



### **Licensed Day Care Home and Licensed Group Home**

The attendance percentage for licensed day care homes and licensed group homes is determined by family.

In order for the rate type (full time or part time,) to be included in the 80% calculation, a child must attend at least 1 day in the rate type in order for the eligible days to be paid.

Example: Child is approved for 2 FT days and 20 PT days. The child only attends 18 PT days. The 80% calculation is based on 18 PT attended days divided by 20 PT eligible days. The licensed day care home will not receive payment for the 2 FT eligible days because the child did not attend any days for that payment rate.

### **Calculation Procedures**

1. Add the number of days attended for all children in the family.
2. Add the number of days eligible for all children in the family.
3. Divide the total number of days attended by the total number of days eligible.

If the result 79.5% or above, pay the eligible days for all of the children in the family.

If the result is 79.499% or below, pay attended days for all children in the family.

Repeat steps 1-3 for each family.

### **Special Instructions for School Age Children**

If a school age child routinely needs care less than five hours per day during the school year, the child shall be approved at either the part time rate or school age rate for the entire month. If the child attends more than five hours per day due to a school holiday or closure, the department will pay the full day rate if the child is in attendance. The parent's work/school schedule must support the need for more than 5 hours of care.

#### Certificate Program

CCR&R staff must ensure that school age children who normally attend less than five hours per day, Monday through Friday, are only approved for either the part time rate or school age rate during the school year. In most cases, staff can make payment corrections on the payment entry screen if a provider indicates that a full day(s) of care was provided. In some cases, an approval update will be required before the payment can be entered correctly.

#### CCR&R staff will:

Approve either part time or school age days for school-age children who routinely need care less than five hours per day during the school year.

If the certificate is returned to the CCR&R for payment processing and the provider has indicated full time attendance, the provider must indicate the date(s) and reason for full time attendance (i.e. 1/21/02, Martin Luther King's birthday).

#### On the Payment entry screen:

If full time care was provided, reduce the number of eligible part time or school age days by the number of full days attended.

Increase the number of eligible full time days to equal the number of full days attended.

Enter the number of full time days and part time or school age days actually attended

Example: Child is eligible for 21 school age days. The school age child attends 13 school age days and 6 full time days due to school holiday or closure. On the child care certificate report the provider must cross out 21 school age days and write 15 eligible and 13 days attended. The provider must write 6 days attended full day rate and eligible 6 days. Note: on the back of the child care certificate you must list the dates AND reason child out of school.

### **Provider Closures (All licensed providers and license exempt centers)**

A provider cannot charge the State of Illinois for days they are closed. The eligible days must be reduced by the number of days the provider was not open for business.

Similarly, if a provider is open for business on a day that was not included in the eligible days, the provider should increase the eligible days by the number of days open for business.

The following holidays are not included in eligible days: 4th of July, Labor Day, Thanksgiving Day, Christmas Day, New Years Day and Memorial Day.

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