

## **Including Absences and Z-Days with Variable Schedules Examples**

The following are definitions of the Child Care Attendance Automation (CCAA) system's attendance codes:

- Z-Days—authorized days with no attendance recorded in CCAA
- P-Days—paid days
- H-Days—paid holidays
- A-Days—absence days, including:
  - I-Days—illness days
  - C-Days—court-ordered custody days

Parents with variable weekly work schedules who require child care to be authorized for any day of the week can quickly reach the maximum number of absences because the parent is not scheduled to work on each day that care is authorized.

For example, a parent's work schedule during any given month might be 7 days the first week, 3 days the second week, 6 days the third week, and 4 days the fourth week. In many cases, these work schedules are not known in advance. To ensure that authorized care aligns with the parent's variable work schedule, the child care is authorized for any day of the week. However, if the parent is not scheduled to work on an authorized day and does not take the child to care, that day is reported as a Z-Day and counts toward the maximum number of absence days allowed by the Local Workforce Development Board (Board). For Boards that pay for Z-Days, these nonscheduled days also are reimbursed by the Board, resulting in a potential overpayment.

The following are examples of TWIST Calculation 1 and TWIST Calculation 2.

### **TWIST Calculation 1**

If the actual number of days of attendance reported in CCAA (P-Days) plus the number of paid holidays (H-Days) is *greater* than the number of days in the month minus 8, then the claim is the actual P-Days plus the H-Days reported in CCAA.

***Example: A child care referral is authorized for 7 days per week up to a maximum of 7 days per week (31-day month).***

The calendar shows the child's actual attendance reported in CCAA.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 P	2 P
3 Z	4 H	5 P	6 P	7 P	8 P	9 Z
10 P	11 P	12 P	13 P	14 P	15 A	16 P
17 P	18 P	19 P	20 P	21 Z	22 P	23 P
24 P	25 P	26 P	27 P	28 P	29 P	30 Z
31 A						

Total P-Days = 24

Total H-Days = 1

Total Days = 25

Total days in the month:  $31 - 8 = 23$

The TWIST-generated claim for this service month totals **25 paid days** based on 24 P-Days plus 1 H-Day—which is greater than 31 days in the month minus 8 (23 days).

Total A-Days = 2

Total Z-Days = 2

- The 2 A-Days and the 2 Z-Days are not paid because the total reported P-Days plus the 1 H-Day is 25—which is greater than 31 days in the month minus 8 (23).
- The A-Days and Z-Days are not counted in this service month because they are not paid.

### TWIST Calculation 2

If the actual number of P-Days plus the number of H-Days is *equal to or less than* the number of days in the month minus 8, then the claim is the lesser of:

- the number of days in a month minus 8; or
- the maximum number of days authorized in the month.

*Example 1: A child care referral is authorized for 7 days per week up to a maximum of 7 days per week (31-day month).*

The calendar shows the child's actual attendance reported in CCAA:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 P	2 Z
3 Z	4 H	5 P	6 P	7 P	8 P	9 Z
10 P	11 P	12 P	13 P	14 P	15 A	16 Z
17 P	18 P	19 P	20 Z	21 Z	22 P	23 P
24 Z	25 A	26 P	27 Z	28 P	29 P	30 Z
31 Z						

Total P-Days = 18

Total H-Days = 1

Total A-Days = 2

Total Z-Days = 10

Total Days: = 31

Total days in the month:  $31 - 8 = 23$

The TWIST-generated claim for this service month is **23 paid days**, although the referral was authorized for up to 7 days each week or 31 days for the month.

- The maximum paid is for 23 days: 18 P-Days + 2 A-Days + 1 H-Day + 2 Z-Days.
- Four days of absences are counted for this service month: 2 A-Days + 2 Z-Days.
- Only 2 of the 10 Z-Days are paid and count as absences. The remaining 8 Z-Days are not paid and do not count as absences.

**Example 2: A child care referral is authorized for 7 days per week up to a maximum of 4 days per week (30-day month).**

The calendar shows the child’s actual attendance reported in CCAA.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 P	2 P	3 P	4 P
5 P	6 P	7 P	8 Z	9	10	11
12	13	14 P	15 P	16 P	17 P	18
19	20 P	21 P	22	23	24 P	25 P
26	27 A	28 P	29 P	30 P		

Total P-Days = 18  
 Total H-Days = 0  
 Total A-Days = 1  
Total Z-Days = 1  
 Total Days: = 20

Total days in the month:  $30 - 8 = 22$

The TWIST-generated claim for this service month is **20 paid days**, because that is the maximum number of days authorized for the month (4 days per week).

- The maximum paid is 20 days: 18 P-Days + 1 A-Day + 1 Z-Day.
- Three days of absences are counted for this service month.