Florida		N/A	X	OEL requires in the annual grant agreement all ELCs and RCMA to pay child care providers within no more than 21 calendar days for services rendered during the prior month.
Georgia		N/A	X	CAPS Policy Manual 12.4.6 allows providers to bill the Lead Agency as soon as the service week ends and up to 60 days after the service week has ended. Ninety-five percent of all providers complete online invoicing using the CAPS provider billing website, administered by Maximus, a third-party vendor. If the provider elects to file a paper invoice, invoices containing two service weeks are submitted on one paper form and sent to Maximus via USPS for processing. The invoice documents the child's attendance for the weeks being processed for payment. All invoices, including paper invoices, are processed within two business days of receipt. Payments are issued through Maximus within eight business days from the date the invoice is processed. Maximus pays all claims each week on Wednesday, except when impacted by a holiday.
Guam			X	After review of the certificate, child care calendar and any other supporting documents (e.g. doctor's excuse note, etc.), payment is processed within 21 calendar days.
Hawaii	X	Once determined eligible and initial payments have been issued, the Department pays the		

		child care subsidy payments prospectively to the family at the start of the month for that month's child care needs.		
Idaho			X	Payments are issued directly to eligible providers via check or direct deposit on the second business day of the month following the month when care was provided. For example, payment for care provided in September would be made on the second business day of October.
Illinois		N/A	X	Child Care Certificates submitted by providers to CCR&Rs for payment must be entered into the State system within 3 days of receipt per CCR&R contract. IDHS Fiscal Services review the payment and ensures appropriations are in place. Approval by Fiscal is usually obtained within 5 days. The payment is then passed to the Illinois Office of the Comptroller who issues the payment via the method selected by the provider (paper check, direct deposit to providers bank account, direct deposit to the Illinois Debit Card). Unforeseen delays caused by system issues or funding availability have rarely caused delays in this timeline but have seldom pushed payments beyond the 21-day mark.
Indiana		NA	X	Payments are made bi-weekly through direct deposit into the provider's bank account within 18 days of the end of the pay period. The Lead Agency contracts with Conduent to make payments every 2 weeks based on electronically recorded attendance.
Iowa			X	Claims for child care payment shall be processed within seven business days of receiving a complete and correct claim. The Lead Agency tracks this metric and more than 99% of payments meet this processing deadline.
Kansas	X	After initial approval, authorized benefits are paid on a prospective basis, available at		N/A

		6:00 am on the first day of the month. The family can then transfer benefits at any time during the month to make payment to their provider.		
Kentucky			X	The Lead Agency policy is to issue payment within ten (10) days of receipt of completed invoice for prior month services.
Louisiana			X	The Lead Agency generally pays within 14 days of services rendered.
Maine			X	The Lead Agency's policy is to reimburse Providers within 21 calendar days
Maryland			X	Maryland ensures the timeliness of payments by paying providers within no more than 21 calendar days and by processing completed invoices for provider payment within three days of receipt.
Massachusetts			X	Generally, EEC reviews, processes, and schedules payments within 3 to 7 days of receipt of any request for reimbursement. Once scheduled in the Commonwealth's accounting system, payments are made overnight. All payments by EEC are made by electronic fund transfer to contract providers and CCRRs. Many CCRRs also use electronic fund transfer to pay voucher providers based on provider preference.
Michigan			X	Child care providers bill electronically after care has been provided on a bi-weekly basis. There is a published billing deadline, which is a few days after the pay period ends. If the billing is done by the billing deadline, payment is generated within eight to ten days. If billing is done after the deadline, but before 90 days, payment is generated within eight to ten days of billing. Payroll is processed on a weekly basis to ensure providers are paid in a timely manner.

Minnesota			X	Agencies administering child care assistance must make payment no later than 21 days after receipt of a complete bill from a child care provider. Local agencies receive and process submitted bills for payment using either paper vouchers or the online billing system and must determine their internal procedures to ensure bills are paid no later than 21 days after a complete bill is received. Lead Agency payment policy is shared with local agencies in Chapter 9.3 (Payments to Providers) of the CCAP Manual.
Mississippi			X	A completed invoice for services to CCPP are submitted though an electronic ledger. Providers submit their ledger by the 5th or the 15th of each month. Payments are received by the provider no more than 21 days of receipt of the completed claims form or ledger.
Missouri			X	Child care providers are required to invoice within 60 days of the service month. The payment is automatically generated within five to seven business days from the date attendance is entered into the payment system.
Montana			X	Once a child care provider submits an invoice, the invoice is processed within three business days by the CCR&R. This policy is found in the Administrative Rules of Montana, 37.80.316. The Department of Public Health and Human Services processes payments through the payment system on Tuesdays and Thursdays, with exceptions that payments are not processed on holidays or the first and last day of the month. Providers receive a Statement of Remittance (SOR) and parents received an Explanation of Benefits (EOB) that tell what was paid for a child's care.
Nebraska			X	Generally, providers will receive a payment within five days of billing for services. Providers typically bill on the 15th and last day of the month for services provided during that month. Some providers elect to bill monthly.

Nevada		NA	X	Lead Agency encourages the contractors to complete payment within 21 calendar days when possible; however contractually, they have a maximum of 30 business days to issue payment after receiving the invoice. Currently LVUL is reimbursing within the 21 calendar day timeframe.
New Hampshire				
New Jersey			X	DHS/DFD issues ACH payments to providers. Funds are directly deposited into provider accounts on a bi-weekly basis.
New Mexico		N/A	X	The Lead Agency pays child care providers on a monthly basis, according to standard practice for the child care industry. Payment is based upon the child's enrollment with the provider as reflected in the child care placement agreement, rather than daily attendance. As a result, most placements reflect a month of service provision and are paid on the first business day of the following month in which the service was rendered. A signed child care placement agreement must be returned to the Lead Agency for payment to be issued to the provider. The Lead Agency also performs a weekly pay run to capture any payments that were not paid in the monthly payment.
New York	X	LDSSs are allowed to pay prior to the delivery of services, but are not required to do so.	X	Typically, LDSSs process bills for child care services and make payments on a bi-monthly or monthly cycle, and one LDSS pays on a weekly cycle. LDSSs are required by regulation to allow, disallow or defer a claim for child care services within 30 days from the date the claim is received. The Child Care Time and Attendance system (CCTA) has been implemented in all LDSSs outside of NYC. A child's attendance can be submitted electronically to the LDSS and CCTA calculates payments and uploads these payments to the statewide payment system. This has resulted in more timely and accurate payments to providers.

North Carolina			X	Providers receive payment between the 15th and the 20th of the month following service provision. Payment is made via direct deposit.
North Dakota			X	Payment requests received through the Self-service portal (SSP) initiate a task to workers to process the payment. The task must be worked within 15 days. When paper 'Request for Payments' are turned in, the worker uploads the document, which generates a task to process the document. These tasks must be processed within 10 days. Child Care Request for Payment 400-28-130-05.
Northern Mariana Islands	X	CCDF providers submit their Invoice on the 1st working day of each month for the current month's service. For example: Invoice for the month of July is submitted on July 1st.		
Ohio		NA	X	Providers must ensure that the caretakers have tracked attendance for payment within four weeks of services being provided and are responsible for submitting the attendance. If the attendance is not submitted, the Ohio Department of Job and Family Services automatically pulls the attendance for payment. Payment processing is approximately one week and then payments are electronically transferred to the provider's identified bank account. Payment is made to programs 7 – 10 business days after the invoice is electronically submitted.
Oklahoma			X	The Lead Agency uses an electronic benefits transfer (EBT) system statewide. Payment for service is based on the time and attendance information that the parent documents by swiping his or her EBT card through the point of service (POS) machine on a daily basis. Weekly payments are direct deposited into the provider's bank account for attendance two weeks in arrears,

				which allows the client 10 days to complete or correct swipes.
Oregon	X	Certified child care centers are eligible to bill for anticipated hours of care at the beginning of the month. Centers can submit their billing once the child has attended at least one day at the center for the month. Centers are not charged with an overpayment if the child did not attend the anticipated hours, those hours are to be identified as absent days. Certified centers have an increased number of allowable absent days. Centers can charge up to 30 absent days in a month as long as the child has attended at least one day and the child was anticipated to be at the site. This practice is not currently available for family child care but is being considered.	X	Payments are made within three to five business days of receipt of billing for services for ERDC.
Pennsylvania			X	Child care providers submit to the ELRC the receipt of attendance invoices for the previous month by the fifth of each following month. The ELRC ensure payment to the child care providers by the 20th of each month.

Puerto Rico		N/A	X	ACUDEN receives each child's monthly attendance sheets at the Child Care Program's regional offices. This document can be delivered by the provider or the parents in person at the office, by mail or by email. This form must be received no later than 5 business days for the payment to be processed within 21 calendar days. This attendance document is evaluated by the Eligibility Technician to make sure that the child has met at least an 80% attendance rate, or otherwise has a reason to justify the non-attendance. After evaluation, the technician enters the attendance into the electronic case management system for payment. On the sixth workday, the ACUDEN central Finance Office gathers all approved attendance information from the different regional offices and issues payment for the services to be deposited in or before 21 calendar days. This payment is made by electronic deposit into the provider's bank account.
Rhode Island		N/A	X	Payments to providers are made 13 days from the due date for receipt of a billing invoice from the provider.
South Carolina			X	Child care payments are made within four to five working days after receipt of the on-line SVL or within 12-14 days to provider who do not submit their SVL through the on-line payment system.
South Dakota		NA	X	The Lead Agency's policy is to make payment within 10 days of receipt of a complete request for payment.
Tennessee			X	As best practice, we try to issue payment within 10 business days.
Texas		N/A	X	Local Workforce Development Boards (Boards) or Board child care contractors reimburse all providers in their local workforce development area (workforce area) on a standard weekly, biweekly, or monthly schedule as determined by the Board. Payment to child care providers is

				based on the child care authorization that is in place for the child.
Utah	X	Ongoing monthly payments are available by direct deposit to providers at the beginning of each month. It takes approximately two to three business days for the payment to be deposited. The Lead Agency issues the payment two business days prior to the end of the month so that the prospective payment is available on or about the first day of each month. Providers who have not provided banking information receive a check mailed on the first day of the month. New child care subsidy applicants appearing eligible based on their customer statement, may qualify for an upfront payment that is approved during the initial review of the application. The customer has the remainder of the 30-day application period to submit verifications to determine ongoing eligibility.		
Vermont		N/A	X	Child care providers can bill for the services provided every two weeks, with the payment happening within one week of billing.
Virgin Islands	X	N/A	X	N/A
Virginia			X	Virginia's payment schedule is set up so that if a provider properly submits electronic attendance records, as required by the Vendor Agreement, payment will be rendered approximately 17 days after the end of the service period. Each month is divided into two service periods, the 1st through the 15th and the 16th through the 30th or 31st.

Washington			X	DCYF processes payment within one business day if provider claim occurs before 4:30 p.m. Payment is processed within two business days if billing occurs after 4:30 p.m. Providers who sign up for Electronic Funds Transfer receive their payment within 5-7 days day of being processed. Otherwise, DSHS issues a warrant for payment via physical mail and sends warrants twice per month ensuring a provider receives payment within 21 days of claim.
West Virginia			X	The Child Care Resource and Referral (CCR&R) agencies process monthly payment invoices within five days of receipt. The State Auditor's office issues payments to providers, either through direct depositor by paper check per the provider's choice based on invoices entered by the CCR&R.
Wisconsin	X	A full month's subsidy benefit amount is made available through the parent's EBT card at the beginning of each month. A provider will enter into a written payment agreement with each parent that receives a child care subsidy. Parents are responsible for determining when the payment is transferred to the child care provider's account.		N/A
Wyoming		NA	X	The provider may submit an invoice up to twice per month to the fiscal staff in their local DFS office for payment. The invoice is audited and manually entered into the Job Automated System (JAS) within five (5) days and the provider's payment is received no more than 21 days after receipt of the invoice.