



Practice Alert

PROVIDER TO CHILD RELATIONSHIP

Relationship between a Four or Less (FOL) registered child care provider and the child(ren) authorized to them must be verified. Once verified, the appropriate code must be entered on the Child Care Authorization (FM30) in FAMIS. The code is entered in the REL Child field on FM30. Enter the code of the relationship of the provider to the child, NOT the child to the provider. A comment should be entered on FM30, explaining how relationship was verified.

Example:

DVN: 123456789 Jane Doe is providing care to her granddaughter, Mia Doe. On the FM30 screen, in the REL Child field the relationship code of GDP would be entered.

Written by Lisa Schroeder, PDS

02/11/2015

PA-15-CC-01