

## Child and Family Services Policy Manual: Reference Information Child Care

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<b>General Rule</b>	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. <b>All child care expenses are paid from the Child Care Under the Big Sky (CCUBS) System.</b> Each case is registered, all provider services tracked, and all payments are authorized on CCUBS.
<b>CPS Child Care</b>	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).
<b>Licensing Requirements</b>	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. A Regional Administrator may approve a Legally Unregistered (LUP) child care provider to care for a child receiving CPS child care, <b>however, IV-E funds cannot be used to pay a LUP.</b>
<b>Child Care for Children in Foster Care</b>	<p>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:</p> <ol style="list-style-type: none"> <li>1. The foster parent is employed out of the home and the foster parent's work responsibilities prevent their supervision of the foster child; or</li> <li>2. The foster parent is required to participate, without the child in attendance, at administrative or judicial reviews, case conferences, or foster parent training.</li> </ol>
<b>Licensing Requirements</b>	A child care provider caring for a foster child must be licensed or registered unless an exception is granted by the Regional Administrator. A Regional Administrator may approve a Legally Unregistered (LUP) child care provider, <b>however, IV-E funds cannot be used to pay a LUP.</b>
<b>Eligible Child</b>	<p>An eligible child is:</p> <ol style="list-style-type: none"> <li>1. under age 13 or is a child between the ages of 0-18 who has a documented emotional, physical or develop-</li> </ol>

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mental disability diagnosed by an appropriate professional; and

2. is a dependent child under the supervision of a state or tribal court.

### **Residency**

If all other eligibility requirements are met, a child placed in or out-of-state is eligible to have child care paid.

### **Referral Process - CFSD Staff**

The CFS-111 Child Care Referral form (which is in Outlook Public Folders under Child Care) 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.

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 LUP is needed, the referral will be e-mailed to the Regional Administrator for review and approval prior to being sent to the CCR&R.

If the Regional Administrator approves use of a LUP, the referral will be sent to the CCR&R.

A new referral must be completed every three months and sent to the CCR&R office.

### **Referral Process - Tribal Staff**

The tribal social services supervisor must complete the CFS-112 IV-E Tribal Supplemental Supportive Services Child Care Referral form (available in hard copy and as a Word template) 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.

A IV-E Compliance Specialist will verify if the child is IV-E eligible, and forward the completed CFS-112 IV-E Child Care Referral form to the appropriate CCR&R if the child is IV-E eligible. If the child is not IV-E eligible, the referral will be returned to the tribal social services supervisor.

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

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<b>Special Needs Subsidy</b>	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, for assistance in completing the forms or to answer questions.
<b>CFSD Referrals</b>	<p>If it is determined that a special needs subsidy application is appropriate, in addition to completing the CFS-111 <u>Child Care Referral</u>, the child protection specialist must complete a CFS-113 <u>Special Needs Individual Child Care Plan</u> which references the special need(s) and the CFS-114 <u>Special Needs Subsidy Rating Scale</u>. Both of these forms are available in Public Folders.</p> <p>The CFS-113 <u>Special Needs Individual Child Care Plan</u> and CFS-114 <u>Special Needs Subsidy Rating Scale</u> may be scanned and e-mailed to the supervisor along with the completed CFS-111 <u>Child Care Referral</u>, or attached to the referral after supervisory approval is obtained and mailed to the CCR&amp;R.</p>
<b>Tribal Referrals</b>	<p>If it is determined that a special needs subsidy application is appropriate, in addition to completing the CFS-112 <u>IV-E Tribal Supplemental Supportive Services Child Care Referral</u>, a tribal social services social worker must complete a CFS-113 <u>Special Needs Individual Child Care Plan</u> which references the special need(s) and the CFS-114 <u>Special Needs Subsidy Rating Scale</u>. Both of these forms are available as hard copies.</p> <p>The CFS-113 <u>Special Needs Individual Child Care Plan</u> and CFS-114 <u>Special Needs Subsidy Rating Scale</u> along with the completed CFS-112 <u>IV-E Tribal Supplemental Supportive Services Child Care Referral</u> must be mailed to the IV-E unit for IV-E verification and forwarding to the CCR&amp;R.</p>
<b>References</b>	Mont. Code Ann. § § 52-2-701 through 52-2-702 ARM 37.95.101 and 37.95.102