



Practice Alert

Issue:

Staff are not documenting a valid need for child care in the narrative of the child's case record. Failing to document the need for child care results in audit findings and possible overpayments to providers. The last sample review (FFY18) found 22 (twenty-two) of 276 (two hundred seventy-six) cases where child care was authorized without documentation of need. The review also showed improper payments at 11.37% of the total payments made in sample cases. Applying that percentage to the *total child care subsidy payments made*, results in over \$16.3 million estimated improper payments.

Solution:

Staff must document that child care services are needed. Need can be documented in:

- Written Service Agreement (CD14-B)
- Child Assessment and Service Plan (CS-1)
- Adoption Subsidy Agreement
- Legal Guardianship Agreement

Valid needs for child care services include:

- Employment of the Resource Parent(s)
- School/Training Attendance of the Resource Parent(s)
- Team Recommendation
- Adoption Subsidy/Legal Guardianship Agreement
- Special Needs of the Child.