



Practice Points

THE PURPOSE OF THE EXCEPTION BUTTON WHEN AUTHORIZING PROTECTIVE SERVICES CHILD CARE

The purpose of this Practice Point is to remind staff to utilize the “exception button” when authorizing protective services child care in the FAMIS/FACES Interface.

During the school year, school age children should have a limited need for full time day units of care. Child care for school age children is limited to half and/or part units of care from October 1 through April 30. When there is a need, staff should select the exception button to have five (5) full time units of care, per month, automatically added to the child care authorization to cover possible school absences, school holidays, snow days, teacher’s meetings, and any other days school may not be in session.

If there are more than five (5) days school is not in session during the designated months, the child care provider should utilize the Child Care Provider Payment Resolution Request (CD-147) for consideration for payment of the additional units of care provided. The exception also allows Child Care Payment Unit to pay additional full time units of care, without contacting staff to verify eligibility.

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