

Provider Portal View/Process PBF Instructions

PBFs will be received and sent electronically once your Provider Portal account is approved and CLR# attached. Monthly PBFs are created and available on the Provider Portal on the 1st day of each month. Additional PBFs may be received throughout the month as enrollments become active.

PBFs to be processed

PBFs are reviewed and sent for payment via the View/Process PBF screens.

1. Select a provider on the Provider Portal Home screen
2. Click on **View/Process PBFs** in the left navigation menu

Provider Name	CLR	Address	Type
Test Provider I	L369522	Test Address 1	Licensed Type I
Test Provider II	L369528	Test Address 2	Licensed Type I
Test Provider III	L368835	Test Address 3	Licensed Type I
Test Provider IV	C54969	Test Address 4	Certified
Test Provider V	R76463	Test Address 5	Registered In Provider Home
Test Provider VI	C57416	Test Address 6	Certified

3. The **View/Process PBFs** screen displays PBFs that need to be processed.

- No Information Found will display if no PBFs are awaiting processing
- Any PBFs in **New PBF** or **Saved** status will display in the **PBF Results** grid
- You can sort the information by clicking on any of the column labels:
 - Child Name
 - Payment Period
 - PBF Status
 - Locked
 - PBF Status date

Select	Child Name	Payment Period	PBF Status	Locked	PBF Status Date
<input type="checkbox"/>	Ciss62, Cnc	Sep 2015	NewPBF	No	3/28/2016
<input type="checkbox"/>	Ciss62, Cnc	Aug 2015	NewPBF	No	3/28/2016
<input type="checkbox"/>	Ciss64, Cnc2	Mar 2016	NewPBF	Yes	3/31/2016
<input type="checkbox"/>	Ciss64, Cnc2	Feb 2016	NewPBF	Yes	2/29/2016

I certify that all entries have been made by me or reviewed by me for accuracy, and are complete and true to the best of my knowledge. I certify that all billing is according to child attendance as listed on the DCC-94E, Child Care Daily Attendance Record. I understand that if I give false information or withhold information, I may be subject to prosecution for fraud or discontinued from participation in the Child Care Assistance Program. I understand that if I fail to supply requested daily attendance records that payment may be withheld. I understand and agree that if an overpayment occurs for any reason, I am required to pay back any money I received in error. I understand that the information that I have provided on this form is subject to verification by federal, state, or local officials to determine if it is true. I also give my consent to the Department for Community Based Services or its designee to make any necessary contact to verify my statements or gain additional information, including on-site inspections of attendance records.

UPDATE: 'Locked' is no longer a valid state for a PBF.
Contact the KICCS HelpDesk if any PBF is noted as Yes for Locked.

Provider Portal View/Process PBF Instructions

Process PBFs

Each child's PBF must be viewed and the attendance verified prior to submitting to the billing staff for processing.

1. Click on a child's name in the grid to go to the **Child PBF** screen.

Select	Child Name	Payment Period	PBF Status	Locked	PBF Status Date
<input type="checkbox"/>	Ciss62, Cnc	Sep 2015	NewPBF	No	3/28/2016
<input type="checkbox"/>	Ciss62, Cnc	Aug 2015	NewPBF	No	3/28/2016
<input type="checkbox"/>	Ciss64, Cnc	Mar 2016	NewPBF	Yes	3/31/2016
<input type="checkbox"/>	Ciss64, Cnc2	Feb 2016	NewPBF	Yes	2/29/2016

I certify that all entries have been reviewed for accuracy, and are complete and true to the best of my knowledge. I certify that all information provided is accurate, and I understand that if I give false information or withhold information, I may be subject to disciplinary action, including suspension or termination from participation in the Child Care Assistance Program. I understand that if I fail to provide requested daily attendance information, I may be subject to disciplinary action, including suspension or termination from participation in the Child Care Assistance Program. I understand that if I fail to supply requested daily attendance information, I may be subject to disciplinary action, including suspension or termination from participation in the Child Care Assistance Program. I understand that if I fail to be withheld. I understand and agree that if an overpayment occurs for any reason, I am required to pay back any money overpaid to me. I understand that the information that I have provided on this form is subject to verification by federal, state, or local officials to determine the accuracy of the information provided. I consent to the Department for Community Based Services or its designee to make any necessary contact to verify my statements or gain additional information, including on-site inspections of attendance records.

Send Selected

Details regarding the child's PBF displays along with the **PBF Summary** grid that includes:

- Care Level
- Rate Type
- Count (# of days)
- Rate
- Co-pay

This grid will only contain basic info for children on a Flex Schedule. It will update after exceptions are entered and the Save button is clicked.

Provider Information

Provider Name: Cissell #1
 Address: 155 Main St
 Louisville, KY 40000
 CLR: L367253
 Type: LICENSED

Child PBF

Child Name: Cnc Ciss6
 Status: New PBF
 Last Updated By: Stephanie.Cissell
 Payment Period: JAN 2012
 Status Date: 5/15/2012

PBF Summary

Care Level	Rate Type	Count	Rate	Copay
Toddler 2	Full Day	3	\$24.00	\$0.00
			\$72.00	\$0.00
Total Full Days: 3		Total Part Days: 0		

Regular Schedule from 01/27/2012 to 01/31/2012

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Scheduled															
Provider Exceptions															
Day	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Scheduled												1			1
Provider Exceptions															
	1	2	40	43	45	50	55	60							

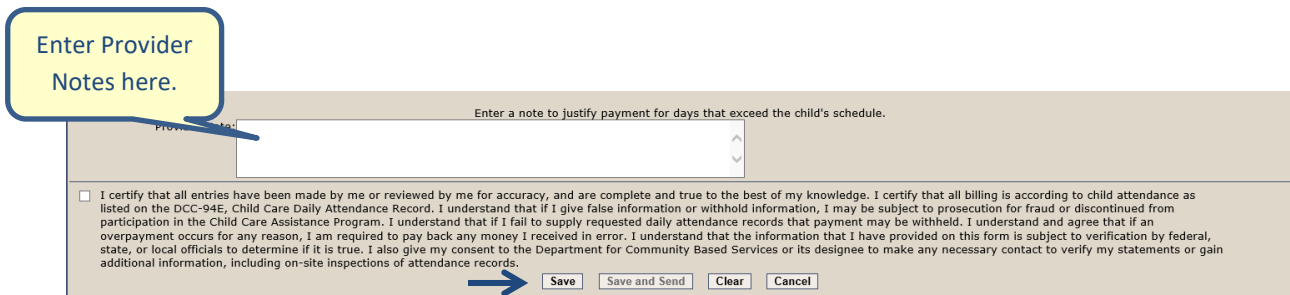
Full Day Part Day Excused Absence Holiday - Closed But Payment Requested Extraordinary Absence Unexcused Absence No Payment Requested Last Day Attended

NOTE: The PBF Summary grid displays **estimated** amounts based on the child's schedule and any exceptions. The billing staff must verify the requested payment meets the child's eligibility criteria.

Provider Portal View/Process PBF Instructions

The Scheduled row displays the child's approved schedule as determined by the caseworker. The Provider Exceptions row is used to note any differences to that schedule. The applicable exception codes and their description display below the PBF. Refer to the Exception Codes and Flexible Schedules tip sheet for additional info.

The Provider Note text box may be used to enter comments relating to the child's attendance for review by the billing staff. This is an optional entry. Please enter a note to justify payment for days requested which exceed the child's schedule.



Enter Provider Notes here.

Enter a note to justify payment for days that exceed the child's schedule.

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Save Save and Send Clear Cancel

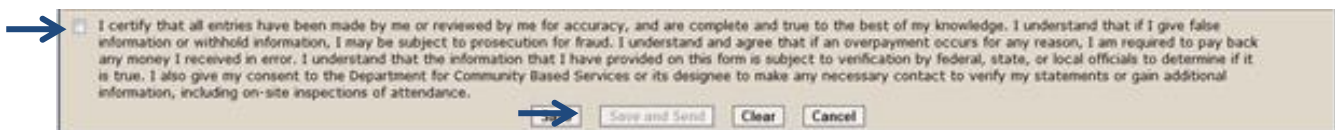
You may click Save to preserve any entered information. PBFs in Saved status remain available for review and edits in the Provider Portal.

Send PBFs

PBFs may be sent individually or as a group. This allows you to determine which method works best for you.

Send Individually:

1. Verify the child's attendance for the month
2. Enter any applicable Exception Codes
3. Select the box beside the text that begins "I certify."
 - This serves as an electronic signature for the PBF.
 - The Save and Send button is disabled until this box is checked.
4. Click Save and Send
 - You will automatically be redirected to the View/Process PBFs screen
5. Select the next child and repeat each step
6. Once all PBFs are sent, **No Information Found** will display on the View/Process PBFs screen



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Save and Send Clear Cancel

Provider Portal View/Process PBF Instructions

Send as a Group:

1. Verify the child's attendance for the month
2. Enter any applicable Exception Codes
3. Click Save
4. Click View/Process PBFs
5. Select the next child and repeat each step
6. Once all PBFs are in Saved status, select the check box next to the child's name
 - You may select the checkbox at the top of the column to select all
7. Select the box beside the text that begins "I certify."
 - This serves as an electronic signature for the PBF.
 - The Send Selected button is disabled until this box is checked.
8. All sent PBFs will be removed from the grid
 - Once all PBFs are sent, **No Information Found** will display on the View/Process PBFs screen

Select	Child Name	Payment Period	PBF Status	Locked	PBF Status Date
<input type="checkbox"/>	Cnc_Ciss6	Feb 2012	NewPBF	No	5/16/2012
<input type="checkbox"/>	Cnc_Ciss6	Mar 2012	NewPBF	No	5/16/2012
<input checked="" type="checkbox"/>	Cnc_Ciss6	Jan 2012	Saved	No	5/16/2012
<input checked="" type="checkbox"/>	Cnc_Ciss6	Apr 2012	Saved	No	5/16/2012

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IMPORTANT NOTE: You may view PBFs in Sent status in the Provider Portal, but you will no longer be able to add or modify exceptions. If you have clicked Save and Send or Send Selected and determine corrections are needed, please contact the **Division of Child Care, Billing at 844-209-2657**

Search PBFs

PBFs in any status may be viewed on the Provider Portal. After navigating to the View/Process PBF screen, click on the radio button beside Search.

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Home Process PBFs

View/Process PBFs Print PBFs Print Remittance Administration Assign Tasks Account Approval Provider Info Renewal/Change App.

Provider Information

Provider Name: Cissell Test1 CLR: L367479
Address: 1 Main St Type: LICENSED
Louisville, KY 20000

PBFs to be processed

PBFs to be processed Search

PBF Results

No Information Found

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Provider Portal View/Process PBF Instructions

You may search by child, PBF status, payment period, or a combination of options. The From Date and To Date fields are required. These fields refer to monthly payment periods. Dates must be entered in MM/YYYY format or you may use the calendar feature by clicking on the icon.

Example: You want to verify the status of all PBFs for April 2012.

- Leave the Child First Name and Child Last Name fields blank.
- Leave the PBF Status drop-down menu set to Select One
- Enter 04/2012 in the From Date field or select April using the calendar
- Enter 04/2012 in the To Date field or select April using the calendar
- Click Search

All PBFs that meet the search criteria will display in the PBF Results section in the same format as displays on the PBFs to be processed view.

You may click on the child's name to view the PBF details.

Select	Child Name	Payment Period	PBF Status	Locked	PBF Status Date
<input type="checkbox"/>	Cnc_Ciss6	Apr 2012	Saved	No	5/16/2012

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Any PBFs in Paid status will have a Remittance available. See **Print Remittance** for instructions on accessing this report.

PBFs may also be printed for your records. See **Print PBFs** for more information.