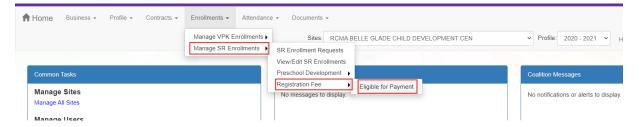
# Request for Registration Fee Payment

Registration Fee Payments can only be requested by a provider. To request a Registration Fee, navigate to **Enrollments > Manage SR Enrollments > Registration Fees > Eligible for Payment** 



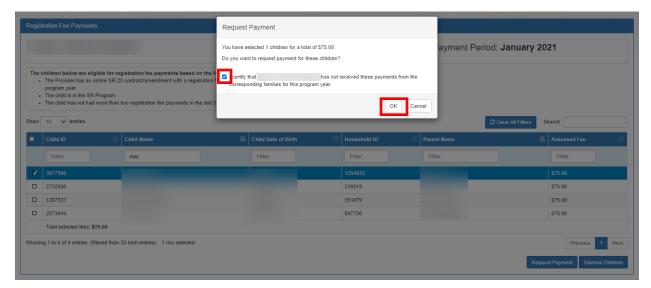
Eligibility Rules for Registration Fee payments:

- Children are/were enrolled during the 2020-2021 program year.
- Children have not been paid more than 2 times in 5 years (or three with a hardship). Payments from 2019-2020 are excluded.
- Children with the BG1-ESS billing group and eligibility code are not eligible.
- Children "dismissed" by the provider for payment for the program year are not eligible.
- Children enrolled 3 months or less with expulsion reasons (Safety of Other Children or Behavior Problems) are not eligible.

The Registration Fee Payments screen lists children who are eligible for Registration Fee payments. To request a payment, check the checkboxes and click **Request Payment** button.

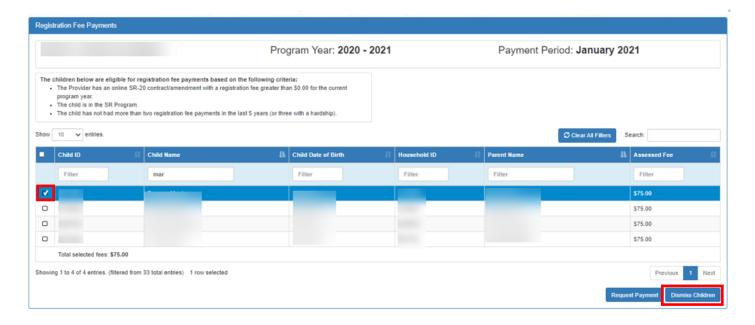


On the Request Payment pop-up, check the <u>I certify</u> checkbox and click <u>OK</u>. The record will be available for the coalition to Approve, Reject, or mark Ineligible.

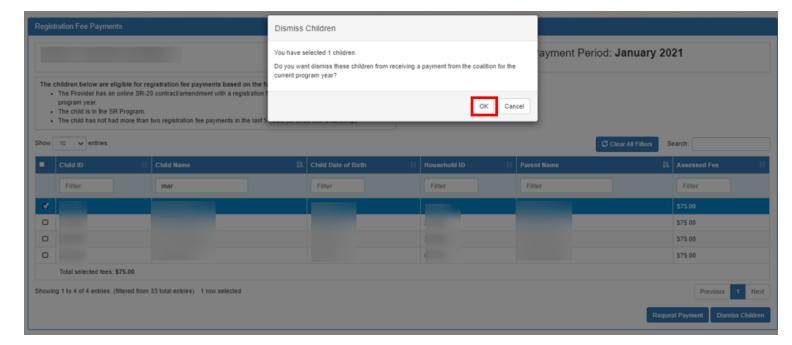


### Dismiss Children

If the provider has collected the registration fee from the family, the child is not eligible for a registration fee payment. To dismiss children from the list of registration fee payments, check the checkbox and click <u>Dismiss Children</u> button. Hovering over the <u>Dismiss Children</u> button will display the following message: "Remove all selected children from this list and indicate that payment is not expected from the coalition."



The Dismiss Children pop-up window opens. Click the **OK** button to confirm dismissing the child(ren) from the list of registration fee payments. The Provider won't be able to resubmit these children for registration fee payment.



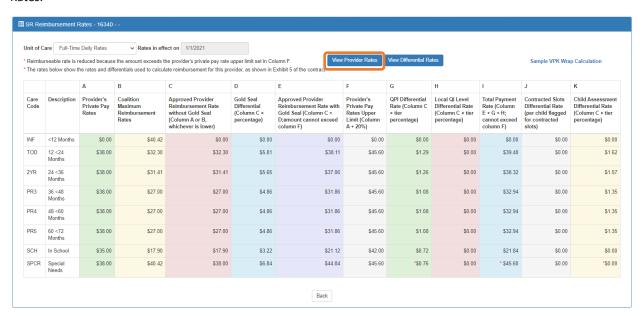
## SR Reimbursement Rate Plan

Providers can view their reimbursement rate plans in the Provider Portal. Navigate to **Attendance > SR Reimbursement Rates.** 

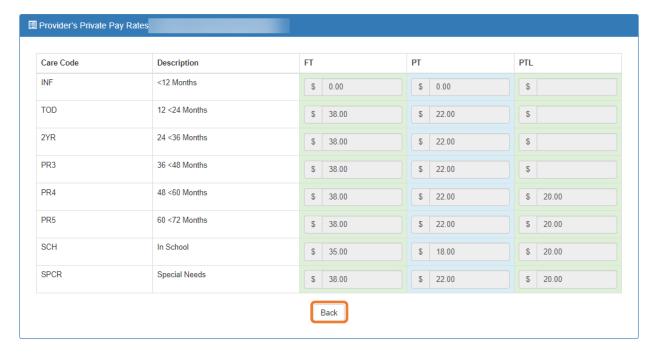
The Coalition dropdown shows all the coalitions the provider has a contract with. The Rate Plan Period dropdown displays all the rate plans available based on the selected coalition. Clicking the **Reimbursement Rates** button will navigate to the SR Reimbursement Rates screen.



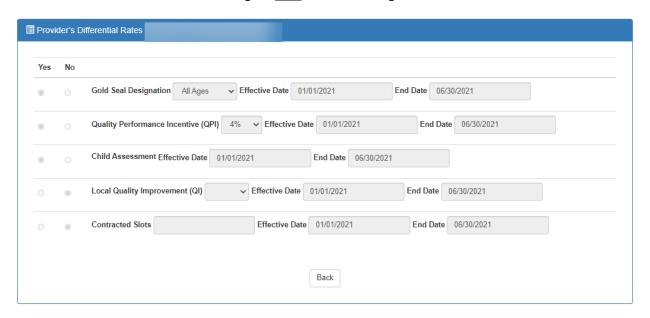
After clicking **Reimbursement Rates**, the SR Reimbursement Rates show for the selected coalition and rate plan period. The rates show the rates and differentials used to calculate reimbursement for the provider as shown in Exhibit 5 of the contract. The provider can view the rates for different units of care by selecting an option from the Unit of Care dropdown menu. Clicking the **View Provider Rates** button will navigate to the Provider's Private Pay Rates.



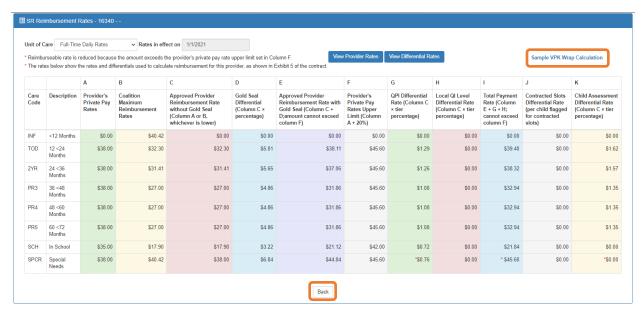
The rates are read-only. The rates in the Provider's Pay Rates screen are the rates that display in Column A of the SR Reimbursement Rates screen. Clicking the **Back** button will navigate to the SR Reimbursement Rates screen.



From the SR Reimbursement Rates screen, clicking the <u>View Differential Rates</u> button will navigate to the Provider's Differential Rates screen. Clicking the <u>Back</u> button will navigate to the SR Reimbursement Rates screen.



From the SR Reimbursement Rates screen, clicking the **Sample VPK Wrap Calculation** link opens a pop-up with a sample calculation. Clicking the **Back** button will navigate to the SR Reimbursement Rates screen.



### Sample VPK Wrap Calculation

This is an example of a VPK wrap calculation for a child enrolled in both SR and VPK. The VPK class is 3 hours long and the child has full time care.

NOTE: The calculations are to 4 decimal places until the Gross Payment Amount, where it

#### How are wrap rates calculated?

- 1. Provider Contract Approved Rate
- 2. Hourly Rate = Daily Rate/Max SR Hours [calculated to 4 decimal places]
- 3. Payable Hours = Max SR Hours VPK Hours
- 4. SR Daily Rate = Payable Hours \* Hourly Rate [calculated to 4 decimal places]
  5. Gross Payment Amount = SR Daily Rate \* Total Days Paid [calculated to 4 decimal places

#### Example:

- Provider Contract Approved Rate (PR4): \$24.50
   Hourly Rate: \$24.50/11 = \$2.2273
- 3. Payable Hours: 11-3 = 8
- 4. SR Daily Rate: 8 \* \$2.2273 = \$17.8184
- 5. Gross Payment Amount: \$17.8184 \* 20 = \$356.3680

For this record on the 5045, the provider is reimbursed for \$356.37.

Close