



NATIONAL CENTER ON
Subsidy Innovation and Accountability



Year 2 Cohort Call: Creating the *Sampling Decisions,* *Assurances, and Fieldwork Preparation Plan* and the Customized *Record Review Worksheet*

Feb. 19, 2020

Introductions

National Center on Subsidy Innovation and Accountability



Jenna Broadway

Program Integrity Specialist
Error Rate Specialist,
Region VII



Leigh Ann Bryan

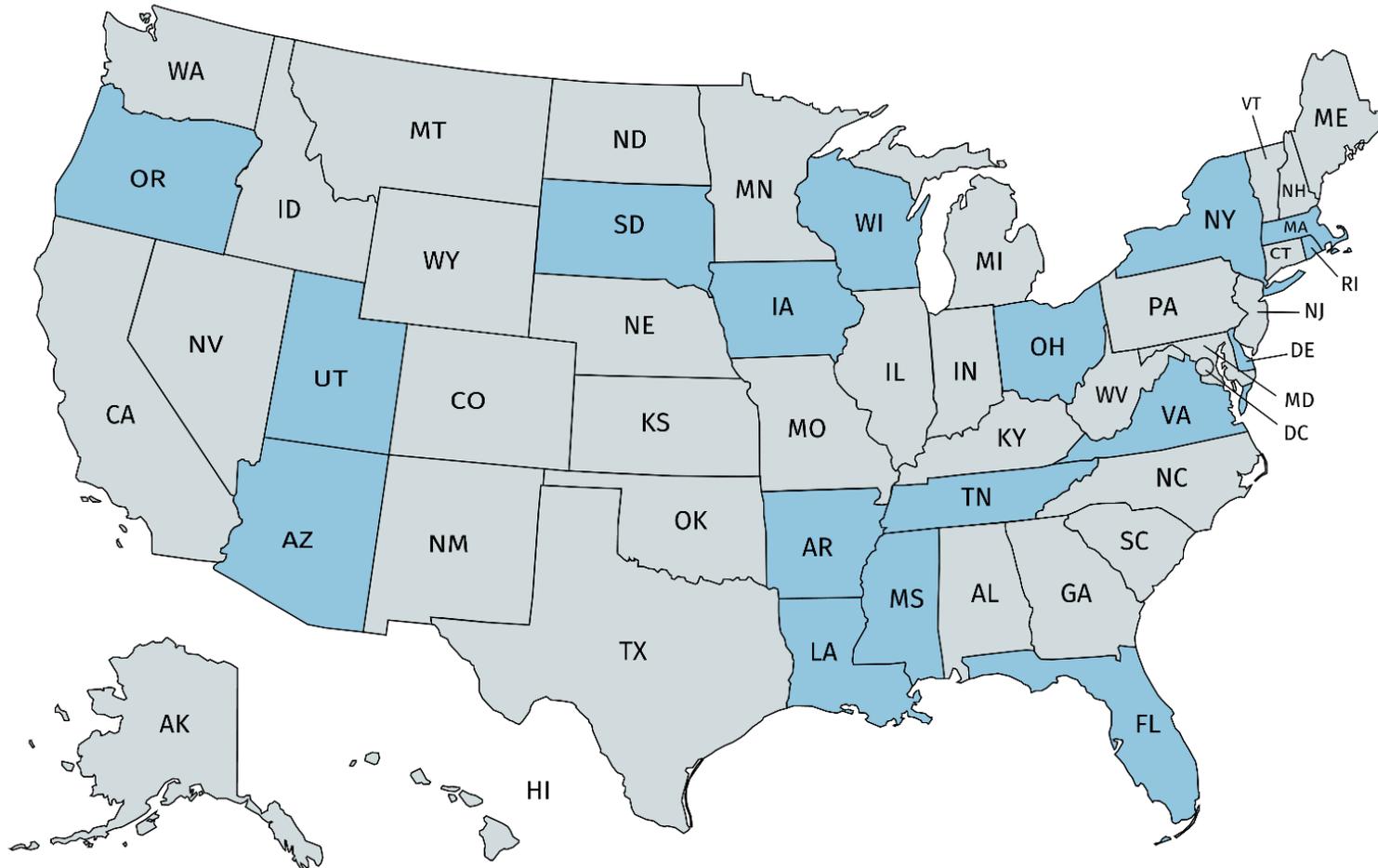
Program Integrity Manager
Error Rate Specialist,
Region I



Katie Watts

Error Rate Lead
Error Rate Specialist,
All other Regions

Who Are You?



Map of Year Two states

Agenda



- Error Rate Review Overview
- Creating the *Sampling Decisions, Assurances, and Fieldwork Preparation Plan*
- Customizing the *Record Review Worksheet*
- Next steps



Error Rate Overview

What is the Error Rate Review?

The error rate review is a process through which **CCDF Lead Agencies measure eligibility errors and improper payments in their programs**

Each state conducts the review once every three years.

- by reviewing 276 case records
- and reporting error measures, causes, and plans to reduce errors.

- You are all **Year Two states** who will be submitting your final report in June 2021.
- Case records from Oct. 1, 2019 – Sept. 30, 2020 will be reviewed.

Steps to the Error Rate Process

Learn
about the process by reading the *Data Collection Instructions*.

Plan
for your state's reviews by creating and submitting your *Sampling Decisions, Assurances, and Fieldwork Preparation Plan*.

Customize
your state's *Record Review Worksheet*, the template for conducting reviews.

Review
276 case records.

Report
results of your case record reviews in your *State Improper Payments Report*.

If applicable,
create and complete a *Error Rate Review Corrective Action Plan*.

Throughout the process, receive TA and attend training webinars (such as this one).

Year Two State Timeline

Year Two States

➔	Case review period	Oct. 1, 2019 – Sept. 30, 2020
➔	Last day to submit <i>Sampling Decisions, Assurances, and Fieldwork Preparation Plan</i>	Oct. 31, 2020
➔	Last day to submit customized <i>Record Review Worksheet</i>	Dec. 31, 2020
➔	Last day to submit <i>State Improper Payments Report</i>	June 30, 2021
➔	Last day to submit <i>Corrective Action Plan</i> (if applicable)	Within 60 days of the deadline for submitting the final report



Creating the SDAP

SDAP Overview

Includes plans for sampling cases and conducting case record reviews

Template can be found in the DCI, but...

State cannot begin sampling cases until the SDAP has been approved

State **can** submit the RRW before the SDAP has been approved

Submitted using the OLDC system (see OLDC handout)

SDAP Overview (continued)

Three Parts:



SDAP Part I: Sampling Decisions

1a. Selection of cases and replacement cases

Lead Agency will select 276 cases and _____ monthly replacement cases

Approval will be obtained from the RO before using any replacement cases

Clearly describe the Lead Agency procedure for collecting samples and replacement cases

This is the number of replacement cases you will select per month (not annually). You must choose at least three.

DCI Chapter IV can help with your response to this item. Remember to mention that the replacement cases will be drawn separately from the main sample.

SDAP Part 1 (continued)

1b. Random number generator

Name the source for the Lead Agency's random number generator (the Random Number Sampling Book or software)

SDAP Part I (continued)

1c. Frequency of collecting monthly sampling frames and projected start dates

Select the Lead Agency's frequency of collecting monthly sampling frames

Monthly Quarterly Semi-Annually Annually

Other

Note: if "other" is selected, you will have to describe your plans in a comment box. This box is only completed if "other" is selected.

Projected start date for the sampling process

Projected start date for reviewing cases

Give months for your projected dates.

SDAP Part 2: Assurances

The state assures that it will abide by the instructions contained in the *Child Care Improper Payments Data Collection Instructions*.

1. The data collection process, including sample selection and case record reviews, adhered to all requirements of the instructions and regulations for *Error Rate Reporting* at 45 CFR 98 Subpart K.
2. The reviews were not conducted by persons who make or approve eligibility determinations or who are under the supervision of persons responsible for eligibility determinations.
3. All reviewers have been trained to ensure that the review process is consistent with state policies and that there is consistency within the state in interpretation of what is an error.
4. The state agrees to retain *Record Review Worksheets*, the *State Improper Payments Report* and any revisions, and any other records pertinent to the case reviews and submission of error rate reports for five years from the date of submission of the *State Improper Payments Report* or final revision submitted, whichever date is later.
5. The state understands that this information, including the sampled case records and calculations is subject to federal review.

Yes to all assurances

SDAP Part 3: Fieldwork Preparation Plan

3a. Identification of project leadership

Identify by name(s), job title(s), and role(s), the leadership of the improper payments process and review team

This item refers only to project leadership. Do not include everyone who will be involved with the review.

- The leader(s) understands the program and has the authority to ensure timelines are met

Note: the level of authority should be comparable to that of the leader who is responsible for the submission of the state plan.

Name and job title of the person who will certify and submit the final report:

Remember: The final report is submitted in June and may need to be re-submitted in July.

SDAP 3b: Inter-reviewer Consistency

3b. Inter-reviewer consistency

Select and describe methods the Lead Agency will use to ensure inter-reviewer consistency.

Note: at a minimum, a re-review of cases must be selected and the description must include the types and number or percentage of cases to be re-reviewed.

Re-review of cases to ensure inter-reviewer consistency. Describe:

Group discussion of case review findings. Describe:

Other, describe:

If you choose this, be specific about how these discussions will contribute to inter-reviewer consistency.

It is highly recommended to re-review all cases with an improper payment error, and at least some of the other cases.

SDAP Part 3 (continued)

3c. Review team composition

Describe the review team by providing information about the following:

Size:

This item refers to only those who will be conducting case reviews.

Composition:

You don't need to give names, but describe where the reviewers come from [i.e., unit name(s)], how many will be doing first-versus second-level reviews, etc.

SDAP Part 3 (continued)

3d. Error definition

For the purposes of the state improper payment review, define the following:

Errors:	A general definition, encompassing both error types	
Improper Payment errors:	Eligibility errors that result in an improper payment	
Nonpayment (administrative) errors:	Eligibility errors that do not result in an improper payment	

Good Error Definitions

Misapplication of policy resulting in either an administrative error or improper payment error.

Any variance that results in an inaccuracy based on policy or regulation, which may or may not affect the child care authorization or subsidy paid to the provider.

An error is a violation or misapplication of policy or procedure governing the child care subsidy program which may or may not result in an improper payment.

Not-so-good Error Definitions

An error refers to a misapplication of law, regulation, or policy governing the administration of CCDF grant funds that result in an improper payment to the provider.

WHY?

It is specific to improper payments. It is not a general error definition.

Any violation or misapplication of child care policies, rules, and procedures including eligibility error, errors in payment processing, and intentional program violations from the parent or provider.

WHY?

It includes errors that are not under this review. Errors in payment processing and intentional program violations are not part of this review.

Good Improper Payment Error Definitions

A finding including a payment that should not have been made or an incorrect payment (overpayment or underpayment) issued to a recipient or provider. Error findings will be reported in accordance with the findings in the Improper Payment Data Collection Instructions.

Any variance that results in an inaccuracy based on policy or regulation, which causes a difference in the subsidy payment. The impact could be positive or negative.

An improper payment occurs when the violation or misapplication of policy or procedure governing the child care program results in an overpayment or underpayment of the child care subsidy for the review month.

Not-so-good Improper Payment Error Definitions

A violation or misapplication of policy or procedure governing the child care program that results in an incorrect authorization to the child care provider.

An improper payment error refers to any payment that should not have been made, or a payment that was made in the incorrect amount due to miscalculation of income, miscalculation of cost share amount, or missing documentation.

WHY?

It only mentions incorrect authorizations, not payments.

WHY?

It reads as if the causes given here are the *only* causes of improper payments. They should specify that these are only some examples, or not give them at all. Also, “missing documentation” is vague – it suggests that *all* instances of missing documentation will result in an improper payment.

Good Nonpayment/Admin Error Definitions

A finding that does not result in a change to the payment amount issued to a recipient or provider.

Any variance that results in an inaccuracy based on policy or regulation, which does not affect the child care authorization or subsidy paid to the provider.

An administrative error refers to the misapplication of policies, rules, and regulations of the child care subsidy program that do not result in a change to the subsidy amount issued to the household.

Not-so-good Nonpayment/Admin Error Definitions

Any violation or misapplication of law, regulation, or policy governing the administration of CCDF grant funds, regardless of whether such a violation results in an improper payment.

WHY?

This is a good general error definition, but not a good admin error definition. You need to be clear that these are the errors that do *not* result in an improper payment.

SDAP Part 3 (continued)

3e. Plan for review of state policies/procedures and processes

Describe the Lead Agency's plan to ensure that customization of the RRW will use state policy in effect during the sample month:

Consider whether there are/were any policy changes during the review period (Oct. 1, 2019 – Sept. 30, 2020)

Describe the Lead Agency's plan to ensure that reviewers consistently interpret error as defined by the state:

This topic is usually included in the reviewer training. Can also think about ongoing group discussions, etc.

Describe how the Lead Agency identifies whether to apply a pooling factor and how they determine what the pooling factor will be on the *State Improper Payments Report*:

Don't just state whether you will use a pooling factor.

Consider:

-Whom will you consult with for information on the pooling factor?

-What funds are included in the pool?

You don't need to give the actual figure at this point.

SDAP Part 3 (continued)

3f. Information systems project responsibilities

Select tasks that the Lead Agency accomplishes through coordination with information technology staff:

- Identification of the universe of cases paid with CCDF funding
- Identification of the sample review calendar month payment amount
- Archival of the universe and sample frames files
- Use of random number generator software
- Generation of the 12 monthly sampling frames
- Selection of the monthly samples and replacement cases
- Determination of the annual amount of payments for the review period's universe of children
- Others; describe:

If these tasks are accomplished through some other means, specify which tasks and describe how they are accomplished and by whom:

Describe the process used to determine the annual amount of payments:

You need to complete this if any of the boxes above (except "other") are blank.

This refers to all CCDF payments made for all children, not just the 276 sampled cases. How will you get this figure?

SDAP Part 3 (continued)

3g. Case review logistics

Describe details of review logistics to include the following: whether electronic or physical record are reviewed, how the records (especially the physical records) are handled, where the record reading occurs (on-site, centrally, regionally, a mixture), the organization and maintenance of the review files:

Ensure that all of the components of this item are included in your response.



Customizing the RRW

RRW Overview



Provides a standardized worksheet format to assess the case record to determine whether eligibility was correctly determined, and, if not, whether it resulted in an improper payment.



Consists of a series of elements focusing on a different area of eligibility determination.



Each element contains four columns (except Element 500, which only has two columns).



States customize portions of the RRW to conform to their own policies and procedures.

RRW Overview (continued)

The RRW can be used in a variety of formats to conduct reviews.

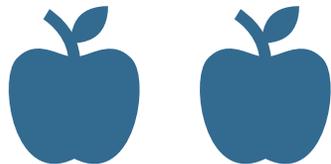
(Excel, Access, online database, paper and pencil)

The customized RRW is submitted directly to the Regional Office for approval.

States cannot begin reviews until the RRW has been approved.



BUT, the printed version must match the DCI template



Customizing the RRW



Do not remove anything from the template (except the N/As in Column 3).

In Column 1 of elements 100-410, add (under the boilerplate) give policy citations and/or other requirements for reviewers to consider when assessing the case record.

In Column 2 of elements 100-410, add items to assist reviewers in conducting a detailed analysis of the case record.



Do not customize anything in:

- Columns 3 or 4
- The MID Table
- Element 500

Customization tips



TIPS

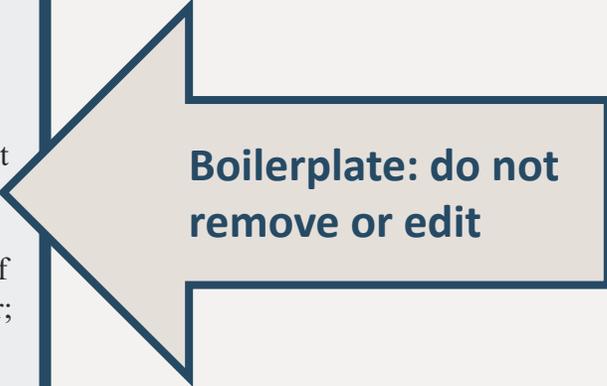
Focus on front-end eligibility errors.

Do not include items for analyzing processes that took place *following* eligibility determination or redetermination – **an exception is in Element 410 (where the improper payment, if any, is determined).**

Do not include any items instructing the reviewer to include personally identifiable information of clients, children, or providers.

- Names
- Addresses
- Workplaces
- License numbers

Example: Element 100, column 1

ELEMENTS OF ELIGIBILITY & PAYMENT DETERMINATION (1)	ANALYSIS OF CASE RECORD (2)	FINDINGS (3)	RESULTS (4)
<p>100 APPLICATION/ REDETERMINATION FORMS</p> <p>Determine whether required eligibility forms met all state and federal policies in effect during the sample month. Examples include (1) application form; (2) child care agreement; (3) declaration of family assets, as determined by a family member; and (4) voucher or certificate, if applicable.</p>	 <p>Boilerplate: do not remove or edit</p>		<p>100 RESULTS</p> <ol style="list-style-type: none"> 1. No Error / Error 2. Missing/Insufficient Documentation (If “Y” is coded, answer 2A) <ul style="list-style-type: none"> 2A. Potential Improper Payment Error (If “Y” is coded, use the MID Table)

Example: Element 100, column 1 (continued)

ELEMENTS OF ELIGIBILITY & PAYMENT DETERMINATION (1)	ANALYSIS OF CASE RECORD (2)	FINDINGS (3)	RESULTS (4)
<p>100 APPLICATION/REDETERMINATION FORMS</p> <p>Determine whether required eligibility forms met all state and federal policies in effect during the sample month. Examples include (1) application form; (2) child care agreement; (3) declaration of family assets, as determined by a family member; and (4) voucher or certificate, if applicable.</p>			<p>100 RESULTS</p> <ol style="list-style-type: none"> 1. No Error / Error 2. Missing/Insufficient Documentation (If “Y” is coded, answer 2A) <ul style="list-style-type: none"> 2A. Potential Improper Payment Error (If “Y” is coded, use the MID Table)
<p><u>Child Care Assistance Program Manual</u></p> <p>300-38-10: Application</p> <p>300-38-55: Assets</p> <p>300-38-110: Certificate</p>	<p>Add policy citations or other requirements. Make sure all applicable components from the boilerplate are included</p>		

Example: Element 100, column 2

ELEMENTS OF ELIGIBILITY & PAYMENT DETERMINATION (1)	ANALYSIS OF CASE RECORD (2)	FINDINGS (3)	RESULTS (4)
<p>100 APPLICATION/REDETERMINATION FORMS</p> <p>Determine whether required eligibility forms met all state and federal policies in effect during the sample month. Examples include (1) application form; (2) child care agreement; (3) declaration of family assets, as determined by a family member; and (4) voucher or certificate, if applicable.</p> <p><u>Child Care Assistance Program Manual</u></p> <p>300-38-10: Application</p> <p>300-38-55: Assets</p> <p>300-38-110: Certificate</p>	<p>Is there a signed application in the case file? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Was the parent provided written notification of Eligibility for Child Care Services? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Did the family declare that assets do not exceed \$1,000,000? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Is there a certificate including the sample month in the case file? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Add items to assist reviewers in conducting a detailed analysis of the case record. Be sure all applicable components from the boilerplate are included.</p>	<p>100 RESULTS</p> <p>2A. Potential Improper Payment Error (If “Y” is coded, use the MID Table)</p>

Note “N/A” box

Note “comments” box

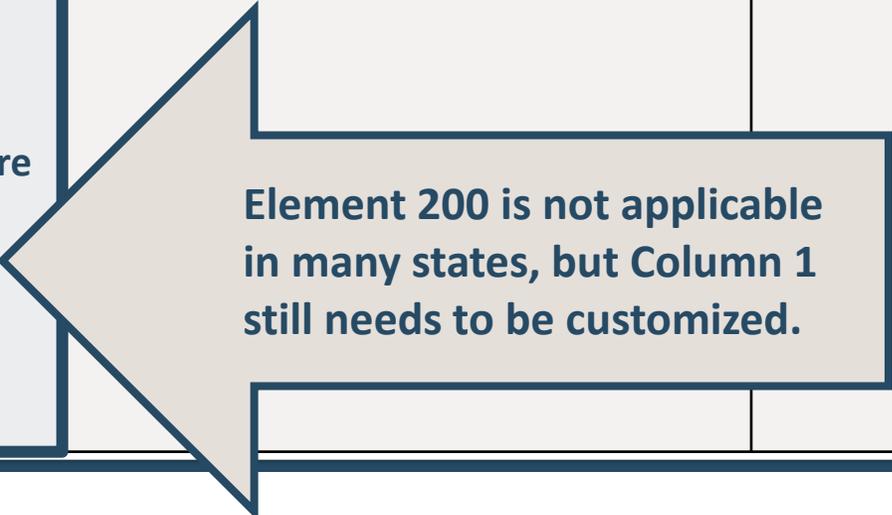
Example: Element 100, column 3

ELEMENTS OF ELIGIBILITY & PAYMENT DETERMINATION (1)	ANALYSIS OF CASE RECORD (2)	FINDINGS (3)	RESULTS (4)
<p>100 APPLICATION/ REDETERMINATION FORMS</p> <p>Determine whether required eligibility forms met all state and federal policies in effect during the sample month. Examples include (1) application form; (2) child care agreement; (3) declaration of family assets, as determined by a family member; and (4) voucher or certificate, if applicable.</p> <p><u>Child Care Assistance Program Manual</u></p> <p>300-38-10: Application 300-38-55: Assets 300-38-110: Certificate</p>	<p>Is there a signed application in the case file? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Was the parent provided written notification of Eligibility for Child Care Services? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Did the family declare that assets do not exceed \$1,000,000? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Is there a certificate including the sample month in the case file? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<div style="border: 2px solid black; width: 100%; height: 100%; background-color: #e0f0ff;"></div>	<p>RESULTS</p> <div style="border: 2px solid black; padding: 5px; margin: 10px 0;"> <p>Do not add any text to Column 3 (you can add a field for responses).</p> </div> <p>A. Potential Improper Payment Error (If “Y” is coded, use the MID Table)</p>

Example: Element 100, column 4

ELEMENTS OF ELIGIBILITY & PAYMENT DETERMINATION (1)	ANALYSIS OF CASE RECORD (2)	FINDINGS (3)	RESULTS (4)
<p>100 APPLICATION/ REDETERMINATION FORMS</p> <p>Determine whether required eligibility forms met all state and federal policies in effect during the sample month. Examples include (1) application form; (2) child care agreement; (3) declaration of family assets, as determined by a family member; and (4) voucher or certificate, if applicable.</p> <p><u>Child Care Assistance Program Manual</u></p> <p>300-38-10: Application</p> <p>300-38-55: Assets</p> <p>300-38-110: Certificate</p>	<p>Is there a signed application in the case file? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Was the parent provided written notification of Eligibility for Child Care Services? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Did the family declare that assets do not exceed \$1,000,000? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Is there a certificate including the sample month in the case file? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>	<p>Do not add to or edit any of the Column 4 text (you can add fields for responses).</p>	<p>100 RESULTS</p> <ol style="list-style-type: none"> 1. No Error / Error 2. Missing/Insufficient Documentation (If “Y” is coded, answer 2A) <p>2A. Potential Improper Payment Error (If “Y” is coded, use the MID Table)</p>

Example: Element 200, column 1

ELEMENTS OF ELIGIBILITY & PAYMENT DETERMINATION (1)	ANALYSIS OF CASE RECORD (2)	FINDINGS (3)	RESULTS (4)
<p>200 PRIORITY GROUP PLACEMENT</p> <p>Determine whether client met criteria of any state-designated priority group, e.g., special needs or low income.</p>			
<p><u>Child Care Assistance Program Manual</u> 300-38-135: Priorities for child care services</p>			<p>200 RESULTS</p> <ol style="list-style-type: none"> 1. No Error / Error 2. Missing/Insufficient Documentation (If “Y” is coded, answer 2A) <ul style="list-style-type: none"> 2A. Potential Improper Payment Error (If “Y” is coded, use the MID Table)

Example: Element 200, column 2

ELEMENTS OF ELIGIBILITY & PAYMENT DETERMINATION (1)	ANALYSIS OF CASE RECORD (2)	FINDINGS (3)	RESULTS (4)
<p>200 PRIORITY GROUP PLACEMENT</p> <p>Determine whether client met criteria of any state-designated priority group, e.g., special needs or low income.</p> <p><u>Child Care Assistance Program Manual</u> 300-38-135: Priorities for child care services</p>	<p>Not applicable. State served all eligible children during the review period.</p>	<p></p>	<p>200 RESULTS</p> <p>1. No Error / Error</p> <p>Element 200 is not applicable in many states, but Column 2 still needs to be customized</p> <p>Payment Error (if "Y" is coded, use the MID Table)</p>

Example: Element 400, column 1

ELEMENTS OF ELIGIBILITY & PAYMENT DETERMINATION (1)	ANALYSIS OF CASE RECORD (2)	FINDINGS (3)	RESULTS (4)
<p>400 FINANCIAL REQUIREMENTS</p> <p>Determine whether income verifications and calculations for household members were correct. Specify time period (e.g., based on 4 weeks prior to application) and all income to be considered based on state policies and definitions (e.g., head of household employment). Determine whether household income met state requirements (e.g., family gross income must be within X percent of state’s median income), and whether the copayment (if any) was correctly applied).</p>			<p>400 RESULTS</p> <ol style="list-style-type: none"> 1. No Error / Error 2. Missing/Insufficient Documentation (If “Y” is coded, answer 2A) <ul style="list-style-type: none"> 2A. Potential Improper Payment Error (If “Y” is coded, use the MID Table)
<p><u>Child Care Assistance Program Manual</u></p> <p>300-38-75: Financial eligibility requirements</p> <p>300-38-80: Converting income</p> <p>300-38-95: Copay requirements</p> <p>300-38-96: Sliding fee schedule</p> <p>300-38-101: Payment and family share</p>	<p>Add policy citations or other requirements. Make sure all applicable components from the boilerplate are included.</p>		

Example: Element 400, column 2

ELEMENTS OF ELIGIBILITY & PAYMENT DETERMINATION (1)	ANALYSIS OF CASE RECORD (2)	FINDINGS (3)	RESULTS (4)
<p>400 FINANCIAL REQUIREMENTS</p> <p>Determine whether income verifications and calculations for household members were correct. Specify time period (e.g., based on 4 weeks prior to application) and all income to be considered based on state policies and definitions (e.g., head of household employment). Determine whether household income met state requirements (e.g., family gross income must be within X percent of state’s median income), and whether the copayment (if any) was correctly applied).</p> <p><u>Child Care Assistance Program Manual</u> 300-38-75: Financial eligibility requirements 300-38-80: Converting income 300-38-95: Copay requirements 300-38-96: Sliding fee schedule 300-38-101: Payment and family share</p>	<p>Household size:</p> <p>Income verification present in case file? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Household income determined by EW:</p> <p>Income correct? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Family share calculated by EW:</p> <p>Family share correct? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Gross income is below 85% SMI Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comments:</p>		<p>400 RESULTS</p> <div data-bbox="1643 464 2509 685" style="border: 2px solid black; padding: 5px; margin: 10px 0;"> <p>Add items to assist reviewers in conducting a detailed analysis of the case record. Be sure all applicable components from the boilerplate are included.</p> </div> <p>2A. Potential Improper Payment Error (If “Y” is coded, use the MID Table)</p>

Example: Element 410, column 1

ELEMENTS OF ELIGIBILITY & PAYMENT DETERMINATION (1)	ANALYSIS OF CASE RECORD (2)	FINDINGS (3)	RESULTS (4)
<p>410 PAYMENT</p> <p>Identify the eligibility worker’s subsidy amount for the sample month and compare it to the reviewer’s subsidy amount for the sample month. If the amounts are the same there is no improper payment error.</p> <p>If the amounts are different, compare the reviewer’s subsidy amount to the sample month payment amount.</p> <p>If the sample month payment was a full payment and was:</p> <ul style="list-style-type: none"> ○ greater than the reviewer’s subsidy amount, the difference may be an overpayment (improper payment). ○ less than the reviewer’s subsidy amount, the difference may be an underpayment (improper payment). 			<p>410 RESULTS</p> <ol style="list-style-type: none"> 1. No Error / Error 2. Missing/Insufficient Documentation
<p><u>Child Care Assistance Program Manual 300-38-101: Payment and family share</u></p>	<p>Be sure to customize (Element 410 Column 1 was not required to be customized in previous cycles).</p>		

Example: Element 410, column 2

ELEMENTS OF ELIGIBILITY & PAYMENT DETERMINATION (1)	ANALYSIS OF CASE RECORD (2)	FINDINGS (3)	RESULTS (4)
<p>410 PAYMENT</p> <p>Identify the eligibility worker’s subsidy amount for the sample month and compare it to the reviewer’s subsidy amount for the sample month. If the amounts are the same there is no improper payment error. If the amounts are different, compare the reviewer’s subsidy amount to the sample month payment amount.</p> <p>If the sample month payment was a full payment and was:</p> <ul style="list-style-type: none"> ○ greater than the reviewer’s subsidy amount, the difference may be an overpayment (improper payment). ○ less than the reviewer’s subsidy amount, the difference may be an underpayment (improper payment). <p><u>Child Care Assistance Program Manual</u> 300-38-101: Payment and family share</p>	<p>Eligibility worker’s subsidy amount: \$</p> <p>Reviewer’s subsidy amount: \$</p> <p>Difference (if applicable): \$</p> <p>Sample month payment amount (if applicable): \$</p> <p>Comments:</p>	<p>410 RESULTS</p> <ol style="list-style-type: none"> 1. No Error / Error 2. Missing/Insufficient Documentation 	<p>410 RESULTS</p> <ol style="list-style-type: none"> 1. No Error / Error 2. Missing/Insufficient Documentation

Ensure that all of these components are included in your Column 2 customization for Element 410.

Example: Element 410, column 4

ELEMENTS OF ELIGIBILITY & PAYMENT DETERMINATION (1)	ANALYSIS OF CASE RECORD (2)	FINDINGS (3)	RESULTS (4)
<p>410 PAYMENT</p> <p>Identify the eligibility worker’s subsidy amount for the sample month and compare it to the reviewer’s subsidy amount for the sample month. If the amounts are the same there is no improper payment error. If the amounts are different, compare the reviewer’s subsidy amount to the sample month payment amount.</p> <p>If the sample month payment was a full payment and was:</p> <ul style="list-style-type: none"> o greater than the reviewer’s subsidy amount, the difference may be an overpayment (improper payment). o less than the reviewer’s subsidy amount, the difference may be an underpayment (improper payment). <p><u>Child Care Assistance Program Manual</u> 300-38-101: Payment and family share</p>	<p>Eligibility worker’s subsidy amount: \$</p> <p>Reviewer’s subsidy amount: \$</p> <p>Difference (if applicable): \$</p> <p>Sample month payment amount (if applicable): \$</p> <p>Comments:</p>	<p>410 RESULTS</p> <ol style="list-style-type: none"> 1. No Error / Error 2. Missing/Insufficient Documentation 	

Column 4 in Element 410 is different from other elements. Be sure your submission matches the template.



Next Steps

Reminders

The last day for submitting your SDAP (in the OLDC) is October 31, 2020. Sampling cannot begin until it has been approved.



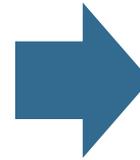
The last day for submitting your customized RRW (to the Regional Office) is December 31, 2020. Reviews cannot begin until it has been approved.



You are encouraged to send your SDAP and RRW drafts to your NCSIA error rate specialist for review, before submitting.

Other TA Resources

NCSIA's Error Rate Resources website contains links to past webinars and general information on the error rate review process.



<https://childcareta.acf.hhs.gov/resource/ccdf-error-rate-review-resources-0>

Look for more resources to be posted in the future.

Reach out to your NCSIA error rate specialist for any TA before then!



Next Year Two webinar – Spring 2020

Questions and Open Discussion





NATIONAL CENTER ON

Subsidy Innovation and Accountability



Thank you!

Jenna Broadway, Region VII: jbroadway@wrma.com

Leigh Ann Bryan, Region I: lbryan@wrma.com

Katie Watts, all other regions: kwatts@wrma.com