



Department Of Human Services

PROGRAM AREA: Economic Security	EFFECTIVE DATE: 4/1/07 REVISION DATE: 10/31/12
TITLE: Child Care Payroll Adjustments	AUTHORIZING SIGNATURE: 

Reference: CDHS 5.420.11
CDHS Agency Letter CC-02-02-A

Purpose:

The Garfield County Department of Human Services shall have procedures for payroll adjustments processed outside of the 60-day time limit, retroactive payments for child care greater than the current month plus two proceeding months. (ref.5.420.11)

Policy:

Garfield County Department of Human Services child care payroll adjustments for billing received and processed outside of the 60 day time limit shall be considered by one or more of the following good causes:

1. The county technician's error in failing to complete the necessary paperwork for entering the child care case information into the Chats system in a timely manner.
2. The Child Care Provider has an emergency medical situation with an immediate family member or themselves; or other circumstances beyond the provider's control.
3. The county is unable to enter the Fiscal Agreement contract into the Chats system for reasons outside of the provider's control.

Procedures:

The Child Care Provider must request payment in writing with supporting documentation and possible inclusion of medical emergency and/or a statement regarding the county's failure to authorize child care in accordance with Colorado Child Care Program assistance rules. Any action taken must be documented and retained in the provider file:

1. The written request for payment by the Child Care Provider.
2. Decision made with reasons for the decision to pay.
3. The county must take into effect the current fiscal year appropriations: Payments made after a new State Fiscal Year begins will affect the current fiscal year rather than the period which care was provided.
4. Documentation of any payments approved past the sixty day time period must be retained with the billing information for auditing purposes.

The decision making process to pay will consist of the Child Care Eligibility Specialist, Economic Security Division Manager and/or County Director reviewing the county's policy for good cause why this payment should be allowed. The County Director shall have the final approval of any exception payments.