



Pay-by-Enrollment

Provider Readiness Checklist

In July of 2024, the Office of Early Childhood and Out-of-School Learning (OECOSL) will be introducing a new Pay by Enrollment model for vouchers. In this model, the state will begin paying child care providers based upon enrollment instead of attendance for children using CCDF and On My Way Pre-K vouchers. This change will streamline processes and increase financial stability for providers, while also enhancing the service experiences for families.

Below are important steps providers must take to prepare for this change.

Now-End of June

Prepare for Pay-by-Enrollment Change

To ensure programs are ready for this change, child care providers should:

- Learn about the change at <https://on.in.gov/vouchers>.
- Work with currently enrolled CCDF and On My Way Pre-K families to close out late attendance records (missed swipes) in EPPIC before the Pay by Enrollment change.
- Identify non-attending children in EPPIC and notify the eligibility office to have these children removed from the roster.
- Ensure staff rosters and program contacts are updated in I-LEAD. This ensures your program information is correct and the right individuals in your program receive communications about Pay by Enrollment.
- Share this change with CCDF and On My Way Pre-K families enrolled in your program using the provided family toolkit that was sent via email.
- Optional: If you do not already have a child care management system, check out OECOSL's [Child Care Management System Program](#). Until July 15, providers can sign-up to use one of three preferred systems for free for two years. When Pay by Enrollment takes effect, these systems will allow providers to easily report child absences to the state system to meet reporting requirements without having to duplicate attendance entries.
- Remember to submit any remaining late attendance records (missed swipes) in EPPIC to ensure you receive payment for previously provided services. **Any attendance not recorded by July 25 will not be paid.**

- Attend a webinar (hosted June 25-27) to learn more and stay up to date with upcoming changes. Register [here](#).

Mid-July

New System Go-Live

When the new system launches, providers will be required to:

- Log in to the new provider portal on or after July 15. Providers/program administrators can access the new portal by logging in through I-LEAD and selecting “Attendance and Voucher Info”.
- Register with Rapid Financial Solutions (RFS) and enter your program’s banking information. **This is a very important step to ensure you continue to receive payment for services without interruption.**
- Encourage families to be on the lookout for an important letter in the mail to register for the new family portal. This letter will contain a "parent key" that families will need to link their case to their account.
- Remember to submit any remaining late attendance records (missed swipes) into EPPIC to ensure you receive payment for previously provided services. **Any attendance not recorded by July 25 will not be paid.**
- Attend a webinar (hosted July 15-17) to learn more and stay up to date with upcoming changes. Register [here](#).

Late July

After System Go-Live

After the system change:

- Final chance to submit any remaining late attendance records (missed swipes) in EPPIC to ensure you receive payment for previously provided services. **Any late attendance not entered before July 25 will not be paid.**
- Submit your program’s first period attendance records in the new provider portal. Provider administrators can access the new portal by logging in through I-LEAD and selecting “Attendance and Voucher Info” on or after July 15, 2024. The first attendance period recorded in the new system will be July 14 – 27, 2024. Providers will need to submit that attendance between July 28 – August 10, 2024. Providers cannot submit before July 28, 2024. The first payment from RFS will be August 15, 2024.
- Log in to Rapid Financial Solutions (RFS) to check and confirm payments. Instructions for this process will be posted [online](#) closer to the launch date.
- Recycle your point-of-service (POS) machines at an approved electronic disposal or recycling site. You can find more information as well as a list of drop off sites by county [here](#). If you would prefer to return your POS machine, contact Conduent at 800-422-0850 before August 15, 2024, and request a return label and box.

- If using a preferred child care management system (CCMS), you may connect to API (data bridge) to begin easily sharing specific voucher child data to the state’s system if you choose. Preferred systems include Alliance CORE powered by Early Learning Ventures, brightwheel, and Playground. Once logged into the new provider portal, click on the “Data Entry Set Up” tile. From there you can select how you would like to submit attendance including choosing from one of the three preferred CCMS vendors.
- After the final payment from Conduent on July 31, 2024, log into the EPPIC provider portal and screenshot or print any payment records that you wish to keep. These will no longer be available after Nov. 3, 2024.

Have any questions? Contact the SPARK Help Desk at 800-299-1627 or <https://indianaspark.com/spark-help-desk/> to access their live chat options.