

## 2021 County Child Care Codes – SPARC Line Code Reference

### Contract Funding Code 0852: Child Care Administration

Description/ Category	Child Care <i>Direct</i> Costs*	Child Care <i>Allocated</i> Costs**	Definition and Examples of Allowable Activities
<b>Administrative Services</b>	0850	8850	Administrative Services include county/tribal agency accounting services, audit services, and other costs for goods and services related to agency oversight and administration. <ul style="list-style-type: none"> <li>• Charge <b>AMSO</b> and <b>Indirect Costs</b> to this line.</li> <li>• Charge allocated costs for Single Audit and costs for coordinating resolution of single audit findings to this line.</li> </ul> <b>County costs for Administrative Services are almost always allocated and reported on 8850 (not 0850).</b>
<b>Eligibility and Authorizations</b>	0832	8832	Eligibility and Authorization activities include workers' and their supervisors' wages and benefits, and other costs incurred for child care casework. This includes processing applications and renewals, determining and verifying eligibility, and collecting and documenting child care needs. Includes staff time spent determining parental co-payment amounts, entering authorization codes, and responding to provider questions about authorizations. <ul style="list-style-type: none"> <li>• Charge Call Center staff time allocated to child care to Line 8832.</li> <li>• Charge all Shares subsidy (except fraud) staff training and related travel costs to these lines.</li> </ul>
<b>Funds Transfer from Fraud-DCF Use Only</b>	0844	N/A	When fraud funding runs out, DCF will transfer additional fraud expenditures from fraud line code 0848 to admin line code 0844 each month

### Contract Funding Code 0840: Child Care Fraud

Description/ Category	Child Care <i>Direct</i> Costs*	Child Care <i>Allocated</i> Costs**	Definition and Examples of Allowable Activities
<b>Fraud Prevention and Investigation Services</b>	0841	8841	Staff time spent on fraud prevention, investigation and enforcement. Include time spent developing and using error prone profiles, and conducting any special front-end verifications for fraud purposes. <ul style="list-style-type: none"> <li>• Charge fraud training and related travel costs to these lines.</li> <li>• Charge costs related to subcontracting for fraud services to 0841</li> </ul> <b>Report all fraud costs to lines 0841/8841 throughout the year.</b>
<b>Hearings and Other</b>	0843	8843	Hearings include attorney time and other legal costs preparing for or participating in administrative appeals or judicial hearings.
<b>Transfer Fraud to Admin-DCF Use Only</b>	0848	N/A	When fraud funding runs out, DCF will transfer additional fraud expenditures from fraud line code 0848 to admin line code 0844 each month.

### Contract Funding Code 0831: Child Care Certification

Description/ Category	Certification <i>Direct</i> Costs/(Fees)*	Certification <i>Allocated</i> Costs**	Definition and Examples of Allowable Activities
<b>Certification</b>	0831	8831	Charge all costs associated with initial certification, relocation or recertification of child care providers to this line. Include staff time spent screening applicants, providing orientation sessions to potential providers and costs for site visit inspections, including travel. Include cost of items purchased, printing and mailing costs for provider tool kits and other certification resource materials. Include staff time spent providing training and technical assistance, monitoring compliance, issuing compliance statements, handling noncompliance issues, issuing non-compliance statements, issuing warning letters, and provider sanction/enforcement notices and revocations. Include costs for certification administrative reviews. Include time spent investigating and documenting complaints about providers. If a worker is in the IM RMS, they are always under an allocated cost. If they only work on child care, 100% of the time, pull them out of the RMS and report time under Direct Costs. <ul style="list-style-type: none"> <li>• Charge certification-related training for agency certifiers and related travel costs to these lines.</li> <li>• Charge costs related to subcontracting for certification services to 0831</li> </ul>
<b>Certification Fees Collected</b>	0833	N/A	Report all fees collected from certified providers on this line. Include fees collected for initial application/relocation and recertification (if charged by the agency or subcontract agency). <b>Fees are not allocated and must be reported as a negative amount on 0833. Agencies (and subcontract agencies) should not net out fees against expenditures.</b>

\* Use this column to report all costs attributed **only** to child care. Include wages and benefits for child-care-only workers. These staff should NOT be included in the RMS Roster.

\*\* Use this column to report all costs that are **allocated** to child care. Include the **allocated** wages and benefits for staff who perform child care as well as other program services (e.g. call center staff). These staff should be included in the RMS Roster.

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