



# Practice Alert

## Documentation of Child Care Need for Protective Services Children

The purpose of this practice alert is to remind staff that they are responsible for ensuring that a valid need for child care is documented for protective services children. A valid need **must exist and be documented on the appropriate form** prior to authorizing a child to a provider in the FAMIS/FACES Interface system.

Valid child care needs for a protective service child are as follows:

- Parent is employed i.e., Biological, Resource, Adoptive or Legal Guardian
- Parent is enrolled in school i.e., Biological, Resource, Adoptive or Legal Guardian
- Open Family-Centered Services Case
- Alternative Care Case
- Adoption/Legal Guardianship Subsidy agreement, when child and parents meet criteria.
- Special need of child
- Team Recommendation

Child Care Needs **must** be documented on the Child Assessment and Service Plan (CS-1) for children who are a legal status 1. For families receiving Family-Centered Services, documentation **must** be included on the Written Service Agreement (CD-14B). For adoptive and legal guardianship cases, the child care need **must** be documented on the subsidy agreement. Lack of documentation could result in an improper authorization for child care.

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