

# Exception Codes and Flexible Schedules

The Provider Billing Form (PBF) displays the child’s expected attendance schedule (Scheduled row) and a blank exception line (Provider Exceptions row). Exceptions are changes from the expected schedule. If a child’s attendance is different from the expected schedule, the provider must enter exception codes to document this change.

The screenshot shows a 'Regular Schedule from 01/27/2012 to 01/31/2012'. It features a grid with columns for days 1 through 31. The 'Scheduled' row contains '1' for days 1-15 and '1' for days 28-31. The 'Provider Exceptions' row is blank. A callout labeled 'Schedule Type' points to the 'Scheduled' row, and another callout labeled 'Exception Codes' points to the 'Provider Exceptions' row. Below the grid is a legend for exception codes: 1 (Full Day), 2 (Part Day), 40 (Excused Absence), 43 (Holiday - Closed But Payment Requested), 45 (Unexcused Absence), 50 (No Payment Requested), 55 (Last Day Attended - Non-Payable Day), and 60 (Last Day Attended).

Exception codes are specific to provider type and schedule type. Provider type refers to licensed, certified or registered. The caseworker determines the schedule type based on the recipient’s need for care. The child may have a regular schedule, school schedule, or a flexible schedule. The schedule type and applicable exception codes will be noted on each PBF.

*For more details on exception codes per provider type and schedule type, see the table at the end of this document.*

## Regular and School Schedules

A ‘1’ or a ‘2’ will display in the scheduled row for each day a child is eligible for payment. A ‘1’ designates that the child is approved for a full day payment. A ‘2’ indicates approval of a part day payment. A School Schedule may be used when the approval is dependent on the child’s attendance at school outside of the child care facility/home. If the child attends as scheduled, no exceptions are needed. Any difference is noted by an exception code.

## Flexible Schedules

Flexible Schedules are used for children attending on a consistent, regular basis, but days of the week vary. The maximum number of Full Days and/or Part Days allowed per week is noted on the PBF and the DCC-94 Child Care Service Agreement. ‘FS’ displays in the scheduled row for Flexible Schedules. An exception code is required for each day the child attended. If the child was scheduled to attend, but did not due to an excused absence, holiday, etc., an exception is also needed. All other days should be left blank.

The screenshot shows a 'Flex Schedule from 08/01/2018 to 08/31/2018' with a limit of 'to 3 FD and 1 PD'. The 'Scheduled' row contains 'FS' for days 1, 2, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 31. The 'Worker Exceptions' row is blank. A callout labeled 'Maximum Full and Part Days' points to the 'to 3 FD and 1 PD' text, and another callout labeled 'FS Exception Codes' points to the 'Scheduled' row. Below the grid is a legend for exception codes: 1 (Full Day), 2 (Part Day), 40 (Excused Absence), 43 (Holiday - Closed But Payment Requested), 50 (Unexcused Absence), 55 (No Payment Requested), 60 (Last Day Attended - Non-Payable Day), 401 (Flex Excused Absence FD), 402 (Flex Excused Absence PD), 431 (Flex Holiday FD), 432 (Flex Holiday PD), 601 (Flex Last Day Attended FD), and 602 (Flex Last Day Attended PD).

*You MUST enter an exception for each day you want payment for a FS day!*

## Exception Codes and Flexible Schedules

If the child attended more days than the maximum number of days listed, you must provide an explanation for the additional entry by entering comments in the Provider Notes section of the PBF.

*\*Note: a written or typed comment does not guarantee days exceeding the schedule will be approved for payment by the Billing Staff.*

### Unscheduled Days

A day may be left blank in the Scheduled row if the child does not attend or only attends sporadically on that day of the week. This type of schedule may include a Schedule Note to verify this occasional attendance is approved. The Provider Portal will only allow a '1' or a '2' to be entered in the Provider Exceptions row for an unscheduled day.

Regular Schedule from 01/27/2012 to 01/31/2012				
Day	1	2	3	4
Scheduled				
Provider Exceptions				
Day	17	18	19	20
Scheduled				
Provider Exceptions				

Unscheduled Day

Exceptions Codes per Schedule Type and Provider Type						
Exception Code Definition		Schedule Type		Provider Type		
		Regular/School	Flex	Licensed	Certified	Registered
1	full day	X		X	X	X
2	part day	X		X	X	X
40	excused absence (five (5) per month permitted without documentation of the reason)	X		X	X	
401	flex excused absence (five (5) per month permitted without documentation of the reason) full day		X	X	X	
402	flex excused absence (five (5) per month permitted without documentation of the reason) part day		X	X	X	
43	closed but payment requested (scheduled holiday)	X		X	X	
431	flex closed but payment requested (scheduled holiday) full day		X	X	X	
432	flex closed but payment requested (scheduled holiday) part day		X	X	X	
45	extraordinary absence (for absences which exceed five (5) days, documentation of illness, natural disaster, death in the family must be on file and retained with daily attendance [sign-in] sheets)	X		X		
451	flex extraordinary absence full day		X	X		
452	flex extraordinary absence part day		X	X		
50	unexcused absence - any absence which exceeds five (5) per month and is not documented by one of the four reasons shown for code 45	X		X	X	X
55	no payment requested (unscheduled closure or client works irregular schedule)	X		X	X	
60	last day attended - payable day*	X		X	X	X
65	last day attended - non-payable day* **	X	X	X	X	X
601	flex last day attended - payable full day		X	X	X	X
602	flex last day attended - payable part day		X	X	X	X

\*KICCS sends a notification to benefit to discontinue enrollment if a child's PBF includes an exception code 60 or 65. Please be aware that the child may continue to be included on your PBFs for at least one more month.

\*\*Code 65 is added to KICCS beginning November 14, 2018. Allows providers to indicate a child no longer attends without requesting payment.