

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF EARLY CHILDHOOD CARE & DEVELOPMENT  
Post Office Box 352  
Jackson, Mississippi 39205**

**MDHS-DECCD-IB03-13**

**TO:** Mississippi Child Care Payment Program Participants  
Mississippi Child Care Payment Program Slot Contractors  
DECCD Staff

**FROM:** Jill Dent, Director  
Division of Early Childhood Care & Development

**DATE:** August 9, 2013

**SUBJECT:** A. Extension of policy effective dates  
B. Change of policy for providers requesting corrections to eChildcare payments

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**A. Extension of policy effective dates:**

The Mississippi Department of Human Services (MDHS), Division of Early Childhood Care & Development (DECCD), is issuing this memorandum to provide an update to program policies.

- All licensed providers and slot contractors (with the exception of those enrolled in the eChildcare pilot) will continue to adhere to policies described in Chapter 1 of the current policy manual until September 30, 2013.
- Unlicensed providers and any provider/slot contractor participating in the eChildcare pilot will continue to adhere to all policies described in Chapter 2 of the policy manual, as described in MDHS-DECCD-IB01-13.
- Effective October 1, 2013 all providers/slot contractors choosing to participate in the Mississippi Child Care Payment Program will adhere to policies described in Chapter 2 of the current policy manual.

These policies will remain in effect until December 31, 2013, unless superseded by a subsequent notification.

**B. Change of policy for providers requesting corrections to eChildcare payments:**

The MDHS DECCD is making the following changes to policy in the following section of Chapter 2 of the current policy manual:

Ch. 2: Section 105.02(5):

(5.) Adjustments are made when an overpayment or underpayment occurs.

- i. An underpayment is the result of error by DECCD, or other MDHS Divisions making referrals for care. Once the error has been identified, funds will be disbursed with the next regularly scheduled payment to the provider.
  - A. Providers must report errors in their payment to DECCD using a Report of Underpayment form within ten days of receipt of incorrect payment. **No payment adjustments will be processed if received after this deadline has passed.**
  - ~~B. If a client fails to record attendance, no payment is made to the licensed provider for those days. The licensed provider shall collect payment for these days from the client.~~
  - C. If the client's attempts to enter attendance ~~was~~ **were** denied in error, or incorrect rates were applied due to an error in eligibility information, DECCD will make a manual adjustment upon receipt of the Report of Underpayment form.

JD:ld

pc: Mr. Richard Berry  
Mr. John Davis  
Ms. Laura Griffin