

	Department of Human Services Division: Benefits and Community Support		
Policy Title:	Separation of Duties Policy		
Program:	Colorado Child Care Assistance Program (CCCAP)		
Approved by:	Division Manager - BCSD		
Effective Date:	5/2019	Revision Cycle:	Annually
Revision Date:			
Owner:	CCAP Deputy Division Manager		
References:	Volume 3 Regulation 3.903 Definitions Volume 3 Regulation 3.911 County Responsibilities		

It is the policy of Larimer County to ensure that the appropriate roles correspond to the work specified. CHATs security access will be requested for each role as it corresponds to the duties and responsibilities of the role.

The CCAP Eligibility Worker and Eligibility Supervisor will:

- Process applications for all Child Care Programs and provide ongoing case management
- Override eligibility for cases, individuals, redetermination dates, and parent fees
- NOT enter fiscal agreements, complete manual claims, sub payments and non-sub payments
- Be familiar with the county plan, the county rate plan, and CCAP Rule 9 CCR 2503-9

In addition the CCAP Eligibility Supervisor will:

- Create, read, edit and submit the County Plan and County Rate Plan
- Ensure that CCAP team members are familiar with the county plan, the county rate plan, and CCAP Rule 9 CCR 2503-9

Larimer County does not separate the roles of Provider Worker and Fiscal Worker. We currently utilize the role of Business Office Worker.

The Business Office Worker and Business Office Supervisor will:

- Enter and manage fiscal agreements and fiscal rate schedules
- Enter and update a Provider's CCAP information
- Create and update payment plans and payment plan notes
- Be familiar with the county plan, the county rate plan, and CCAP Rule 9 CCR 2503-9
- Create and update sub payment adjustments and non sub payment adjustments for Clients and Providers
- Apply payments made and administrative actions to recoveries
- Calculate fraud overpayments, establish fraud claims, and send out noticing regarding overpayments
- Work with fraud and recovery unit for provider background checks
- NOT process eligibility cases

In addition the CCAP Business Office Supervisor will:

- Review the work of the Business Office Worker cases monthly

Workers with Read Only roles will:

- Have read only access to screens and flows within CHATs

**The County Security Administrator will have read only access and submit CHATs support tickets.*