

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

DECEMBER 11, 2006

MEMORANDUM**What's Inside:**Process and Time Frames
for:

- Authorization of Child Care for Youth in AC
- Payment for Child Care Providers
- Selection and Use of Child Care Providers

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: AUTHORIZATION, PAYMENT AND SELECTION OF CHILD CARE PROVIDERS FOR CHILDREN IN ALTERNATIVE CARE

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to provide guidelines and time frames for staff on the determination of need, authorization, payment and selection of child care providers for children in alternative care. Child care is an important service provided for children in alternative care. It is an essential component of stable alternative care placements for children in the custody of the Children's Division. Many of our foster, relative and kinship care providers work outside of the home and would be unable to provide care for these children without child care.

Determination of Need - Child care need should be addressed immediately upon a child's entry into alternative care. The Children's Service Worker (CSW) for the family should discuss with the parent(s) *during the 24 hour meeting* any child care arrangements they had for the child, such as where the child was attending child care and if the family was receiving child care assistance through the Family Support Division (FSD). The CSW must contact the FSD worker immediately to inform them of the child's removal from the home.

The CSW should make contact (by phone or in person) with the placement provider the next business day after placement. During this discussion, the CSW should determine if the placement provider will need child care for the child. It is recommended that the CSW have the SEAS Request and Eligibility (CS-67) with them when making contact. The form should be completed *within one (1) business day* of determining the need for child care.

Selection of Child Care Provider – The child care provider for a child in alternative care should be chosen based upon the best interest of the child. If a child was already attending a licensed and contracted child care provider prior to being placed in CD

custody, consideration should be given to utilizing this provider for child care. The use of the same child care provider will allow for at least one area of the child's life to remain stable with all of the other changes being made. Another provider should be sought if it is determined that it is not feasible or not in the best interest of the child to utilize this provider. The child care provider should be found *within three (3) business days* of the child being placed in the home. The SEAS Authorization (CS-67a) should be completed *within two (2) business days* of identifying a child care provider.

Authorization Process – Emergency assistance services (EAS) must be determined on all children entering care. This is done via the CS-EAS-1 form. *This should be completed on all children within one (1) business day of child entering care.* Once it is determined that child care will be needed, *the SEAS Request and Eligibility (CS-67) should be completed within one (1) business day.* The CSW should then *complete the SEAS Authorization (CS-67a) within two (2) business days of identifying a child care provider.* The designee must sign off on all forms and assure they are entered into the system *within three (3) business days of receiving the forms* from the CSW. The SEAS Request and Eligibility as well as the Authorization must be renewed regularly. All CS-67's & CS-67a's may be reauthorized within the 30 days prior to the authorization expiring but they must be updated *within one (1) business day of expiring.* All request and eligibility determinations and service authorizations and renewals must be approved by the designee prior to entry into the system. Each local office must develop a tracking system for assuring that all initial and renewal CS-67's and CS-67a's are entered timely.

All children in CD custody should attend child care with a licensed and contracted vendor. However, this is not always possible. If a child can not attend a licensed and contracted provider, the Division may use a registered provider. A registered provider may also be used when licensed and contracted child care is available under limited circumstances. The request for a waiver must be submitted for all children to attend a registered provider. A request should be made for those children where licensed and contracted providers are available only if the child was attending care with the registered provider prior to entry into alternative care, it is in the best interest of the child for placement stability and consistency to continue with the provider, and continuations with the provider is recommended by the FST.

The CSW must request a waiver from the Early Childhood and Prevention Services Section (ECPSS) in order for the child to attend child care with a registered provider, even if the child was receiving care from the provider at the time of removal from the home. The waiver form may be located via memorandum CD06-97. The information should then be sent via email to CD.AskECPS@dss.mo.gov. *The request for a waiver must be made within one (1) business day of determining the need for a registered provider.* The registered provider can not be authorized on a CS-67a; therefore, staff must retain a copy of the approval waiver from ECPSS in the case record.

Payment Process for Licensed and Contracted Providers – Payments for all licensed and contracted vendors through the SEAS system are done via system generated invoice. The system will generate an invoice for all alternative care children attending the facility. The vendor will complete the invoice and submit to the local office for payment processing. The payment designee will approve all payments and will enter the payment using locally established protocols. *The payments should be entered within two (2) business days of receipt of the invoices in the local office.* It is imperative

that staff complete the required forms in a timely manner as outlined in the previous section to assure that payments are processed appropriately and on time.

Payment Process for Registered Providers – For children receiving care from a registered provider, payments will not be automatically generated. Staff will be required to complete CS-65 to generate payment. The vendor must provide the CSW with a copy of the attendance sheet for the child prior to payment being processed. *The CS-65 must be prepared and submitted to the Payment Unit in Central Office within two (2) business days of receipt in the local office of the attendance sheets for the child.* This is necessary to assure that payments are made in a timely manner to the child care provider. When submitted to Central Office, the CS-65 must have a copy of the waiver approval form and attendance sheets attached EACH time.

Staff should not reimburse foster parents for child care unless authorized by the Regional Director or Designee. This should be done in very limited situations. If approval is given to reimburse a foster parent directly, the reimbursement can only be made at the contracted state rate plus the 25 percent special needs rate. Any amounts paid over the contracted state rate will not be reimbursed. Foster parents must provide copies of the attendance sheets and receipts for payment to the CSW. The payment should be made via a CS-65 which should be completed and submitted to the Payment Unit in Central Office *within two (2) business days* of receipt in the local office of the attendance sheets and payment receipts. When submitted to Central Office, the CS-65 must have a copy of the waiver approval form, the attendance sheets and payment receipts attached EACH time. Only licensed/contracted or registered providers should be utilized even if the foster parent pays the child care provider directly and is then reimbursed. Again, each local office must have a tracking (logging in/out) process for registered provider and foster parent reimbursement payments to assure payments are made in a timely manner.

The policy changes outlined in this memorandum are effective with the date of this memorandum. Manual changes will be forthcoming. All child care policy will be available through the Child Care Manual.

NECESSARY ACTION: <ol style="list-style-type: none">1. Review this memorandum with all Children’s Division staff.2. Review revised Child Welfare Manual chapters as indicated below.3. All questions should be cleared through normal supervisory channels and directed to:	
PDS CONTACT: Stefanie Wickers (573)751-1354 Stefanie.D.Wickers@dss.mo.gov	PROGRAM MANAGER: Kathryn Sapp 573-522-5062 Kathryn.Sapp@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Forthcoming	
FORMS AND INSTRUCTIONS: View Children's Division E-Forms - CS-67, CS-67a, CS-EAS-1	

REFERENCE DOCUMENTS and RESOURCES:

[CD06-97](#)

[Child Care Decision Tree](#)

[Time Frame Guidelines](#)

RELATED STATUTE:

N/A.

ADMINISTRATIVE RULE:

N/A.

COUNCIL ON ACCREDITATION (COA) STANDARDS:

N/A.

PROGRAM IMPROVEMENT PLAN (PIP):

N/A.

SACWIS REQUIREMENTS:

N/A.