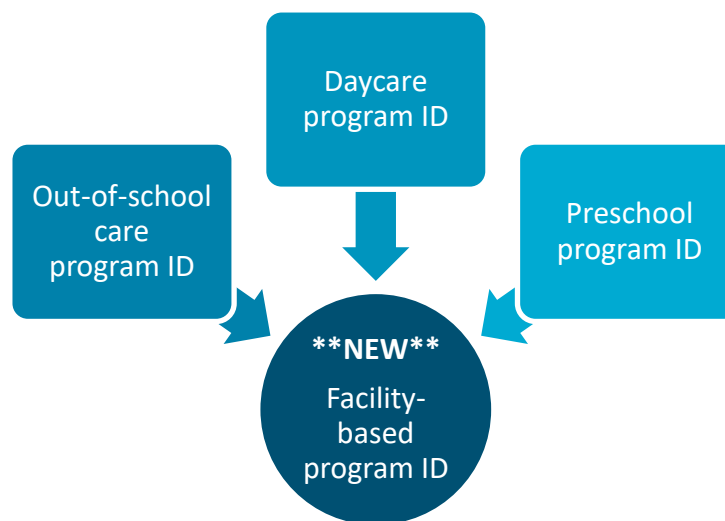


Child Care Claims Processing System Tip Sheet

What's new starting February 2021

The new *Early Learning and Child Care Act* has come into effect on February 1, 2021.

As part of this new legislation, there are no longer separate program IDs for daycare programs, out-of-school care programs, and preschool programs. These programs are now classified as facility-based programs – all programs operating in the same location will share a single Program ID.



Facility-based programming

Facility-based licences can now include up to three of the following program types within their program plan:

- Daycare programming
- Out-of-school care programming
- Preschool programming

Program plans must be reviewed and discussed with a licensing officer prior to including or removing a program type.

Facility-based program names

Facility-based programs will retain their original names if the location only has a single licensed program. In the case of co-located programs (previously referred to as “super licences”), the program name will default to the daycare name. If there is no daycare program, the out-of-school care name will be used. If the licence only has a preschool program, this name will be the default name for the new facility-based licence.

Facility-based claims submissions

Facilities operating more than one type of program in one location are required to submit only one claim.

Claiming Subsidized Children's Hours:

When entering a new claim for child participation, you will be required to enter the hours attended for any children who are receiving subsidies. The only change is that all subsidized children will be listed on the one claim, which will include daycare and out-of-school care children for programs operating both types of child care.

Alberta Government

Welcome: C3P User Logout

Main Menu > New Claim > Child Participation

Claim ID: 180326

2021/January

1 Children | 2 Staff | 3 Stats | 4 Overview

Child Id	Name	Subsidy End Date	Date of Birth	Max Subsidy	Prev Month Fee	Termination Date	Hours Attended	Current Month Fee
25487889	KEYS, LINA	2021/08/31	2017/09/12	\$644.00			0	
26548848	MEERS, TILS	2021/10/31	2018/04/24	\$258.00			0	
21154568	GUMME, NAT	2021/05/31	2016/04/03	\$612.00			0	

Save Add Infant Next Step

Claiming Staff Hours:

There are changes to the way you will enter hours for staff who are working at the child care program:

- If you have a licence for both daycare and out-of-school care programming, enter the total number of hours worked for each staff (as noted below).
- If you have a licence for preschool programming, you must enter the preschool hours in the separate Preschool Hours box. Preschool hours are reportable but are not eligible for wage top-ups.

Staff Information

Staff ID*	<input type="text" value="123456"/>
Birth Date (YYYY-MM-DD)*	<input type="text" value="1990-05-14"/>
Name	<input type="text" value="SMITH, FRAN"/>
Commencement Date*	<input type="text" value="Apr 3, 2017"/>
Termination Date	<input type="text"/>
Position Code*	<input type="text" value="14 - ECE Direct Child Care Staff"/>
Hourly Wage Effective Date*	<input type="text"/>
Hourly Wages*	<input type="text"/>
Child Care Hours* (Pre-school)	<input type="text" value="0"/>
Child Care Hours* (Day Care & OSC)	<input type="text" value="0"/>
Admin Hours* (Day Care & OSC)	<input type="text" value="0"/>



New box added to enter the hours that the staff worked in the preschool program during that month



The bottom boxes are where you enter the direct child care and admin hours worked for staff in daycare and/or out-of school care programs.

Statistics Page:

You are required to record the total number of children attending over and under 100 hours for each type of child care program offered under the one licence. The page is broken down by program type, and users will only see fields for entry based on the types of programs they offer.

If you provide daycare, out-of-school and preschool programming, you will see all three data entry fields. You must enter the data in these boxes as accurately as possible. Again, you will only see the types of child care you provide.

Claim ID: 180326

2021/January

1 Children 2 Staff 3 Stats 4 Overview

WORLD OF WONDER AND SUNSHINE CHILD CARE : 80000877 : Funded

Child Participants Count

Total number of Children Attending the Program (Subsidized/Non-Subsidized)

Day Care	Less than 100 Hours	100 Hours or Greater	Total
Infants less than 12 months:	0	0	0
Infants 12 months to less 19 months:	0	0	0
19 months to less 3 years:	0	0	0
3 years to less 4 years:	0	0	0
4 years or older:	0	0	0
	0	0	0

Out of School	Less than 50 Hours	50 Hours or Greater	Total
Kindergarten and School-aged:	0	0	0

Pre-School	Number of Children	Total # of Children
19 months to less 3 years:	0	0
3 years to less 4.5 years:	0	0
		0
		0

Total Program Child Participant: 0

Save Back to Child Hours Back to Staff Next Step

Claim submission

There are no changes to this section.

Reference

For more information and reference, please click here to access the [online Claims User Guide](#). <link to be activated when approved>