

Rio Grande/Mineral County

Department of Social Services

Policy

Policy Title Accurate Use of Attendance Tracking System (ATS)	Reference Vol. III 3.915.4
Policy No. CCCAP-1	Effective Date September 2021
	County Director Approval

Purpose

The Child Care Program depends heavily on proper utilization of the program by providers and caretakers. Since both are parties to the use of the Attendance Tracking System (ATS) it only stands to reason to include both, providers and caretakers in this policy.

Definitions

Accurate use means using the ATS for which it is intended, to document usage of child care by logging children in and out of providers care when the children are actually dropped off and picked up. The login/out should include accurate accounting of the child(ren) in/out of care, the date and time frame of care.

Policy

Per Vol. III 3.915.4 A and B providers are not to ever leave their login's with a provider. Providers will ensure caretakers log in/out children in/out as correctly as possible. Caretakers will log in/out children in/out daily as correctly as possible. Should the recording of care be found incorrect, both provider and caretaker may be responsible for the errors. Payment for authorized care is contingent on the accurate use of the ATS system. Only approved manual claims may be submitted to the county and are considered "pending" until verification can be made. Payment of manual claims are at the county's discretion.

Procedure

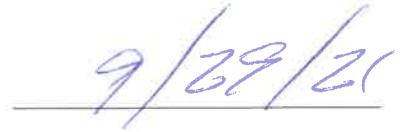
Upon discovery of any activity that is deemed suspicious, the provider and caretaker will be referred for an audit and/or a fraud investigation, see section 3.916-3.916.95 B. At minimum both the provider and caretaker will be required to attend a corrective action meeting with county. The meeting shall serve as a warning of case termination for the caretaker and a refusal to authorize care to the provider should the inaccurate use of ATS continue. The county may

exercise its right to refuse to authorize care as outlined in section 3.912.4. The county may close the child care case per the Client Responsibilities Agreement and Child Care Application.

Signed by:

A handwritten signature in blue ink, appearing to read "Gene W. Howe", is written over a horizontal line.

Chair, Rio Grande County Board of Commissioners

A handwritten date "9/29/21" in blue ink is written over a horizontal line.

Date