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February 2, 2012

**TO: CHILD CARE RESOURCE AND REFERRAL (CCR&R) DIRECTORS
COMMUNITY CARE VOUCHER CENTER (CCVC) DIRECTORS**

SUBJECT: 80% LEVEL OF SERVICE DEFINITION AND APPLICATION

DFD Instruction No. 12-02-02

Regulatory References:

This Instruction will impact the following programs: DFD Child Care Programs

PURPOSE

The purpose of this instruction is to revise and clarify the 80% Level of Service definition and application for continued implementation within the E-Child Care (ECC) system and corresponding biweekly pay/service period, effective immediately.

BACKGROUND

Providers receive full reimbursement for services when a minimum 80% level of service is delivered/provided. A child must attend child care services at least 80% of the service period in order for full payment to be rendered to a provider.

Previously, payment for sick days was authorized for a maximum of ~~ten~~ consecutive days within a monthly service period. When calculating compliance with the 80% level of service requirement, only unexcused absences were to be deducted when determining the level of service delivered.

With the implementation of E-Child Care (ECC), the 80% level of service requirement will no longer be determined on a one month service period but rather the 2 week service period.

PROGRAM

The state will pay for a maximum of five (5) consecutive, sick days per child within a two (2) week period. Sick days exceeding **five** consecutive days during the service period will not receive payment but will need to be supported by an original doctor's note specific to the time period for the sick days in question.

Pursuant to DFDI 11-08-05 issued on 8/26/11, payment for sick days is authorized for a maximum of **five** days within a 2 week service period. Sick days exceeding five consecutive days must be supported by an original doctor's note specific to the day(s) in question upon a child's return. Any five consecutive sick days or less do not require a doctor's note. Providers must maintain copies as a back up and send an original of the doctor's notes associated with documented sick days to their county CCR&R to be kept in a secure confidential file. Failure to maintain a doctor's note on file may result in recoupment of monies paid.

When calculating compliance with the 80% level of service requirement, only unexcused absences (A) will be deducted in EPPIC when determining the level of service delivered and payment due. EPPIC will allow full (100%) payment to a provider if the child/ren is/are in attendance for 80% of the time within the 2 week service period. Attendance is defined as physically recorded as present, or recorded as an excused absence due to sickness. Scheduled holidays and approved facility/home closings will also be considered present. All absences, other than sick, scheduled holidays, and approved facility/home closings are considered unexcused absences. The 80% level of service requirement is not met when there are three or more unexcused absences within the 2 week service period.

The 80% Level of Service requirement applies to the 2 week service period. Further, it is only applied when 5 day or greater agreements exist with no gaps in service during the entire 2 week service period. A gap is defined as any one or more days not covered by an agreement within a 2 week pay/service period. See Exclusionary Circumstances below.

Exclusionary Circumstances

The 80% Level of Service requirement does not apply:

- **If an agreement exists within the 2 week pay/service period that is less than 5 days**
- **If there are multiple agreements within a 2 week pay/service period and at least one agreement is less than 5 days.**
- **If there are any days within a 2 week pay/service period that are not covered by an agreement**
- **If an agreement does not start at the beginning of a pay/service period but instead begins in the middle or end of a pay/service period**

Please refer to the following examples of the 80% level of service application. Note that physically recorded in EPPIC as present is identified in the examples as "P", physically

recorded in EPPIC as an absence of sick is identified as "S", and "A" refers to an unexcused absence.

	M	T	W	Th	F
Week 1	P	P	P	P	P
Week 2	P	P	P	A	A

	M	T	W	Th	F
Week 1	S	S	S	S	S
Week 2	P	P	P	A	A

Note: Any 5 consecutive sick days or less does not require a doctor's note.

	M	T	W	Th	F
Week 1	S	S	S	S	P
Week 2	P	P	P	A	A

Note: Any 5 consecutive sick days or less does not require a doctor's note.

	M	T	W	Th	F	S
Week 1	P	P	P	P	P	P
Week 2	P	P	P	A	A	P

	M	T	W	Th	F	S	Su
Week 1	P	P	P	P	P	P	P
Week 2	P	P	P	A	A	P	P

The only circumstance in which a provider would receive full payment for 10 consecutive sick days is if there are five consecutive sick days at the end of one pay period, and five consecutive sick days at the beginning of another period. In this case, the first sick day of Pay Period 2 is actually considered the sixth consecutive sick day, exceeding the maximum of five consecutive sick days allowed, and would therefore require a doctor's note in order for full payment to be rendered to the provider.

	M	T	W	Th	F
Pay Period 1	P	P	P	P	P
	S	S	S	S	S
Pay Period 2	S*	S	S	S	S
	A	A	P	P	P

*Payment request exceeding five consecutive sick days requires a doctor's note

Please see following example of when 80% level of service does not apply:

	M	T	W	Th	F
Week 1	P	P	P	P	P
Week 2	P	P	A	A	A*

*Three or more unexcused absences falls outside of the 80% level of service and full payment will not be made.

SYSTEMS

N/A

FISCAL

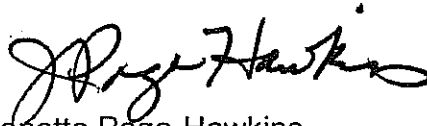
N/A

TRAINING

N/A

Please bring this information to the attention of appropriate staff. Programmatic questions may be directed to the appropriate Child Care Specialist in the Child Care Operations Unit. Systems questions may be directed to the Help Desk.

Sincerely,



Jeanette Page-Hawkins
Director

JPH:AKS:cct

c:

Allison Blake, Commissioner
Department of Children and Families

Valerie J. Harr, Director
Division of Medical Assistance and Health Services