

## Exceptions/Care Schedules

- An exception is a change to the preprinted schedule on the PBF. Exception codes will be used if the prefilled schedule is different than the child's actual schedule.
  - *For example, the prefilled schedule is a 1 but the child's expected schedule is part day. The provider will enter a 2 in the Provider Exception box.*
- Exception codes that **will** be used while paying based on enrollment are:
  - **1**= Full Day (only if the prefilled number is a 2 and incorrect)
  - **2**= Part Day (only if the prefilled number is a 1 and incorrect)
  - **43**=Holiday Code (Each provider has 10 code 43 to use per calendar year)
  - **55**=No payment requested
  - **60**=End enrollment/ Last Day Attended (followed by 55s)
  - **65**=End enrollment/no pay requested (followed by 55s)
- Flex Schedules

All flex schedule enrollments will need to be coded according to the child's **actual** attendance using codes 1 and 2 because a schedule is not prefilled on the PBF. If a Flex schedule PBF is left blank, then a payment will not occur.
- Parent Copay

CCAP will continue to pay the parent copay until 12/31/23.
- School Schedules

School age children should ALWAYS be on a school schedule unless they attend 5 or more hours per day, then 5 full days is appropriate. Non-traditional hours are the hours between 7:00 PM and 5:00 AM, including the weekend from Friday 7:00 PM through Monday 5:00 AM. School age children should only be on a non-traditional hour schedule if they attend during this time frame.