

West Virginia Department of  
Health and Human Resources

Child Care Payment Form Quiz

**True or False:** Determine whether the statement is true or false.

1. You must have a valid child care certificate before payment can be guaranteed.  
 True  False
2. Parents may use initials on the sign in and out sheet.  
 True  False
3. I can use pencil to fill out sign in/out forms and my billing request.  
 True  False
4. All child care payments are issued by the State treasurer's office.  
 True  False
5. The CCR&R will return billing forms with errors to me for correction.  
 True  False
6. I can be closed from the subsidy system for repeated errors in billing or intentional misrepresentation.  
 True  False
7. I am allowed to charge the parent's full fee even if they only attend for three hours.  
 True  False
8. I am allowed to charge late pick up fees.  
 True  False
9. I can charge a parent for times not approved on the certificate.  
 True  False
10. The parent's daily fee will be deducted from my payment.  
 True  False

**Multiple Choice:** Select the best answer from the choices listed.

1. You must keep sign in and out sheets on file for:  
 A. Two years.  
 B. Forever.  
 C. Ten months.  
 D. The CCR&R takes care of that.  
 E. Five years.
2. When are reimbursements considered late?  
 A. The day after I turn in my billing form.  
 B. On the last day of the month.  
 C. 25 days after my billing form has been submitted and processed.  
 D. When my neighbor gets her check.
3. Where does my payment come from?  
 A. The CCR&R.  
 B. The parents of the children that I care for.  
 C. My local DHHR.  
 D. The State Treasury Office.
4. What days and times are considered non-traditional hours?  
 A. Federal Holidays.  
 B. At least 4 hours of care provided after 7:00 PM.  
 C. At least 4 hours of care provided before 6:00 AM.  
 D. At least 4 hours of care provided on Saturdays or Sundays.  
 E. Any shift that lasts at least 12 hours.  
 F. All of the above.  
 G. Answers B-E only.
5. I am allowed to sign the children in and out:  
 A. Only when they get on or off the school bus.  
 B. When the parent gives me permission to do so.  
 C. When the parent is running late for work.  
 D. When the parent forgets to sign the child in or out.

6. When I have a question about my payment, I should:
- A. Call the Division of Early Care and Education.
  - B. Call my regulatory specialist.
  - C. Call my local DHHR office.
  - D. Call my CCR&R.
  - E. Check the status of my payment on line at FACTS Plus:  
<https://www.wvfacts.org/factsplusnet/>
  - F. Either D. or E.
7. My payment can be delayed or denied when:
- A. I submit a billing form with errors.
  - B. I bill for days or times not allowed by the child care certificate.
  - C. I bill for days or times that I did not provide child care.
  - D. I am missing parental signatures on the sign in/out form.
  - E. There are state and/or federal holidays.
  - F. All of the above.
8. How do I find out what the parent's daily fee is?
- A. Call my regulatory specialist.
  - B. Ask the parent.
  - C. Look at the child care certificate.
  - D. Call the Governor.
9. When parents pay their daily fee, I should:
- A. Give them a receipt.
  - B. Make a record of the payment in my business records.
  - C. Only collect the fee amount based on actual attendance.
  - D. All of the above.

Payment Form Examples: Using the Sample sign in/out sheet, correctly fill out the sample Payment form

Sign In and Out

Date	Child's Name	Time In	Time Out	0 – 2 hrs	2- 4 hrs	Full Day	Non Trad
10/1/14 – Sat.	Sally Smith	3:00 PM	5:00 PM				
10/2/14 – Sun.	Sally Smith	9:00 PM	11:50 PM				
10/5/14- Wed.	Sally Smith	7:06AM	9:05 AM				
10/6/14- Thurs.	Sally Smith	3:05 PM	11:05 PM				
10/7/14 -Fri.	Sally Smith	7:05 AM	3:05 PM				
10/8/14 -Sat.	Sally Smith	3:02 PM	11:15 PM				
10/9/14- Sun	Sally Smith	3:00 PM	11:14 PM				
10/12/14– Wed.	Sally Smith	3:00 PM	11:17 PM				
10/13/14–Thurs.	Sally Smith	2:56 PM	11:28 PM				
10/14/14 -Fri	Sally Smith	3:07 PM	11:30 PM				
10/15/14– Sat.	Sally Smith	3:01 PM	11:07 PM				
10/17/14 – Mon	Sally Smith	7:00 AM	3:12 PM				
10/29/14 – Sat.	Sally Smith	6:45 AM	3:10 PM				
10/31/14 – Sun.	Sally Smith	7:30 AM	3:20 PM				
Totals							

Payment Form:

(F) Number of Days			(G) Total Number of Nontraditional Days
Part Days 1 minute – 1 hour 59 minutes	Part Days 2 – 3 Hours 59 Minutes	Full Days At least 4 Hours	