

Child Care Sanitation Inspection (CCSI) Billing

Breanna Werdehausen
Health Program Representative

CCSI Participation Agreement

- In order to participate in the Child Care Sanitation Inspection Program and be reimbursed for the inspections conducted a CCSI Participation Agreement (PA) must be signed.
- The participation agreement contains requirements billing and inspection guidelines.
- The PA is effective for three years. The current PA we are working from is for October 1, 2013 to September 30, 2016.

How and when to bill for CCSI:

- CCSI billings are submitted on a quarterly basis. The quarters coincide with the state fiscal year and are as follows:
 - 1st Quarter: October-December
 - 2nd Quarter: January-March
 - 3rd Quarter: April-June
 - 4th Quarter: July-September
- Billings are due within 30 days of the quarter end date for 1st, 2nd, and 3rd quarters. 4th quarter billings are due by October 15th.
- The 4th quarter billing deadline is very important because the fiscal year and funding ends. We then begin working in a new fiscal year and use new fiscal year funds. 4th quarter billings submitted after the deadline may not be payable.

What to include with CCSI billing:

- Completed DH-38 Vendor Request for Payment
- DC-38 Reimbursement Request for Child Care Sanitation Inspections
- Request for Child Care Inspection
- Annual/Renewal Inspection
- Reinspection (if applicable)
- Attempted Inspection (if applicable)
- Special Circumstance Request (if applicable)
- DC-39 Late Inspection Reimbursement Request (if applicable)

DH-38 Vendor Request for Payment



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
VENDOR REQUEST FOR PAYMENT

VENDOR USE			
VENDOR NAME LPHA Name		INVOICE NUMBER Quarter/fiscal year (01/15)	
VENDOR REMIT TO ADDRESS street address, city, state, zip (COMPLETE ADDRESS MUST BE LISTED)			
STATE VENDOR NUMBER Vendor Number	BILLING PERIOD Billing Quarter (1 st Quarter – October-December 2014)		
CONTRACT NAME / SERVICE Child Care Sanitation Inspections		CONTRACT NUMBER ERS220-	AMOUNT REQUESTED Total amount
COMMENTS LEAVE THIS BOX BLANK			
I CERTIFY THAT THIS REPORT IS TRUE AND THAT ALL PAYMENTS CLAIMED ARE IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THE CONTRACT.			
AUTHORIZED SIGNATURE Actual signature, not typed		TITLE	DATE
FOR DHSS PROGRAM USE ONLY			
PURCHASE ORDER (SC, SCS DOCUMENT NUMBER)		RECEIVER DOCUMENT (RC) NUMBER	
PROGRAM / BUREAU APPROVAL SIGNATURE(S)		TITLE	DATE APPROVED
COMMENTS			
ACCOUNTING DISTRIBUTION			DATE STAMP, ETC.
SC, SCS ACCOUNTING LINE NO.	AMOUNT	PLEASE CIRCLE ONE PARTIAL (P) FINAL (F)	
		P F	
		P F	
		P F	
		P F	
		P F	
APPROVED PAYMENT AMOUNT			
ACCOUNTS PAYABLE SIGNATURE			DATE PROCESSED

DC-39 Late Inspection Reimbursement Request



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF ENVIRONMENTAL HEALTH SERVICES
LATE INSPECTION REIMBURSEMENT REQUEST



Annual child care sanitation inspections are required to be conducted by due date on the request for child care inspection. Reinspections must be conducted no later than thirty (30) days after the due date on the request for inspection. This form is to be completed and submitted to DHSS when requesting payment for inspections conducted in which the required time frames were not met.

FACILITY NAME ABC Child Care		DVN 123456789	COUNTY CODE Cole County
ADDRESS (STREET, CITY, STATE, ZIP CODE) 930 Wildwood Drive, Jefferson City, MO 65102		INSPECTOR'S NAME (PRINT) Breanna Werdehausen	
DATE OF ANNUAL INSPECTION 06/01/2014	DATE OF REINSPECTION 08/01/2014	INSPECTION DUE DATE ON REQUEST FORM 06/30/2014	

JUSTIFICATION
PLEASE CHECK THE APPROPRIATE BOX THAT BEST DESCRIBES THE REASON FOR THE LATE INSPECTION

Provider's hours of operation are seasonal, i.e. closed in the summer
 Provider's hours of operation are limited, i.e. open 1-2 days per week
 Provider had closed for emergency/unforeseen circumstances
 MO DHSS Environmental Child Care Program staff requested postponing inspection
 Inspection request was received less than sixty days from the due date on the request
 Provider was not ready for reinspection
 Other - please specify:

Any time an inspection or reinspection is not done by the due date the DC-39 form must be completed and attached to the inspection to explain the delay. This form is necessary for record keeping to justify payment for late inspections. This is a requirement of the participation agreement. Annual/Renewal inspections must be conducted by the due date listed on the Request for Child Care Inspection. Reinspections are due within 30 days of this due date.

Completing the DC-39:
Complete all of the information boxes at the top of the form. Choose one of the options above that best describes why the inspection/reinspection was conducted late. If your reason is not one of the pre-defined choices choose 'Other'. You may write out any additional information in the comments box (where these instructions are wrote on this example). Additional information is not required unless the 'Other' box is checked but it is very helpful and encouraged.

In the example above, the reinspection was not conducted by the due date. The inspection due date listed on the Request for Child Care Inspection sheet was 6/30/2014. The annual inspection was done prior to the due date listed and therefore is ok. Reinspections are due within 30 days of the inspection due date. In this example the reinspection would have been due on 7/30/2014.

ATTACH A COPY OF THIS FORM TO A COPY OF THE LATE INSPECTION AND SUBMIT IT ALONG WITH THE COMPLETED DH-38 AND DC-38 BILLING FORMS.

LPHA AUTHORIZED SIGNATURE

LPHA PRINTED NAME	TELEPHONE	DATE
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Special Circumstance Request



Missouri Department of Health and Senior Services
P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010
RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-735-2466
Gail Vasterling
Director



Jeremiah W. (Jay) Nixon
Governor

Request Date: August 26, 2014

Local Health Office

Loran Prenger/Dave Grellner

**CENTRAL DISTRICT OFFICE
SECTION FOR CHILD CARE REGULATION
3418 Knipp Dr. Suite F
Jefferson City, MO 65101
Specialist:**

Facility Information

Facility Number: ABC Child Care
930 Wildwood
JEFFERSON CITY, MO 65102
(573) 751-2678

Name:
Telephone:
Contact:

County: Cole

Inspection Due Date: ASAP

The following information must be completed for initial sanitation inspections:

Water System: PUBLIC
Sewer System: PUBLIC

Type of Facility: ACTIVE CHILD CARE CENTER
Initial License / Approval:
License Begin Date:
License End Date:
Total Capacity:
Age Range:
Shifts:
Limitations:

Reason for Inspection: Special Circumstance (up to TWO hours) DISEASE INVESTIGATION

Change In: Capacity___ Age Range___ Building/Heating System ___

Comments:

Directions:

www.health.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

Common Billing Questions

- **Are desk approvals payable?**
 - No. Desk approvals are not payable.
- **What inspections do I include with each quarter?**
 - Bill for inspections that are conducted during the billing period.
 - Example: An annual is due by January 30 and the annual is conducted in December, you would include this with your 1st Quarter (Oct-Dec) billing.
- **Do I hold inspections and bill them with reinspections?**
 - No. Bill inspections during the billing period in which they are conducted.
 - Example: An annual is due by January 30, the annual is conducted in December and requires a reinspection. The reinspection is not conducted until January. Bill the annual inspection with 1st Quarter (Oct-Dec) and bill the reinspection with 2nd Quarter (Jan-March). ***Be sure to include a copy of the inspection request with the reinspection***

Reimbursement Rates

Some counties do inspections for surrounding counties in addition to their home county. This requires special approval and is detailed in your PA. Do not conduct inspections outside of your home county without prior authorization from DHSS.

- **Home County Rates:**
 - Annuals/Renewals: \$120
 - Reinspections: \$70
 - Attempted Inspections: \$25
 - Special Circumstances: \$30 per hour
- **Outside County Rates:**
 - Annuals/Renewals: \$130
 - Reinspections: \$80
 - Attempted Inspections: \$30
 - Special Circumstances: \$35 per hour

Where do I send my completed billing?

Mail all billing documents to:

Missouri Department of Health & Senior Services

Bureau of Environmental Health Services

Attn: Breanna Werdehausen

PO Box 570

Jefferson City, MO 65102



Breanna Werdehausen
Health Program Representative I/II

(573) 751-2678

Breanna.Werdehausen@health.mo.gov