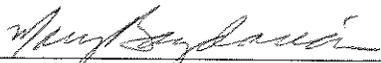




Department Of Social Services

PROGRAM AREA: Economic Security Division	EFFECTIVE DATE: 10/22/2012 REVISION DATE:
TITLE: Child Welfare Special Circumstance Child Care	AUTHORIZING SIGNATURE: 

Purpose:

The Garfield County Department of Human Services shall have procedures for the Child Welfare Child Care program.

Policy:

Child Welfare case workers shall meet all eligibility requirements as well as ensuring that there are no other options available and that the child is eligible for Program Area 4, 5, or 6 as described in the Child Welfare manual before a child welfare referral for special circumstances child care is completed. Required rules for the CCCAP program must be met as well.

Procedures:

When a Child Welfare Child Care case is approved for child care, the start date shall be the date the application/referral was completed, signed and received by the Child Care unit or whenever the child became eligible, whichever is later.

Child Welfare Caseworker shall:

1. Submit a completed state issued Child Welfare Child Care referral form to the Child Care unit. The address, phone and all pertinent information for the adult caretaker, children and provider must be completed or form will be returned to caseworker. Caseworker shall provide actual dates and times of care. An x under the days per week is not sufficient.
2. Explain and have client sign/date the Client Responsibility Agreement and return to the Child Care worker.
3. Explain the use of the CCCAP card to the adult caretaker who is responsible for or has custody of the children in care so that they understand how the POS machine works.
4. Help ensure that the client calls to get both of their CCCAP Cards pinned as promptly as possible to ensure payment.
5. Notify child care worker if the CWCC case will need to be extended before the end of the 90 day redetermination period.

6. **Notify Child Care worker immediately if the CWCC case is being closed to ensure proper noticing is given to the provider.**

Child Care worker shall:

1. **Provide caseworker with client responsibility agreement for client to sign**
2. **Have 10 business days to enter the application into the CHATS system**
3. **Provide copies of authorization and eligibility letters to the child welfare caseworker, client and provider**
4. **Provide copy of the pinning letter for the CCCAP card to both the client and caseworker. This will ensure that the worker has the information to help provide support to their client if help is needed.**

Attached; **CDHS 3.913 FF**
 CDHS 3.913 SS
 CDHS 7..302.1
 CCCAPDid You Know

- EE. The counties or their designee shall verify the residence of any applicant for child care assistance to ensure that they live in the county where they are applying for assistance.
- FF. When a case is approved for child care, the start date shall be the date the application was completed, signed and received by the county or when the client became eligible, whichever is later.
- GG. If a family is not transitioned from Colorado Works to Low-Income Child Care, the county shall provide notice as set forth in sections 3.915.3 and 3.915.4.
- HH. Whenever possible in processing re-determinations of eligibility for current clients, counties shall use information that is already available in other sources to document citizenship and identity.
- II. Counties shall allow applicants who declare their children are citizens of the U.S. no more than six months to obtain the documents needed to meet the citizenship documentation requirement for the children.
- JJ. The county will act within five (5) business days on any referrals from Colorado Works that requests child care or makes changes to child care.
- KK. The county shall not close any Colorado Works child care cases until the end of the month the Colorado Works case is closed. Since clients are eligible for Colorado Works for the entire month, they are also eligible for Colorado Works child care.
- LL. The county shall not require Social Security Numbers or cards for any man, woman or child who applies for child care assistance. Social Security Numbers or cards may be used as supporting documentation for proof of citizenship for the children in care or for identity information.
- MM. Prior to approving a fiscal agreement with any provider, the county shall compare the provider's private pay rates to the county's rates to ensure that county payments do not exceed private pay rates.
- NN. Counties shall review fiscal agreements on a random basis using a risk-based approach to ensure that the provider's current private pay rates are not less than the agreed-upon county rates. If private pay rates are found to be less than the agreed upon county rates, a new fiscal agreement shall be negotiated and a recovery established against the provider.
- OO. Counties shall have fiscal agreements signed by the provider and county staff prior to updating them in the State prescribed system.
- PP. Counties shall establish controls over which county staff have the authority to override eligibility in the Child Care Automated Tracking System (CHATS). Any overrides of eligibility must be accompanied by documentation in CHATS.
- QQ. Counties shall authorize care based on verified need, by establishing an authorization to cover the maximum amount of units needed to ensure care is available based on the client's activity schedule.
- RR. Counties shall:
1. Audit authorizations and payments for receiving child care assistance on a random basis using a risk based approach. In any given year the county is expected to audit at least one percent (1%) of the county's authorizations for that year to ensure that from eligibility through payment, the child care was paid correctly.
 2. Counties shall establish recoveries within twelve (12) months of discovery of the facts resulting in recovery.
- SS. Upon receiving an application for child care services, counties shall review for completeness and mail via postal service, fax, email or hand-deliver a notice to the client of any missing verification within ten (10) business days of receipt of the application.
- TT. Upon receipt of an application that was directed to the wrong county of residence, the receiving county shall forward the application and any verification within ten (10) business days to the correct county. The county shall provide notification to the client that his/her application has been forwarded to the correct county.
- UU. Counties shall verify the date of birth for all children receiving child care services and for teen parents who are applying for child care services for their children.
- V V. If verification that is needed to correct the reason for closure of a child care case is received within thirty (30) calendar days after the effective date of closure, eligibility shall be determined as of the date the verification was received regardless of any break in service period.
- WW. Counties shall verify that providers are not excluded from receiving payments prior to signing a fiscal agreement. The county shall make this verification check through the Excluded Parties List System (EPLS) established by the General Services Division on the website at: www.epls.gov.
- XX. Counties shall review department of labor records through the automated Colorado Unemployment Benefits System (CUBS) for any adult caretakers at application and redetermination to verify previous employment history.
- ZZ. Counties shall use the prudent person principle when determining eligibility or authorizing care and shall document reasoning in the appropriate notes section of the child care automated tracking system.

3.914 PROGRAM FUNDING [Rev. eff. 7/1/11]

Show/Hide IDs

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7.302.1 ELIGIBILITY CRITERIA

In addition to meeting eligibility requirements in the General Information and Policies section, the county department shall ensure that there are no other child care options available and the child is eligible for Program Area 4, 5, or 6 as described in this manual

7.302.2 CHILD CARE ARRANGEMENT AND FAMILY SERVICES PLAN

The county department shall:

- A. Complete the relevant sections of the Family Services Plan.
- B. Document how the child care plan provides for effective intervention for the special circumstance.
- C. Provide the client with information concerning child care services.
- D. Document the reasons for the use of any legally exempt non-licensed care.
- E. Have face-to-face or telephone contact with the child and/or family a minimum of once a month, and with the provider a minimum of quarterly when the reason for the child care is child protection. These contacts shall include a discussion of current progress and future direction if the child is in placement, the contact requirements in Section 7.001.6 shall be used.
- F. Approve payment to the provider.
- G. Assess a client fee whenever the fee schedule applies.

7.302.3 PURCHASE OF SPECIAL CIRCUMSTANCE CHILD CARE

- A. Legally exempt, non-licensed facilities:
 1. The county department shall screen the provider for current or previous agency contacts, including the Central Registry of Child Protection, and may obtain a criminal records check. The information shall be one of the considerations used to determine if the county shall contract with the provider.
 2. The provider and client shall sign the Day Care Standards for Non-Licensed Providers form. The form shall be filed in the client's file.
 3. The provider shall sign the Child Care Fiscal Agreement. When a county opts to make payments directly to parents, the parent must sign a parental payment agreement agreeing to all the terms and conditions therein.
 4. The provider shall develop an individualized program plan for children with developmental disabilities.
 5. The provider shall be eighteen years of age or older.
- B. Licensed facility requirements:
 1. The provider shall be licensed or certified according to the requirements in Section 7.700.
 2. The provider shall sign a Child Care Fiscal Agreement.
 3. The provider shall develop an individualized program plan for children with developmental disabilities.
- C. Arrangements for Child Care Services for children who meet the eligibility criteria and no other resources are available:
 1. Counties may pay for activity fees if the provider charges such fees, and if the Child Care Fiscal Agreement contains the provider's policy on activity fee costs. The state-set maximum annual payable amount per child is \$80. Counties may opt to set their own limit on activity fees with prior notice to the state.
 2. Counties may pay for transportation costs if the provider charges such costs, and if the Child Care Fiscal Agreement contains the provider's policy on transportation costs. Allowable costs include the provider's charges for transportation from the provider's facility to another child care or school facility. Transportation costs do not include travel

between a parent's home and the provider's facility. The state-set maximum annual payable amount per child is \$325. Counties may opt to set their own limit on transportation fees with prior notice to the state.

3. Counties may pay for registration fees if the provider is licensed, and if the Child Care Fiscal Agreement contains the provider's policy on registration costs. The state-set maximum payable annual amount per child is \$105. Counties may opt to set their own limit on registration fees with prior notice to the state.

D. Provider Rates

Counties will be notified of the state-set provider rates via agency letter. Counties may opt to adopt those rates or may elect to set their own rate limits.

Payments to all providers shall be made in part time/full time rates. Part time is defined as under five hours per day; full time is defined as five hours to eleven hours. Beginning with the twelfth hour of care, an additional unit of care may be paid. Part time is paid at 55% of the full time rate, unless the county designates otherwise.

7.302.31 Eligible Facilities

Child care services may be purchased from legally exempt, non-licensed facilities or licensed facilities as defined in this staff manual.

7.302.32 County Responsibilities

The county department shall:

- A. Administer social services programs in compliance with state department fiscal and program regulations.
- B. Use forms as specified when required by the state department.
- C. Code child care expenditures to the appropriate program, as prescribed by the state using the Child Care Automated Tracking System (CHATS). Failure to do so will result in non-reimbursement or other actions as deemed appropriate by the state.

Did You Know? – Eligibility – Earliest Authorization Start Date in CHATS

Counties requested clarification on the rule regarding the authorization start date for child care. State staff solicited feedback from stakeholders to ensure we captured all aspects of rules and requirements in this communication.

Please see the direction below regarding authorization start dates:

Counties shall start authorizations no earlier than the date the application was completed, signed and received by the county or when the client became eligible, whichever is later (3.913 FF and 3.919). A client becomes eligible when the:

- Application is complete and signed by all adult caretakers;
- The Client Responsibilities Agreement form is completed and signed by all adult caretakers;
- The last piece of verification to support the information declared on the application is received by the county; and
- The client attends orientation if required by county policy.

Eligibility workers shall use the actual application date (as indicated by the date the application was submitted in CCAT or the date the county received the application by county date stamp) to open the case in CHATS. The authorization start date shall not be backdated to match the application date.

We understand clients may not be able to access subsidized care as of the date of the application due to the requirement that the client be determined eligible prior to accessing care.