

Rio Grande/Mineral County

Department of Social Services

Policy

Policy Title Recoveries	Reference Vol. III 3.913 (l,m & rr) & 3.916
Policy No. CCCAP-6	Effective Date September 1 st 2013
	County Director Approval

Policy

For Rio Grande and Mineral Counties, the Child Care Worker is the person responsible for determining eligibility; this includes underpayments (claims) and overpayments (recoveries). Once eligibility is determined the Quality Assurance Investigator is responsible for establishing the recovery, collecting on the recovery, and entering payments to the recovery.

Procedure

The Child Care Worker will complete and forward the Child Care Recovery Statement (supervisor approved) along with supporting documentation to the Quality Assurance Investigator, who will then enter the recovery into CHATS.

The Quality Assurance Investigator will send written request to set up a repayment plan within 30 days of the date of claim establishment. The Quality Assurance Investigator shall enter all over the counter payment collected into CHATS no later than 30 days after the date of receipt.

Signed by:

Paul Z. Shire

Chair, Rio Grande County Board of Commissioners

8-28-2013

Date