

Child and Family Services Policy Manual: Reference Information Child Care

General Rule	Referrals for all child care requested or approved by CFSD staff must be sent to the appropriate Child Care Resource and Referral (CCR&R) agency. All child care expenses are paid from the Child Care Under the Big Sky (CCUBS) System. Each case is registered, all provider services tracked, and all payments are authorized on CCUBS.
Definitions	<p>Legally Certified Provider (LCP): is defined by Child Care Program Policy Manual Section 1-3 as an individual who has been certified by the Department to provide child care for up to two children for the sole purpose of receiving state payment. LCPs are not required to be registered or licensed as a child care facility.</p> <p>Legally Certified In-Home Provider (LCI): is defined by Child Care Program Policy Manual Section 1-3 as a legally certified provider caring for children in the parent's home. This provider is a person who is living in the home of the child and who is a relative of the child. Eligible providers include Aunt or Uncle, Grandparent, Great Grandparent, Step-Grandparent or Step-Great Grandparent.</p> <p>License: is defined under Mont. Code Ann. 52-2-703(8) as a written document issued by the Department which affirms that the license holder has complied with the applicable standards and rules for day-care centers.</p> <p>Registration: is defined under Mont. Code Ann 52-2-703(12) as a process whereby the Department maintains a record of all family day-care homes and group day-care homes and requires the operator of a family day-care home or a group day-care home to certify compliance with the Department's prescribed standards and promulgated rules.</p>
CPS Child Care	To qualify for CPS child care, a child must need child care because of a risk of abuse or neglect. The physical or emotional risk to the child must be documented on ACTD. In addition, the child's parents must be unable to pay for the needed child care and their financial situation must be documented in the case record (ACTD).

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Eligibility for Payment

CPS child care licensing/registration required

Using a legally certified provider

A Child Care Provider caring for a child receiving CPS child care must be **licensed** or **registered** unless an exception is granted by the Regional Administrator to use a legally certified provider.

A Regional Administrator may approve a **Legally Certified Child Care Provider** or **Legally Certified In-Home Child Care Provider (LCP/LCI)** to care for a child receiving CPS child care, **however, Title IV-E funds cannot be used to pay a Legally Certified Provider or Legally Certified In-Home Provider (LCP/LCI).**

Child Care for Children in Foster Care

Conditions of child care reimbursement

Foster parent is a child care provider

A child in family foster care may have child care paid on his/her behalf for the period of time supervision is required for the child because:

1. The foster parent is employed out of the home and the foster parent's work responsibilities prevent his/her supervision of the foster child;
2. The foster parent is required to participate, without the child in attendance, at administrative or judicial reviews, case conferences, or foster parent training;
3. A foster parent who has been ***dually licensed*** to provide ***in home*** family or group day care is seeking reimbursement of child care expenses for children in his/her foster home under the age of 6. This reimbursement must be approved by the Regional Administrator; or
4. A foster parent is ***employed in or owns*** a day care center or group day care ***outside of the home*** and uses that day care facility for child care. This reimbursement must be approved by the Regional Administrator.

In both 3 and 4, the foster parent must document and submit a specialized plan of supervision for the foster child in order to demonstrate the child is receiving the supervision he/she needs and that his/her needs are being met.

Eligibility for payment for children in foster care

The same criterion for child care payment eligibility is required for children in foster care as it is for CPS child care. (see above under ***CPS Child Care*** heading)

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Eligible Child	<p>An eligible child is:</p> <ol style="list-style-type: none"> 1. under age 13 or is a child between the ages of 0-18 who has a documented emotional, physical or developmental disability diagnosed by an appropriate professional; and 2. a dependent child under the supervision of a state or tribal court.
Residency	<p>If all other eligibility requirements are met, a child placed in or out-of-state is eligible to have child care paid.</p>
Referral Process - CFSD Staff	<p>The CFS-111 Child Care Referral form (http://ours.hhs.mt.gov/forms/forms.shtml#cfs) must be completed for each child for whom child care is being requested. The form is to be completed electronically and e-mailed to the appropriate supervisor for review.</p> <p>If the supervisor approves the child care, the referral must be e-mailed along with an e-mail from the supervisor indicating approval or a signed hard copy faxed or mailed to the CCR&R. If approval for use of a LCP/LCI is needed, the referral will be e-mailed to the Regional Administrator for review and approval prior to being sent to the CCR&R.</p> <p>If the Regional Administrator approves use of a LCP/LCI, the referral will be sent to the CCR&R.</p> <p>A new referral must be completed every three months and sent to the CCR&R office.</p>
Referral Process - Tribal Staff	<p>The Tribal Social Services Supervisor must complete the <u>Title IV-E Tribal Child Care Referral</u> form (available in the Tribal Contract Day Care attachment) for each child in foster care for whom child care is being requested. The completed and signed referral must be sent to the CFSD IV-E unit.</p> <p>A IV-E Compliance Specialist will verify if the child is IV-E eligible, and forward the completed <u>Title IV-E Tribal Child Care Referral</u> form to the appropriate CCR&R if the child is Title IV-E eligible. If the child is not IV-E eligible, the referral will be returned to the Tribal Social Services Supervisor.</p>

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A new referral must be completed **every three months** and sent to the IV-E unit.

Special Needs Subsidy

In order to qualify for the Special Needs Subsidy, a child must require special modifications/accommodations in the child care setting. If a child has special needs that may increase the cost of child care, the Child Protection Specialist or Tribal Social Worker may contact the CCR&R to discuss if application for a Special Needs Subsidy is appropriate.

CFSD referrals

If it is determined that a Special Needs Subsidy application is appropriate, a request for consideration of the Child Care Special Needs Subsidy is indicated on the CFS-111 by marking the Special Needs Box. A request can also be made in an e-mail to CCR&R summarizing the special needs of the child.

Child care special needs subsidy for children in foster care

The CCR&R will complete the **Special Needs Individual Child Care Plan and the Special Needs Subsidy Rating Scale** if requested for children in foster care. CCR&R may contact the referring Child Protection Specialist and the child's foster parent for collateral documentation information.

Tribal referrals

The **Special Needs Individual Child Care Plan** and **Special Needs Subsidy Rating Scale** will be completed by CCR&R upon receipt of the **Title-IV-E Tribal Child Care Referral** and request for special needs subsidy consideration.

References

Mont. Code Ann. § § 52-2-701 through 52-2-702
Mont. Admin. R. 37.95.102
Child Care Program Policy, Early Childhood Services Bureau

Rev. 10/03
Rev. 10/07
Rev. 01/14