



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

DC Child Care Subsidy Program

Payment Error Report

Name of provider/facility:			Name of person completing form:		
Provider Level:	Telephone Number:		Reporting Date:		
Child's Name	Service Start Date	Eligibility Worker	Status of Enrollment		Comments (Use codes below)
			Child Attending Y/N	Services Ended (List Date)	

Error Reports should be submitted in the Division of Early Learning Licensing Tool ([DELLT](#)) by the 10th calendar day of each month. To submit an Error Report in DELLT, login to DELLT > Facility Profile > Facility Documents > SARA Documents > Subsidy Admission Forms and Error Reports field. Once uploaded, notify your eligibility monitor and include the facility where the forms have been uploaded in DELLT.

CODES: Enter the appropriate code for each child in the comments section. Follow the instructions listed for each code.

- 01 – Never Paid (Attach the Child Care Admission Form).
- 02 – Partial Payment (In the comments section, also enter the time period for which you were not paid and include the month, date and year).
- 03 – Services Ended (Ensure the full date [month, date and year] is listed in the appropriate section of the "Status of Enrollment").

Instructions

Provider Information

- Name of Provider: Enter the name of the child development center, family child care provider or in-home care provider.
- Name of Person Completing Form: Enter the name of the person completing the Error Report.
- Provider Level: Indicate if the provider is Level I or Level II.
- Telephone Number: Provide the provider's contact number.
- Reporting Date: Enter the date the report is completed.

Child Information

- Child's Name: Ensure the child's name matches the Child Care Admission Form exactly, including hyphens and accents. If the name is incorrect on the Child Care Admission Form, note it in the comments section.
- Service Start Date: Enter the child's most recent admission date.
- Eligibility Worker: List the eligibility worker's name from the Child Care Admission Form or the most recent worker assigned. Write "Provider" if eligibility was conducted at the child development center.
- Status of Enrollment: Write "Y" for currently enrolled or "N" if the child is no longer enrolled, along with the termination date.

Comments and Codes

- Use this section for additional clarifications or codes indicating payment status for each child.

Uploading to DELLT

- Upload error reports and any supporting documents as one PDF.
- Use the following naming convention: Month Payment Error Report_Reporting Date

Reminders

- Providers should report all terminations on the Attendance Report. If payment was received due to a late termination, include the child on the Error Report and indicate the date the services ended.
- OSSE reimburses payments for services provided in the previous month. For instance, if a child starts in January, the payment for those services will be issued in February.
- OSSE reserves the right to deny payment for errors reported more than 90 days after the error occurred. For example, if the error appears on the January pay statement, the provider will receive the pay statement in February. The provider must report the error by March 10, but no later than May 10.