



Administrative Policies and Procedures: 31.17

Subject:	Child Care Assistance Program
Authority:	TCA 37-5-105, 37-5-106
Standards:	None
Application:	DCS Foster Care Staff
Policy Statement:	
Upon determination of need and approval the use of day care services shall be acquired through the Child Care Assistance Program.	
Purpose:	
Child day care services may be used as an appropriate intervention and prevention service provided for children referred to DCS for alleged abuse, neglect and for children residing in a DCS resource home. Non-Custodial children will also be allowed day care services in order to preserve their in-home placement.	
<ul style="list-style-type: none"> ◆ Private Provider Level 1 foster care (only) child care referrals will be considered and reviewed on an individual basis by the Regional Administrator and/or designee. All others will be ineligible. 	
Procedures:	
A. Referral for Day Care Services	<p>The following items must be reviewed by the Family Services Worker (FSW) to determine a child's priority to receive day care services. This decision should also be part of the Child and Family Team Meeting (CFTM) discussion around needs of the child and family. The review and approval must also be determined by the Team Leader and Team Coordinator. The referral for these services will be signed off and forwarded to Department of Human Services by the regional day care designee. The request for day care services must meet one of the following criteria in order to be considered:</p> <ol style="list-style-type: none"> 1. The need to reduce the risk of harm to children who have been the subject of a CPS investigation. 2. The need to prevent custodial placement into foster care. 3. The need to enable children to be placed with relatives. 4. The need to enable a sibling group to be placed in one home or to accommodate a mother/baby resource home placement. 5. The need to address problems with a child's development. 6. The need to allow resource parents and /or birth parents to maintain

	<p>documented full or part time employment (documentation to be provided to the FSW and placed in child’s file).</p> <p>7. The need to provide day care services for a child age 13-18 who does not have the capacity for self care.</p>
<p>B. Child Care Services for Non-Custodial Child</p>	<ol style="list-style-type: none"> 1. FSW/CPS staff may assist the non-custodial family in applying for TANF services through DHS (Note: During the application/approval process for TANF from the Department of Human Services, the DCS RA/Designee will have the ability to approve day care on a short term basis (2-4 weeks). This will allow for an immediate response to the family’s need while DHS processes the family’s application). These services include day care services for a child that is not in DCS custody. Day care services may be denied due to family income levels or lack of “degree of relation” of the care giver or for other reasons determined by DHS. 2. FSW/CPS staff may refer families to “Strengthening Tennessee Families”- Child Care Resource and Referral Network- http://www.state.tn.us/humanserv/adfam/ccr&r-listing.pdf . <ol style="list-style-type: none"> a) The CCR&R network offers information on child care providers in the family’s area, answers questions and provides a list that reflects the needs of the child and family. b) The Child Care Resource and Referral Network may also assist FSW/CPS staff in identifying day care provider resources in their area. 3. Should the above two steps not provide the necessary day care services for the child and family, then a referral through the Child Care Assistance Program can be made on behalf of the child and family by the FSW/CPS worker. This request should be made only if services will prevent a child from coming into DCS custody and should be used on a short term basis.
<p>C. Child Care Services Process for Child with Developmental Delays or Disabilities</p>	<p>If the referred child is developmentally delayed or handicapped and the disability is supported by a physician’s diagnosis then the FSW/CPS worker should take the following steps in securing day care services for the child:</p> <ol style="list-style-type: none"> 1. A referral to Tennessee’s Early Intervention System (TEIS) shall be completed. For services available to a child between the ages of birth through five (5) years of age who have delays see: http://www.tennessee.gov/education/teis/index.shtml 2. Services may include: <ul style="list-style-type: none"> • family participation in community activities; • working with families on strengthening their ability to handle the child’s disability; • family participation in child development activities and; • referral to supportive services. 3. Should the above steps not provide the necessary services or support, the FSW/CPS worker can make a referral for the Child Care Assistance Program

	(follow steps in Section A).
D. Process for making the Day Care Referral	<ol style="list-style-type: none"> 1. A referral/authorization for day care services, form CS-0556, Child Care Assistance Referral and Authorization, will be initiated by the Family Services Worker after a determination is made that day care services for a child is necessary and according to Section A above. 2. The referral form must be completed by the FSW and signed by the team leader and team coordinator. Signature signifies knowledge of the referral and understanding that money from the Regional Child Care Assistance program budget will be allocated.
E. Appointment of Regional Designee	<ol style="list-style-type: none"> 1. The Regional Administrator will appoint a designated staff person to be responsible for monitoring referrals for day care services, as well as the reauthorization and termination of day care services. 2. The designee will process all referrals. The referral must have all necessary signatures. 3. Form CS-0556, Child Care Assistance Referral and Authorization, will then be sent to the appropriate day care agency. The child care agency (Child Care Assistance Program) will issue certificates for day care services to be provided. Upon receipt of certificates from the child care agency, the certificates will be forwarded to the assigned day care vendor agency. 4. The regional designee will maintain a copy of the referral and authorization. 5. The Child Care Assistance Program will send a list of monthly certificates to each regional office for cross checking purposes. The list of all children listed on the child care agency list will be reviewed for current authorization by the regional designee.
F. Re-determinations	<ol style="list-style-type: none"> 1. It is the responsibility of the FSW to complete the re-determination (or termination) for a child and to make sure the paperwork is provided to the designee in a timely manner. 2. A list of re-determinations is sent sixty (60) days in advance from the child care agency. The regional day care designee will send a copy of the list to each Team Leader within the region. The Team Leaders will ensure that a referral for continuation of services or termination of services is completed on all cases at six (6) month intervals. 3. If the regional office day care designee does not receive the referral form in thirty (30) days, the day care cases will be closed and the child care agency will be notified.
G. Documentation	<p>Child Care Designees will follow the child care assistance procedure as outlined within TFACTS. Form CS-0556 is integrated within the system and will interface with the DHS VIP system for billing and child care provider assignments.</p>

Forms:	<u>CS- 0556 Child Care Assistance Referral and Authorization</u>
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Collateral documents:	None
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Glossary:	
Term	Definition
Child Care Services:	<p>A service involving the care, supervision, education and guidance of a child on a regular basis for periods of less than twenty four (24) hours per day in a place other than the child's home.</p> <ul style="list-style-type: none"> • Under these circumstances the Department of Children’s Services will provide payment to a licensed day care provider who is caring for DCS custodial and non-custodial children, if the child meets the criteria in section A, 1-4. • When appropriate, Private Providers may request payment for Level 1 Children in their care. Review and determination of payment will be made by the Regional Administrator and/or designee. Private Provider requests must also meet the criteria set in Section A.
Family Service Worker (FSW):	A DCS term used to identify the position previously known as the DCS Case Manager or Home County Case Manager. This person is principally responsible for the case and has the primary responsibility of building, preparing, supporting and maintaining the Child and Family Team as the child and family move to permanence.
Child Protective Service (CPS):	A program division of DCS whose purpose is to investigate allegations of child abuse and neglect, and to provide and arrange preventive, supportive, and supplementary services.
Private Provider Level 1 Foster Care:	Foster care is a program for children, youth, and their families whose special needs can be met through services delivered primarily by foster parents trained, supervised, and supported by agency staff with the goal of permanency based on the best interest of the child.