Setup > Third Party

Go to the Setup > Third Party screen in order to add or edit sponsoring, third party agencies. This will typically include local, state and federal government agencies, business partnerships or could relate to scholarships.

Any entity entered as a third party in the system will require a family is split- a split family means there will be multiple ledgers on the family financial screen. This process of split financials allows for parents to only see their balance due and for a site to keep track of the total amount owed for each child/family and sponsoring agency.

1. Sponsor Information
    - Sponsor Name – enter the name of the third party agency
    - Agency Identifier – enter a short name for the third party
    - Type – select the type of third party
        - Social Services – a government agency which subsidizes all or partial tuition/fee costs
        - Employer Based – a company which subsidizes all or partial tuition/fee costs
        - State Readiness – a government agency which subsidizes all or partial tuition/fee costs per student associated to a specific PreK program. The program has a start and stop time as well as a schedule calendar
        - Corporate Partnership – a company who has paid the corporate contract fee to receive a tuition discount and subsidizes all or partial tuition/fee costs
        - Discount Only – a third party from a corporate sponsorship that provides only a discount for families
        - Military – discount for members in the military
    - Active
        - Yes – the agency is active and will be selectable
        - No – the third party is not selectable, but remains in the system
    - Title XX - Title XX of the Social Security Act is administered by the Office of Community Services, Administration for Children and Families, Department of Health and Human Services. Click here for more information on Title XX
        - Yes – this third party agency is part of this program
        - No – no, it is not part of this program
    - Auto Create Holding Account – Setting up a Third Party Holding Account allows administrators the ability to apply over payments from a third party agency to a center's holding account. These over payments can be used at a later date when a third party agency issues a check that rectifies the issue
        - Yes – setup a holding account

- No – no, do not setup a holding account
- GL Accounting Code – enter the general ledger accounting code for the third party agency
- Student GL Code –
- Address, City, State, Zip – enter the address of the third party agency
- Contact Name, Phone, & Email – if there is a specific contact person at the agency, enter the information here
- Exceeds Allowed Disclaimer – enter a message that will be displayed if room assignment exceeds the amount allowed for the third party - WHERE IS IT DISPLAYED
- Invalid Contract Disclaimer – enter a message that will be displayed when the contract is no longer valid for the student with the third party - WHERE IS IT DISPLAYED

2. Billing Functions
   - Custom Billing
     - Yes – the billing for the sponsor is custom billing
     - No – if no is selected, sponsor and parent payments should be entered on each student's program/room assignment after the family has been split
     - Template – the third party billing template is being used to handle billing
   - Billing Type – (hidden if Custom Billing is Template)
     - Dollar – billing is completed using dollars on rate
     - Percentage – billing is completed using percentage of rate
     - Rate Based
   - Billing On
     - On Schedule – third party reimbursement is calculated using the student's schedule regardless of actual attendance
     - On Attendance – third party reimbursement is calculated using the student's attendance regardless of the student's schedule
     - Combined – third party reimbursement is calculated using the student's schedule or attendance, whichever is greater
     - On Attendance if Scheduled using Attended Rate – calculated using the student's attendance if the student is scheduled for the day using the attended rate
     - On Attendance if Scheduled using Scheduled Rate – calculated using the student's attendance if the student is scheduled for the day using the scheduled rate
   - Allow Flexible Schedule
     - Yes
     - No
   - Allow Program Calendar
     - Yes
     - No
   - On Attendance do Prebill On Schedule

- Yes- the system will bill copay based on schedule
- No - the system will not bill copay based on schedule, and will only bill based on attendance
  - Process Order- this will impact if a child has multiple third party sponsors/contracts
    - Default order – no order is required
    - Always first – process bulling for the third party first
    - Always last – process billing for the third party last
  - Allow Discounts
    - No – discounts are not allowed to be applied to students with the third party association
    - Yes – discounts are allowed to be applied to students with the third party association
  - Upcharge
    - Yes
    - No

3. Configuration
   - Rate Type
     - Uses Student's Third Party Reimbursement Rate – the billing will use the third party reimbursement rate entered on the student's third party screen
     - Uses Rate Table – third party agency has a rate table for all students within an age range
       - The rate table must be set up at the business level if all rates are consistent for all users of the third party agency IR set up at the center level if the rates are unique at the center level
   - Uses Set Reimbursement Amount – reimbursement mount is the same for all associated with agency
4. Billing Unit
   - Daily
   - Hourly
   - Daily based on Hourly
5. Billing Unit Rounding
   - Half Hour
   - Hour
   - None
   - Custom
6. Round Increment
7. Round Up At
8. Stop Billing
   - Stop on withdrawal date – third party reimbursement, copay, and over market charges

will stop on the withdraw date

- Continue through invoice period – third party reimbursement, copay, and over market charges will bill throughout the invoice period which the withdraw date is included

9. Allow Copay
- Yes – copay reimbursement will be set up on the student's third party screen
- No – copay reimbursement is not allowed by third party agency
- System calculated – difference between third party rate and the reimbursement amount
- Yes – on unit

10. If Monthly Reimbursement Convert To Weekly
- Yes – monthly reimbursement rate is divided by 4.333
- No - monthly reimbursement rate to be used

11. Bill Copay On
- Default
- Attendance
- Schedule
- Schedule Not Scheduled Day Off

12. Copay Coverage (Not seen if "Allow Copay is No)
- Child – copay is by child
- Family – copay is by family

13. Copay Frequency
- Same as Copay Reimbursement Type – the copay frequency equals copay reimbursement type selected on the child's third party setup screen
- Matches Agency Billing Period – the copay frequency equals the agency billing period setup

14. Copay Conversion
- None – copay entered on student setup is used
- Daily – copay amount entered on child setup is divided by the billable days according to copay type selected on student screen
  - If selected, remove hourly, percentage, and semi-monthly from child set up copay type drop-down
- Weekly
- Biweekly – Copay amount entered on child setup is divided by 2 and used in each of the first two billing cycles (uses agency billing setup to determine correct billing cycles)
  - If selected, remove hourly, weekly, percentage and semi-monthly from child setup copay type drop-down
- Custom – copay will be converted using indicator on agency billing setup

15. Deduct Copay from Reimbursement Rate
- Yes – the copay reimbursement rate is deducted from the third party agency reimbursement rate

- No - the copay reimbursement rate is not deducted from the third party agency reimbursement rate

16. Maximum Billable Amount
    - Yes – a maximum billable is used in the billing configuration
    - No - no maximum billable is used in the billing configuration

17. Display Additional Maximum Amount
    - Yes
    - No

18. Charge Over-Market Tuition Difference to Parent
    - Yes – the third party agency contract states that over market charges are allowed
    - No - the third party agency contract states that no additional tuition charges outside of copay may be charged

19. Split Attendance
    - Yes
    - No

20. Paid Holidays
    - Yes – the third party agency will reimburse the client for client holidays
    - No – the third party agency will not reimburse the client for client holidays

21. Paid Absence Days
    - Yes – the third party agency will reimburse the client for student absence days
    - No – the third party agency will not reimburse the client for student absence days

22. Annual Registration Fees Allowed to Parent
    - Yes – the third party contract states that registration fee can be charged to parent
    - No – the third party contract states that registration fee cannot be charged to parent

23. Sponsor Amount
    - Dollar
    - Percentage

24. Require Private Pay Discounts
    - Yes – the third party agency contract requires that enrollment discounts must be applied to tuition for students associated to third party agency
    - No – enrollment discount is not to be given to students associated to third party agency

25. Reservation Fees (only displayed if Yes is selected for Require Private Pay Discounts
    - No – reservation fees are not applied
    - Over Market Only – reservation fees are on Over-Market amount only
    - Copay and Over Market – reservation fees are on copay and over-market amounts
    - Copay Only

26. Allow Late Payment Fee
    - Yes – third party agency allows late payment fee to be charged to parent
    - No – third party agency does not allow late payment fees to be charged to parent

27. Allow Late Pickup Fee
    - Yes – third party agency allows late pick up fee to be charged to parent (default)
    - No – third party does not allow late pick up fees to be charged to parent
28. Activity Fee
    - Parent Pays – activity fees are paid by parent. Activity fee schedule not available to be attached to student contract
    - No One Pays – activity fee schedule not available to be attached to student contract
    - Third Party Pays – activity fees are paid by agency. Activity fee schedule available to be attached to student contract
29. Over Market Discount Type
    - N/A
    - Disc Discount
30. Multi Day Max Unit
    - No
    - Yes – allow multiple max day units for a student's third party contact
    - Yes - Category
31. Multi Day Max Unit - Total Max On Contract
    - Yes – allow maximum number of days to be selected on a student's third party contract
    - No
32. Multi Day - Allow Number of Units Authorized
    - Yes
    - No
33. Multi Day Max Unit - Calculate Unit Substitution
    - Yes
    - no
34. Display Special Rate
    - Yes – display special rate for a third party agency
    - No – do not display special rate for third party agency
35. Display Restricted Hours
    - Yes – display restricted hours for a third party student
    - No – no, do not display restricted hours
36. Allow Multi Manual Charge
    - Yes
    - No
37. Require Child Contract ID
    - Yes
    - No
38. Require Child Case Number
    - Yes

- No

39. Data Collection
    - Submission of Invoice after close of Invoice Period within X Days – enter the number of days after the invoice period closes that the invoice must be at third party agency
    - Submission of Rebilling Invoice within _____ Days of receipt of original payment – enter the number of days rebilling must be submitted after original payment is received
    - One Check per Invoice
        - Yes – payment received is for one invoice period
        - No – payment received may include multiple invoice periods

40. One Check per Child
    - Yes – payment received is for one student
    - No – payment received may include multiple students and multiple invoice periods

41. Check Delivery
    - Support Central – payment is received at Support Central
    - School – payment is received at center

42. Allocation Sheet Delivery
    - Support Central – allocation sheet is received at Support Central
    - School – allocation sheet is received at center

43. Over Payment Action
    - Refund – if an overpayment is received, the third party agency wants a refund processed
    - Deduction – if an overpayment is received, the third party agency will deduct from the next payment

44. Labels – this section determines what labels will be displayed when setting up a third party contract for a student
    - Contract Unit
    - Contract Unit 2
    - Copay
    - Copay 2
    - Coverage – enter coverage type
    - Maximum Units
    - Maximum Units 2

45. Click Save