

Reporting hours on the ERDC Billing Form

On the ERDC Billing Form next to each child, check either hourly or monthly to show whether you are charging by the hour or by the month. (Select only one.)

- If you check both hourly and monthly, this may delay your payment.
- Fill in the total number of hours of care you provided or the scheduled hours during the billing period, rounding up to the nearest whole hour (e.g., 136.5 hours= 137).
- Note: This may not be the same as the authorized hours for the case.

Providers may choose to bill in the following ways:

- Before care is provided (scheduled hours):
 - Once a billing form is received, you can bill for scheduled hours before care is provided as long as the scheduled hours of care are known.
- At the end of the month:
 - You may bill at the end of the month with the scheduled child care hours provided including any absent days.
 - You may also bill at the end of the month if you are billing for actual child care hours instead of scheduled care.

If **billing for scheduled hours**, the total number of hours that the family has enrolled and scheduled their child to be in care are the hours that should be reported on the ERDC Billing Form. It is important to document those scheduled hours on the attendance logs as well as the in and out times in case logs are ever requested.

- Example 1: ERDC has authorized up to 215 hours per month for the child's care. After talking with the family, it was determined that they only need 125 hours of child care. Do not write 215; write 125.
 - If you plan to care for the child less than the maximum authorized amount, ERDC will pay only the lesser amount.

If **billing for actual hours**, the total number of hours from your attendance log, including absent days, should match the number you are billing ERDC.

- Example 2: ERDC has authorized up to 140 hours per month for the child's care, but you only provided care for 105 hours. Do not write 140; write 105.
 - If you care for the child less than the maximum authorized amount of care, ERDC will pay only for the actual hours provided.
- Example 3: ERDC has authorized up to 120 hours per month for the child's care, but you provided 150 hours. Write in 150 hours.
 - ERDC will not pay for more than the 120 hours authorized care, but you should still record it. The family would then be responsible for the amount over the maximum hours authorized.

Reporting the total charge on the ERDC Billing Form

- Fill in your total amount charged in dollars and cents (e.g., \$400.00). If you do not fill out this section your form is incomplete.
- Bill at your normal rates for care. (Note: This may not be the same as the authorized ERDC maximum rate for the child.)
- Charge only for care that you provided or if pre-billing, the scheduled hours the child would be in care.
- Do not bill for hours for a school-age child while they are attending school.
- You may bill ERDC any day a child is scheduled to be in care but does not attend.
- **Do not deduct the family's copay amount from the amount you are billing. It will be automatically deducted from your payment.**
- If you choose to have the family sign the ERDC Billing Form, fill it out completely prior to having the family sign it. This allows the family to understand what is being billed.
- Be sure to keep a copy of the completed ERDC Billing Form for your records.
- Submit the ERDC Billing Form to DPU for processing and payment by one of the approved methods.
- ERDC billing forms are valid for 90 days from when they are issued. The billing form issuance date can be found in the top right corner of the billing form. DPU will not replace billing forms that have expired.

Calculating Payments for ERDC

Ending care

When a parent ends care, the provider can bill for the next month if the ERDC Billing Form was already issued, and the child was originally scheduled to be in care for that month. If the ERDC Billing Form was not issued, the provider may not bill for the absent days after care was ended. Note: When a provider is ending care, the provider cannot bill for days after care ended as absent days.

How to calculate

ERDC will pay:

- At your hourly or monthly rate, or up to the ERDC hourly or monthly rate for your provider type, whichever is less.
- For the amount of care you provide or plan to provide, up to the total number of authorized hours.
- The allowed amount minus the family's copay amount (specified on the ERDC Billing Form).

The ERDC program will not pay:

- More than you bill
- More than the authorized hours
- More than the ERDC maximum rate (even if you bill hourly, ERDC cannot pay more than the monthly maximum rate)
- Amounts less than one dollar.

If you have questions about how your payment was calculated, contact the Direct Pay Unit. **If your payment is not the amount you expected, contact DPU within 60 days of payment.**

Payment calculation example

Example Scenario: A license exempt family provider (FAM) in region C is authorized for and bills 215 hours of care for an infant. The provider charges \$950 for the month. DELC can pay up to \$855 full-time care in the provider's region based on the age of the child. This means that there is an overage amount of \$95. The family is responsible for paying their copay amount of \$130 out of the ERDC maximum rate. The parent's copay of \$130 plus the overage amount of \$95 comes to a total amount of \$225 that the family would be responsible to pay to their provider. However, you are not required to make the family pay you the overage amount.

This example shows the parent payment breakdown (first calculation):

Provider's rate for care provided	\$950.00
ERDC full time max rate	-\$855.00
Overage amount	\$95.00
Parent's copay	+\$130.00
Parent payment due to the provider:	\$225.00

This example shows the amount the provider will receive from DPU (second calculation):

ERDC infant full time max rate	\$855.00
Parent's copay	-\$130.00
DPU payment to the provider:	\$725.00

This example shows the total money the provider will receive for the month:

Parent amount due to the provider (from first calculation)	\$225.00
DPU payment to the provider (from second calculation)	+\$725.00
Total money the provider receives:	\$950.00

You have the right to receive language assistance services and other accommodations at no cost. If you need language help or other accommodations, please call DELC at 1-800-556-6616.