

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 14, 2006

MEMORANDUM**What's Inside:**

Instructions for completing child care rates on adoption subsidy agreements and out of state placements.

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: CHILD CARE RATES FOR ADOPTION SUBSIDY AND OUT OF STATE PLACEMENTS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

This memorandum is to address the issue of child care rates as they relate to Adoption Subsidy Contracts and out of state placements (Adoption Subsidy, ICPC, relative placements, and guardianship cases). Rates, and guidelines for rates, have not changed. The information in this memorandum is meant to clarify any misunderstanding and to enhance our processes so that they are less confusing and more consistent..

Effective immediately, new Adoption Subsidy contracts for child care services will not have a dollar amount specifically indicated on the attachment. Future child care services shall reflect "*state contracted rates only*" in order to comply with correct payment policies. This will allow the amount of child care to be adjusted to the child's circumstances, including such things as a change in the need for child care, age of the child, and type of child care facility.

**NOTE:** This policy does not apply to existing Adoption Subsidy contracts that include child care provisions. The rates that have already been negotiated on existing contracts will continue to be honored by the Division. As existing contracts are reviewed every two years, staff is encouraged to direct any questions regarding the appropriate rate for the child's age to the Early Childhood and Prevention Services section.

Child care reimbursement rates may include rate enhancements, if the child and/or provider are eligible for them. These enhancements include:

Weekend/Evening Rates (15% above the state base rate)

Care provided from 7:00 p.m. to 6:00 a.m. daily, or provided from 6:00 a.m. Saturday to 7:00 p.m. Sunday. The Evening/Weekend rate enhancement is child specific and may be applied to either licensed or registered providers.

Special Needs (25% above the state base rate)

A child who is under age eighteen (18,) or under age nineteen (19,) and still in school, who:

1. Has a physical or mental incapacity;
2. Is under court ordered supervision or alternative care,
3. Is eligible for and receiving services through the Department of Mental Health; or
4. Receives SSI benefits based on the child's own disability.

The Special Needs enhancement is child specific and may be applied to either licensed or registered providers.

**NOTE:** All Protective Service children are eligible for the Special Needs 25% rate enhancement.

Disproportionate Share (30% above state base rate)

Providers who:

- Are licensed by Department of Health and Senior Services (DHSS)/ Bureau of Child Care,
- Contracted with Department of Social Services (DSS), and,
- Maintain their enrollment or license capacity of at least 50% of children whose care is paid by DSS subsidy on a monthly basis.

Disproportionate Share enhancements are specific to the provider and only apply to licensed child care.

**NOTE:** Providers who currently receive the Disproportionate Share enhancement will continue to receive the increased rate for any new children authorized to them. If these providers lose eligibility because their enrollment of subsidized children falls below 50% of their total enrollment, subsequent requests will be considered as new applications.

**No new applications for Disproportionate Share enhancement are being processed at this time.**

Accreditation (20% above the state base rate)

Eligibility is based on certification from a recognized accrediting organization. Recognized accrediting organizations are:

- Council on Accreditation (COA)
- National Association for the Education of Young Children (NAEYC)
- National Association for Family Child Care (NAFCC)
- Missouri Accreditation (MOA)
- National Afterschool Association (NAA)
- National Early Childhood Program Accreditation (NECPA)
- Commission on Accreditation of Rehabilitation Facilities (CARF)

The accreditation organizations recognized by Department of Social Services are listed at [www.dss.mo.gov/cd/early/accorg.htm](http://www.dss.mo.gov/cd/early/accorg.htm). The accreditation enhancement is specific to the provider. Although the enhancement is not tied directly to licensing, the majority of the accrediting organizations listed require a provider to be licensed before they may be accredited by their organization. Each accrediting organization determines the provider's accreditation begin and end dates.

Eligibility for Disproportionate Share and Accreditation enhancements are determined by the Early Childhood and Prevention Services (ECPS) section in Central Office.

**OUT OF STATE PLACEMENTS:**

Any child who is placed outside of Missouri and must access child care will have their child care rates determined by; the age of the child, the type of provider they are accessing, and the length of time care is needed (Full Time, Half Time or Part Time). **The base rate of care will be at the highest reimbursement level identified on the Child Care Rate Chart for Missouri ([www.dss.mo.gov/cd/childcare/ccrate.htm](http://www.dss.mo.gov/cd/childcare/ccrate.htm)).** If there are extenuating circumstances that need to be considered for children accessing child care services in another state, they must be referred to the Early Childhood and Prevention Services section to the attention of Joyce Koerner, Program Development Specialist.

**CHILD WELFARE MANUAL REVISIONS:**

All references to child care rates are being removed from the Children's Division's Child Welfare Manual. Staff will be informed of a new policy section added to the Child Care Manual that addresses "Protective Services Child Care" which will include the information contained in this policy memorandum. This section is currently under development and until it is completed, the Child Welfare Manual will not be updated. Staff is instructed to refer to this memorandum, instead of the Child Welfare Manual, for instruction on how to work with families on establishing appropriate child care rates.

<b>NECESSARY ACTION:</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT:</b> Joyce Koerner 573-526-9587 <a href="mailto:Joyce.A.Koerner@dss.mo.gov">Joyce.A.Koerner@dss.mo.gov</a>	<b>PROGRAM MANAGER:</b> Becky Houf 573-751-6793 <a href="mailto:Becky.L.Houf@dss.mo.gov">Becky.L.Houf@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS:</b> Forthcoming	
<b>FORMS AND INSTRUCTIONS:</b> NA	
<b>REFERENCE DOCUMENTS and RESOURCES:</b> <a href="http://www.dss.mo.gov/cd/early/accorg.htm">www.dss.mo.gov/cd/early/accorg.htm</a> <a href="http://www.dss.mo.gov/cd/childcare/ccrate.htm">www.dss.mo.gov/cd/childcare/ccrate.htm</a>	

**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