



**U.S. Department of Agriculture
Child Care Subsidy
Administration Program
Payment Policy Handbook**

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Payment Policy Handbook**

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How to contact us:

U.S. Department of Agriculture
Child Care Subsidy Administration Program
2300 Main Street – 2SE
Kansas City, MO 64108
Phone: 866-508-0371
Fax: 816-823-5445
Email: childcareprovider@gsa.gov

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Payment Policy Handbook**

USDA Child Care Subsidy Administration Program Overview

The USDA Child Care Administration Program on behalf of the U.S. Coast Guard, General Services Administration, National Park Service and the U.S. Customs and Border Protection is providing you with information regarding our payment process to ensure that all Families benefits are paid in a timely manner.

To receive payment, all Child Care Providers must complete and submit a properly completed Invoice & Attendance Form that includes original signatures, to the USDA Child Care Administration Program for payment on a monthly basis.

Invoices must be submitted to the appropriate email address/fax number in order for payment to be issued. Invoices submitted to an address other than the applicable program's address/number may cause a delay in payment. Each Family Invoice & Attendance Form issued will contain the applicable email address/fax number to be used when submitting the invoice for payment.

Invoice submission

U.S. Coast Guard (USCG):

Email: uscginvoices.childcare@gsa.gov

Fax: (816) 926-5445

General Services Administration (GSA)

Email: childcare@gsa.gov

Fax: (816) 823-5432

National Park Service (NPS):

Email: npschildcare@gsa.gov

Fax: (816) 926-5432

U.S. Customs and Border Protection (CBP)

Email: cbp.childcare@gsa.gov

Fax: (816) 823-5482

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Invoice & Attendance Billing Record Requirements

- If the child's rate and/or attendance have changed, please complete and submit the Family Enrollment Provider Cost Verification Form 2015-01 which can be found at the USDA Website: [USDA Child Care Administration Program Provider Webpage](#). Once on the website, please select the appropriate Agency/Department to locate the form applicable to the Family. Upon the USDA updating the Family's case, you will receive a new invoice for billing the USDA based upon the current rate and attendance. Invoices that were previously issued that contain rates that are no longer valid will not be accepted for payment.
- One invoice per child per month must be submitted to the USDA for payment.
- Invoices can be submitted on/after the 15th of the month for the current month's billing. Invoices received prior to the 15th of the month in which services are rendered will not be processed for payment. For invoices that are not authorized for payment, the USDA will inform both the Child Care Provider and Member/Employee that a new or corrected invoice must be submitted for payment.
- Invoices must be submitted within 90 days of month of service in order for payment to be processed. Invoices received after 90 days will not be authorized for payment.
- Each invoice must contain the Month and Year of Service that is being billed.
- In order for invoices to be paid, the Member/Employee/Family's information on file must be current. For a Family where a document is expired, the Family is notified that they must submit updated information in order to continue to participate in the Child Care Subsidy Program. Failure by the Family to submit updated documentation in a timely manner will result in the delay of invoice processing and possible removal from the program for non-compliance.
- Invoices submitted for payment must contain the Child Care Providers current and accurate information. Child Care Providers who have a change to their program information to include but not limited to address, phone number, fax number, email Tax Identification Number (TIN), etc. must inform the USDA in advance of the submission of invoices. Altering program information on an invoice will result in the invoice being deemed VOID.
- The Attendance Record must be completed in its entirety for each day the child attended and/or that your Child Care Program is billing the Family. Please use the appropriate code as listed on the invoice to indicate the type of care provided. Invoices where the Attendance Record is not complete will not be authorized for payment. For invoices that are not authorized for payment, the USDA will inform both the Child Care Provider and Member/Employee that a new or corrected invoice must be submitted for payment.
- Total Cost that your Child Care Program is billing the Family for the specified period of service. The amount listed should include any discounts or other subsidies authorized on behalf of the Family.
- Late Fees, Early Withdrawal Fees, Field Trips, Activity Fees, or any other Fee that is an optional fee is not authorized and should not be included in the Total Cost listed

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- Child Care Costs covered include Full Time Care, Part Time Care, Before School, After School, Before & After School care. Tuition once a child reaches Kindergarten, to include tuition for private schools is not authorized and should not be billed to the USDA on behalf of the Family.
- Agency/Balance Due will be the Total Cost billed to the Family less Member/Family Portion (the amount that the Family must pay prior to the Child Care Provider invoice being paid by USDA).
- Child Care Provider Signature, a representative of your Child Care Program must sign each invoice as it is completed, certifying that the child attended the center for the period of service listed, the Total Cost written on the invoice is the correct cost charged to the Family for that period of service.
- Signature of the Service Member/Employee or their Spouse or designated Power of Attorney (POA). This signature is certification that the information is correct, that they received the stated child care services for the indicated period of time and that they were billed and have paid or have made arrangements to pay the Member/Employee/Family Portion shown on each invoice.
- Invoices must contain original signatures of the Child Care Provider and Member/Employee, Spouse or POA. Invoices that do not contain the required signatures or appear to have a photo copy of a signature will not be authorized for payment. For invoices that are not authorized for payment, the USDA will inform both the Child Care Provider and Member/Employee that a new or corrected invoice must be submitted for payment.
- If a child terminates service within the month, Child Care Providers must indicate this by using the Attendance Code of "T". The Total Cost, Member/Employee/Family Portion and Subsidy Amounts will be prorated accordingly.
- The Member/Employee/Family is responsible for all Child Care Costs until they have been notified that they have been approved for a Child Care Subsidy Benefit
- The Attendance Record of each invoice submitted to the USDA must accurately support the cost being billed to the USDA

Invoice Acceptance

The USDA Child Care Administration Program:

- Review each invoice submitted to this office for payment to ensure that it is properly completed.
- Has the right to reject for payment any invoice received that is deemed invalid and/or unacceptable for payment such as but not limited to: photocopied signatures, altered invoices, invoices received prior to the 15th of the month for the current month of service, etc.
- Will process for payment all invoices that are properly completed, signed and submitted within 90 days of the end of the period of service. Please note that receipt of payment is subject to the disbursement of funds via the U.S. Treasury.
- Return to the Provider and Member any invoice that is not properly completed and signed by both the Provider and Member, Spouse or Power of Attorney (POA)
 - If an invoice is returned to the Provider and Member, the invoice may be corrected and returned to the USDA only after all corrections have been made and the Provider and Member, Spouse or POA have resigned the invoice certifying the updated information and/or correction(s).
 - If an invoice is rejected more than one time, a new invoice will need to be completed, signed and returned to the USDA for payment processing.

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Monthly Billing Invoice

Child Care Subsidy Program Invoice & Attendance Form																	
Provider:		ABC DAYCARE															
Address:		123 MAIN STREET ANYTOWN, USA 12345															
<small>Remit to Address:</small>		<small>ABC DAYCARE 123 MAIN STREET ANYTOWN, USA 12345</small>															
<small>Email address:</small>		<small>ABCDA YCARE@MAIL.COM</small>															
Tax ID #		12345678-00001															
Phone #		(816) 555-1234				Fax #		(816) 555-5678									
Member/Employee Name		SAM SMITH															
Child Name		JENNIFER SMITH															
Month of Service																	
Attendance & Billing Record:																	
<small>To complete the attendance record, place an "X" for each day of care provided or day that the family will be billed, "NC" for NO CHARGE or "T" if service was TERMINATED</small>																	
Attendance Record																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
<small>Member/Family Annual Recertification Date: Monday, 01 May 2017</small>																	
Current Child Care Cost Billing										Approved Child Care Subsidy Benefit							
Total Cost Billed		\$ _____				Total Monthly Cost		\$750.00									
Less Member/Employee Portion		\$ _____				Total Member/Employee Portion		\$425.00									
Department/Agency Balance Due		\$ _____				Department/Agency Portion		\$325.00									
<small>MAXIMUM BENEFIT \$375.00 PER MONTH</small>																	
Provider Signature _____ Member/Employee Signature _____ <small>Providers and/or Parents who misrepresent information used to calculate child care subsidy benefits may result in the termination of benefits and subsequent collection of benefits issued.</small> <small>Return completed Invoice & Attendance Form via any of the following:</small> <table style="width:100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"><small>Fax: (816) 823-X3000 Email: childcare@gsa.gov Questions: (866) 508-0371</small></td> <td style="width: 50%; vertical-align: top;"><small>Mall: U.S. Department of Agriculture Child Care Subsidy Administration Program 2900 Main St - 25E Kansas City, MO 64108</small></td> </tr> </table>																<small>Fax: (816) 823-X3000 Email: childcare@gsa.gov Questions: (866) 508-0371</small>	<small>Mall: U.S. Department of Agriculture Child Care Subsidy Administration Program 2900 Main St - 25E Kansas City, MO 64108</small>
<small>Fax: (816) 823-X3000 Email: childcare@gsa.gov Questions: (866) 508-0371</small>	<small>Mall: U.S. Department of Agriculture Child Care Subsidy Administration Program 2900 Main St - 25E Kansas City, MO 64108</small>																

Sample blank invoice issued to Child Care Providers that bill on a MONTHLY basis

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Instructions for Completing Monthly Invoices

**Child Care Subsidy Program
Invoice & Attendance Form**

Provider: ABC DAYCARE
Address: 123 MAIN STREET
 ANYTOWN, USA 12345

Send to Address: ABC DAYCARE, 123 MAIN STREET, ANYTOWN, USA 12345
 Email Address: ABCDAYCARE@MAIL.COM

Tax ID # 12345678-00001
Phone # (816) 555-1234 **Fax #** (816) 555-5678

Member/Employee Name: SAM SMITH
Child Name: JENNIFER SMITH
Month of Service: May 1 - 31, 2016

Attendance & Billing Record:

To complete the attendance record, place an "X" for each day of care provided or day that the family will be billed, "N" for NO CHARGE or "T" if service was TERMINATED

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	X	X	X	X	X			X	X	X	X	X			
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
X	X	X	X	X			X	X	X	X	X			X	X

Member/Family Annual Recertification Date: Monday, 01 May 2017

Current Child Care Cost Billing

Total Cost Billed	\$	<u>750.00</u>		<small>Approved Child Care Subsidy Benefit</small>		
Less Member/Employee Portion	\$	<u>425.00</u>		<small>Total Monthly Cost</small>	\$625.00	
Department/Agency Balance Due	\$	<u>325.00</u>		<small>Total Member/Employee Portion</small>	\$425.00	
				<small>Department/Agency Portion</small>	\$200.00	

MAXIMUM BENEFIT: \$425/MO. PER MONTH

Provider Signature: *Jessie Daycare Provider*

Member/Employee Signature: *Sam Smith*

Provider and/or Parents who misrepresent or omit or falsify child care subsidy benefits may result in the termination of benefits and subsequent collection of benefits issued.

Return completed Invoice & Attendance Form via any of the following:

<small>Fax: (816) 625-XXXX</small>	<small>Mail: U. S. Department of Agriculture</small>
<small>Email: chrcare@usda.gov</small>	<small>Child Care Subsidy Administration Program</small>
<small>Questions: (888) 698-6271</small>	<small>2200 Main St - 2 BE</small>
	<small>Kansas City, MO 64108</small>

CC 000402

- Month and Year of child care service being billed
- For each day of the month, enter the code for the attendance of the child, from the list above the table
- Enter the total cost of care
- Enter the Member/Family amount paid
- Enter the balance due (total cost less the Family portion)
- Child Care Provider Signature
- Member/Employee Signature

Please note that each instruction as listed above must be completed on each invoice submitted to the USDA for payment.

For invoices that are not authorized for payment, the USDA will inform both the Child Care Provider and Member/Employee that a new or corrected invoice must be submitted for payment.

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Daily / Hourly Billing Invoice

Child Care Subsidy Program Invoice & Attendance Form															
Provider:		ABC DAYCARE													
Address:		123 MAIN STREET ANYTOWN, USA 12345													
Member Address:		ABC DAYCARE 123 MAIN STREET ANYTOWN, USA 12345													
Email address:		ABCDAYCARE@MAIL.COM													
Tax ID #		12345678-00001													
Phone #		(816) 555-1234					Fax #		(816) 555-5678						
Member Name		SAM SMITH													
Child Name		JENNIFER SMITH													
Month of Service		_____													
Attendance & Billing Record:															
To complete the attendance record, place an "X" for each day of care provided or day that the family will be billed, "NC" for NO CHARGE or "T" if service was TERMINATED															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Member/Family Annual Recertification Date: Monday, 01 May 2017															
Current Child Care Cost Billing															
Total Number Day Billed _____								Approved Child Care Subsidy Benefit							
Total Cost Billed \$ _____								Total Daily Cost \$25.00							
Less Member/Employee Portion \$ _____								Member/Employee Portion \$25.00							
Department/Agency Balance Due \$ _____								Department/Agency Portion \$0.00							
MAXIMUM BENEFIT \$275.00 PER MONTH															
Provider Signature _____															
Member/Employee Signature _____															
Providers and/or Parents who misrepresent information used to calculate child care subsidy benefits may result in the termination of benefits and subsequent collection of benefits owed.															
Return completed Invoice & Attendance Form via any of the following:															
Fax: (816) 825-XXXX				Mail: U.S. Department of Agriculture											
Email: childcare@usda.gov				Child Care Subsidy Administration Program											
Questions: (888) 608-0371				2300 Main St - 2 SE											
				Kansas City, MO 64108											
CC 2002-02															

Sample blank invoice issued to Child Care Providers that bill Daily/Hourly

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Instructions for Daily / Hourly Invoices

Child Care Subsidy Program
Invoice & Attendance Form

Provider: ABC DAYCARE
Address: 123 MAIN STREET
 ANYTOWN, U SA 12345

Item # to Address: ABC DAYCARE 123 MAIN STREET ANYTOWN, USA 12345
 Email address: ABCDAYCARE@MAIL.COM

Tax ID # 12345678-00001
Phone # (816) 555-1234 **Fax #** (816) 555-5678

Member Name SAM SMITH
Child Name JENNIFER SMITH
Month of Service May 1 - 31, 2016

Attendance & Billing Record:

To complete the attendance record, place an "X" for each day of care provided or day that the family will be billed, "NC" for NO CHARGE or "T" if service was TERMINATED

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	X	X		X	X			X		X	X	X			
18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3
X	X	X	X	X			X	X	X	X	X				X

Member/Family Annual Recertification Date: Monday, 01 May 2017

Current Child Care Cost Billing

Total Number Day Billed	18	<small>Approved Child Care Subsidy Benefit</small>	
Total Cost Billed	\$ 630.00	<small>Total Daily Cost</small>	\$35.00
Less Member/Employee Portion	\$ 482.40	<small>Total Member/Family Portion</small>	\$26.00
Department/Agency Balance Due	\$ 147.60	<small>Department/Agency Portion</small>	\$6.20

MAXIMUM BENEFIT \$275.00 PER MONTH

Provider Signature _____ *Jane's Daycare Provider*

Member Signature _____ *Sam Smith*

Providers and/or Parents who misrepresent information used to calculate child care subsidy benefits may result in the termination of benefits and subsequent collection of benefits assessed.

Return completed Invoice & Attendance Form via any of the following:

<small>Fax: (816) 825-XXXX</small>	<small>Mail: U. S. Department of Agriculture</small>
<small>Email: childcare@usda.gov</small>	<small>Child Care Subsidy Administration Program</small>
<small>Questions: (888) 608-0371</small>	<small>2300 Main St - 2 SE Kansas City, MO 64108</small>

CC 10/02/02

Month and Year of child care service being billed

For each day of the month, enter the code for the attendance of the child, from the list above the table

Enter the Total Number of Days or Hours Billed for the care provided

Enter the Total cost of the care based upon the day of the week your Child Care Program bills upon

Enter the Member/Family amount paid based upon the number of weeks billed

Enter the Balance Due (total cost less the family portion)

Child Care Provider Signature

Member/Employee Signature

Please note that each instruction as listed above must be completed on each invoice submitted to the USDA for payment.

For Daily / Hourly Invoices, Child Care Providers must list the number of days or hours that they are billing the Family, multiply this number by the Total Cost as listed on the right hand side of the invoice under the approved CCS Benefit, enter that amount on the Total Cost Line, multiply the same number by the Member/Employee Portion entering that amount on the "Less Member/Employee Portion and multiply the same number by the Department/Agency Portion entering that amount on the Department/Agency Balance Due Line. Please note that for Department/Agencies that have a Maximum Monthly Benefit, the amount being billed cannot exceed that amount. In instances where the balance due exceeds to the Maximum Monthly Benefit, the Monthly Maximum Benefit will be paid.

For invoices that are not authorized for payment, the USDA will inform both the Child Care Provider and Member/Employee that a new or corrected invoice must be submitted for payment.

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Two (2) Types of Care Billing Invoice

U.S. Coast Guard (USCG) Child Care Subsidy Program Invoice & Attendance Form																	
Provider:		ABC DAYCARE															
Address:		123 MAIN STREET ANYTOWN, USA 12345															
Remit to Address:		ABC DAYCARE 123 MAIN STREET ANYTOWN, USA 12345															
Email address:		ABCDAYCARE@MAIL.COM															
Tax ID #		12345678-00001															
Phone #		(816) 555-1234								Fax #		(816) 555-5678					
Member Name		SAM SMITH															
Child Name		JENNIFER SMITH															
Month of Service		_____															
Attendance & Billing Record:																	
X Enter "X" under each day for each full week that care was provided or																	
D Daily or Enter number of hours of care under each day that care was provided																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Member/Family Annual Recertification Date: Monday, 01 May 2016																	
Total Cost \$ _____																	
Approved USCG Child Care Subsidy Benefit																	
Total Cost \$195.00																	
Total Member/Family Weekly Full Time Portion - Monday		\$142.50		Number of Weeks		Less Member Portion \$ _____		Total Member/Family Portion \$142.50									
Total Member/Family Hourly Portion - Monday		\$7.50		Number of Hours		Less Member Portion \$ _____		USCG Portion \$52.50									
		USCG Portion \$ _____						Total Cost \$9.50									
								Total Member/Family Portion \$7.50									
								USCG Portion \$2.00									
<small>MAXIMUM BENEFIT \$375.00 PER MONTH</small>																	
Provider Signature _____																	
Member Signature _____																	
<small>Providers or parents who misrepresent information used to calculate Child Care Subsidy Benefits may have their benefit terminated and be subject to the Uniform Code of Military Justice (UCMJ) or other legal consequences.</small>																	
Return completed Invoice & Attendance Form via any of the following:																	
Fax: (816) 823-5498				Mail: General Services Administration / Attention: Child Care													
Email: uscginvoices.childcare@gsa.gov				2300 Main St - 2 SE													
Questions: (866) 508-0371				Kansas City, MO 64108													
<small>USCG 2002.02</small>																	

Sample blank invoice issued to Child Care Providers that bill based upon two (2) types of care. The types of care for this example are for a Full Time Weekly Rate with an additional Hourly Rate.

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Child Care Subsidy Payment Policy

- Child Care Subsidy Payments are issued directly to the qualifying Child Care Provider and submitted to the U.S. Treasury for payment within 10 days of receipt of the completed and signed Child Care Invoice.
- Invoices should be submitted via email or fax which will assist in expediting the payment process. Invoices may be submitted via U.S. Mail; however, the processing of these documents will not begin until the day following delivery to the USDA Child Care Subsidy Administration Program.
- Photocopies of invoices which are submitted as “pictures” will not be authorized for payment.
- Child Care Subsidy Payments are issued directly to the qualifying Child Care Provider via the U.S. Department of the Treasury in Kansas City, Missouri and will be processed via Electronic Funds Transfer (EFT) for those Child Care Providers that supplied their banking information. For Child Care Providers that did not submit this information to the USDA, they will receive payment via U.S. Treasury Check. Payment made via non EFT will add an additional 7—10 business days to the payment process.
- Payments will only be issued on behalf of Member/Employee/Family and Child Care Providers, both of which have been approved by the USDA, and have current information on file with the USDA Child Care Subsidy Administration Program.
- Payments will only be authorized when a properly completed and signed USDA issued Invoice & Billing Record has been submitted to the USDA for payment.
- Child Care Providers who have provided the USDA with a valid email address will receive payment notifications each time a payment is issued. Please see Page 13 of this handbook for a sample of this notification.
- If/when a child’s rate and/or attendance changes, a new Invoice & Billing Record will be issued with the updated information, at which time any previously issued invoices on hand should be destroyed as they will no longer be accepted for periods of service that begin on/after the rate/attendance change.
- Families are responsible for all child care costs above the maximum benefit listed on the Invoice & Billing Record for those Departments/Agencies that have a maximum benefit clause built into their child care program.
- Child Care Providers and/or Members/Employees who erroneously submit Invoice & Billing Records for payment that have been identified will be subject to repayment of the Child Care Subsidy Benefit issued, be subject to removal from the program and be reported to the applicable child care program official.
- Downward Total Cost adjustments may occasionally be made by Child Care Providers due to individual situations. The Child Care Provider must ensure that the Total Cost indicated on the Invoice & Attendance Form reflects the **actual** total cost charged to the Family so that USDA can correctly calculate the subsidy amount for that period of service.
- Any correction/change to an invoice which has been previously submitted to the USDA must include updated signatures certifying that the information being submitted is correct

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Sample Email Notification of Payment Issued

On August 10, 2017, at 1:40 AM, CHILDCAREPROVIDER@GSA.GOV wrote:

The United States Department of Agriculture (USDA) Child Care Administration Program section has processed a payment for Invoice (detailed below) in the amount of \$464.00

Funds should be in your account 1-3 business days for EFT payment type or if receiving a check, the wait is 7-10 business days.

SUMMARY:

Invoice Number	SMITH073117X4185
Check/Trace Number	42178050
Disbursement Date	08/11/2017
Total Amount	\$464.00

DETAIL

Child name(s)	Amount
JACKSON SMITH	\$464.00

This automated email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

Questions? Contact the USDA Child Care Administration Program Team at childcareprovider@gsa.gov or [1-866-508-0371](tel:1-866-508-0371).

Two Children Payment Notification (Please note that a single amount may be paid on behalf of multiple children when more than one invoice is received and processed for a payment on the same day. Child Care Providers must use the payment detail to properly credit the Family's account).

Registration/Program Fees

Child Care Providers will be paid for registration/program fees based upon each program as follows:

- U.S. Coast Guard (USCG): Up to \$200 per year per child as long as the member has not exceeded the maximum benefit as authorized by the U.S. Coast Guard Child Care Subsidy Program guidelines
- General Services Administration: Fees will be paid in full as long as the Employee has not exceeded the maximum benefit as authorized by the GSA Child Care Subsidy Program guidelines
- National Park Service (NPS): Fees are paid in full
- U.S. Customs and Border Protection (CBP): Fees are paid in full

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Billing Errors

Billing errors may cause an underpayment or an overpayment. The parent and Child Care Provider are required to provide correct information in relation to the Child Care Subsidy benefit received. If the Child Care Provider was to receive an over-payment of Child Care Subsidy benefits, a refund or offset of the amount of the overpayment would be due. Any overpayments, including those due to a USDA/Department/Agency error, must be reported immediately to the families' assigned agency representative.

Once USDA has confirmed that an over-payment was issued and the information has been validated, the Child Care Provider and the Member/Employee will receive an official notification which may include a request that funds be returned for further credit to the Department/Agency **or** that future invoices will be offset (maximum offset period allowed is 90 days). If repayment of funds has not been made within 90 days of the initial date of the USDA issued notification, the USDA will proceed with turning the case over to the U.S. Department of the Treasury Offset Program (TOP) for collection.

The USDA Child Care Subsidy Administration Program is responsible to collect erroneous payments made to Child Care Providers for the following reasons which include but are not limited to:

- Erroneous or false information regarding eligibility, cost or care provided
- Duplicate payments or payments made for services not rendered
- Payments made for ineligible Child Care Providers or Families

The USDA Child Care Subsidy Administration Program will make reasonable efforts to collect overpayments making a minimum of three notifications to Child Care Providers and families. Failure by a Child Care Provider to return any requested overpayment/erroneous payment will result in a federal debt being established to collect the monies. For Members/Employees that incur an overpayment due to incorrect information submitted to the USDA which is used to calculate the benefit or a change in their status that affects their eligibility, the USDA Child Care Subsidy Administration Program will provide documentation to the Department/Agency Child Care Subsidy Program for review and action. The USDA will act on behalf of the Department/Agency for all financial decisions pertaining to child care subsidy payments issued.

Families or Child Care Providers who give erroneous or false information may be permanently disqualified from participating in the USDA Child Care Subsidy Administration Program

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Child Care Subsidy Administration Program
Payment Policy Handbook**

Payment Reconciliation

Members/Employees are required to pay their portion of the total child care costs directly to their Child Care Provider. Neither the USDA, nor the department/agency has any responsibility for ensuring that the Family pays their portion. Failure of families to pay their portion of child care costs may result in discontinued Child Care Subsidy benefits and possible removal from the USDA Child Care Subsidy Administration Program making them financially responsible for all child care costs. In addition, failure by the Child Care Providers to reimburse families or credit their account for Child Care Subsidy benefits received may result in disqualification from the program and repayment of funds.

In the event that the Child Care Provider or the Family finds that there has been an overpayment or underpayment of benefit, you must inform USDA immediately at childcareprovider@gsa.gov in order to resolve the issue promptly, or else risk being removed from the program.

Any change to a Family's rate and/or attendance must be promptly reported to the USDA at childcareprovider@gsa.gov.

If the child leaves the Child Care Provider's care, you must report this information to the USDA to ensure that an overpayment of benefits is not issued. If an over-payment is issued, the Child Care Provider will be responsible for returning the funds to the USDA.

In the event that the Family changes Child Care Providers (due to any reason), within the month of service, the final invoice will be prorated and paid based upon the child/children's last day in child care.

Claim for Non-Payment of a Child Care Subsidy Invoice & Attendance Record

If a Provider, Member and/or Employee determine that a properly completed Invoice & Attendance Record that was submitted to the USDA has not been paid, then they should contact the USDA immediately to resolve the matter. When filing a claim for non-payment of Child Care Subsidy Benefits, the claimant must include their confirmation of the submission of the Invoice & Attendance Billing Record to the USDA in order for research to be performed. Confirmation of USDA receipt may be a fax confirmation sheet or email response which will include a Case Number.

The submitter of the Invoice and Attendance Billing Record should keep all fax or email confirmations that the document was received in the event that a claim of non-payment is submitted to the USDA. Once payment has been made, confirmation of receipt of the invoice may be discarded.

Claims for non-payment of Child Care Subsidy Benefits will be researched with the claimant receiving a response to their claim within 10 business days.

Questions, please contact the U.S. Department of Agriculture

Phone: (866) 508-0371

Email: childcareprovider@gsa.gov