



Office of Early Childhood &
Out-of-School Learning

Pay by Enrollment

Preparing Providers for Launch and Beyond

June 2024

Hosted by SPARK Learning Lab

Today's Webinar

- Pay by Enrollment Overview
- How to Prepare
- Walkthrough of New Provider Portal + Key Tasks
- Auditing Considerations
- New Family Portal Overview + FAQs
- Next Steps and Transition Timeline
- Resources and Support



Moving to an Enrollment-based Model

- Indiana is making a shift from attendance-based to enrollment-based payment for child care vouchers.
- Providers will be responsible for tracking attendance internally and recording child absences every two weeks in a new provider portal, which will replace the current EPPIC system. OECOSL will assume all children are present full-time, unless a provider marks them absent.
- This change will reduce daily burdens for families and providers, strengthen payment practices for providers and, ultimately, make it easier for providers and families to successfully participate in the voucher program.



What Does this Mean for Providers:

No POS Machines

No Need for Landline Phone System

No Swipe Cards

No Personal Days to Track

No Missed Swipes or Counting Hours

No Worrying about Payments

No Action Required by the Family for a Provider to Get Paid



Excessive Absence Policy

- Absences will be tracked against an excessive absence policy that states if a child reaches 45 absences within an enrollment year, across all providers they attend, their vouchers will be terminated. Families will have to wait 90 days to re-apply for a child that was terminated due to excessive absences.
- Letters will be issued to families and providers after children miss 10, 20, 30 and 40 days and info will be available in the portals. Outreach will be offered to help families who have children that are missing a lot of days.



Importance of Attendance

Providers should stress to families the importance of regular attendance.

- Children should be expected to attend their program full-time, unless they are out for illness, vacations, or emergencies. Providers are holding a full-time spot for that child.

Benefits to children and families.

- Children learning and development grows through consistency.
- Children's social and emotional growth is enhanced.
- Children are more prepared for school.

Benefits to programs.

- Programs are better able to prepare lesson plans and get supplies.
- Programs are better able to plan menus for the week.
- Programs can ensure they are properly staffed each day.



What should providers be doing to prepare for Pay by Enrollment?



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#1: Address Late Attendance in EPPIC

- Providers should work with currently enrolled CCDF and On My Way Pre-K families to close out late attendance records (missed swipes) in EPPIC.
- On July 25, any late attendance entered within the past 56 days that has not yet been approved will be automatically approved in the EPPIC system. Providers will be paid for these dates.
- Families should continue to approve before then for more timely payments.
- **Any attendance not recorded by July 25 will not be paid.**



#2: Update Program Rosters

- 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.
- Review the [provider readiness checklist](#) for additional details to prepare for the change at <https://on.in.gov/vouchers>



#3: Sign Up to Use A Child Care Management System

- CCMS supports programs in automating business tasks. This includes simplified enrollment, attendance tracking, billing, classroom management, records and family communication.
- Only until July 15, providers can apply for a state preferred CCMS for free for up to two years, with the option to continue at state pricing for an additional two years.
- Providers can choose between three CCMS vendors: Alliance CORE powered by Early Learning Ventures, brightwheel and Playground.

Alliance CORE

by



Connecting your CCMS

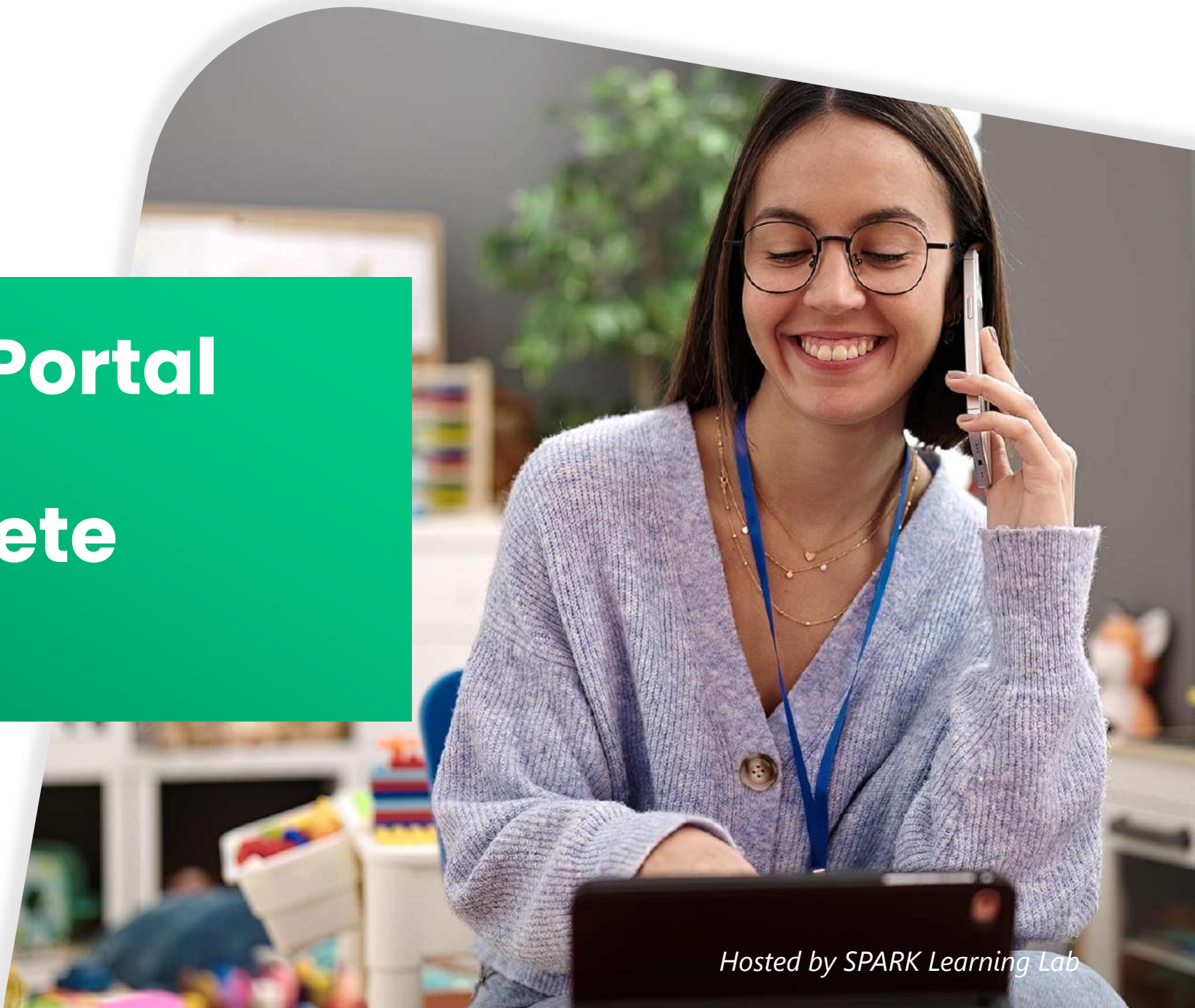
- Additionally, OECOSL is introducing a data bridge (an API) to allow child care providers who are using preferred child care management systems to connect to the state system and easily transmit attendance data for voucher children.
- Providers who use one of these systems will no longer have to duplicate attendance entries into the provider portal.
- Providers can choose to use other CCMS systems but will still have to provide absence data in the provider portal every two (2) weeks.

Alliance CORE
by



API stands for Application Programming Interface. APIs allow different software applications to communicate with each other.

New Provider Portal Demo + How to Complete Key Tasks

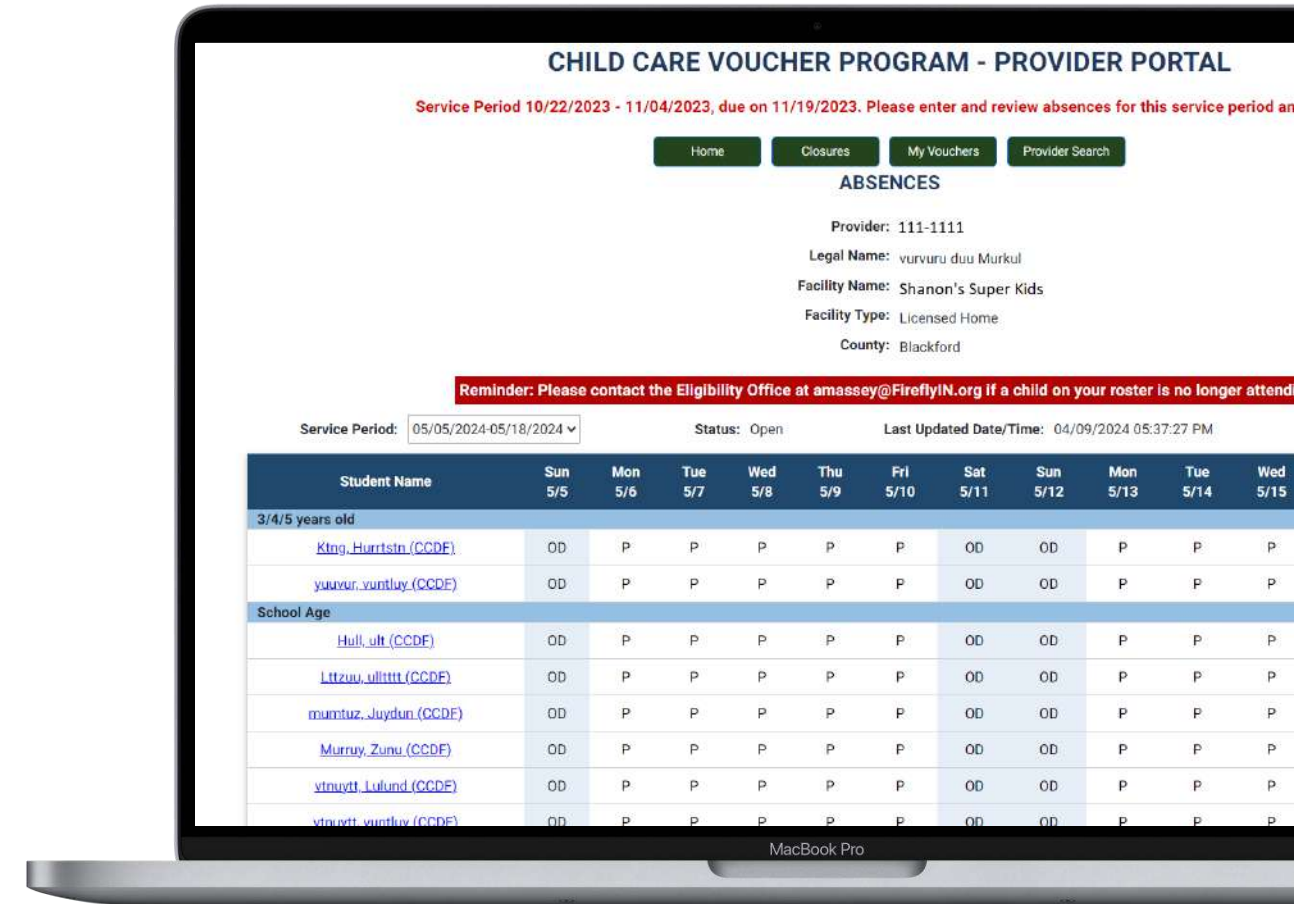


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New Provider Portal

- Providers will use the new portal to:
 - View voucher and past absence data for the children on their rosters.
 - Enter and manage child absences or off days
 - Log paid and non-paid closures
- The portal is also how providers will connect to Rapid Financial Solutions/Tyler Technologies, OECOSL's new payment vendor.



Children's Attendance Codes in the New Portal

P = Present. The default setting for Monday-Friday. This is used when a child attended any amount of time during a given day.. If any child is not present, providers will need to update this to reflect Absent or Off Day before submitting their attendance record.

AB = Absent. Absent should be used when a child is regularly scheduled to attend but was not in attendance at all on a given date (pre-planned or not) for a child's vacations, sick days, emergencies, etc. Children are allowed up to 45 absence days, across all providers they attend, per enrollment year. Providers will still be paid for absences until a child reaches 45 days.

OD = Off Day. Off Days should be used when the provider does not operate, or the child is not regularly scheduled to attend on this day (for example, the child only attends Mon-Thurs, then Fri would be on Off Day). These days are paid and do not count against the child's excessive absence total.

Provider Closure Codes in the New Portal

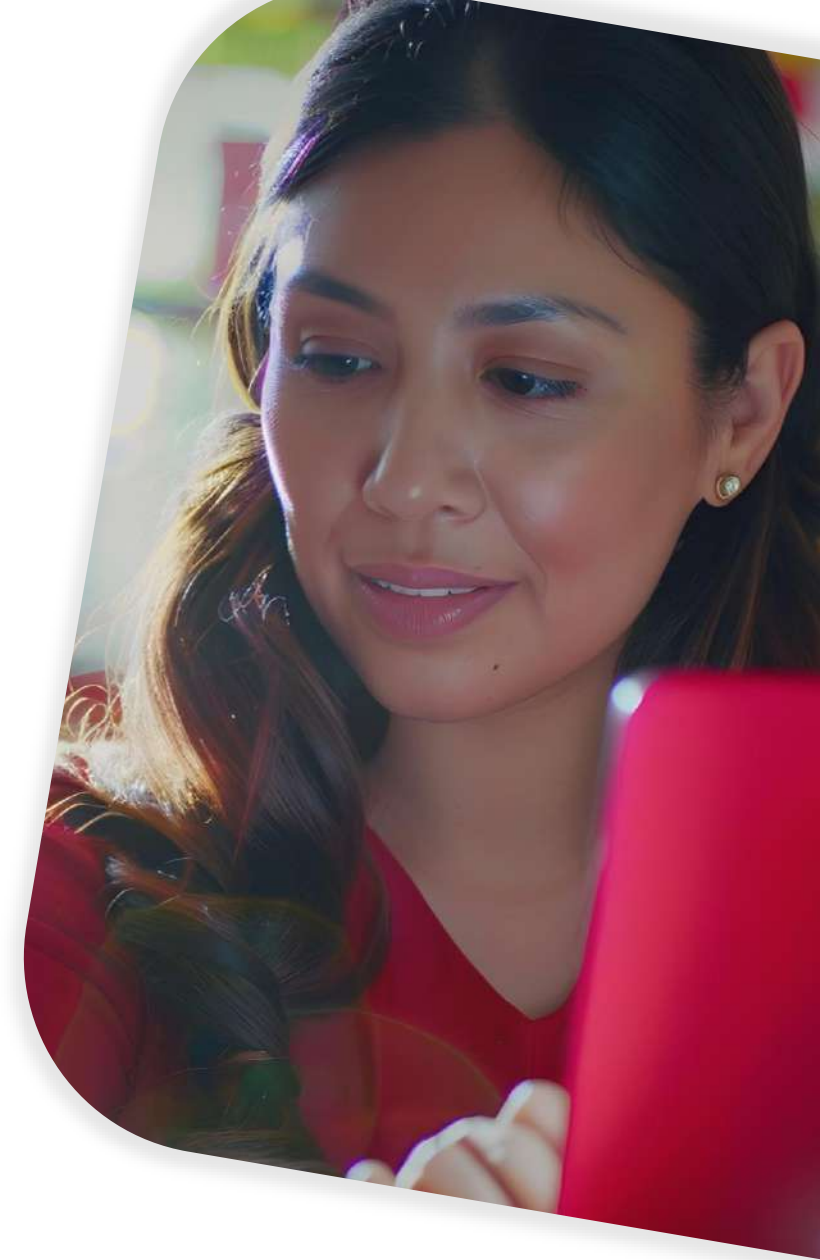
PC = Paid Closure. Providers get 11 Paid Closure Days per calendar year which can be used for provider Vacations, Sick Days, Inclement Weather Days, Emergency Closures, Staff In-Service, or Holidays. **Providers will need to enter 5 Paid Closures if they are closed for the entire week.**

NP = Non-Paid Closure. Providers would use non-paid closures for any day the program would normally be open, but no children are in attendance and there is already attendance recorded for that week. Providers will still be paid full-time for that week.

NOTE: Providers will not be paid for weeks when ONLY Non-Paid Closures are entered.

Important Vouchers Notes

- Vouchers should only be assigned when there is an opening at the program and child is scheduled to attend.
- If a child will be out for an extended period of more than two weeks (i.e., summer break) vouchers need to be modified to show a gap, where no payment is made.
- If a child no longer attends a program, or enrolls but never attends, providers **MUST** contact their local eligibility office to update their roster, within five (5) business days to avoid an overpayment.



Auditing

- Providers are still required to keep their back-up attendance method (e.g., CCMS, electronic tracking, paper attendance) for licensing and auditing purposes for three (3) years.
- Auditors for the state will monitor attendance data submitted through the new provider portal and look for discrepancies.
- For example: Providers who do not report ANY absences for ANY children or children who are absent for months at a time or only attending occasionally.



New Family Portal Overview



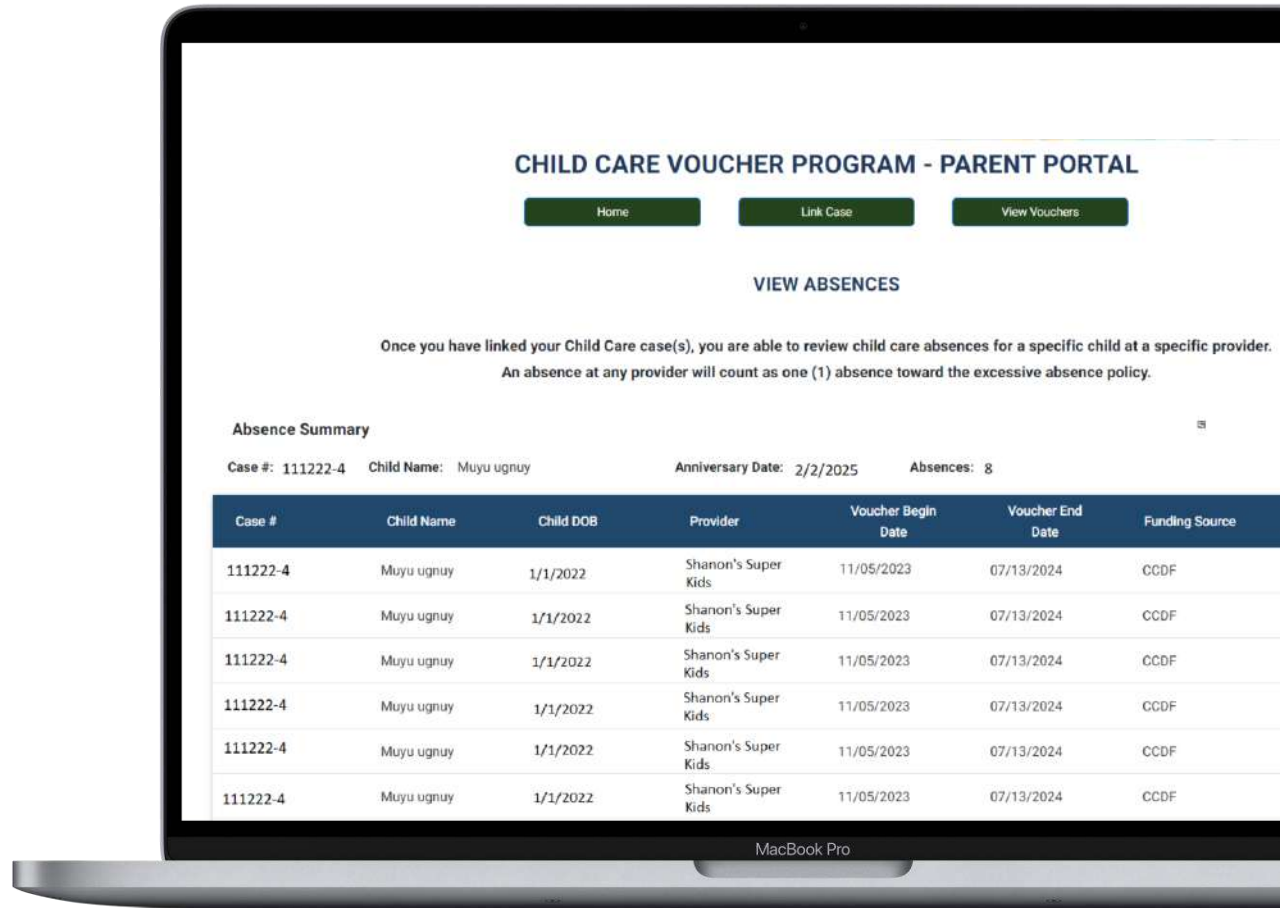
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New Family Portal

- Families will use the new portal to view voucher and absence information for their child(ren).
- It is not mandatory for families to register and use the portal. If they do not register, this will not affect providers or payments.
- It is encouraged so they can track absences and reauthorization dates.



Parent Portal Home Page Tiles



Logout

CHILD CARE VOUCHER PROGRAM - PARENT PORTAL

LINK YOUR VOUCHER CASE(S)

If you received a notification from the FSSA, this link will be used to link all of your child care voucher cases.

VIEW VOUCHER INFORMATION

Once you have linked your case(s), you can view voucher information for your child(ren), selecting this link.

VIEW CHILD CARE ABSENCES

Once you have linked your Child Care case(s), you are able to view absences for your child(ren) at their assigned provider(s), selecting this link.



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Parent Portal Voucher Page



Logout

CHILD CARE VOUCHER PROGRAM - PARENT PORTAL

Home

Link Case

View Absences

VIEW VOUCHERS

Once you have linked your Child Care case(s), you are able to review the voucher information for your child(ren) and the provider(s) that you are using.

Case #	Child Name	Provider	Voucher Begin Date	Voucher End Date	Funding Source	Child DOB	Age Group	Provider Rate	Subsidy	Overage	Copay	Special Needs	Status
337853	Jtnud, Kunztu	1100060	06/09/2024	08/03/2024	CCDF	05/28/2019	3/4/5 years old	\$332.00	\$332.00	\$0.00	\$0.00	No	Active
337853	Jtnud, Kunztu	EX4924	10/22/2023	11/18/2023	OMW Regular	05/28/2019	3/4/5 years old	\$310.00	\$310.00	\$0.00	\$0.00	No	Expired
337853	Jtnud, Kunztu	1100532	10/22/2023	11/18/2023	CCDF	05/28/2019	School Age	\$202.00	\$202.00	\$0.00	\$0.00	No	Expired
337853	Jtnud, Kunztu	1100060	02/04/2024	06/08/2024	OMW Regular	05/28/2019	3/4/5 years old	\$365.64	\$365.64	\$0.00	\$0.00	No	Expired
337853	Jtnud,	1100060	02/04/2024	10/26/2024	CCDF	10/24/2023	Infant	\$450.00	\$450.00	\$0.00	\$0.00	No	Active



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Parent Portal Absences



CHILD CARE VOUCHER PROGRAM - PARENT PORTAL

- [Home](#)
- [Link Case](#)
- [View Vouchers](#)

VIEW ABSENCES

Once you have linked your Child Care case(s), you are able to review child care absences for a specific child at a specific provider.
An absence at any provider will count as one (1) absence toward the excessive absence policy.

Absence Summary

Case #:	337853-2	Child Name:	Kunztu Jtnud	Anniversary Date:	02/04/2024	Absences:	3
Case #:	337853-2	Child Name:	Mtntul Jtnud	Anniversary Date:	02/04/2024	Absences:	0
Case #:	349007-2	Child Name:	Mudulyn Rudzrzyndkt	Anniversary Date:	11/05/2023	Absences:	0
Case #:	352589-1	Child Name:	Muyu ugnuy	Anniversary Date:	11/05/2023	Absences:	30 Warning: 15 absences remaining through 11/05/2023

Case #	Child Name	Child DOB	Provider	Voucher Begin Date	Voucher End Date	Funding Source	Date Absent
337853-2	Kunztu Jtnud	05/28/2019	KinderCare Learning Center	06/09/2024	08/03/2024	CCDF	
337853-2	Kunztu Jtnud	05/28/2019	KinderCare Learning Center	02/04/2024	06/08/2024	OMW Regular	02/06/2024
337853-2	Kunztu Jtnud	05/28/2019	KinderCare Learning Center	02/04/2024	06/08/2024	OMW Regular	02/07/2024
337853-2	Kunztu Jtnud	05/28/2019	KinderCare Learning Center	02/04/2024	06/08/2024	OMW Regular	02/08/2024
337853-2	Mtntul Jtnud	10/24/2023	KinderCare Learning Center	02/04/2024	10/26/2024	CCDF	
337853-2	Mtntul Jtnud	10/24/2023	KinderCare Learning Center	10/27/2024	02/08/2025	CCDF	
349007-2	Mudulyn Rudzrzyndkt	05/09/2023	KinderCare Learning Center	05/12/2024	11/09/2024	CCDF	
349007-2	Mudulyn Rudzrzyndkt	05/09/2023	KinderCare Learning Center	11/05/2023	05/11/2024	CCDF	

What Stays the Same for Families:

The Application Process (Online at Early Ed Connect)

The Open Enrollment Process

Provider Changes (must be submitted by Thurs at noon)

Case Updates (Address, Phone Number, Service Need, Household)

Reauthorization Process (within 30 days prior)

FAQs

If a child has an approved medical reason for being absent, does it still count toward the excessive absence policy?

If a family provides documentation of a child's serious medical condition or hospitalization, they can be approved for additional absence days if needed. This process is conducted on a case-by-case basis. The family should contact their eligibility office and provide documentation.

Will provider reimbursement rates change as a result of Pay by Enrollment?

No, the reimbursement rates will stay the same at this time. Reimbursement rates are based on the provider survey conducted every few years by OECOSL, which is still open and ongoing. OECOSL asks for input from all provider types to make sure the rates they are setting align with the true cost of providing care. This data will also be used to support a Compensation Study being conducted by ELAC that is looking at wages paid to the child care workforce in Indiana. If you have not completed your survey, please do so as soon as possible,

[Complete the Survey](#)

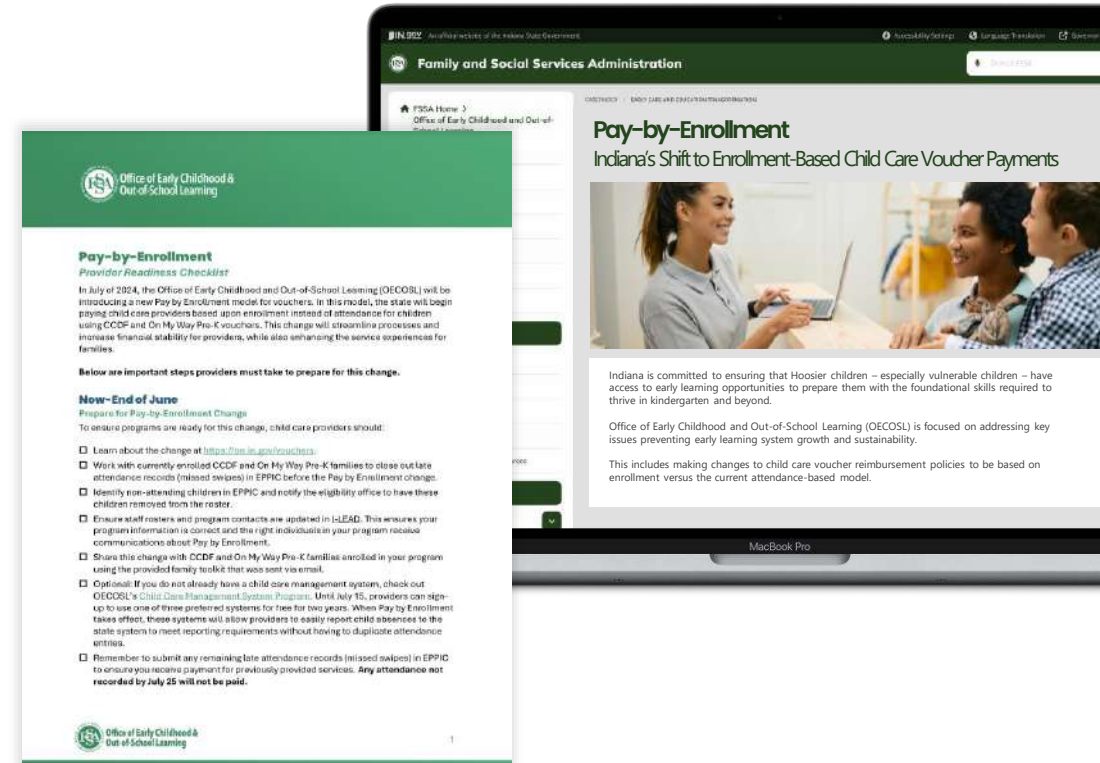
What to Expect at Launch

- 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/Tyler Technologies in the new provider portal and enter your program’s banking information. **This is a very important step to ensure you continue to receive payment for services without interruption.**
- Remember to submit any remaining late attendance records (missed swipes) into EPPIC before July 25th to ensure you receive payment for previously provided services. **Any attendance not recorded by July 25 will not be paid.**

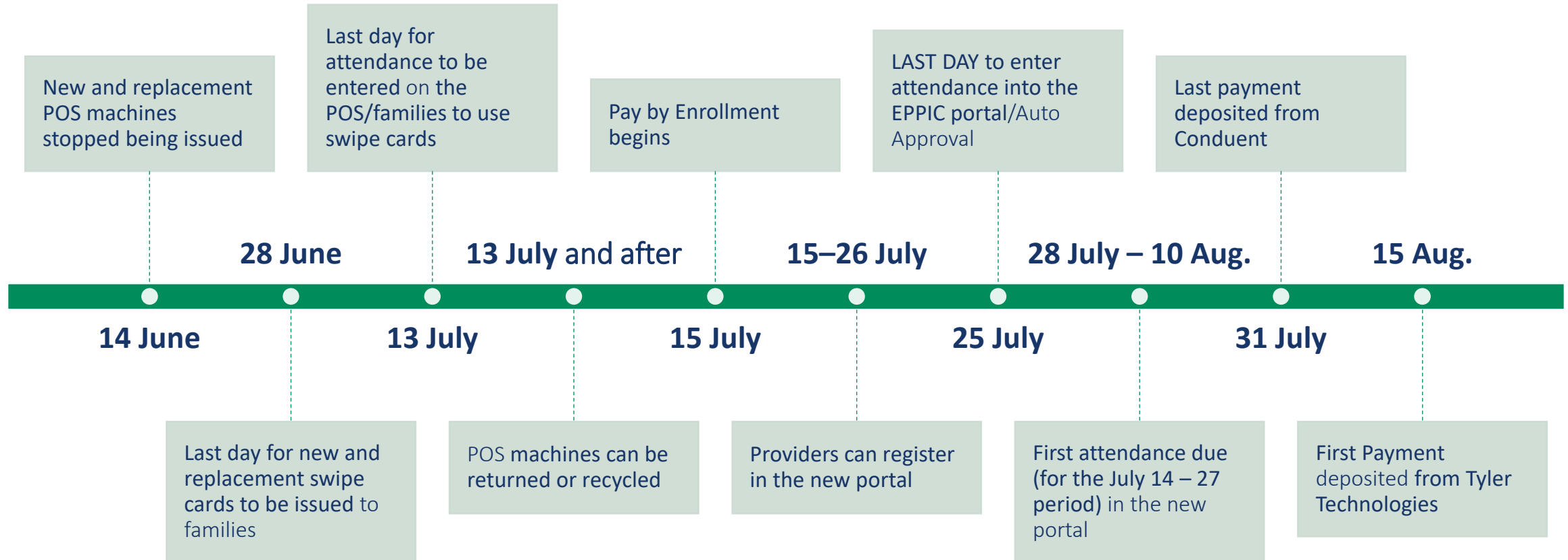


Next Steps

- Visit on.in.gov/vouchers to learn more about this change and access helpful resources and frequently asked questions.
- Review [the provider checklist](#) to prepare for the change.
- Work with families to complete and approve late attendance entries before **July 25**.
- Sign up for the Monday Must Know Newsletter to stay updated on everything happening at OECOSL: [Stay Connected To OECOSL](#)



Transition Timeline: Important Dates



Save The Date

OECOSL will be hosting additional webinars in July as the new pay-by-enrollment system changes to ensure providers can ask questions and receive support:

- July 15 at 1:30 p.m. ET/12:30 p.m. CT
- *Spanish language session* - July 16 at 1:30 p.m. ET/12:30 p.m. CT
- July 17 at 6:30 p.m. ET/5:30 p.m. CT



Register for a webinar session at indianaspark.com/pay-by-enrollment/

Find Support



For all general questions, contact the SPARK Help Desk [online](#) or at [800-299-1627](tel:800-299-1627).



Register for upcoming webinars [online](#).



For support with late attendance or missing payments, contact your [Policy Consultant](#).



Visit the Pay by Enrollment [webpage](#) for more information and FAQs.



To clean up your roster, contact your [Eligibility Office](#).



Thank you for your time and participation today.



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