

Practice Alert



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Child Care Authorization Process

Effective today (July 1, 2021), the MEMO (CD 21-13) released on April 6, 2021 regarding all statewide and contracted protective service child care authorizations in FAMIS/FACES interface being processed by the new Protective Services Authorization Unit (PSAU) of the Early Childhood Section is being rescinded. **The responsibility to process and enter the child care authorization will revert back to the case manager until further notice.** Children's Division case managers are to process child care authorizations as required prior to this change. If authorization requests have been submitted, but a confirmation of authorization has not yet been received, those requests are to be made a priority in processing and entering.

We have been advised by the Childcare Unit, that a new childcare authorization is required with **every** new placement type change. The logic for this change was to prevent providers from billing for children who may not be eligible for childcare due to a true placement type change from one home to another.

If a child's placement type changes, a new authorization will have to be entered for childcare to continue. Even if the child is not moving out of the placement, a new authorization will be required. To provide a few examples, this includes when the resource home changes from RHU to RHO, from FHO to FHB, from FHE to FHO, or from FHB to CFP, etc. This also includes when the placement types changes to LGS and ADF from one of the relative or foster care placement types.

Protective Service Authorizations

Overview

As part of the federal requirements for Child Care Development Funds, it is critical to make sure correct units of care are entered. The Child Care Payment Unit (CCPU) will conduct a review to ensure units are accurately being authorized, as well as required documents are being provided to valid the need for child care. In the event the CCPU question an authorization, the caseworker will be emailed, directly. If an authorization is incorrect, the caseworker will need to make corrections as soon as possible.

Valid Need Determined for Protective Services Child Care

There must be a valid need in order to approve child care services. Please refer to <https://static1.squarespace.com/static/5075895f84ae84c1f4ec0443/t/5835f44546c3c4a5dd5af7b6/1479930952561/ccapplication.pdf> for information pertaining to valid needs for child care.

Determining Units of Care

Units of care are divided into two, time designations. These designations are 1) day units and 2) evening/weekend units. These designations are further defined by full-time, half-time, and part-time units.

DAY TIME UNITS:

6:00 a.m. to 7:00 p.m. (Mondays – Fridays)

EVENING/WEEKEND UNITS:

7:01 p.m. to 5:59 a.m. (Mondays – Fridays); and all day Saturdays and Sundays.

OTHER DAILY UNITS OF CARE:

Full Time: 5 hours to 12 hours

Half Time: 3 hours to 4 hours and 59 minutes

Part Time: 30 minutes to 2 hours and 59 minutes.

To determine how many units of care a child should be authorized for, you will need to complete the *Units of Care* worksheet (<https://dssintranet.mo.gov/dss-childrens-division/early-childhood-prevention-services/child-care-subsidy/>). Enter the times from the work schedule into the spreadsheet, and it will advise you on how many units to authorize for the child. If it seems the units of care the resource parent is requesting is too large, please reach out to your supervisor for further research to determine the correct units of care needed. When entering the unit(s) of care for a school-aged child/school timeframes, **please select “yes” for exception for full day when school is out.** This will allow five (5) full-time days a month for when school is out.

Authorization Comment Field

In order for the department to comply with the *Corrective Action Plan* requirements, you must enter detailed comments—in the Comments field—on the authorization screen. The comment must include the resource parent(s) work schedule(s)/(dates/times). If there are two resource parents, the work schedule of both parents need to be verified. While it must be detailed, please make it brief as to why the child needs care. The comments should clearly reflect why the child was authorized.