

Pay by Enrollment Provider Quick Guide: Getting Started

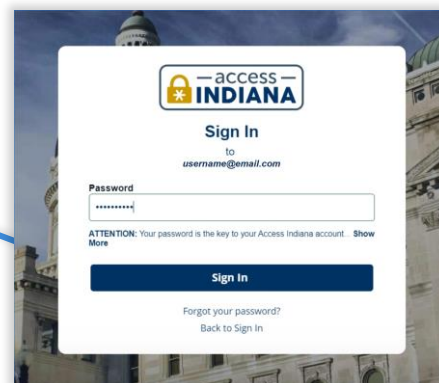
On July 15, 2024, Indiana will change to a Pay by Enrollment voucher model, which will reduce burdens on providers while enhancing the family experience. In the new model, providers will use a new portal to record child absences, rather than families using swipe cards to track their child's attendance. Absences will be tracked against an updated Excessive Absence policy of 45 days, which will increase time in care and ultimately improve child outcomes.

Please follow each step in this how-to guide to set up your account in the new portal and payment system.

Step 1: Log in to your provider portal account. This portal is where you will track child absences.

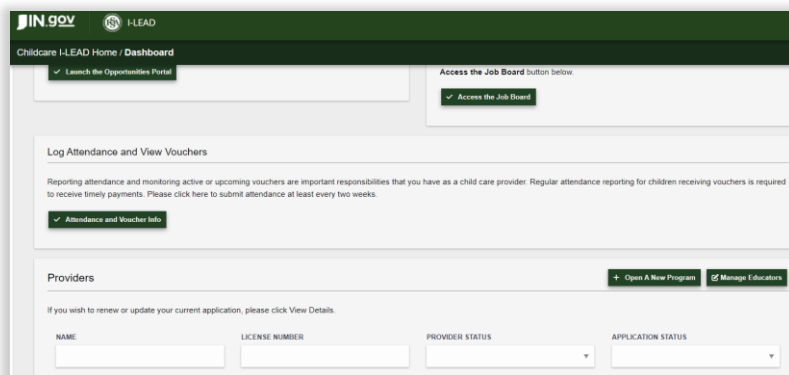
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Log into I-LEAD. If you are a new provider, you can create an account through Access Indiana.



2

To access the portal, select the 'Attendance and Voucher Info' tile within the 'log Attendance and View Vouchers' section of the I-LEAD home screen.



Don't have a provider portal account?

If you do not have a portal account, you will first need to set one up:

1. Refer to the email you received from OECOSL with your invitation to link your provider site. Call 1-800-299-1627 or visit <https://brighterfuturesindiana.org/ilead> if you did not receive the email.
2. Select the **"Accept Invitation"** button at the bottom of the email message.
3. Follow the prompts and fill out all required fields. At the end of the process, select the "Update Your Profile" button in the bottom-right corner of the window.

Step 2: Determine how you will record child absences.

- By default, all providers are set up to submit data through the provider portal. If you plan to do so, no action is required, and you may continue to Step 3.
- If you are using a preferred Child Care Management System (CCMS) vendor (Alliance CORE powered by Early Learning Ventures, brightwheel, or Playground), you may choose to have absence data uploaded automatically from your CCMS. Please reference the 'Connecting your CCMS for Child Absence Tracking Guide' for more information about this process.

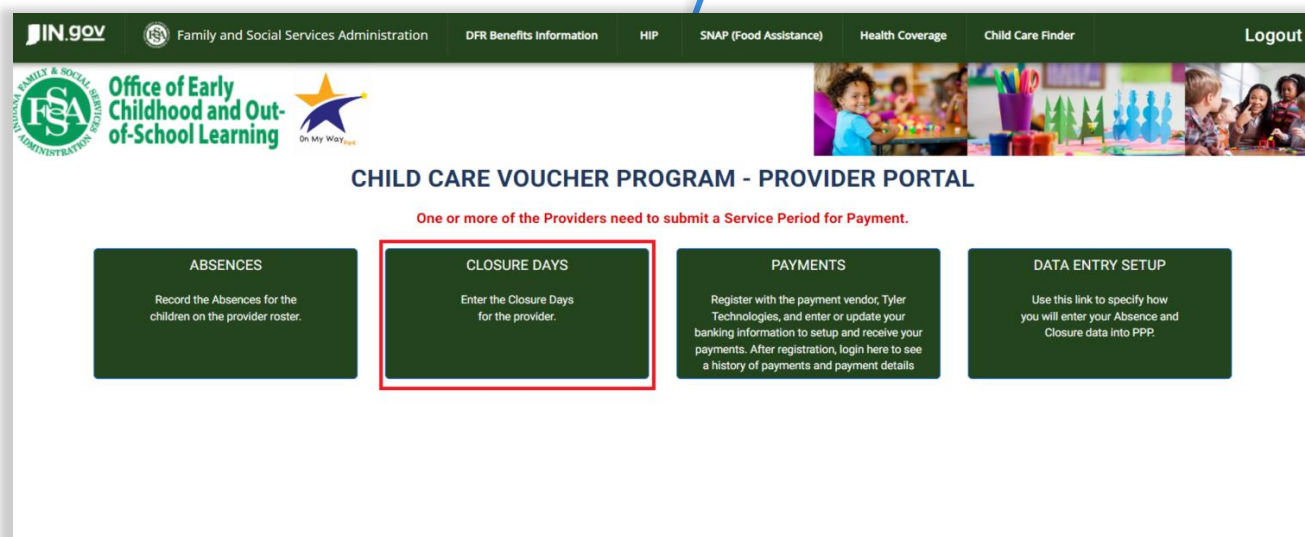
Note: you may begin automatically sharing attendance with the state's system through a CCMS connection **after** the first attendance period is submitted (which must be entered in the provider portal).

Step 3: Enter your program's closure dates.

- Providers are allowed 11 paid closures per year. After 11 paid closures have been recorded, only the Non-Paid-Closure option will be available.
- You may use non-paid closures at any time. You do not have to exhaust paid closure days first.
- Closures are not managed in the CCMS system like other attendance and absence data. Closures must be added in the provider portal.

1

From the provider portal home screen, select the 'Closure Days' tile.



The screenshot shows the provider portal interface. At the top, there is a navigation bar with links for 'IN.gov', 'Family and Social Services Administration', 'DFR Benefits Information', 'HIP', 'SNAP (Food Assistance)', 'Health Coverage', 'Child Care Finder', and 'Logout'. Below the navigation bar is a banner for the 'Office of Early Childhood and Out-of-School Learning' with the 'FSA' logo and the tagline 'On My Way'. The main heading is 'CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL'. Below the heading, there is a red notification: 'One or more of the Providers need to submit a Service Period for Payment.' There are four main tiles: 'ABSENCES' (Record the Absences for the children on the provider roster), 'CLOSURE DAYS' (Enter the Closure Days for the provider), 'PAYMENTS' (Register with the payment vendor, Tyler Technologies, and enter or update your banking information to setup and receive your payments. After registration, login here to see a history of payments and payment details), and 'DATA ENTRY SETUP' (Use this link to specify how you will enter your Absence and Closure data into PPP). The 'CLOSURE DAYS' tile is highlighted with a red border. A blue callout box with the number '1' points to the 'CLOSURE DAYS' tile.

CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

Service Period 04/07/2024 - 04/20/2024, due on 05/04/2024. Please enter and review absences for this service period and s

Home Absences

CLOSURE DAYS


Provider: EX9999

Legal Name: KUuHG rtRm

Facility Name: Shanon's Super Kids

Facility Type: Licensed Center

County: Marion

Date: MM/DD/YYYY  Type:

SAVED CLOSURES

Calendar Year: 2024 Paid Closures: 04 of 11 Non-Paid Closures: 02

Date	Type	Action
06/14/2024	PC	Delete

2 To add a closure, enter a date in the "Date" field by manually typing the date, or clicking on the Calendar icon next to the field.

3 Choose a closure type, from the "Type" drop-down menu.

4 Select 'Add'.

5 A record for your specified closure will be added to the grid on this screen.

6 To delete a closure, click the "Delete" button beside the closure's entry, then 'Yes' to confirm. You will only be able to delete closures that occur during service periods that have not been submitted. Once a service period has been submitted, a closure cannot be deleted.

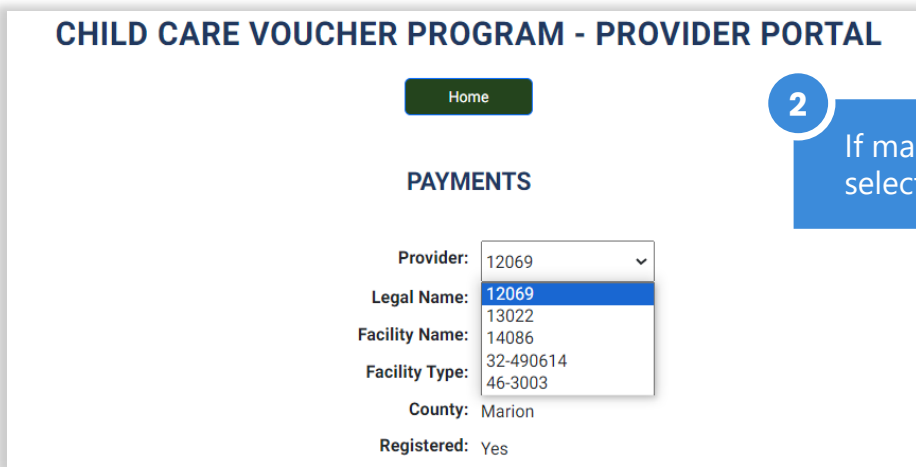
SAVED CLOSURES

Calendar Year: 2024 Paid Closures: 04 of 11 Non-Paid Closures: 02

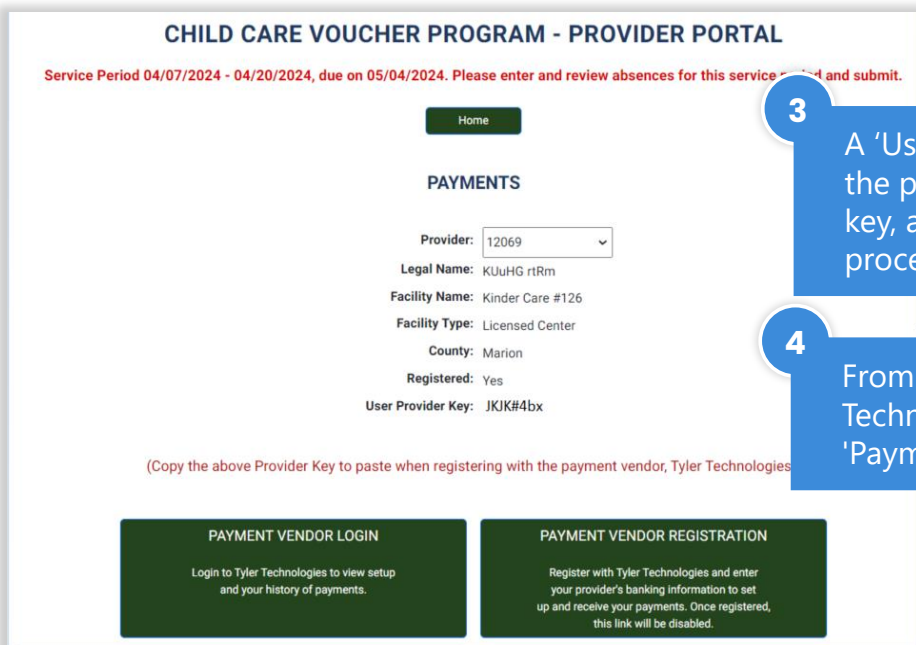
Date	Type	Action
06/14/2024	PC	Delete
06/07/2024	NP	Delete
05/30/2024	PC	Delete
05/29/2024	NP	Delete
05/21/2024	PC	Delete
03/11/2024	PC	

Step 5: Register with Rapid Financial Solutions (RFS)/Tyler Technologies to ensure you receive voucher payments in the new Pay by Enrollment model.

1 In the provider portal, select the Payments or 'Rapid Financial Solutions (RFS)/Tyler Technologies' tile.



2 If managing multiple child care sites, select the site to manage.



3 A 'User Provider Key' will be listed on the page. Copy or write down this key, as it will be required later in the process.

4 From this page, select the 'RFS/Tyler Technologies Registration' or 'Payment Vendor Registration' tile

Submit Provider Banking Information

Use this form to submit your provider banking information to Tyler Technologies for the first time.

> When entering your license number, please enter all fields including any letters or dashes that may be in your license number.
> For your provider key, you will enter the code provided when you login to your Provider Portal.

If you have any questions about this form or about your CCDF/OMW payments, please contact your CCDF policy consultant. You can find your CCDF policy consultant contact information at https://www.in.gov/fssa/carefinder/files/CCDF_Consultant_Policy_map.pdf If you need assistance with submitting your banking information for payment, please contact Tyler Technologies at (844) 959-7997.

Please note: banking information must be submitted/updated at least two (2) business days prior to a payment date to be effective with that payment.

First Name Last Name

License Name

License Number

Provider Key

By checking this box and clicking accept, you agree to and accept the [terms and conditions](#), [privacy policy](#), fees and arbitration provisions associated with the account.

Next →

IMPORTANT: If you have multiple programs that you manage you will need to repeat the registration process for each program.

Note: Make sure that you use the same username and password for each registration to manage them under one account.

IN.gov CCDF/OMW Provider Payments- Bank Information

Registration Success

Thank you, you have successfully registered your account and updated your banking information with Rapid Financial.

No further action from you is required.

Your funds will be automatically sent to the bank account you provided.

If you would like to view transaction history, you may login below at any time.

For assistance with CCDF/OMW Vouchers or payment details, please contact your CCDF Policy Consultant.
https://www.in.gov/fssa/carefinder/files/CCDF_Consultant_Policy_map.pdf

If you need further assistance registration information provided, please contact Rapid Financial at
1-844-959-7997

Addressing and responding to family questions

- Encourage families to be on the lookout for an important letter in the mail to register for the new family portal. This letter will contain a "parent key" that families will need to link their case to their account.
- Accessing the parent portal is not required but can be a convenient place for families to track absences and voucher information.
- The [family FAQs](#) on the Pay by Enrollment webpage provide more information about what families can expect.