

Tribal Child Care Codes – SPARC Line Code Reference

Contract Funding Code 0852: Child Care Administration

Description/ Category	Child Care Costs	Definition and Examples of Allowable Activities
Administrative Services	5850	<p>Administrative Services include tribal agency indirect costs such as accounting services, audit services, and other costs for goods and services related to agency oversight and administration.</p> <ul style="list-style-type: none"> Charge <i>Indirect Costs</i> to this line. Charge costs for Single Audit and costs for coordinating resolution of single audit findings to this line.
Eligibility and Authorizations	5832	<p>Eligibility and Authorization activities include workers' and their supervisors' wages and benefits, and other costs incurred for child care casework. This includes processing applications and renewals, determining and verifying eligibility, and collecting and documenting child care needs. Includes staff time spent determining parental co-payment amounts, entering authorization codes, and responding to provider questions about authorizations.</p> <ul style="list-style-type: none"> Charge all Shares subsidy (except fraud) staff training and related travel costs to this line.

Contract Funding Code 0840: Child Care Fraud

Description/ Category	Fraud Costs	Definition and Examples of Allowable Activities
Fraud Prevention and Investigation Services	5841	<p>Staff time spent on fraud prevention, investigation and enforcement. Include time spent developing and using error prone profiles and conducting any special front-end verifications for fraud purposes.</p> <ul style="list-style-type: none"> Charge fraud training and related travel costs to these lines. Charge costs related to subcontracting for fraud services to 5841
Hearings and Other Legal Costs	5843	<p>Hearings include attorney time and other legal costs preparing for or participating in administrative appeals or judicial hearings.</p> <p><i>Note: Line code 5834 remains in use for Tribal FY 21. Line code 5843 starts for tribal FY 22.</i></p>

Contract Funding Code 5831: Child Care Certification

Description/ Category	Certification Costs and Fees	Definition and Examples of Allowable Activities
Certification	5831	<p>Charge all costs associated with initial certification, relocation or recertification of child care providers to this line. Include staff time spent screening applicants, providing orientation sessions to potential providers and costs for site visit inspections, including travel. Include cost of items purchased, printing and mailing costs for provider tool kits and other certification resource materials. Include staff time spent providing training and technical assistance, monitoring compliance, issuing compliance statements, handling noncompliance issues, issuing non-compliance statements, issuing warning letters, and provider sanction/enforcement notices and revocations. Include costs for certification administrative reviews. Include time spent investigating and documenting complaints about providers.</p> <ul style="list-style-type: none"> Charge certification-related training for agency certifiers and related travel costs to these lines. Charge costs related to subcontracting for certification services to 0831
Certification Fees Collected	5833	<p>Report all fees collected from certified providers on this line. Include fees collected for initial application/relocation and recertification (if charged by the agency or subcontract agency).</p> <p><i>Fees must be reported as a negative amount on 5833. Agencies (and subcontract agencies) should not net out fees against certification expenditures.</i></p>