CHAPTER 28

DAY CARE SERVICES FOR CHILDREN

Table of Contents

Page

28.00 PROGRAM AUTHORITY 3

28.10 POLICY

28.11 Purpose of Service 3
28.12 Service Description. 3
28.13 General Policies Related to this Service 4
28.14 Priorities Related to this Service 4
28.15 Eligibility. 5
28.16 Payment Rates. 7

28.20 PROGRAM STANDARDS

28.21 Program Expectations/Response Time 8
28.22 Appropriate Program/Service Outcomes 10

28.30 SERVICE PROCEDURES

28.31 Provider Alternatives. 10
28.32 Developing the Child Care Plan 11
28.33 WIN and E&T. 12
28.34 Payment Authorization. 12

28.97 INTERFACE WITH OTHER DSHS SERVICES. 15

28.98 INTERFACE WITH NON-DSHS SERVICES. 16

28.99 REQUIRED FORMS AND INSTRUCTIONS 16

CHAPTER 28
DAY CARE SERVICES FOR CHILDREN

28.00 PROGRAM AUTHORITY

Federal: P.L. 96-272 and 45CFR Parts 16, 74, and 96.
State: RCW 74.12.340, 74.13, and 74.15.
WAC 388-15-010, 388-15-170, 388-15-173, and 388-15-550.

28.10 POLICY

28.11 Purpose of Service

A. Provide day care for children in order for low-income parents to maintain themselves in the work force.

B. Provide day care for children whose parents are seeking G.E.D. or a high school diploma in approved training programs.

C. Provide appropriate child care for children in danger or with special needs.

D. Provide appropriate child care for children to prevent the removal of the child from the parent(s) home, and therefore prevent placement in foster care.

28.12 Service Description

The day care program includes:

A. Counseling and planning with parent(s) regarding the child's day care setting with a periodic review of the plan appropriateness;

B. Assessing client eligibility and authorizing child care services to vendors;

C. Client referrals to other department programs and services;

D. Developing, adopting, and publishing applicable standards for child care;

E. Periodically reviewing and determining utilization of state day care services;

F. Disseminating informational bulletins regarding resources, services, and programs;

G. Providing training for department staff and contracted center service workers; and

H. Purchasing child care for authorized children.

28.13 General Policies Related to this Service

A. The department is responsible to provide for the protection of all children fourteen years and younger through the licensing or certification of facilities and providers caring for children on a regular basis during a portion of a twenty-four hour day when parents are unable to provide direct care and supervision. (See Chapter 06, Licensing/Certification.)

B. The department assists low-income parents with day care expenditures for employment and training as:

1. A work expense for AFDC applicants and recipients through Title IV-A of the Social Security Act;

2. A social service program funded by Social Services Block Grant (SSBG);

3. The Work Incentive Program (WIN) through Title IV-C of the Social Security Act; and

4. The Employment and Training Program (E&T) through Title IV-A of the Social Security Act.

C. The department provides for day care for children with special needs as a social service program through SSBG and Title IV-B of the Social Security Act.

D. Child care authorized for residents of a federally recognized Indian Reservation must be provided by a certified or licensed provider or agency, and if the agency is a day care center or mini-day care center, it must be under contract with DSHS.

E. The department will participate in the cost of child care expenses with families whose incomes are between 38% State Median Income Adjusted for Family Size (SMIAFS) and 53% SMIAFS.

28.14 Priorities Related to this Service

A. There are no specific priorities of population.

B. All families meeting the eligibility requirement(s) are given service in the following order:

1. All crisis and emergency requests.

2. All routine service requests.

28.15 Eligibility

A. The day care program has eligibility criteria which must be satisfied in order for the department to assess an individual's need. Eligibility is documented on the DSHS 14-139(X) Social Services Application form.

1. Eligibility for Title IV-A income maintenance service will be determined by a financial worker.

2. Eligibility for SSBG and IV-B day care services will be determined by a service worker.

3. Eligibility for WIN day care (Title IV-C) and for E&T day care (Title IV-A) will be determined by a service worker.

The chart on page 6 describes the purpose of care and eligibility criteria.

B. For state median income adjusted for family size (SMIAFS), see the following table. The table is effective July 1, 1982 through June 30, 1983:

Gross Monthly Income	Family Size 1	2	3	4	5	6
52%	591	772	955	1,136	1,318	1,499
38%	432	565	697	830	963	1,095
	7	8	9	10	11	12
52%	1,534	1,568	1,602	1,636	1,670	1,704
38%	1,121	1,146	1,171	1,196	1,221	1,246
	13	14	15	16	17	18
52%	1,738	1,772	1,806	1,840	1,874	1,908
38%	1,271	1,296	1,321	1,346	1,371	1,396

PURPOSE OF CARE	ELIGIBILITY CRITERIA
Applicants and recipients employed	Title IV-A AFDC eligible Income Maintenance (see Manual F)
WIN assigned activity (job search, work experience, training, etc.)	AFDC, WIN eligible (see Chapter 64).
E&T Job Search Activities	Title IV-A - AFDC and CEAP eligible (see Chapter 66).
Low Income Employed	SSBG - At or below 52%** SMIAFS* Non-AFDC recipient.
Secondary Education Training	SSBG - At or below 52%** SMIAFS*. Up to a maximum of two years total of child care for approved training for a parent seeking GED or high school completion. (See Chapter 60.)
Child Protective Services	SSBG - Without regard to income as a recommendation and part of a child's Protective Services case plan (See Chapter 26).
Child Welfare Services (1) in lieu of foster care (2) non-responsible non-AFDC employed relative of child(ren) receiving AFDC grant (3) treatment plan for a child, parent or family (4) for physical and mental health appointments	SSBG and Title IV-B. At or below 52%** SMIAFS. Treatment plan provided by a professional or other mental health social service agency including DSHS service workers, for the child or parents physical/emotional health or support to the family structure.
Region VII low-income, employed residents of a federally recognized Indian reservation	SSBG - At or below 52%** SMIAFS*. Non-AFDC recipient.
Seasonal farmworker. Employed or seeking work in agriculturally related work or with agencies serving farmworker families.	SSBG - At or below 52%** SMIAFS*. Income level is based on gross income of 12 months prior to application month. Non-AFDC recipient.

*SMIAFS, State Median Income Adjusted for Family Size
**Parent participation toward the cost of care when income is between 38% and 53% SMIAFS.

C. An Exception to Policy must be requested from the state office to authorize care for families with special needs not meeting the eligibility criteria stated in the chart above. Use a DSHS 5-10(X), Policy Exception Request form. Follow SSPS procedures for authorizing services when an Exception to Policy has been approved. All approved Exception to Policies are funded by state dollars only.

28.16 Payment Rates

A. The payment for day care services shall be based on the following standards:

1. A state vendor payment will be made only to licensed day care centers and mini-centers having a day care contract, licensed family day care homes, or to the client for payment to an approved caretaker for in-home care. A newly licensed mini-center, which was a licensed family day care home, may continue to receive vendor payments while a contract is in process. The application for a contract must be submitted to state office within thirty days of licensing as a mini-center.

2. Day care is paid on a monthly post-payment basis.

3. Effective January 1, 1982, the rate of payment for family day care, mini-day care centers, and day care centers is the lesser of the following:

   a. Either the provider's rate, or

   b. $1.19 per child hour of attendance for part-time child care (less than seven hours), or

   c. $8.33 per child day of attendance for full-time child care (seven or more hours).

4. Effective January 1, 1982, the rate of payment for relative and in-home care is the lesser of the following:

   a. Either the provider's rate, or

   b. $1.19 per hour for a group (not per child) of three or fewer children, or

   c. $1.55 per hour for a group (not per child) of four or more children.

   All children in the family through the age of fourteen for whom child care is being authorized shall be included in the group when establishing the child care rate. Time computed for child care payment shall not exceed 10 hours per day or 50 hours per week.

5. For out-of-home care, if a parent works unusual hours, (e.g., split shift or four 10-hour days/week) the daily maximum can be exceeded as long as the weekly maximum payment is not exceeded. The maximum weekly payment is $41.65 per child.

B. Parent participation standards:

1. The parents who are Income Eligible at above 38% and below 53% SMIAFS, shall pay to the day care provider half of their gross monthly income which exceeds the 38% SMIAFS. The participation amount shall not exceed the actual cost of child care for all eligible children in the family for a month. SSPS Service Codes 2840 and 2845 are used to authorize the amount of participation to be paid by the parent(s).

   a. For in-home care, the parent is responsible for making payment of the state supplement directly to the provider.

   b. For all other day care, the provider will bill the department on a voucher for the balance of child care expenses up to the established maximum rates.

2. If the parent(s) is utilizing more than one day care provider, the parent(s) shall pay the participation amount to the facility providing the greater amount of care. All other providers will bill the department for the total amount of care.

3. The parent participation amount remains the same regardless of the number of children in the family.

4. The parent participation amount is not prorated for partial months of care.

C. An Exception to Policy must be requested from the state office to authorize payments in excess of those stated in 28.16 A. Use a DSHS 5-10(X), Policy Exception Request form. Follow SSPS procedures for authorizing services when an Exception to Policy has been approved. Approved Exception to Policies are funded by state dollars only.

28.20 PROGRAM STANDARDS

28.21 Program Expectations/Response Time

A. The following represent time-measured guides for the service worker to respond to emergency and nonemergency situations.

1. Respond to an emergent service request within one (1) working day.

2. Respond to all other service requests within five (5) working days.

3. Complete all initial actions on service requests within thirty (30) calendar days of the initial request date.

4. Complete all redeterminations of eligibility prior to the specified ending date on the 14-159.

5. Complete and mail all termination notices (14-159) at least ten days prior to the effective date of that action, especially when the effective date is prior to the specified ending date on the authorization. Otherwise, a termination notice (14-159) shall be mailed no later than the specified ending date. (See WAC 388-15-030(6) and Chapter 04.314).

B. The following represent measurable service objectives. The service worker(s) shall:

1. Discuss the need for medical and dental exams for children. Minimal information and referral for Early Periodic Screening, Diagnosis and Treatment (EPSDT) services shall be provided to the parent(s)/ caretaker(s) of all AFDC eligible children. Categorically needy families are eligible for EPSDT. Any eligible client requesting EPSDT screening will be referred for an appointment. (See Chapter 48, Health Support Services.) Medical and dental evaluations are required for children of WIN and CETA clients.

2. Develop a child care plan. (See 28.32.)

3. When applicable, ascertain/verify information concerning a training plan and submit the training plan for approval to the first line supervisor or the CSO training committee, where available. (See Chapter 60.34.)

4. Authorize claims for vendor and for parent participation payment as follows:

   Determine eligibility on the DSHS 14-139(X), Social Services Application, and authorize services on DSHS 14-154(X), Social Service Authorization. Calculate, verify, and authorize the amount of a parent participation service plan, when applicable. Vendor copy of the DSHS 15-154(X) will be mailed within fifteen days. Authorizations shall not be made for noncontracted day care centers or mini-day care centers.

5. Review with the client the child care plan at least every six months and, if appropriate, redetermine eligibility and reauthorize services or terminate services.

6. Review with the client a CPS or CWS child care plan at least every 90 days.

7. When client's income resources change affecting eligibility, review with the client the child care plan within five working days of the notification of the change.

28.22 Appropriate Program/Service Outcomes

A. Parent employed and child supervised.

B. Parent in training and child supervised.

C. Child behavior modified.

D. Parent behavior modified.

E. Child supervised.

28.30 SERVICE PROCEDURES

28.31 Provider Alternatives

Service workers will consider the following factors along with the parents' preferences in seeking appropriate providers:

A. Care by a relative of the parent is always the first consideration for care if it is mutually agreeable, the home is physically suitable, and family relationships are supportive.

1. A second natural parent or stepparent of the child(ren) should be considered a first resource. However, no payment is made to natural or stepparents of the child(ren).

2. Care by a relative (other than those in 1 above) who is a licensed day care provider, does qualify for payment for the relative child according to out-of-home payment standards.

3. Care by a relative (other than those in 1 above) who is not a licensed day care provider, may qualify for payment for the relative child if the relative meets the same standards as an in-home caretaker and does not accept or continue in other paid employment while providing day care services for the child (see WAC 388-15-170(6)(d)). Use In-home Service Codes. (First option for a relative is to license the relative's home for a family day care program.)

B. Family day care is provided in a family home licensed to care for children and demonstrating a home-like atmosphere. The homes are limited to a small number of children, and the informal atmosphere provides an opportunity for small, peer-group friendships and a parent-substitute relationship. The CSO licensing staff shall maintain a list of such providers for purpose of referral to the service workers. (See Chapter 06.60A.)

C. Day care mini-centers are considered to provide family care either in a family's home or in a separate facility for seven to twelve children. The CSO licensing staff will license mini-centers in the provider's home; the Regional Office (RO) licensing staff will license mini-centers which are a separate facility. The State Office will contract with providers and will periodically provide CSO service staff with a current list of contractors to be used for referral. The state office staff will obtain SSPS provider numbers for new contractors.

D. Day care centers are for thirteen or more children. This type of care is particularly suitable for children three years of age and older. The RO licensing staff will license centers; State Office will contract with providers and will periodically provide CSO service staff with a current list of contractors to be used for referral. The state office staff will obtain SSPS provider numbers for new contractors.

E. In-home care is the last consideration and is considered for part-time care, evening/ nighttime care or when transportation/school location present problems in locating a licensed provider. Maximum efforts shall be made to locate a licensed provider. The service worker gives approval of such care according to WAC 388-15-170.

28.32 Developing the Child Care Plan

A. Prior to developing a child care plan, eligibility will be determined by completion of DSHS 14-139(X), Social Services Application. A client is SSBG eligible for planning services (SSPS Service Code 2852 Day Care Counseling) without being financially eligible for payment.

B. For day care support for Secondary Education Training, the training plan must first be approved prior to authorization of child care. (See Chapter 60.34 for standards for a training plan.) The training plan should be documented in the Service Episode Record (DSHS 2-305(X)).

C. The parent(s) retain(s) the responsibility for the choice of the child care plan, including the day care provider. The parent shall be provided copies of the DSHS 2-356(X), Day Care Checklist, to assist the parent in selecting a day care setting. The service worker will provide the parent with a list of licensed providers in the client's geographic area. The service worker will assist in the evaluation of the parents' and child(ren)'s needs at initial placement or when need for change is indicated by parent, provider, or service worker. In developing the initial child care plan and/or completing a follow up review, the following factors should be discussed with the parent(s):

1. Short-term goals,

2. Estimated length of service,

3. Number and age(s) of child(ren) involved,

4. Hourly or full-time care,

5. Parent's communication to the worker about changes in placement, income, employment, day care needs, and modifications to the authorization,

6. Need for medical and dental exams, use of medications,

7. Child(ren)'s social/emotional needs, outstanding abilities, interest and possible handicaps,

8. Child(ren)'s need for large or small group experiences,

9. Importance and necessity of open communications between parent and provider,

10. Alternative child care plan in event of emergency,

11. Minimal information and referral service for EPSDT screening, diagnosis and/or treatment.

The information regarding the child care plan will be entered in the client service record on the DSHS 2-305(X), Service Episode Record.

28.33 WIN and E&T

A. See Chapters 64, Work Incentive (WIN) Program, SSPS Service Codes 2811-2819, and Chapter 66, Employment and Training (E&T) Program, SSPS Service Codes 2861 and 2864.

B. Planning for children, referred under these programs, receiving child care placement planning for the first time shall include a dental and comprehensive medical evaluation. (See 28.21.) Treatment may be secured under EPSDT or the regular medical assistance programs. (See Chapter 48.)

C. E&T child care may be authorized only for participation in job seeking activities. For recipients, the expense must be incurred prior to grant termination, but payment may be authorized after grant termination (see Chapter 66.16 B. and C.).

28.34 Payment Authorization

A. Regular Day Care Programs and Reservation Day Care

1. See Chapter 04, Social Service Payment System, for authorization procedures and instructions for the DSHS 14-154(X) and DSHS 14-159, including entering parent participation amounts.

2. For day care center and mini-day care center programs with a lesser rate listed on the contractor's list, the service worker shall not authorize a higher rate than the rate listed without an approved Exception to Policy or revised rate list from the center. This includes lesser rates for monthly amounts or discounts for siblings.

B. Seasonal Day Care

1. Eligibility of a farmworker family for day care services is performed primarily by a contractor in a licensed center. Contractor staff may assess and authorize day care for eligible family units working or seeking work. If the family does not meet the description of a farmworker family listed in WAC 388-15-170, the contractor will refer the family to the nearest CSO for determination of eligibility for day care services.

2. The CSO service worker will determine eligibility of referred families according to instructions in Chapter 03, Social Service Eligibility.

C. In-Home Care

1. SSBG and WIN Programs

a. The service worker determines the caretaker meets in-home standards in an interview, preferably face to face and with parent and provider together, in accordance with WAC 388-15-170(5).

(1) DSHS 15-85(X), In-home Caretaker Application, is to be completed and placed in client service record.

(2) DSHS 6-59(X), Report of Child Care, is given to the client to report monthly child care expenses/payment and to indicate any changes.

(3) When the DSHS 6-59(X) is returned to the service worker, a copy is placed in the client's service record for documentation.

b. The parent will receive department payment and assume responsibilities for paying the provider/caretaker.

c. If the parent does not pay the provider for the child care services, or the DSHS 6-59(X) indicates a change in client and/or child care situation, the service worker must re-evaluate the appropriateness of the child care plan.

d. The service worker will give a copy of the Internal Revenue Service (IRS) information bulletin, an IRS payment form (IRS942), and a copy of authorization (DSHS 14-154/159) to

the parent(s), and explain the parent's procedure for reporting the provider's withholding tax and quarterly payments of the tax to IRS.

e. The service worker will record the starting and stopping of Social Security (OASI) withholding on the DSHS 14-154/159.

f. The service worker will provide the following information to the parent regarding Social Security:

"If total payments to an individual providing in-home care are expected to be $50 or more in each quarter, then the employer's share of OASI (6.7%) will be added to the parent's warrant. The parent is responsible for withholding the employee's share of OASI (6.7%) from the provider's payment. The parent, as required by law, shall file the appropriate form and deposit the employee's and employer's share of OASI (6.7% + 6.7 = 13.4%). At the end of the quarter, an IRS payment form (IRS942) must be filed."

g. If in-home child care is determined on a participation basis, the parent receives a check for partial payment from the department and assumes responsibility for paying the caretaker the total child care amount due.

2. E&T Program

For in-home child care under the E&T program, the only caretaker qualification is that the caretaker shall be at least eighteen years of age. DSHS 15-85(X), In-home Caretaker Application, is to be completed and a copy placed in the client service record. The E&T service worker need only contact the references or obtain a health report at his/her discretion.

D. Billing Instructions

The service worker will inform providers about how DSHS child care payments are made and what documents are required by providing a copy of DSHS 22-60(X), Billing Instructions for Day Care Centers, Mini-Day Care Centers and Family Day Care Homes, to the provider at least once each year.

E. Special payment procedures

1. When there is more than one reason for child care (e.g., both employment and training) and all child care is paid by SSBG, DSHS 14-154(X) is completed for total child care needs. A copy of the authorization is routed to financial when the client is an AFDC recipient.

2. For school-age children whose part-time care has already been authorized, school holidays, teacher workshops, and other similar instances do not require a change of authorization (DSHS 14-159). A maximum of five full-time attendance days each month is allowed, except during Christmas and Spring Vacations when a maximum of ten full-time days is allowed. Payment will be made for this care as billed by the vendor within the allowable daily and weekly maximums.

28.97 INTERFACE WITH OTHER DSHS SERVICES

A. CSO Licensing Staff

1. Referrals may be made to licensing staff for names of providers in the client's geographical area.

2. Referrals may be received from licensing staff for child care planning.

B. Financial Services

Referrals may be made to a financial worker in event of client's need for financial, medical or food stamps.

C. Work Incentive (WIN) Program

Referrals may be received from WIN to SSBG program if parent requires child care as support to employment (upon grant termination) or to a Secondary Education Training plan.

D. Employment and Training (E&T) Program

Referrals may be received from E&T to SSBG program if parent requires child care as support to employment (upon grant termination) or to a Secondary Education Training plan.

E. CSO Training Committee (where available)

Referrals may be made to obtain approval of Secondary Education Training plans.

F. EPSDT Program

All children of AFDC families are provided minimal information and referral service to EPSDT for medical and dental screening, diagnosis, and treatment.

G. Child Protective Services Program

1. Consultation with CPS service worker to prepare child care plan as support to CPS case plan.

2. Referrals are made to CPS in event of suspected neglect or abuse of child.

H. Child Welfare Services

Consultation with CWS to prepare child care plan as support to CWS case plan.

28.98 INTERFACE WITH NON-DSHS SERVICES

The service worker may refer the parent(s) to:

A. The health care community for EPSDT, medical and dental evaluations.

B. Mental health services for counseling, parenting skills classes, etc.

C. The child's school, so that the parent will inform them of the current child care and/or transportation arrangements.

D. Other community/volunteer resources for transportation, food, etc.

E. County Health Services for immunizations, home health services, etc.

F. Seasonal day care contracted providers for eligibility determination and day care services to seasonal farmworker's children.

28.99 REQUIRED FORMS AND INSTRUCTIONS

A. See Chapter 99, General Forms, for instructions on these forms:

DSHS 2-305(X)	Service Episode Record (12/79)
DSHS 2-306(X)	Communication/Referral (10/78)
DSHS 2-356(X)	Day Care Checklist (12/79)
DSHS 6-59(X)	Report of Child Care (Rev. 6/81)
DSHS 14-24(X)	Face Sheet (Rev. 9/78)
DSHS 14-139(X)	Social Services Application (Rev. 12/79)
DSHS 14-154(X)	Social Services Authorization (Rev. 09/80)
DSHS 14-159	Change of Service Authorization (Rev. 01/81)
DSHS 15-85(X)	In-home Caretaker Application (Rev. 6/81)

C. The following program instructions, forms or booklets are available in the department stockroom:

DSHS 1-42(X)	Attendance Record (Rev. 5/79)
DSHS 6-71(X)	Invoice Voucher for Day Care Services (Rev. 8/73)
DSHS 9-312(X)	Child Care Center Contract (Rev. 12/80)
DSHS 22-60(X)	Billing Instructions for Day Care Centers, Mini-Day Care Centers and Family Day Care Homes (Rev. 9/81)
DSHS 22-74(X)	Child Care Assistance for Working Parents (Rev. 1/83)
DSHS 22-176(X)	Day Care and Child Protective Services (Rev. 8/80)

D. The following form is available from IRS:

IRS 942	IRS Payment Form

E. The following forms or booklets are available from the State Office Day Care Program Manager:

DSHS 10-152	Application for Day Care Center Contract (Rev. 9/81)
	How to Start a Day Care Center (Fall 1981)

CHAPTER 28

DAY CARE SERVICES FOR CHILDREN

Table of Contents

Page

28.00 PROGRAM AUTHORITY

28.10 POLICY

28.11 Purpose of Service 3
28.12 Service Description 3
28.13 General Policies Related to this Service 4
28.14 Priorities Related to this Service 5
28.15 Eligibility 5
28.16 Payment Rates 9

28.20 PROGRAM STANDARDS

28.21 Program Expectations/Response Time 12
28.22 Appropriate Program/Service Outcomes 13

28.30 SERVICE PROCEDURES

28.31 Provider Alternatives 14
28.32 Developing the Child Care Plan 15
28.33 WIN and E&T 16
28.34 Payment Authorization 17

28.97 INTERFACE WITH OTHER DSHS SERVICES 19

28.98 INTERFACE WITH NON-DSHS SERVICES 21

28.99 REQUIRED FORMS AND INSTRUCTIONS 21

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State: RCW 74.12.340, 74.13, and 74.15.
WAC 388-15-010, 388-15-020, 388-15-170, 388-15-173, and 388-15-550.

28.10 POLICY

28.11 Purpose of Service

A. Provide appropriate child care for children in danger or with special needs.

B. Provide appropriate child care for children to prevent the removal of the child from the parent(s) home, and therefore prevent out-of-home placement.

C. Provide day care for children to enable low-income parents to maintain themselves in the work force.

D. Provide day care for children whose parents are seeking a G.E.D. or a high school diploma in approved educational programs.

28.12 Service Description

The day care program includes:

A. Counseling and planning with parent(s) regarding the child's day care needs with a periodic review of the plan appropriateness;

B. Assessing client eligibility and authorizing child care services to vendors;

C. Client referrals to other department programs and services;

D. Developing, adopting, and publishing applicable standards for child care;

E. Periodically reviewing and determining utilization of state day care services;

F. Disseminating informational bulletins regarding resources, services, and programs;

G. Providing training for department staff and contracted center service workers; and

H. Purchasing child care for authorized children.

28.13 General Policies Related to this Service

A. The department is responsible to provide for the protection of all children fourteen years and younger through the licensing or certification of facilities and providers caring for children on a regular basis during a portion of a twenty-four hour day when parents are unable to provide direct care and supervision. (See Chapter 06, Licensing/Certification.)

B. The department assists low-income parents with day care expenditures for employment and training as:

1. A work expense for AFDC applicants and recipients through Title IV-A of the Social Security Act;

2. A social service program funded by the Social Services Block Grant (SSBG) and State Funds;

3. The Work Incentive Program (WIN) through Title IV-C of the Social Security Act; and

4. The Employment and Training Program (E&T) through Title IV-A of the Social Security Act.

C. The department provides for day care for children with special needs as a social service program through SSBG, Title IV-B of the Social Security Act, and State Funds.

D. Child care authorized for residents of a federally recognized Indian Reservation must be provided by a certified or licensed provider or agency, and if the agency is a day care center or mini-day care center, it must be under contract with DSHS.

E. The department will participate in the cost of child care expenses with families whose incomes exceed 38% State Median Income Adjusted for Family Size (SMIAFS), but does not exceed 52% SMIAFS.

28.14 Priorities Related to this Service

A. There are no specific priorities of population since all families meeting the eligibility requirements are given service.

B. Eligible families are given service in the following order:

1. All crisis and emergency requests on behalf of children in danger or at risk of out-of-home placement.

2. All routine service requests.

28.15 Eligibility

A. The day care program has eligibility criteria which must be satisfied in order for the department to assess a family's need.

1. The Division of Income Assistance administers the following day care programs:

a. Eligibility for Title IV-A income maintenance service wherein eligibility is determined by a CSO financial worker.

b. WIN day care (Title IV-C) and E&T day care (Title IV-A) wherein eligibility is determined by a CSO service worker (see Chapter 64 and 66).

2. The Division of Children and Family Services (DCFS) administers SSBG, state funds, and IV-B day care services wherein eligibility is usually determined by a DCFS service worker. The DCFS day care program (see WAC 388-15-170 and WAC 388-15-173) includes:

a. Regular Day Care Services

Regular Day Care Services are authorized with SSPS service codes 2801 or 2804.

(1) Employment day care is for non-AFDC employed families with incomes that do not exceed 52 percent SMIAFS. This category includes day care for the non-AFDC employed relative caring for an AFDC child wherein only the income received on behalf of the child is considered for income eligibility purposes. Families with incomes exceeding 38 percent but not exceeding 52 percent SMIAFS participate toward the cost of day care each month. Day care assistance for employed foster parents is included under this category and the foster child is considered a one-person family unit on the DSHS 14-139.

(2) Secondary education day care is for families with incomes not exceeding 52 percent SMIAFS. The family may be receiving an AFDC grant. The parent must be attending high school or education classes leading toward a General Education Diploma. Eligibility may be established for no more than two continuous years. No limitation as to age of the parent attending schooling exists. Only income for the immediate family living in the same household is considered. Income from others in the household such as grandparents, uncles, or aunts to the child and nonrelatives are not considered. Families with incomes exceeding 38 percent but not exceeding 52 percent SMIAFS participate toward the cost of day care each month.

(3) Child Protective Services (CPS) day care is provided for families without regard to their income to support an open DSHS CPS case plan (see Chapter 26.15 for eligibility criteria). Case plan goals should be directed toward rectifying identified problems. Parents must be involved in activities which will reduce or eliminate the need for day care. Authorized day care hours must correlate with parent's activity hours.

(4) Child Welfare Services (CWS) day care is provided for families with incomes not exceeding 52 percent SMIAFS to support a DSHS case plan which prevents the out-of-home/long-term out-of-home placement of the child. Day care services are only authorized while parents are resolving identified problems by attending counseling or therapy, medical appointments, parenting skill

classes, etc., as required by the case plan. Families may be receiving an AFDC grant. Families with incomes exceeding 38 percent but not exceeding 52 percent SMIAFS participate toward the cost of day care each month.

b. Indian Reservation Day Care Services

Day care is authorized with service code 2821 or 2824 for the same purposes and income eligibility as Regular Day Care Services. Families must be residents of a federally recognized Indian reservation (see Chapter 01.04 A.).

c. Seasonal Farmworker Day Care Services

Day care is authorized for agriculturally employed families not receiving an AFDC grant. Eligibility and authorizations for day care services is only completed by staff from a contracted agency. Families must have had two agricultural employers in the past year. Income for twelve months is considered in determining eligibility. Half of the income must have been from agriculturally related work. Families with incomes exceeding 38 percent SMIAFS, but not exceeding 52 percent participate toward the cost of day care each month.

d. Therapeutic Child Care (and Family) Services

This service is authorized with service codes 2875 and 2876 for children determined as at risk of abuse and/or neglect to reduce the need for out-of-home placement. The family must initially be an open DSHS CPS or CWS case. The program is utilized to support the case plan. Agencies with a Therapeutic Child Care Contract are so designated on the DCFS Center Day Care Contractors lists. An agency with a Therapeutic Child Care Services Contract:

- Provides basic child day care supervision services including transportation services,

- Provides daily monitoring of emotional and physical conditions of children at the day care program,

- Develops and implements intervention strategies to prevent further child abuse or neglect,

- Enhances normal child growth and development, and

- Improves the family capacity to care for their children by counseling and/or parenting skill training.

Service code 2875 is for Model No. 1 programs which provide four hours of services to children each weekday. Children may be any age. Service need is re-evaluated at least each six months jointly with contractor staff.

Service code 2876 is for Model No. 2 programs which provide six hours of services to children each weekday. Children must be under five years of age. Services are limited to twenty-four months, with service need re-evaluated at least each six months jointly with contractor staff.

B. For state median income adjusted for family size (SMIAFS), see the following table. The table is effective January 1, 1985 for the Division of Children and Family Services day care programs/categories. Income eligibility is documented on the Social Services Eligibility Document, DSHS 14-139(X), for each family unit. Day care for a CPS case plan does not require completion of the DSHS 14-139.

Family Size

Gross Monthly Income	1	2	3	4	5	6
52%	683	894	1,104	1,314	1,524	1,735
38%	499	653	807	960	1,114	1,268

	7	8	9	10
52%	1,774	1,814	1,853	1,892
38%	1,296	1,325	1,354	1,383

1. Only members of the immediate family residing in the same household are included in family size (see WAC 388-15-020). Grandparents, aunts, uncles, or nonrelatives living in the household are not considered either in family size, nor monthly gross income.

2. Gross income for the month prior to the month of application is utilized for the income eligibility determinaton. Gross income includes both earned and unearned income. Unearned income includes AFDC grant, Social Security, child support, pensions, etc. The following sources of income/resources are not considered: savings account balances, money received for sale of

personal property as a car or house, tax refunds, gifts, inheritances, insurance payments, or capital gains. Earnings of a child fourteen years of age or older are considered and entered on the DSHS 14-139(X).

3. For hourly wage earners working a standard 40-hour week, the hourly gross wage is multiplied by 168 hours to determine the gross monthly earned income. Overtime or a bonus are additional income. Copies of wage receipts/stubs should be retained in the file.

4. Families with gross monthly income at or below the 38% SMIFAS level are income eligible for fully subsidized day care. Families with gross monthly income above the 38% SMIFAS level and at or below the 52% level are income eligible for partially subsidized day care with the parent paying part of the monthly cost of day care services.

C. An Exception to Policy (ETP) must be requested to authorize care for families with special needs not meeting the eligibility criteria stated in A. 2. above or WAC 388-15-170 and WAC 388-15-173. Use a DSHS 5-10(X), Policy Exception Request form. (See Chapter 01.13.) Follow SSPS procedures for authorizing services when an ETP has been approved (see 05.35).

28.16 Payment Rates

A. The payment for day care services shall be based on the following standards:

1. A state vendor payment will be made only to licensed day care centers and mini-centers having a day care contract, to licensed family day care homes, or to the client for payment to an approved caretaker for in-home care. All contracts are processed at the state office. Service workers may provide an Application For a Day Care Center Contract, DSHS 14-152(X), to interested center providers.

2. Day care is paid on a monthly post-payment basis within 30 days of receipt of billing vouchers in Olympia.

3. Effective August 1, 1985, the rate of payment for family day care, mini-day care centers, and day care centers is the <u>lesser</u> of the following:

a. Either the provider's private rate, or

b. $1.23 per hour of actual attendance for children over thirty months of age, and $1.38 per hour of actual attendance for children thirty months of age and younger, with hourly pay units limited to seven per day. The seven hourly pay units per day provide reimbursement for up to twelve hours of authorized care per day.

4. Effective July 1, 1984, the rate of payment for relative and in-home care is the lesser of the following:

a. Either the provider's private rate, or

b. For three or fewer children, one of whom are thirty months of age or younger, the group rate (not per child) of $1.38 per hour of care shall apply, or

c. For three or fewer children, all of whom are over thirty months of age, the group rate (not per child) of $1.23 per hour of care shall apply, or

d. For four or more children, one of whom is thirty months of age or younger, the group rate (not per child) of $1.79 per hour of care shall apply, or

e. For four or more children, all of whom are over thirty months of age, the group rate (not per child) of $1.60 per hour of care shall apply.

All children in the family under the age of fourteen for whom child care is being authorized shall be included in the group when establishing the child care rate. Time computed for child care payment shall not exceed 10 hours per day or 50 hours per week.

5. For out-of-home care, if a parent works unusual hours (e.g., split shift or four 10-hour days/week), the weekly maximum payment is not to be exceeded. For a child thirty months of age or younger, the maximum weekly payment is $48.30 per child. For a child over thirty months of age, the weekly maximum is $43.05. The hourly pay units limit of seven per day may be exceeded in these situations.

6. When the child becomes thirty months of age, the rate shall be reduced as of the first of the following month.

7. Effective July 1, 1985, Therapeutic Child Care rates for contractors are $9.66 a day for Model No. 1 programs, and for Model No. 2 programs, $21.63 a day for children two years and younger, or $17.51 a day for children over two years of age. Therapeutic contractors with rates and number of child slots are identified in the DCFS Center Day Care Center Contractor lists. Referrals are not to exceed the number of child slots designated for each contractor on the lists. For children of employed parent(s) who need day care supervision services for the entire day, the additional hours shall be authorized with service code 2801.

B. Parent participation standards:

1. The parents who are Income Eligible at above 38% but not exceeding 52% SMIAFS shall pay to the day care provider half of their gross monthly income which exceeds the 38% SMIAFS level (see WAC 388-15-173). The service worker shall calculate the amount to the nearest whole dollar. SSPS Service Codes 2840 for Regular Day Care and 2845 for Indian Reservation Day Care are used to authorize the monthly amount of participation to be paid by the parent(s).

   a. For in-home care, the parent is responsible for making payment of the state supplement directly to the provider.

   b. For all other day care, the provider will bill the department on a service invoice or voucher for the balance of child care expenses up to the established maximum rates.

2. If the parent(s) is utilizing more than one day care provider, the parent(s) shall pay the participation amount to the facility providing the greater amount of care. All other providers will bill the department for the total amount of care.

3. The parent participation amount remains the same regardless of the number of children in the family.

4. The parent participation amount is not prorated for partial months of care. The full participation amount is deducted from the monthly billing prior to any DSHS payment for that family's care. The participation amount shall not exceed the actual cost of care for all eligible children in the family for the month.

C. An Exception to Policy (ETP) must be requested to authorize payments in excess of those stated in 28.16 A. Use a DSHS 5-10(X), Policy Exception Request form. (See Chapter 01.13.) Follow SSPS procedures for authorizing services when an ETP has been approved. (See 05.35).

28.20 PROGRAM STANDARDS

28.21 Program Expectations/Response Time

A. The following represent time-measured guides for the service worker to respond to emergency and nonemergency situations.

1. Respond to an emergent service request within one (1) working day.

2. Respond to all other service requests within five (5) working days.

3. Complete all initial actions on service requests including terminal input of the service authorization within thirty (30) calendar days of the initial request date. Eligibility and service end dates shall be established on the last day of a month, whenever possible and if compatible with the child care plan.

4. Complete all interviews for redeterminations of eligibility prior to the specified ending date on the 14-159.

5. Complete and mail all termination notices (14-159) to the parent and provider at least thirteen days prior to the effective date of that action, when the effective date is prior to the specified ending date on the authorization. Otherwise, a termination notice (14-159) shall be mailed no later than the specified ending date. Enter in the "Reason for Action" section the reason for the termination. (See WAC 388-15-030(6) and Chapter 04.314).

B. The following represent measurable service objectives. The service worker(s) shall:

1. Discuss the need for medical and dental exams for children. Minimal information and referral for Early Periodic Screening, Diagnosis and Treatment (EPSDT) services shall be provided to the

parent(s)/caretaker(s) of all AFDC eligible children. Categorically needy families are eligible for EPSDT. Any eligible client requesting EPSDT screening will be referred for an appointment. (See Chapter 48, Health Support Services.) Medical and dental evaluations are required for children of WIN clients.

2. Develop a child care plan. (See 28.32.)

3. When applicable, ascertain/verify information concerning a secondary education plan and submit the plan for approval to the first line supervisor.

4. Authorize claims for vendor and for parent participation payment as follows:

   Determine eligibility on the DSHS 14-139(X), Social Services Eligibility Document (except for Child Protective, WIN and E&T Day Care), and authorize services on a DSHS 14-154(X), Social Service Authorization. Calculate, verify, and authorize the amount of a parent participation service plan, when applicable. Vendor copy of the DSHS 15-154(X) will be mailed within fifteen days. Authorizations shall not be made for noncontracted day care centers or mini-day care centers. Service workers may request of the provider a completed Monthly Attendance Record, DSHS 1-42(X); or Report of Child Care, DSHS 6-59(X), for each eligible child for monitoring.

5. Review the child care plan with the client at least every six months and, if appropriate, redetermine eligibility and reauthorize services or terminate services prior to the ending date on the authorization. For Therapeutic Child Care programs, consult with contractor staff (family therapist or social worker).

6. When client's income resources change affecting eligibility, review the child care plan with the client within five working days of the notification of the change.

28.22 Appropriate Program/Service Outcomes

A. Parent employed and child supervised.

B. Parent in secondary education and child supervised.

C. Parent in training and child supervised.

D. Child behavior modified/child able to return to or remain at home.

E. Parent behavior modified/child able to return to or remain at home.

F. Child supervised.

28.30 SERVICE PROCEDURES

28.31 Provider Alternatives

Service workers will consider the following factors along with the parents' preferences in seeking appropriate providers:

A. Care by a relative of the parent is always the first consideration for care if it is mutually agreeable, the home is physically suitable, and family relationships are supportive.

1. A second natural parent or stepparent of the child(ren) should be considered a first resource. However, no payment is made to natural or stepparents of the child(ren).

2. Care by a relative (other than those in 1 above) who is a licensed day care provider, does qualify for payment for the relative child according to out-of-home payment standards.

3. Care by a relative (other than those in 1 above) who is not a licensed day care provider, may qualify for payment for the relative child if the relative meets the same standards as an in-home caretaker and does not accept or continue in other paid employment while providing day care services for the child (see WAC 388-15-170(6)(d)). Use In-home Service Codes. (First option for a relative is to license the relative's home for a family day care program.)

B. Family day care is provided in a family home licensed to care for up to six full-time children and demonstrates a home-like atmosphere. The homes are most appropriate for babies and toddlers as the informal atmosphere provides an opportunity for small, peer-group friendships and a parent-substitute relationship. Local DCFS licensing staff shall maintain a list of such providers for purpose of referral to the service workers. (See Chapter 06.60A.) Local DCFS licensing staff will obtain SSPS provider numbers.

C. Day care mini-centers provide care either in a family's home or in a separate facility for seven to twelve children. The State Office will contract with providers and will periodically provide Local Office service staff with a current list of contractors to be used for referral. The state office staff will obtain SSPS provider numbers for new contractors.

D. Day care centers are licensed for thirteen or more children. This type of care is appropriate for children 30 months of age and older. State Office will contract with providers and will periodically provide Local Office service staff with a current list of contractors to be used for referral. The state office staff will obtain SSPS provider numbers for new contractors.

E. In-home care is the last consideration and is considered when a licensed provider is not available. The need for part-time care, evening/night time care or when transportation/school location present problems may be cause for authorizing in-home child care. Maximum efforts shall be made to locate a licensed provider. In-home care is provided in the child's home or in a relative's home. The service worker gives approval of such care according to WAC 388-15-170 and Manual G 28.34 C. SSPS provider information for both the provider (caretaker) and the parent will be obtained by the service worker.

28.32 Developing the Child Care Plan

A. Prior to developing a child care plan, eligibility will be determined by completion of DSHS 14-139(X), Social Services Eligibility Document, except for Child Protective Services Day Care. A copy of wage receipts shall be retained in the file for employed parents.

B. For day care support for a Secondary Education Plan, the plan must first be approved by the first-line supervisor prior to authorization of child care. The approved plan should be documented in the Service Episode Record (DSHS 2-305(X)) including time, location, and duration of classes. Time for study at the school should be allowed in the plan. High school equivalent courses only can be approved.

C. The parent(s) retain(s) the responsibility for the choice of the child care provider. The parent shall be provided copies of the DSHS 2-356(X), Day Care Checklist, to assist in selecting a day care setting. The service worker will provide the parent with a list of licensed providers in the client's residential or employment area. Authorized travel time will be minimized. The service worker will

assist in the evaluation of the parents' and child(ren)'s needs at initial placement or when need for change is indicated by parent, provider, or service worker. In developing the initial child care plan and/or completing a follow up review, the following factors should be discussed with the parent(s):

1. Reason for child care;

2. Duration of service need including hours per day and days per week (as entered in items 39 and 40 on the authorization);

3. Number and age(s) of child(ren) to be authorized for child care (as entered on the service lines on the authorization);

4. Eligibility begin and end dates for child care (as entered in items 24, 32, and 33 on the authorization);

5. Frequency of contact with the service worker including information regarding a change in provider, income, employment, or day care needs;

6. Use of the Day Care Checklist in selecting a provider;

7. Prohibited charging of additional fees for basic day care supervision services by the provider. The provider may charge a fee for registration, preschool, kindergarten, or other program component not required under licensing WACS;

8. Alternative child care plan in event of emergency; and

9. Minimal information and referral service for EPSDT screening, diagnosis and/or treatment, if applicable.

10. Indicators of child mistreatment in day care and the method for reporting suspected abuse (DSHS booklet 22-176(X)).

The information regarding the child care plan will be entered in the client service record on the DSHS 2-305(X), Service Episode Record or the Social Service Authorization, DSHS 14-154(X), as appropriate.

28.33 WIN and E&T

A. See Chapters 64, Work Incentive (WIN) Program, and SSPS Service Codes 2811-2814 and 2820; and Chapter 66, Employment and Training (E&T) Program, and SSPS Service Codes 2861, 2864-2867, and 2869-2872.

B. Children, referred under these programs, receiving child care placement planning for the first time shall include a plan for dental and comprehensive medical evaluation. (See 28.21.) Treatment may be secured under EPSDT or the regular medical assistance programs. (See Chapter 48.)

C. E&T child care may be authorized for participation in job seeking activities in all CSO areas. For recipients, the expense must be incurred prior to grant termination, but payment may be authorized after grant termination (see Chapter 66.16 A, B, and C).

28.34 Payment Authorization

A. Regular Day Care Programs and Reservation Day Care

1. See Chapter 04, Social Service Payment System, for authorization procedures and instructions for the DSHS 14-154(X) and DSHS 14-159, including entering parent participation amounts.

2. For day care center and mini-day care center programs with a lesser hourly pay rate listed on the DCFS Center Day Care Contractor's list, the service worker shall not authorize a higher rate than the rate listed without an approved Exception to Policy or revised rate list from the center.

B. Seasonal Day Care

1. Eligibility of a farmworker family for day care services is performed primarily by a Contractor in a licensed center. Contractor staff assess and authorize day care for eligible employed family units. If the family does not meet the eligibility criteria description for a farmworker family listed in WAC 388-15-170 and 388-15-173, the Contractor will refer the family to the nearest CSO/DCFS Office for determination of eligibility for Regular Day Care services.

2. The CSO or DCFS service worker will determine eligibility of referred families for Regular Day Care services (see 28.15).

C. In-Home Care

1. SSBG and WIN Programs

a. The service worker determines the caretaker meets in-home standards in an interview, preferably face to face and with parent and provider together, in accordance with WAC 388-15-170(5).

(1) DSHS 15-85(X), In-home Caretaker Application, is to be completed and placed in client service record.

(2) Criminal History/Arrest Record and Central Registry (Child Abuse and Neglect Register) check shall be initiated using DSHS 14-239(X) (see Chapter 06).

(3) DSHS 6-59(X), Report of Child Care, is given to the client to report monthly child care expenses/payment and to indicate any changes.

(4) When the DSHS 6-59(X) is returned to the service worker, a copy is placed in the client's service record for documentation.

b. The parent will receive department payment and assume respon sibilities for paying the provider/caretaker.

c. If the parent does not pay the provider for the child care services, or the DSHS 6-59(X) indicates a change in client and/or child care situation, the service worker must re-evaluate the appropriateness of the child care plan.

d. The service worker will give a copy of the Internal Revenue Service payment form (IRS 942), and a copy of the authorization (DSHS 14-154/159) to the parent(s).

e. The service worker will record the starting and stopping of Social Security (OASI) withholding on the DSHS 14-154/159. Social Security numbers for both client and provider must be entered in the case record.

f. If in-home child care is determined on a participation basis, the parent receives a check for partial payment from the department and assumes responsibility for paying the caretaker the total child care amount due.

2. E&T Program

For in-home child care under the E&T program, the only caretaker qualification is that the caretaker shall be at least eighteen years of age. DSHS 15-85(X), In-home Caretaker Application, is to be completed and a copy placed in the client service record. The E&T service worker need only contact the references or obtain a health report at his/her discretion. A Criminal History/Arrest Record and Central Registry (Child Abuse and Neglect Register) check shall be initiated.

D. Billing Instructions

The service worker will inform providers about how DSHS child care payments are made and what documents are required by providing a copy of the SSPS Handbook for Vendor Payment Instructions, DSHS 22-381(X) to the provider upon request.

E. Special payment procedures

1. When there is more than one reason for child care (e.g., both employment and training) and all child care is paid under one - service code, DSHS 14-154(X) is completed for total child care needs. In WIN cases, the reason must be consistent with the WIN status code in Item 21. A copy of the authorization is routed to financial when the client is an AFDC recipient.

2. For school-age children whose care has already been authorized, contingency time, i.e., school holidays, teacher workshops, and other similar instances, do not require a change of authorization (DSHS 14-159). A maximum of 35 contingency hours each month is allowed, except during Christmas and Spring Vacations when a maximum of 70 contingency hours is allowed. Payment will be made for contingency care as billed by the vendor within the allowable weekly maximums. For June, July, and August, school-age children will have hours per day (box 39) and total pay units per month (box 42) increased to meet the needs for care in the summer.

28.97 INTERFACE WITH OTHER DSHS SERVICES

A. DCFS Licensing Staff

1. Referrals may be made to licensing staff for names of providers in the client's residential or employment areas.

2. Referrals may be received from licensing staff for child care planning.

B. Financial Services

1. Referrals may be made to a CSO financial worker in event of client's need for financial, medical, or food stamps.

2. Referrals may be received from CSO financial worker for child care planning for an AFDC recipient as for a secondary education plan.

C. Work Incentive (WIN) Program

Referrals to DCFS workers may be received from WIN if parent requires child care as support to employment (upon grant termination) or to a Secondary Education plan.

D. Employment and Training (E&T) Program

Referrals to DCFS workers may be received from E&T if parent requires child care as support to employment (upon grant termination) or to a Secondary Education plan.

E. EPSDT Program

All children of AFDC families are provided minimal information and referral service to EPSDT for medical and dental screening, diagnosis, and treatment.

F. Child Protective Services Program

1. Consultation with CPS service worker to prepare child care plan as support to CPS case plan.

2. Referrals are made to CPS in event of suspected neglect or abuse of child.

G. Child Welfare Services

Consultation with CWS to prepare child care plan as support to CWS case plan.

28.98 INTERFACE WITH NON-DSHS SERVICES

The service worker may refer the parent(s) to:

A. The health care community for EPSDT, medical and dental evaluations.

B. Mental health services for counseling, parenting skills classes, etc.

C. The child's school, so that the parent will inform them of the current child care and/or transportation arrangements.

D. Other community/volunteer resources for transportation, food, etc.

E. County Health Services for immunizations, home health services, etc.

F. Seasonal day care contracted providers for eligibility determination and day care services to seasonal farmworker's children.

28.99 REQUIRED FORMS AND INSTRUCTIONS

A. See Chapter 99, General Forms, for general instructions on these generic forms:

DSHS 2-305(X)	Service Episode Record (12/79)
DSHS 2-306(X)	Communication/Referral (10/78)
DSHS 2-356(X)	Day Care Checklist (Rev. 9/84)
DSHS 6-59(X)	Report of Child Care (Rev. 8/85)
DSHS 14-24(X)	Face Sheet (Rev. 9/78)
DSHS 14-139(X)	Social Services Eligibility Document (Rev. 7/83)
DSHS 15-85(X)	In-Home Caretaker Application (Rev. 6/81)

B. See SSPS Manual Basic Instructions for instructions on use of the following forms:

DSHS 14-154(X)	Social Services Authorization (Rev. 09/80)
DSHS 14-159	Change of Service Authorization (Rev. 01/81)

C. The following program instructions, forms or booklets are available in the department stockroom:

DSHS 1-42(X)	Attendance Record (Rev. 5/79)
DSHS 6-71(X)	Invoice Voucher for Day Care Services (Rev. 8/73)
DSHS 10-152(X)	Application for a Day Care Center Contract (Rev. 7/85)
DSHS 22-381(X)	SSPS Handbook for Vendor Payment Instructions
DSHS 22-74(X)	Child Care Assistance for Working Parents (Rev. 2/85)
DSHS 22-176(X)	Day Care and Child Protective Services (Rev. 10/82)

D. The following form is available from IRS:

IRS 942	IRS Payment Form

E. The following forms or booklets are available from the DCFS State Office:

How to Start a Day Care Center (Fall 1981)
Legal Handbook for Day Care Centers (1981)
Starting a Business in Washington State

TABLE OF CONTENTS

Page

28.00 INTRODUCTION 3

28.05 AUTHORITY 3

28.10 DEFINITIONS 3

28.11 Approving Worker/Authorizing Worker 3
28.12 Child 4
28.13 Family 4
28.14 Gross Income 4
28.15 In-Home Care 4
28.16 Out-of-Home Care 5
28.17 Relative Care Giver 5
28.18 Relative, Relative's Home Care 5

28.20 OFFICE OF CHILD CARE POLICY (OCCP) CHILD CARE PROGRAMS 5

28.21 Employment Child Care 5
28.22 Teen Parent Child Care 9
28.23 Seasonal Farmworker Child Care 10

28.24 Homeless Child Care 12

28.25 DIVISION OF CHILDREN AND FAMILY SERVICES (DCFS) CHILD CARE PROGRAMS 12

28.26 Child Protective Services Child Care 12
28.27 Child Welfare Services Child Care 12
28.28 Foster Care and Non-Needy Relative Child Care 13
28.29 Therapeutic Child Care 13

28.30 DIVISION OF ALCOHOL AND SUBSTANCE ABUSE (DASA) CHILD CARE 14

28.31 TYPES OF OUT-OF-HOME CARE 14

28.32 Child Care Center 15
28.33 Family Child Care Home 15
28.34 Out-of-Home Child Care Comparison Chart 15

28.40 IN-HOME OR RELATIVE, OUT-OF-HOME CARE 15

28.41 The Caretaker 15
28.42 Caretaker Responsibilities 16
28.43 Parent/Guardian Responsibilities 16
28.44 Payment 16

TABLE OF CONTENTS

Page

28.50 DSHS CHILD CARE PAYMENT RATES 17

28.51 Descriptions 17
28.52 Rate Determinations 17
28.53 Therapeutic Child Care Rates 18

28.60 AUTHORIZATION AND PAYMENT POLICIES 18

28.61 Out-of-Home Child Care 18
28.62 In-Home Child Care 20
28.63 Supplemental Payment by Parents 20
28.64 Payment for Special Needs and Times 21
28.65 Payment to Exempt Facilities 21

28.70 SPECIAL CATEGORIES 22

28.71 Child Care Hours for Self-Employed Parents/Guardians 22

28.80 PAYMENT PROCESS 22

28.81 Social Service Payment System (SSPS) 22
28.82 FICA 23

28.90 AUTHORIZING WORKER 24

28.91 DCFS social workers authorize 24
28.92 Authorizing workers 24

28.95 ADVANCE AND ADEQUATE NOTICE 26

28.96 When Advance and Adequate Notice is Required 26
28.97 When Advance Notice is Not Required 26

28.98 FAIR HEARING 26

ATTACHMENT A 27

ATTACHMENT B 28

ATTACHMENT C 29

28.00 INTRODUCTION

The Office of Child Care Policy (OCCP) and the Division of Children and Family Services (DCFS) recognize the family as the most important social and economic unit of society and supports the central role parents play in child rearing. OCCP and DCFS provide child care to promote a variety of culturally and developmentally appropriate child care settings and services of the highest quality in accordance with the basic principle of continuity of care. OCCP and DCFS promote the growth, development and safety of children and equal access to high quality, affordable and socio-economically integrated child care for all children and families. OCCP and DCFS facilitate broad community and private sector involvement in the provision of child care.

Chapter 28 provides policies and procedures to determine eligibility and authorize payment for OCCP and DCFS-subsidized child care.

28.05 AUTHORITY

The Department of Social and Health Services (DSHS) may approve child day care funding to facilitate the care, protection, and related services for a child 12 years of age and under. DSHS shall fund child day care only during the portion of the 24-hour day when neither of the child's parents is able to provide necessary care and supervision. DSHS does not pay for care by the child's parents, stepparents, brother, sister, stepbrother or stepsister, except adult siblings residing outside the family home. See the following references:

Federal: P.L. 96-272 and 45 CFR Parts 16, 74, 96, 98, 99 255, and 257.

State: RCW 74.12.340, Day Care (authority)
RCW 74.13.085, Child Care Services (policy and development)
Chapter 74.15 RCW, Children, Expectant Mothers, Developmentally Disabled (licensing)
WAC 388-15-170, General and Seasonal Child Day Care Services
Chapter 388-150 WAC Minimum Licensing Requirements for Child Day Care Centers
Chapter 388-155 WAC Minimum Licensing Requirements for Child Day Care Homes.

28.10 DEFINITIONS

28.11 Approving Worker/Authorizing Worker

The approving worker is the representative of DSHS who establishes that the client is eligible to receive child care benefits. The authorizing worker is the representative of DSHS who authorizes child care payment through the Social Service Payment System (SSPS). The approving worker is often the authorizing worker also.

28.12 Child

A child is a person 12 years of age or younger. Special needs child care may be authorized for a child 19 years of age or younger.

28.13 Family

Family means two or more persons related by blood, marriage, or adoption residing in the same household.

A. Related adults residing together, other than spouses, are each considered a separate family. Unmarried parents living together are considered a family.

B. A child living with legally nonresponsible relatives, a minor living independently, and a child living under the care of unrelated persons are also considered one-person families.

C. A school-aged parent residing in her/his parent's home with her/his child is considered a separate family unit for purposes of determining family income.

D. Only members of the immediate family residing in the same household are included in family size.

E. Only members of the immediate family currently residing in the same household are included in family size for the military family whose mother or father is on active duty overseas or out of state.

28.14 Gross Income

Gross income is both earned and unearned income. Earned income includes wages, overtime, tips, etc. Unearned income includes AFDC grants (children's only), Social Security, Supplemental Security Income (SSI), child support, pensions, etc. See Employment Child Care, Section 28.21 B., 13, of this chapter, for eligibility guidelines and income not included for determining eligibility.

28.15 In-Home Care

In-home care means child care given by:

A. A relative in the child's own home; (Relative means a grandmother, grandfather, aunt, uncle, cousin, or an adult sibling who lives outside the family home. See Section 28.18 of this chapter for further definition of relative care giver.) or

B. An unrelated person in the child's own home.

In-home care is exempt from licensing.

28.16 Out-of-Home Care

Out-of-home care means child care provided outside the child's home. This may include licensed family child care homes and licensed child care centers. All out-of-home care must be licensed or certified to receive payment through DSHS.

28.17 Relative Care Giver

Relative care giver means a child care provider who is 18 years of age or older who provides child care services to children who are, by marriage, blood relationship or court decree, the grandchild, niece, nephew, or first cousin of the provider. The department shall allow no payment for child care given by the following relatives: father, mother, brother, sister, stepfather, stepmother, stepbrother, or stepsister. The department does pay adult siblings living outside the family home. Authorizing workers may use their discretion to determine eligible degrees of relationship where the family's culture would define relative in a broader way.

28.18 Relative, Relative's Home Care

Relative, relative's home care means child care given by the child's relative in the relative's home. Relative, relative's home care is exempt from licensing. See definition of relative care giver in this section.

28.20 OFFICE OF CHILD CARE POLICY (OCCP) CHILD CARE PROGRAMS

Office of Child Care Policy (OCCP) is responsible for the budget and for management of Employment Child Care, Teen Parent Child Care, Seasonal Farmworker Child Care, and Homeless Child Care. Exceptions-to-policy requests in these programs go to OCCP.

28.21 Employment Child Care

A. Definition

Employment Child Care provides child care payments for eligible low income, working families who are not receiving an Aid to Families with Dependent Children (AFDC) grant. Employment Child Care is managed within available funds through local office authorization limits. Local offices may need to establish waiting lists if they have authorized up to their limit.

B. Eligibility

1. DCFS authorizing workers determine a family's eligibility in most cases. EMFS Family Social Workers determine a family's eligibility in Region 4 and areas in Region 1.

2. Maximum Subsidy

a. Families with gross income at or below the 38 percent State Median Income Adjusted for Family Size (SMIAFS) level are eligible for the maximum subsidy in Employment Child Care. Eligible families are required to pay a minimum $1.00 per month contribution to the cost of care. This payment is made directly to the child care provider. See SMIAFS chart in Attachment A of this chapter.

b. The parent pays the parent participation share of child care costs directly to the provider. The worker completes the SSPS authorization form using DCFS Service Code 2840. SSPS calculates the amount the client pays directly to the provider each month. DCFS pays the remaining costs up to the maximum established rates authorized on the regular child care payment service code.

3. Parent Participation

Families with gross income above 38 percent and at or below 52 percent of the SMIAFS are eligible for Employment Child Care and contribute beyond the minimum $1.00 per month co-payment to the cost of child care. See SMIAFS chart in Attachment A of this chapter.

a. Parent participation is 50 percent of the family's gross income in excess of 38 percent of the SMIAFS.

b. The parent pays the parent participation share of child care costs directly to the provider. The worker completes the SSPS authorization form using DCFS Service Code 2840. SSPS calculates the amount the client pays directly to the provider each month. DCFS pays the remaining costs up to the maximum established rates authorized on the regular child care payment service code.

EXAMPLE:

A single mother has one pre-school child. The parent is working full-time earning $6 an hour and receiving a gross income of approximately $1,008 per month. Earnings in excess of the maximum for fully subsidized care (1994 38% SMIAFS) equals $150. DSHS expects the parent to contribute 50 percent of that amount, or $75.00, toward child care costs.

c. If the parent is using more than one provider, the parent shall pay the participation amount to the facility providing the greatest amount of care. All other providers will complete the invoice for the amount of care they provided, and participation is not authorized for these providers.

d. The parent participation amount is a per family charge regardless of the units of service used.

e. The parent participation amount is not pro-rated for partial months of care. The full participation amount is deducted from the monthly billing prior to any DSHS payment for that child's care. The participation amount shall not exceed the actual cost of care for all eligible children in the family for the month.

f. DSHS notifies the child care provider of the parent participation amount by Social Services Notice (DSHS 14-259).

g. If the parent fails to pay the participation amount to the provider, the authorizing worker must re-evaluate the appropriateness of the child care plan.

4. Employment Child Care is Managed Within Local Office Limits

OCCP manages Employment Child Care through local office authorization limits.

The Federal Child Care and Development Block Grant (CCDBG) Rules state priorities for service: 1) families with very low income i.e., at or below 38 percent SMIAFS; and 2) eligible families who have a child or children with special needs. When a local office authorizes up to its limit, it establishes two waiting lists: one for the family whose income is at or below 38 percent SMIAFS or whose child has a special need; one for families whose income is above 38 percent SMIAFS but at or below 52 percent SMIAFS. The first list is for priority service, that is, the names on this list are authorized first when openings occur.

There are no eligible populations exempted from the Employment Child Care waiting list. Transitional Child Care recipients' names may go on the waiting list six weeks prior to the end of their Transitional Child Care benefits.

5. Employment Child Care is available for the non-AFDC employed relative caring for a child receiving AFDC if the child was not placed by DCFS. The child is a one-person family unit, and only the income received on behalf of the child is considered for income eligibility.

6. If the child is eligible but not receiving an AFDC grant and the nonresponsible relative is employed and in need of child care, the child is considered a one-person family unit.

7. The child's grandparents, aunts, uncles, or nonrelatives living in the household are not considered in family size or monthly income for determining child care eligibility.

EXAMPLE:

Ms. Kobb has one child and is living in a household with her mother and aunt. All adults in the household are employed. Only Ms. Kobb's income is computed to determine eligibility.

8. The authorizing worker will require wage stubs from the parent/guardian to determine eligibility.

9. If a parent's income is stable, the authorizing worker will use the gross income of the month two months prior to the month of application for determining eligibility. Eligibility can be authorized for up to six-month intervals.

EXAMPLE:

Mr. Lindsy applies in March for child care subsidies. His income is computed on wages earned in January. Child Care payments are authorized through August.

10. If the parent's income fluctuates, the social worker determines eligibility on a monthly basis using the prior month's income.

11. Income is counted for the month it is received.

12. The military family's housing and food allowance is counted as income for purposes of Employment Child Care eligibility.

13. The following sources of income are not included in determining eligibility: the first $50 of child support, savings account balance, money received for sale of personal property as a car or house, tax refunds, gifts, inheritances, one-time insurance settlement payments, or capital gains.

14. For new hourly wage earners working a standard 40-hour week, the hourly wage is multiplied by 168 hours to determine the gross monthly earned income. Overtime or a bonus is additional income and must be included in computation. Copies of wage stubs and receipts must be obtained and kept in case record.

EXAMPLE:

Parent earns 5.00 per hour
x 168 hours (hrs. worked in month) =
$840.00 gross income.

For hourly wage earners who get paid bi-monthly, use gross monthly income as shown on the two wage statements.

15. If the parent is newly employed, the worker verifies the date they started working, the hourly wage, or the anticipated monthly wage.

16. A parent receiving AFDC benefits is not eligible for Employment Child Care. The AFDC parent should be referred to the appropriate Financial Service Specialist in the CSO.

17. If the parent has been receiving services from another program, the parent submits a copy of the termination letter from that program.

18. In two-parent households, both parents need to work overlapping work shifts to be eligible for Employment Child Care. If one parent is employed and one parent is in a school program beyond high school completion, the family is ineligible for Employment Child Care.

28.22 Teen Parent Child Care

A. Definition

Teen Parent Child Care provides child care to enable the parent to complete high school or GED. It is intended to support high school or GED completion as a route to economic self-sufficiency. It also provides care and protection for the children of teenage parents.

Some contracted teen parent child programs offer enhanced services in school settings which include child care, health and development screening, parenting classes, and hands-on parenting instruction. These contracts use a slightly different definition of slot and full day. Information about this contract is obtained through the OCCP program manager or the regional DCFS contract coordinator.

B. Eligibility

1. Teen Parent Child Care is available to parents 21 years of age or younger who are not receiving AFDC, and who are attending an approved secondary education or GED program. Use only the income of the teen parent to determine eligibility.

2. Maximum Subsidy

   a. The teen parent with gross income at or below the 38 percent State Median Income Adjusted for Family Size (SMIAFS) level is eligible for the maximum subsidy in Teen Parent Child Care. Eligible teens are required to pay a minimum $1.00 per month contribution to the cost of care. This payment is made directly to the child care provider. See SMIAFS chart in Attachment A of this chapter.

b. The teen parent pays the parent participation share of child care costs directly to the provider. The worker completes the SSPS authorization form using DCFS Service Code 2840. SSPS calculates the amount the teen parent pays directly to the provider each month. DCFS pays the remaining costs up to the maximum established rates authorized on the regular child care payment service code.

3. Parent Participation

The teen parent with gross income above 38 percent and at or below 52 percent of the SMIAFS is eligible for Teen Parent Child Care, and contributes beyond the minimum $1.00 per month co-payment to the cost of child care. See SMIAFS chart in Attachment A of this chapter.

a. Parent participation is 50 percent of the teen parent's gross income in excess of 38 percent of the SMIAFS.

b. The teen parent pays the parent participation share of child care costs directly to the provider. The worker completes the SSPS authorization form using DCFS Service Code 2840. SSPS calculates the amount the teen parent pays directly to the provider each month. DCFS pays the remaining costs up to the maximum established rates authorized on the regular child care payment service code.

4. If the teen parent is receiving AFDC benefits, he/she is referred to the JOBS programs. DCFS will continue to serve the teen parent only if he/she does not choose to participate in JOBS.

5. The authorizing worker verifies information concerning a secondary education plan. The plan should include time, location, and duration of classes. Time for study is allowed in the plan.

6. DCFS authorizing workers determine a teen's eligibility in most cases. CSO Family Social Workers determine eligibility in Region 4 and in areas of Region 1.

28.23 Seasonal Farmworker Child Care

A. Definition

Seasonal Farmworker Child Care is available within funding, to agriculturally employed families not receiving an AFDC grant. Seasonal child care helps parents maintain employment and provides protection and enhanced bilingual preschool programs for children.

B. Eligibility

1. Seasonal child care is authorized by contracted staff in most of the geographical areas that provide agriculturally related employment. Eligibility of a farmworker/migrant family for child care services is determined primarily by a seasonal child care contractor.

2. Eligible children must be members of family units residing in Washington State.

3. Parent(s) must be employed or seeking employment in agriculturally related work.

4. Fifty percent (50%) of family's annual income must be derived from agriculturally related work.

5. In a two-parent household, the primary wage earner must have more than one agricultural employer per year. In a single parent household, the parent must have more than one agricultural employer per year.

6. Families at or below 38 percent of the SMIAFS are eligible for the maximum subsidy in Seasonal Farmworker Child Care. Eligible families are required to pay a minimum $1.00 per month contribution to the cost of care. See SMIAFS chart in Attachment A of this chapter. See Employment Child Care, Section 28.21 of this chapter, for more information on eligibility.

7. Families with gross income above 38 and at or below 52 percent of the SMIAFS shall pay the child care provider 50 percent of their average gross monthly income above 38 percent SMIAFS toward the cost of child care. See SMIAFS chart in Attachment A of this chapter. See Employment Child Care, Section 28.21 of this chapter, for more information on eligibility.

8. Failure of parents to have 50 percent of their annual income be from agriculturally related work (subsection 4. of this section) due to status within the past year as an AFDC recipient shall not result in that family's ineligibility for Seasonal Child Care.

9. If the family does not meet the description of a farmworker family described above, and in order to uphold parental choice, the contractor provides the client with information on other child care options available to the client. The contractor also refers the family to the nearest DCFS/CSO office for determination of eligibility for regular Employment Child Care services.

28.24 Homeless Child Care

A. Definition

Local communities contract with the Department of Social and Health Services through the Office of Child Care Policy to provide child care to homeless families. Regular child care, respite child care and specialized homeless child care for children ages 0-5, are provided to eligible families.

B. Eligibility

Eligibility, based on homelessness, is established by contracted agencies. For more information contact the program manager in the Office of Child Care Policy.

28.25 DIVISION OF CHILDREN AND FAMILY SERVICES (DCFS) CHILD CARE PROGRAMS

28.26 Child Protective Services Child Care

A. Definition

Child Protective Services (CPS) provides child care as part of the case plan for families. The parent attends counseling, parenting classes, and other services required by the case plan during the time the child is in child care.

B. Eligibility

Families who are currently served by CPS may be eligible for child care through CPS. Income is not used to determine eligibility when the family is currently receiving CPS services. Federal Child Care and Development Block Grant Rules limit eligibility for child care to families whose income is at or below 75 percent SMIAFS. CPS social workers waive this income requirement with a note in the Service Episode Record. See Attachment A for the SMIAFS chart.

DCFS CPS/CWS social workers determine a family's eligibility.

28.27 Child Welfare Services Child Care

A. Definition

Child Welfare Services (CWS) provides child care to prevent out-of-home placement of a child, and to support a child returning from foster care. Cases may transfer from CPS to CWS when family situations have stabilized and ongoing support and treatment is needed. Parent participates in counseling, medical appointments, parenting classes,

etc., during the time the child is in child care. Parent and/or child may be in need of treatment or support as part of child welfare case plan. Such services may include, but are not limited to, those provided by a professional child welfare or educational agency.

B. Eligibility

1. Families currently being served by CWS with a gross income at or below 52 percent of the SMIAFS are eligible. Families shall pay the child care provider 50 percent of their gross monthly income above the 38 percent of the SMIAFS toward the cost of care per month. Families below 38 percent of the SMIAFS are eligible for the maximum subsidy in CWS Child Care. Eligible families are required to pay a minimum $1.00 per month contribution to the cost of care. This payment is made directly to the child care provider. See SMIAFS chart in Attachment A of this chapter.

2. DCFS CPS/CWS social workers determine a family's eligibility.

28.28 Foster Care and Non-Needy Relative Child Care

Foster Care Child Care and child care for non-needy relative children placed by the Division of Children and Family Services (DCFS) is managed by DCFS. Child care for children placed in the home of a non-needy relative by DCFS as part of a case plan will be authorized for non-needy relative child care using SSPS reason code "H." (Child care for non-needy relative children not placed by DCFS will be provided through Employment Child Care. Applicants will be subject to the waiting list if the local office has a waiting list established.)

28.29 Therapeutic Child Care

A. Definition

Therapeutic Child Care (TCC) provides child development and family services in a child care setting to families of children, aged birth through 5 years, who are at risk for child maltreatment. Both the children and the parents are offered services to reduce the risk for child maltreatment, strengthen the family, and reduce the need for more intensive services. This service is authorized with the following service codes:

Model 1 -- 2873
Model 2 -- 2874

Children enrolled in this program must be at risk of abuse/neglect. The need for an intervention more intensive than regular child care should be based on:

1. The acting out behavior or developmental deficits of the child.
2. The need for daily monitoring/contact with the child/family to avoid placement.

3. The availability of services and planning for the parent.

Families must have an open case with CPS/CWS in order to be eligible for this service. The program is utilized to support the social service case plan. An agency with a TCC contract must provide or arrange for:

1. Transportation to and from the child care facility.
2. Four hours of daily child care (Model 1 -- includes transport time; Model 2 -- transport time in addition).
3. Regular physical and developmental assessment of the child.
4. Daily monitoring, planning, remediation of emotional and physical conditions of children in the program.
5. Regular home visits.
6. Parent support and training.
7. Quarterly reports to DCFS.
8. Exit review with DCFS.

B. Eligibility

Therapeutic Child Care is available for families receiving CPS and CWS services through DCFS.

CPS/CWS social workers determine a family's eligibility.

28.30 DIVISION OF ALCOHOL AND SUBSTANCE ABUSE (DASA) CHILD CARE

A. Definition

DASA Child Care is available to parents who are in a DASA-approved treatment facility. Substance abuse treatment staff are designated to approve child care services.

B. Eligibility

DASA Child Care is authorized by counties or treatment facilities. DASA Child Care is no longer authorized by DSHS offices. For information contact the county alcohol and drug coordinator or Chris Lair, DASA Child Care Program Manager at (206) 438-8068 or SCAN 585-8068.

C. Confidentiality

Participation of a parent in substance abuse treatment is confidential. Participation may not be disclosed unless a release has been signed by the person in treatment.

28.31 TYPES OF OUT-OF-HOME CARE

The parent/guardian is responsible for making an informed selection about the type of provider that will best meet the needs of the child in care.

28.32 Child Care Center

A Child Care Center cares for 13 or more children in an out-of-home facility. A Child Care Center must be licensed by DSHS.

28.33 Family Child Care Home

A Family Child Care Home cares for up to 12 children in a family home. A Family Child Care Home must be licensed by DSHS.

See the following Out-of-home Care Comparison Chart for more information on Child Care Centers and Family Child Care Homes.

28.34 Out-of-Home Child Care Comparison Chart

	FAMILY CHILD CARE HOME	CHILD CARE CENTER
Facility	Home where the provider resides	Church, converted home, private building, school facility
Location	Family Homes	Residential or Commercial Areas
Staff/Child Ratio	1 adult: 6 children, depending on age range of children and experience of provider. See page 15 of Minimum Licensing Requirements for Child Day Care Homes.	1 adult: 4 children 1-11 months 1 adult: 7 children 12-29 months 1 adult: 10 children 30 mos. thru 5 yrs. 1 adult: 15 children 6 years and older
Maximum Group Size (including provider's own children)	12 full-time; no more than 4 under age 2	8 (1-11 months) 14 (12-29 months) 20 (30 mos. thru 5 yrs) 30 (6 years and older)
Ages of children	0-11 years	0-12 years
Care Giver Qualifications	See Minimum Licensing Requirements for Child Day Care Homes, page 13.	See Minimum Licensing Requirements for Child Day Care Centers, page 14.
Program Inspection Required	Yes	Yes
Facility Inspection Required	Yes	Yes

28.40 IN-HOME OR RELATIVE, OUT-OF-HOME CARE

28.41 The Caretaker

When DSHS approves an in-home or a relative, relative's home child care plan at the request of a parent/guardian, the provider shall meet the following minimum qualifications and fulfill the following responsibilities. The in-home caretaker must:

A. Be eighteen years of age or older;

B. Be free of communicable disease;

C. Be of sufficient physical, emotional, and mental health to meet the needs of the children in care;

D. Subject to the discretion of the worker, the parent/guardian shall provide written evidence that such caretaker is in sufficient physical, emotional, and mental health to be a safe caretaker;

E. Work with children without using corporal punishment or psychological abuse;

F. Accept and follow instructions;

G. Maintain personal cleanliness;

H. Be prompt and regular in job attendance; and

I. Meet the department's registration requirement. See Sections 28.44 C. and 28.92 6. a. of this chapter.

28.42 Caretaker Responsibilities

The in-home caretaker shall have the following responsibilities:

A. Consider his or her primary function as that of a child care provider.

B. Provide constant care and supervision of the children for whom they are responsible throughout the time they are on duty in accordance with the children's needs.

C. Provide age-appropriate activities for children under their care.

28.43 Parent/Guardian Responsibilities

The parent/guardian is responsible for selecting a caretaker who can meet these requirements and responsibilities.

28.44 Payment for In-Home or Relative Care

A. DSHS pays the parent/guardian. The parent/guardian pays the in-home provider, or relative caring for the child in the relative's home.

B. The in-home or relative, relative's home caretaker is not required to be contracted with DSHS to receive child care payments from DSHS.

C. The in-home or relative, relative's home caretaker is required to be approved by and registered with DSHS to receive child care payments from DSHS. Use DSHS form 15-085(X), In-Home Caretaker Application, as an interim registration form for in-home or relative, relative's home providers.

D. DSHS pays FICA taxes for in-home, and relative, relative's home child care providers. See the Payment Process Section B. of this chapter for more information.

28.50 DSHS CHILD CARE PAYMENT RATES

28.51 Descriptions

A. DSHS child care rates are maximum rates, based on local market rate surveys. Authorizations for child care payments are based on the provider's customary rate or the DSHS rate, whichever is less. See Attachment B of this chapter for child care rates.

B. Counties are grouped in rate clusters based on local market rate surveys. Child care rates are consistent for counties within each rate cluster. See Attachment C of this chapter for child care rate clusters.

28.52 Rate Determinations

A. The location where care is provided determines the DSHS child care rate for out-of-home care.

EXAMPLE:

The family lives in Snohomish County (Cluster IV rate) and is receiving out-of-home care. The child care center is located in Skagit County (Cluster III rate). DSHS will pay the child care rate applicable to Skagit County (Cluster III rate) or the provider's customary rate, whichever is less.

B. The location of the home where the child resides determines the DSHS child care rate for in-home care.

C. DSHS can pay for child care in excess of the DSHS rates when the family has special child care needs or special child care requirements.

1. Special Needs Child Care may be authorized when:

a. The child is developmentally or behaviorally disabled and requires specialized care.

b. The child requires a specialized curriculum or highly structured environment.

2. Special Requirement Child Care may be authorized when:

   a. The parent's work hours require part-time, evening, or weekend care.

   b. Child care is not available at customary rates.

3. A supervisor must approve payments in excess of the maximum DSHS rates prior to authorization of child care.

4. Special Needs Child Care is authorized using code 2810.

5. Special Requirements Child Care is authorized using a nine plus the appropriate code for the service being authorized.

28.53 Therapeutic Child Care Rates

A. Therapeutic Child Care Model I - $345.84 per month. SSPS Service Code 2873.

   Therapeutic Child Care Model II - $680.46 per month. SSPS Service Code 2874.

B. All Therapeutic Child Care providers are paid in full for all Therapeutic Child Care contracted slots up to the monthly maximum consideration of the contract.

28.60 AUTHORIZATION AND PAYMENT POLICIES

28.61 Out-of-Home Child Care

Three rate options are available for out-of-home care: full day, half day, and hourly.

A. Full-day care is authorized when a child needs 132 or more hours of care per month. A full day is six or more hours a day.

   1. To determine if full-day care is appropriate, the authorizing worker calculates the total hours of care a child needs each month. If this calculation is 132 hours or more, a full monthly slot is authorized.

   2. The maximum number of days authorized at the full-day rate is 22 days. Twenty-two full days of care constitutes a full-time monthly slot.

   3. If a child needs 132 or more hours of care in a month, authorize 22 days of care at the full-day rate. Authorize 22 days of care regardless of the actual number of days needed.

B. Half-day care is authorized when a child needs more than 65 hours of care a month, but fewer than 132 hours. A half day is fewer than six hours a day.

1. To determine if half-day child care is appropriate, the worker calculates hours of care needed each month. If this is more than 65 hours but fewer than 132 hours, the half-day rate is authorized.

2. Payment for up to 30 half-days of child care can be authorized per month. Twenty-two half days constitute a half-day monthly slot. Thirty half-days are authorized to accommodate the provider billing for school closure/conference days.

3. At a half-day rate, two half days can equal one full day of child care.

EXAMPLE:

A child requires 126 hours of out-of-home care each month. The child needs full-day care (7 hours) eight days per month, and half-day care (5 hours) 14 days each month. Because the child requires less than 132 hours of care per month, the worker authorizes 30 half days of care. Bill each of the eight full days of care using two half days per day, i.e., 16 half days.

4. The maximum monthly amount is 30 times the half-day rate.

C. Hourly care is authorized when a child needs 65 or fewer hours of child care in a month. The maximum number of authorized units for hourly care is 65 hours.

D. *When child care requirements do not coincide with one of the three rate options, it is allowable to deviate from the definitions in A. 1., 2., and 3. of this section with prior supervisory approval.*

EXAMPLE:

A child requires three hours of care on Wednesday, three hours on Friday, and irregular hours the rest of the week. Even though this fits the definition of half day (more than 65, but fewer than 133 hours in a month), hourly authorization may be more appropriate for the family's child care needs.

E. Child care is currently reimbursed based on hours, half days, and full days that a child attends child care. Providers are required to maintain an attendance log signed by parents that documents the actual hours, half days, and full days a child is in care. Reimbursement will not exceed the maximum authorized amount.

F. Allowable child absences. DSHS will pay for up to five absences each month for each child authorized for a full monthly slot in full-day or half-day out-of-home care.

1. For a full monthly slot of full-day care the provider may charge for up to five full days of child absence each month. For a full monthly slot of half-day care, the provider may charge for five half days of absence, each month.

2. The intent of the current rate structure and payment model is to pay providers for a monthly slot where regularly scheduled care is being provided. If a family qualifies for full monthly care based on the total hours required, the authorizing worker authorizes 22 days. The provider claims the full slot, i.e., 22 days, if the child did not exceed five days of absence.

   EXAMPLE:

   The family requires 18 days of care per month, 140 hours. The authorizing worker authorizes 22 days of care, i.e., a full monthly slot. The family attends 18 days. The provider may routinely claim 22 days of care. The provider may not claim more than the amount authorized by the authorizing worker. If the family attends only 16 days, the provider claims 21 days of care.

3. For full monthly full-day care and half-day care, the provider does not deduct official state holidays during which the child care program is closed. Official state holidays are: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

G. Some child care programs charge registration fees. If there is a registration fee, the department pays the fee one time, up to $50 per child. This is a one-time authorization on SSPS code 2808.

28.62 In-Home Child Care

For in-home care the maximum number of hours authorized is 230 per month. Parents/guardians complete the invoice with their caretaker. Only actual hours of care may be claimed.

28.63 Supplemental Payment by Parents

A provider may not charge parents in excess of the amount DSHS authorizes for regular child care services. The provider may charge the client for extra and/or optional programs, special services, or for times when the client is late picking up his/her child.

EXAMPLES:

A provider may charge a DSHS client extra when a parent:

A. Requires child care in excess of the amount of care authorized due to personal reasons (e.g., a parent is late picking up her child at the customary time because he/she went shopping).

B. Requests optional enrichment programs (e.g., gymnastics, ballet, etc.) for a child.

The provider may accept contributions by a third party such as an employer or charitable agency where DSHS rates are lower than the provider's customary charges.

28.64 Payment for Special Needs and Times

A. A full day of regular child care services is typically six to ten hours of care per day. Should a parent regularly need more than ten hours of care per day, the authorizing worker may authorize additional payment due to special child care requirements. See DSHS Child Care Payment Rates, Section 28.52 C. of this chapter, for a description of Special Requirements Child Care.

B. School holiday care can be paid for child care authorized at the hourly rate. *SSPS cannot pay school holiday care for care authorized at the half-day rate*. Providers fill in the number of extra hours only in the School Holiday Care box on the invoice.

C. For school-age children whose care has already been authorized on an hourly basis, school holiday care, i.e., school holidays, teacher workshops, and other similar instances, does not require a change of authorization (DSHS 14-159). A maximum of 35 school holiday care hours each month is allowed, except during Christmas and Spring vacations when a maximum of 70 school holiday care hours is allowed. Payment will be made for school holiday care as billed by the vendor within the allowable monthly maximums.

For June, July, and August, the authorizing worker must change the authorization for school-age children.

28.65 Payment to Exempt Facilities

Child care payments on behalf of eligible families can be made to exempt facilities, e.g., child care programs operated by schools, tribal child care, or child care operated by the military. These facilities need to be certified by OCCP.

Tribal Programs and those operated by the military may be certified by OCCP on the basis of licensing by the tribe or Department of Defense when done in accordance with WAC 388-150-020 and 388-155-020.

28.70 SPECIAL CATEGORIES

28.71 Child Care Hours for Self-Employed Parents/Guardians

Earned income from self-employment shall be the amount left after deducting business expenses from gross business income. A self-employed person must maintain and make available to the department a record which clearly documents all claimed business expenses and income. Business expenses cannot include purchase of fixed assets, depreciation, entertainment, net losses, or payments on the principal portion of loans.

A. For the first six months of the self-employed parent's/guardian's child care period, base the number of hours of care authorized per month on the parent's declaration of hours needed.

B. After the first six months, use the lesser of these two amounts to determine the number of hours of care to be authorized:

   1. The parent's/guardian's declaration of hours needed, or

   2. The amount computed by dividing the parent's/guardian's gross earning by the Federal minimum wage.

28.80 PAYMENT PROCESS

28.81 Social Service Payment System (SSPS)

A. Billing invoices for child care services are generated and payments are authorized using the DSHS Social Service Payment System (SSPS).

   1. For out-of-home care, the provider must have an SSPS provider number to receive payment. OCCP staff obtain SSPS provider numbers for out-of-home care providers. Provider numbers for DSHS providers are listed in the SSPS Provider File.

      See SSPS Basic Instructions or CAMIS for procedures.

   2. For in-home or relative care, relative's home, the parent/guardian and the caretaker must each have a Social Security number and SSPS provider number to receive payment. Authorizing workers obtain the SSPS provider number.

      See SSPS Basic Instructions or CAMIS for procedures.

B. SSPS generates billing invoices to providers (for out-of-home care) and parents/guardians (for in-home or relative, relative's home, care) at the end of each service month.

   1. For out-of-home care, DSHS pays the provider.

2. For in-home or relative, relative's home care, DSHS pays the parent/guardian who is then responsible for paying the caretaker. If the parent/guardian does not pay the caretaker for services, the social worker must review the appropriateness of the parent/guardian's child care arrangement.

C. The parent pays the participation amount, also referred to as the co-payment, directly to the child care provider. The authorizing worker may terminate payment of services if the parent fails to pay the participation amount.

D. DSHS sends monthly child care payments within 10 to 12 working days after the completed billing invoice has been mailed by the provider (for out-of-home care) or the parent/guardian (for in-home or relative care).

E. Detailed information on the payment process for child care is in the SSPS Basic Instructions.

F. SSPS codes for child care are provided in Attachment A of this chapter.

28.82 FICA

A. For in-home and relative,relative's home care only, DSHS pays the family share and deducts the employee share of the FICA tax and forwards it to the Internal Revenue Service, when child care payments will be $50.00 or more in a calendar year quarter.

B. The authorizing worker indicates on the OASI section of the authorizing document (DSHS 14-154(X) or DSHS 14-159(X)) if FICA taxes are to be withheld. The AAFS Manual has some information on relatives who may be exempt from FICA taxes.

C. Should FICA be withheld erroneously, the caretaker can request a refund from:

District Director - IRS
915 - 2nd Avenue
Seattle, WA 98174

D. Forward questions regarding FICA to:

DSHS Disbursements Section
MS 45845
Olympia, WA 98504

E. In late January, DSHS Disbursements forwards W-2 forms to the in-home caretaker. The W-2 indicates wages paid during the previous calendar year. W-2's are sent whether or not FICA is deducted.

28.90 AUTHORIZING WORKER

28.91 DCFS social workers authorize OCCP and DCFS child care. In Region 4 and areas of Region 1, CSO social workers can authorize OCCP child care.

28.92 Authorizing workers have the following responsibilities in developing and authorizing child care plans:

A. Determine eligibility by using form DSHS 14-139(X), Social Services Eligibility.

B. Develop and document the child care plan for the case record.

1. Review child care options.

2. Provide parent/guardian with information on how to find a child care provider using "Choosing Child Care" (DSHS 22-516(X)) and the local resource and referral agency.

3. Provide information and referral for Healthy Kids, formerly called Early Periodic Screening Diagnosis and Treatment (EPSDT).

4. Inform parents about indicators of child abuse in child care and the method for reporting suspected child abuse (DSHS 22-176(X)).

5. Inform parent about the SSPS payment process.

6. Provide the parent/guardian requesting in-home-care with:

a. DSHS 15-085(X), In-Home Caretaker Application, which is to be completed and placed in client service record. This form is an <u>interim registration form</u>.

b. DSHS 06-059(X), Report of Child Care, which is given to the client to report monthly child care expenses/payment and to indicate any changes. DSHS 06-059(X) is returned to the authorizing worker and a copy is placed in the client's service record for documentation. These are sent in by the client only when changes in child care occur.

7. Inform parent of parental responsibility to notify the social worker of any change in circumstances: address, wages, child care provider, etc.

8. Design alternate child care plan in the event of an emergency.

C. Authorize payment for up to six months by using DSHS 14-154(X), Social Service Payment System Authorization.

D. Authorize changes by using DSHS 14-159. Changes might include:

1. Changes in employment, wages, or amount of parent participation (see example in 4 of this section);

2. Termination or six-month review of child care benefits;

3. Changes in teen parent child care plan which result in the parent's absence from the approved secondary education program for more than two consecutive weeks (e.g., participation in a DASA program, etc.);

4. Any increase or reduction in rate or amount of care provided, including rate changes due to a birthday.

EXAMPLE:

If the parent/guardian changes her or his provider, the authorizing worker must:

- Use the DSHS 14-159(X) to terminate payment to the parent's/guardian's previous provider.

- Submit a new DSHS 14-154(X) to start payment to the new provider.

E. Collect more information about changes in circumstances as needed by using DSHS 07-052(X), Recipient Information Request.

F. Review the SSPS-generated monthly Expiring and Expired Services Report to identify cases whose child care benefits will end. The birthday tickler report alerts workers to upcoming birthdays that require a rate change.

G. Review the parent's/guardian's case record or working file at least every six months and determine whether the enrollee remains eligible for child care benefits and if the benefits should be extended.

H. Provide advance and adequate notice to the parent/guardian if the benefits are reduced or terminated prior to the original end date. See Section 28.95 of this chapter, on Advance and Adequate Notice, for more information.

I. Share information with providers.

1. It is helpful to send a notice to providers when a client's benefits are changed or terminated prior to the original end date.

2. Inform providers about the SSPS payment process using DSHS 22-877(X), "Child Day Care Subsidies, A Booklet for Providers."

J. Troubleshoot for child care payment recipient when payments are delayed or lost.

K. Process overpayments using form DSHS 18-481(X), "DCFS Social Service Overpayment Notice" or other established methods of initiating overpayment recovery.

28.95 ADVANCE AND ADEQUATE NOTICE

28.96 When Advance and Adequate Notice is Required

A. The authorizing worker uses the DSHS 14-039(X), Notice of Planned Action, to provide ten-day advance and adequate notice to a parent/guardian when child care benefits are reduced or terminated prior to the end of the established benefit period.

B. When unable to provide advance and adequate notice prior to the end of the month:

   1. Continue benefits unchanged through the end of the ten-day period.

   2. Establish an overpayment for the amount of overpaid benefits.

C. The DSHS 14-259(X), transmitted before the fact, and generated by SSPS after the authorizing worker terminates child care benefits for the parent/guardian, meets the requirements for adequate notice.

28.97 When Advance Notice is Not Required

Advance notice is not required when:

A. The parent's/guardian's child care benefits will terminate at the end of the established benefit period, <u>and</u>

B. The parent/guardian is previously notified of the eligibility ending date. When benefits are initially authorized, the payee receives the Social Service Notice, DSHS 14-259(X), directly from SSPS. A copy of the Social Service Notice is sent to the authorizing worker. This copy may be sent to the parent/guardian by the local office.

28.98 FAIR HEARING

If a child care client disagrees with an eligibility determination, he/she has the right to a fair hearing. The department pays child care while the case is pending. The client must be made aware that this may result in significant overpayment if the judgment is for the department.

ATTACHMENT A

1994 STATE MEDIAN INCOME ADJUSTED FOR FAMILY SIZE (SMIAFS) CHART

(Effective January 1, 1994)

SMI LEVEL	1	2	3	4	5	6	7	8	9	10
38%	731	956	1181	1406	1631	1856	1898	1941	1983	2025
52%	1001	1308	1616	1924	2232	2540	2598	2655	2713	2771
75%	1443	1887	2331	2775	3219	3664	3747	3830	3913	3997

1995 STATE MEDIAN INCOME ADJUSTED FOR FAMILY SIZE (SMIAFS) CHART

(Effective January 1, 1995)

SMI LEVEL	1	2	3	4	5	6	7	8	9	10
38%	770	1007	1245	1482	1719	1956	2000	2045	2089	2133
52%	1054	1379	1703	2027	2352	2676	2737	2798	2859	2919
75%	1521	1988	2456	2924	3392	3860	3948	4035	4123	4211

Revised SSPS Service Codes

The following are the new or modified Service Codes:

2801 - DCFS Ctr Non Rel Hrly
2804 - DCFS In-Home Non Rel
2805 - DCFS Ctr Non Rel Full Da
2807 - DCFS Ctr Non Rel Half Da
2808 - DCFS Registration
2810 - DCFS Special Child Care
2826 - DCFS CC Ctr Rel Hourly
2827 - DCFS CC Ctr Rel Half Day
2828 - DCFS CC Ctr Rel Full Day
2829 - DCFS Fam Hm Rel Hrly
2830 - DCFS Fam Hm Rel Half Day
2831 - DCFS Fam Hm Rel Full Day
2832 - DCFS Fam Hm Non-Rel Hrly
2833 - DCFS Fam Hm NRel Full Da
2834 - DCFS Fam Hm NRel Half Da
2835 - DCFS In-Hm Rel Childs Hm
2836 - DCFS CC Rels Hm Hrly
2837 - DCFS CC Rels Hm Half Da
2838 - DCFS CC Rels Hm Full Da

ATTACHMENT B
CHILD CARE RATES
Effective 12-1-93

CENTERS

Clusters	Options	Infant 0-11 mos.	Toddler 12-29 mos.	Pre-School 30 mos. - 5 yrs.	School-Age 5 yrs. - 12 yrs.
I.	full	$21.00	$15.73	$13.50	$14.77
	half	10.50	7.87	6.75	7.39
	hourly	2.88	1.94	1.69	1.85
II.	full	$17.00	$14.50	$13.50	$13.77
	half	8.50	7.25	6.75	6.89
	hourly	2.40	2.08	2.17	1.89
III.	full	$20.45	$17.09	$15.00	$14.55
	half	10.23	8.55	7.50	7.28
	hourly	3.13	2.72	2.35	2.33
IV.	full	$28.00	$21.64	$18.41	$17.91
	half	14.00	10.82	9.21	8.96
	hourly	4.38	3.61	3.09	2.65

FAMILY CHILD CARE HOME RATES

Clusters	Options	Infant 0-11 mos.	Toddler 12-29 mos.	Pre-School 30 mos. - 5 yrs.	School-Age 5 yrs. - 12 yrs.
I.	full	$12.50	$12.75	$12.00	$11.18
	half	6.25	6.38	6.00	5.59
	hourly	2.00	1.75	1.50	1.71
II.	full	$12.60	$12.50	$12.00	$12.00
	half	6.30	6.25	6.00	6.00
	hourly	1.75	1.75	1.71	1.65
III.	full	$16.25	$15.00	$14.00	$13.00
	half	8.13	7.50	7.00	6.50
	hourly	2.25	2.00	2.00	2.00
IV.	full	$24.25	21.25	$19.00	$17.00
	half	12.13	10.63	9.50	8.50
	hourly	3.33	3.00	3.00	2.67

ATTACHMENT C

IN-HOME CHILD CARE RATES

Hourly Rates	Cluster I	Cluster II	Cluster III	Cluster IV
First Child	1.54	1.54	1.54	1.85
Subsequent Children	.92	.92	.92	.92

CHILD CARE RATE CLUSTERS BASED ON COUNTIES

Effective 12-1-93

Based on a market survey of licensed child care providers in the state, counties are grouped into rate clusters. Maximum child care rates are consistent for counties within each cluster.

Cluster I	Asotin Cowlitz Ferry Garfield Klickitat	Lewis Lincoln Mason Okanogan
Cluster II	Adams Columbia Douglas Grant Grays Harbor	Kittitas Skamania Stevens Walla Walla Yakima
Cluster III	Benton Chelan Clallam Clark Franklin Kitsap Pacific Pend Oreille	Pierce Skagit Spokane Thurston Wahkiakum Whatcom Whitman
Cluster IV	Island Jefferson King	San Juan Snohomish

English

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO: T-3
ISSUED: 7/9/84

FROM: HEALTH AND REHABILITATIVE SERVICES
Gerald E. Thomas, Asst. Secretary

SECTIONS REVISED:
28.15

EFFECTIVE: 7/1/84
FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
non-SCAN 753-7076

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT MS OB-16

SUBJECT: REVISED STATE MEDIAN INCOME TABLE EFFECTIVE JULY 1, 1984
USED FOR DETERMINING ELIGIBILITY FOR DAY CARE SERVICES

Place this notice in the front of DCFS Manual, Chapter 28, and note on the Tan Notice Control Sheet the date Notice No. T-3 was entered.

I. BACKGROUND

The State Median Income Table has been revised by the budget office to be effective July 1, 1984. The revised table will replace the table in Chapter 28.15, Eligibility Section. The revised table is as follows:

Gross Monthly Income	Family Size 1	2	3	4	5	6	7	8
52%	666	871	1076	1281	1486	1691	1730	1768
38%	487	637	787	936	1086	1236	1264	1292

II. ACTION REQUIRED

A. The revised table shall be used for all eligibility determinations performed in July and therafter.

B. All parent participation families shall have their income eligibilities redetermined in July using the revised SMI Tables and using gross income from the month of June. A new begin date of 07/01/84 shall be established for each family.

RECEIVED
JUL 25 1984
DEPT. OF SOC. & HLTH. SERVS.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO: T-4
ISSUED: July 17, 1984

FROM: Gerald E. Thomas, Asst. Secretary
Health and Rehabilitative Services

SECTIONS REVISED:
28.16

EFFECTIVE: July 1, 1984
FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
non-SCAN 753-7076

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT MS OB-16

SUBJECT: DAY CARE VENDOR RATE INCREASE

Place this notice in the front of DCFS Manual, Chapter 28, and note on the Tan Notice Control Sheet the date Notice No. T-4 was entered.

I. BACKGROUND

A. Effective July 1, 1984, the state's maximum rates for day care services is increased as a result of legislative appropriated funding.

B. Effective August 1, 1984, SSPS will accept the new rates on revised authorizations.

II. REVISION

Section 28.16, Payment Rates, A 3, 4, and 5, is revised as follows:

3. Effective July 1, 1984, the rate of payment for family day care, mini-day care centers, and day care centers is the lesser of the following:

a. Either the provider's private rate, or

b. For part-time child care (up to seven hours per day), $1.23 per child hour of attendance for children over thirty months of age, and $1.38 per child hour of attendance for children thirty months of age and younger, or

c. For full-time child care (seven or more hours), $8.61 per child day of attendance for children over thirty months of age, and $9.66 per child day of attendance for children thirty months of age and younger.

4. Effective July 1, 1984, the rate of payment for relative and in-home care is the lesser of the following:

a. Either the provider's private rate, or

b. For three or fewer children, one of whom is thirty months of age or younger, the group rate (not per child) of $1.38 per hour of care shall apply, or

c. For three or fewer children, all of whom are over thirty months of age, the group rate (not per child) of $1.23 per hour of care shall apply, or

d. For four or more children, one of whom is thirty months of age or younger, the group rate (not per child) of $1.79 per hour of care shall apply, or

e. For four or more children, all of whom are over thirty months of age, the group rate (not per child) of $1.60 per hour of care shall apply.

All children in the family under the age of fourteen for whom child care is being authorized shall be included in the group when determining the child care rate. Time computed for child care payment shall not exceed ten hours per day or fifty hours per week.

5. For out-of-home care, if a parent works unusual hours (e.g., split shift or four ten hour days per week), the daily maximum can be exceeded as long as the weekly maximum payment is not exceeded. For a child thirty months or younger, the weekly maximum is $48.30. For a child over thirty months of age, the weekly maximum is $43.05.

6. When the child reaches thirty months of age, the rate shall be reduced as of the first of the following month.

III. ACTION REQUIRED

A. All day care authorizations, including WIN, E&T, and CWEP programs, shall be reviewed for possible revision. For day care center and mini-day care center providers, the worker shall use the June Contractor List to determine if a lower private operator rate should be utilized. Center providers not on the Contractor List shall not be authorized for day care payment services.

B. Copies of the revised authorization shall be sent to the provider and CSO billing clerk, if appropriate, by August 1.

C. Authorizations needing rate revision shall be entered into SSPS after August 1, with an effective date of 07/01/84.

Mooney

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

DCFS MANUAL - REVISION 8 (Issued 9/85)

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT - MS OB-16

Telephone inquiries regarding information contained in this manual revision should be directed to the Division of Children and Family Services at (206) 753-7076 or SCAN 234-7076. Written inquiries should be directed to the Division of Children and Family Services, MS OB-41.

DCFS Manual - Revision 8 contains 11 sheets of paper.

REMOVE	INSERT
Tan Notices No. T-10, T-14, T-20, and T-25	----------
Chapter 28 (Rev. 3)	Chapter 28 (Rev. 8)

On Revision Control Sheet note date Revision 8 was entered.

Chapter 28 - Day Care Services for Children

A. The attached revision incorporates the following notice changes:

- State Median Income Tables effective January 1, 1985.
- Criminal History and Central Registry Checks.
- New Therapeutic Child Care SSPS service codes and clarification of eligibility criteria effective April 1, 1985.
- Deletion of daily rate SSPS service codes effective August 1, 1985.

B. The attached revision includes substantive clarification of procedures or policy for:

- The Therapeutic Child Care programs.
- Determining income eligibility.

Mowry

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO: T-10
ISSUED: 1/11/85

FROM: Gerald Thomas, Asst. Secretary
Health and Rehabilitative Services

SECTIONS REVISED:
28.15

EFFECTIVE: 1/1/85
FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
non-SCAN 753-7076

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT MS OB-16

SUBJECT: REVISED STATE MEDIAN INCOME TABLE, EFFECTIVE JANUARY 1, 1985, FOR DCFS DAY CARE SERVICES

Place this notice in the front of DCFS Manual, Chapter 28, and note on the Tan Notice Control Sheet the date Notice No. T-10 was entered.

I. BACKGROUND

The State Median Income table is used to determine the income eligibility of clients for the DCFS day care service programs which are described in Chapter 28.15, revised October 1984. The following table replaces the table in Chapter 28.15, effective January 1, 1985.

Family Size:	1	2	3	4	5	6
52% Level	683	894	1104	1314	1524	1735
38% Level	499	653	807	960	1114	1268

II. ACTION REQUIRED

A. The revised table shall be used for all eligibility determinations for DCFS day care service programs performed in January and thereafter.

B. All parent participation families shall have their income eligibilities redetermined in January using the revised table and using gross monthly income earned in the month of December 1984. A new begin date of 01/01/85 shall be established for each parent participation family for each child's service code and the participation day care service code 2840 or 2845.

C. All eligibility periods shall be established with an ending date that is the last day of a month. For example, all eligibility periods for six months with the date of application in January 1985 shall end on June 30, 1985, or eligibility period for three months with a date of application in January 1985 shall end on March 31, 1985. All active and new authorizations must indicate an End Date (Box 24 and 43) of the last day of a month. Current authorizations must be revised by February 28 to show the correct End Date.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO.: T-35
ISSUED: 9/24/85

FROM: Gerald Thomas, Asst. Secretary
Health and Rehabilitative Services

SECTIONS REVISED:
28.15

EFFECTIVE: 11/01/85
FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
Non-SCAN 753-7076

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT MS OB-16

SUBJECT: REVISION TO INCOME ELIGIBILITY GUIDELINES

Place this notice in the front of the DCFS Manual, Chapter 28, and note on the Tan Notice Control Sheet the date Notice No. T-35 was entered.

I. Background

Several reductions are necessary to allow DSHS to stay within the appropriations for the 1985-87 biennium. One reduction is to lower the state Median Income (SMI) levels for DCFS Day Care Services, excepting Seasonal Day Care Services.

The SMI levels will change effective November 1, 1985 from 38% to 34% for fully subsidized day care, and from 52% to 45% for partially subsidized day care. Therefore, effective November 1, family units with gross monthly income between 34% SMI and 46% SMI shall participate toward the monthly cost of care each month by paying half their income which is over the 34% SMI level to the day care provider.

The new SMI levels effective November 1 by family size are:

	1	2	3	4	5	6	7	8	9	10
34%	447	584	722	859	997	1134	1160	1212	1238	1263
45%	591	773	955	1137	1319	1501	1535	1604	1638	1672

II. Action Required

A. Service workers shall review all active Day Care Service cases authorized with Service Codes 2801, 2804, 2821, and 2824 (with the exception of Child Protective Services cases which have been authorized without regard to income), by contacting the head of the household by telephone to determine the amount of September gross monthly income, including both earned and unearned income.

1. If income has not changed and is at or below the 34% SMI level, then note telephone call on the Service Episode Record and take no further action until the next redetermination of eligibility is due.

2. If income has not changed and is between the 34% and 46% SMI, reauthorize services on the DSHS 14-139 with a new service begin date of November 1, 1985.

3. If income has not changed and is above the 45% SMI level, then terminate the client effective October 31, 1985. Reason for action is "WAC 38-15-170 and WAC 388-15-173 Revision". Notice of Termination must be mailed to the client and provider by October 18.

4. If income has changed, establish an interview date to meet with the parent to complete a redetermination of eligibility prior to October 14. The new service begin date shall be November 1, 1985.

5. All Family Units with SMI levels between 34% and 46% shall have the:

- Parent participation fee calculated and entered on the DSHS 14-139 and DSHS 14-159.

- Revised DSHS 14-159 copy shall be mailed to the client and provider by October 18 with Reason for Action entered as "WAC 388-15-170 and WAC 388-15-173 Revision".

- Terminal Input for revised DSHS 14-159 shall be completed by October 22.

B. All new cases for DCFS Day Care Services shall utilize the new SMI levels effective November 1, 1985.

DCFS MANUAL: CHAPTER 28 - DAY CARE SERVICES FOR CHILDREN

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

RECEIVED
DEC 13 1985
DEPT. OF SOC. & HLTH. SERVS.

TO: HOLDERS OF DCFS MANUAL

NOTICE NO.: T-41
ISSUED: 12/04/85

FROM: Gerald Thomas, Asst. Secretary
Health and Rehabilitation Services

SECTIONS REVISED:
28.16

EFFECTIVE 01/01/86
FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
Non-SCAN 753-7076

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT, MS OB-16

SUBJECT: DAY CARE VENDOR RATE INCREASE

Place this notice in front of the DCFS Manual, Chapter 28, and note on the Tan Notice Control Sheet the date Notice No. T-41 was entered.

I. Background

The legislature has appropriated funds for a vendor rate increase to be effective January 1, 1986.

Service codes for day care are being revised to accept the higher rate by January 1, 1986.

A. The new hourly rates for licensed out-of-home day care children under DCFS service codes 2801 and 2821 are:

- $1.27 for children over 30 months of age
- $1.42 for children 30 months of age and younger.

B. The new hourly rates for In-Home Day Care groups under DCFS service codes 2804 and 2824 are:

- $1.27 if all children are over 30 months of age, and 3 or fewer children in the group.
- $1.42 if at least one child is at or under 30 months of age and 3 or fewer children in the group.
- $1.65 if all children over 30 months of age and 4 or more children in the group.
- $1.84 if at least one child is at or under 30 months of age and 4 or more children in the group.

C. The new daily rate for 4 hours of service for the Therapeutic Child Care Model No. 1 program under service code 2875 is $9.94.

D. The new daily rates for 6 hours of service for the Therapeutic Child Care model No. 2 program under service code 2876 are $18.00 for children over 2 years of age, and $22.25 for children 2 years and younger. The rate decreases to $18.00 as of the first of the month following the 2-year old's birthdate.

E. The Division of Income Assistance's service codes for the WIN, E&T, CWEP, and Food Stamp Workfare programs, including 2811, 2814, 2861, 2864, 2865, 2866, 2867, 2870, 2871, and 2872, will also be revised to accept the new day care rates as of January 1, 1986. The new daily rates for DIA service codes 2866 and 2871 are $8.89 for children over 30 months of age, and $9.94 for children 30 months of age and younger.

II. Action Required

All day care authorizations in the 2800 service code series must be reviewed and updated to the new rates by January 22, or prior to the service invoice printing for January services. Providers operating a mini-day care center, or day care center, will have a contract with the department for Child Day Care Center services and, therefore, will be listed on the Contractor's list issued monthly by the Division of Children and Family Services to field staff. Contractors having a lower rate listed on the Contractor's list must be reimbursed at the lower rate on the service authorization.

RECEIVED
JAN 22 1986
DEPT. OF SOC. & HLTH. SERVS.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO.: T-42
ISSUED: 12/23/85

FROM: Gerald Thomas, Asst. Secretary
Health and Rehabilitation Services

SECTIONS REVISED:
28.16

EFFECTIVE 01/01/86
FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
Non-SCAN 753-7076

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT, MS OB-16

SUBJECT: DAY CARE STATE MEDIAN INCOME INCREASE

Place this notice in front of the DCFS Manual, Chapter 28, and note on the Tan Notice Control Sheet the date Notice No. T-42 was entered.

I. BACKGROUND

Effective January 1, 1986, the State Median Income Tables are revised. The new SMI levels for DCFS Day Care programs are:

SMI Level	Family Size 1	2	3	4	5
34%	449	587	725	863	1001
45%	594	777	959	1142	1325

	6	7	8	9	10
34%	1139	1165	1191	1217	1243
45%	1508	1542	1576	1611	1645

II. ACTION REQUIRED

A. All family units paying a monthly fee toward the cost of day care shall have their eligibility redetermined by January 17, 1986 for the February service month utilizing income earned in December, 1985.

1. Family units are identified by service codes 2840 or 2845 wherein the parent participation fee is entered on the service authorization (DSHS 14-154/159). Also, the reason code for children service lines should be an "E", "F", or "G".

2. In addition to the eligibility criteria in 28.16, the following criteria shall also hereinafter apply:

   a. Eligibility shall be based on income earned in the second month prior to the service month for which eligibility is determined.

   b. Earned income from self-employment shall be the amount left after deducting business expenses from gross business income. A self-employed person must maintain and make available to the department a record which clearly documents all claimed business expenses and income. Business expenses cannot include purchase of fixed assets, depreciation, entertainment, net loss, or payments on the principal portion of loans.

   c. The first fifty dollars per month of child support received by the family is to be disregarded.

B. For new applications in January, 1986, the new SMI tables shall be used for determining eligibility for the February service month utilizing December, 1985 income. Eligibility for the January service month shall be based on November income utilizing the new SMI tables.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO: T-43
Issued: 04/02/86

FROM: Ralph Dunbar
Assistant Secretary
Health and Rehabilitation
Services

SECTIONS REVISED:
28.15

EFFECTIVE: 05/01/86
FOR INFORMATION CALL:
Jan Wells
SCAN 234-7076 or
Non-SCAN 753-7076

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT - MS OB-16

SUBJECT: RESTORE INCOME ELIGIBILITY CRITERIA TO OCTOBER 1985 LEVELS

Place this notice in front of the DCFS Manual, Chapter 28, and note on the Tan Notice Control Sheet the date Notice No. T-43 was entered.

BACKGROUND

The 1986 Legislature has included an additional $2.8 million for day care under the Division of Children and Family Services budget for this biennium. With the additional funds, the maximum 52 percent State Median Income (SMI) level for the Parent Participation Day Care Program will be restored, effective May 1, 1986. This level had been reduced to the 46 percent level on November 1, 1985.

The new gross monthly income by family size to be effective May 1, 1986 will be:

Family Size:	1	2	3	4	5	6	7	8	9	10
52% Level:	686	898	1109	1320	1531	1742	1782	1821	1861	1901
38% Level:	502	656	810	965	1119	1273	1302	1331	1360	1389

The participation amount which the parent shall pay to the provider each month shall be 50 percent of the gross monthly earnings which exceed the 38 percent SMI level.

ACTION REQUIRED

A. All family units paying a monthly fee toward the cost of day care shall have their participation fee calculated based on 50 percent of earnings that exceed the 38 percent SMI level for the May service month utilizing March earnings. Service Codes 2840 and 2845 shall be updated and inputed in the SSPS terminal by May 1, 1986. Reason for Action on the 14-159 Change of Service Authorization shall indicate: "Increase in Benefits due to WAC 388-15-170 amendment."

B. All new applicants and redeterminations of eligibility for May services and thereafter shall utilize the new 52 percent SMI level for the maximum income eligibility level. Child Protective Services cases will continue to be authorized without regard to income.

C. All family units denied day care services on or after October 31, 1985, whose income was at or below the new 52 percent SMI level, shall be notified of this change by May 31, 1986 by mail. An eligibility document, 14-139, for completion and submission shall be included with the client notification letter.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO.: T-51
Issued: 2/3/87

FROM: Jerome Wasson, Acting Director
Division of Children and
Family Services

SECTIONS REVISED
28.16

EFFECTIVE: 01/01/87
FOR INFORMATION CALL:
Karen Tvedt
Non-SCAN 321-6066 or
SCAN 586-6066

FOR MANUAL DISTRIBUTION CHANGES, PLEASE NOTIFY: MANUAL PRODUCTION UNIT AT MS OB-16. IF NOT DELIVERABLE, RETURN TO: DSHS STOCKROOM, MS FB-11

SUBJECT: DAY CARE STATE MEDIAN INCOME (SMI) INCREASE

Place this notice in front of the DCFS Manual, Chapter 28, and note on the Tan Notice Control Sheet the date Notice No. T-51 was entered.

I. BACKGROUND

Effective January 1, 1987, the State Median Income Table is revised. The new SMI levels for DCFS Day Care programs are:

SMI LEVEL	1	2	3	4	5	6	7	8	9	10
38%	523	685	846	1007	1168	1329	1359	1389	1419	1450
52%	716	937	1157	1378	1598	1818	1860	1901	1942	1984

II. ACTION REQUIRED

A. All family units paying a monthly fee toward the cost of day care will have eligibility redetermined for the February service month utilizing income earned in December 1986.

B. For January 1986 applications, the new SMI table will be used to determine eligibility for the February service month utilizing December 1986 income.

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DCFS MANUAL: CHAPTER 28 -- DAY CARE SERVICES FOR CHILDREN

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: Holders of DCFS Manuals

NOTICE NO.: T-65
ISSUED: 10/1/87

FROM: Division of Children & Family Services
Jerome M. Wasson, Acting Director

SECTIONS REVISED:
28.16

EFFECTIVE: 9/1/87
FOR INFORMATION CALL:
Karen Tvedt
SCAN 586-6066 or
Non-SCAN 321-6066

MANUAL DISTRIBUTION CHANGES, PLEASE NOTIFY: MANUAL PRODUCTION PRODUCTION UNIT AT MS OB-16. IF NOT DELIVERABLE, RETURN TO: DSHS STOCKROOM MS FB-11

SUBJECT: DAY CARE VENDOR RATE INCREASES

Place this notice in front of the DCFS Manual, Chapter 28, and note on the Tan Notice Control Sheet the date Notice No. T-65 was entered. Remove Notice No. T-41 issued 12/4/85 and note on the Tan Notice Control Sheet the date Notice No. T-41 was removed.

A. BACKGROUND

The 1987 Legislature provided for a two percent day care vendor rate increase effective September 1, 1987. This notice details that increase.

B. RATE INCREASES

Section 28.16 is revised as follows:

1. Rates for Licensed Out-of-Home Day Care (DCFS Service Code 2801)

For children over 30 months of age	$1.30 per hour (to a maximum of 9.10 per day)
For children 30 months of age or younger	$1.45 per hour (to a maximum of $10.15 per day)

2. Rates for In-Home Day Care Groups (DCFS Service Code 2804)

For groups of 3 or fewer children where all children are over 30 months of age	$1.30 per hour
For groups of 3 or fewer children where at least one child is at or under 30 months of age	$1.45 per hour
For groups of 4 or more children where all children are over 30 months of age	$1.68 per hour
For groups of 4 or more children where at least one child is at or under 30 months of age	$1.88 per hour

3. Rates for Therapeutic Child Care (DCFS Service Codes 2875 and 2876)

Therapeutic Child Care Model 1	$10.15 per day
Therapeutic Child Care Model 2 (child at or under 24 months of age)	$18.36 per day
Therapeutic Child Care Model 2 (child at or under 24 months of age)	$22.70 per day

4. Rates for Secondary Education Day Care

Daily Rate	$10.15 per day

C. RESERVATION DAY CARE CODES. New rates are not noted for DCFS Service Codes 2821, 2824 and 2845 as these codes are being deleted effective September 1, 1987.

MAR - 7 1988

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: Holders of DCFS Manuals

NOTICE NO.: T-67
ISSUED: 2/88

FROM: Division of Children & Family Svc.

SECTIONS REVISED:
28.16

EFFECTIVE: 01/01/88
FOR INFORMATION CALL:
Ruthie Morris
SCAN 321-1007 or
Non-SCAN 586-1007

IF NOT DELIVERABLE, RETURN TO: DSHS STOCKROOM MS FB-11
FOR MANUAL DISTRIBUTION CHANGES, PLEASE NOTIFY: OFFICE OF STAFF SERVICES AT MS OB-22

SUBJECT: DAY CARE STATE MEDIAN INCOME (SMI) INCREASE

Place this notice in front of Chapter 28 of the DCFS Manual and note on the Tan Notice Control Sheet the date Notice No. T-67 was entered. Remove Tan Notice T-43 and note on the Tan Notice Control Sheet the date Notice No. T-43 was removed.

I. BACKGROUND

Effective January 1, 1988, the State Median Income Table is revised. The new SMI levels for DCFS Day Care programs are:

SMI LEVEL	1	2	3	4	5	6	7	8	9	10
38%	545	713	881	1049	1217	1385	1416	1448	1479	1510
52%	746	976	1206	1435	1665	1895	1938	1981	2024	2067

II. ACTION REQUIRED

A. During January 1988, redetermine eligibility for all family units who are paying a monthly fee toward the cost of day care. Determine February eligibility using income earned in December 1987.

B. For January 1988 applications, use the new SMI table to determine eligibility for the January service month using November 1987 income.

C. Effective January 1, 1988, use the new SMI table above for all determinations and redeterminations of eligibility for DCFS Day Care Services.

L 4-10 OFFICE OF SUPPORT
ENFORCEMENT
1=2,8=2

Cheryl Daudt

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: Holders of DCFS Manuals

NOTICE NO.: T-84
ISSUED: 12/29/88

FROM: Joyce Hopson, Director
Division of Children & Family Services

SECTIONS REVISED:
28.13

EFFECTIVE: On Receipt
FOR INFORMATION CALL:
Ruthie Morris
SCAN 321-1007 or
Non-SCAN 586-1007

IF NOT DELIVERABLE, RETURN TO: MANUAL DISTRIBUTION CENTER, MG-13. FOR MANUAL DISTRIBUTION CHANGES, PLEASE NOTIFY: MANUAL PRODUCTION, MS OB-16.

SUBJECT:CHILD DAY CARE VENDOR RATE INCREASES/BILLING PROCESS MODIFICATION

Place this notice in front of the DCFS Manual, Chapter 28, and note on the Tan Notice Control Sheet the date Notice T-84 was entered.

A. BACKGROUND

The 1987 Legislature authorized vendor rate increases averaging four percent effective September 1, 1988. Additionally, funds were provided to implement low-wage earner increases for staff in therapeutic and seasonal child care programs.

It is our goal to begin addressing several ongoing programmatic concerns through these rate increases. For this reason, an across the board rate increase will not occur. Rather, the increases will vary among subsidy categories, and in the case of regular child day care (DCFS Service Code 2801), among geographic areas.

This notice details those increases as well as a modification to the billing process for seasonal child care. With the exception of long-term seasonal child care, SSPS will update the authorization and billing data bases the night of August 31, 1988 to reflect the vendor rate increases.

B. CHANGES

Section 28.16 is revised as follows:

1. Licensed, out-of-home, child day care (DCFS Service Code 2801)

a. Market surveys completed in connection with the Family Independence Program reveal that significant variations exist in the cost of child care among areas of the state. Increasingly, providers in high cost areas such as King County refuse to care for DSHS subsidized children.

Consistent with child care market rates, DSHS reporting units are clustered into three groups; low, medium and high.

(1) Regular child care providers located in Cluster I Reporting Units (the low rate group) will receive no vendor rate increase on September 1, 1988. (In many of the low rate areas, current DCFS vendor rates already exceed the market cost of child care.)

(2) Regular child care providers located in Cluster II Reporting Units (the medium rate group) will receive a two-percent rate increase on September 1, 1988.

(3) Regular child care providers located in Cluster III Reporting Units (the high rate group) will receive an 8.5% rate increase effective September 1, 1988.

b. Rates for DCFS Service Code 2801 will be as follows:

	New Maximum Rates by Rate Cluster		
	Low	Medium	High
For children over 30 months of age	$1.30 9.10	$1.32 9.24	$1.41 9.87
For children 30 month of age or under	1.45 10.15	1.48 10.36	1.57 10.99

c. Rate clusters for DCFS Service Code 2801 will apply to reporting units as follows:

RATE CLUSTERS

CLUSTER I - LOW RATE AREA

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
715-Colville	721-Clarkston	731-Mt. Vernon		751-Kitsap	766-Chehalis
715-Newport	723-Ellensburg	735-Smokey Point			761-Forks
711-Wenatchee	727-Sunnyside				765-Goldendale
	726-Toppenish				763-Kelso
	724-Walla			767-Shelton	
	725-Prosser				

CLUSTER II - MEDIUM RATE AREA

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
716-Colfax	722-Pasco	733-Bellingham		752-Pierce	764-Aberdeen
712-Moses Lake	725-Yakima	736-Oak Harbor			769-Olympia
713-Okanogan					761-Port Angeles
714-Spokane					768-South Bend
					762-Vancouver
					762-Orchards

CLUSTER III - HIGH RATE AREA

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
		732-Everett	410-Rainier		770-Port Townsend
		737-Friday Harbor	550-West Seattle		
		734-Mt. Lk. Terrace Skykomish	430-King South		
			420-King North		
			440-Burien		
			400-King East		
			460-Captol Hill		
			470-Belltown		
			747-CSU		
			741-King East		
			744-King South		

2. Rates for in-home day care groups (DCFS Service Code 2804)

For groups of 3 or fewer children where all children are over 30 months of age	$1.35 per hour
For groups of 3 or fewer children where at least one child is at or under 30 months of age	$1.51 per hour
For groups of 4 or more children where all children are over 30 months of age	$1.75 per hour
For groups of 4 or more children where at least one child is at or under 30 months of age	$1.95 per hour

3. Therapeutic Child Care (DCFS Service Codes 2875 and 2876)

a. Rate changes for therapeutic child care incorporate impacts related to the four percent vendor rate increase and the low-wage earner increase. Surveys of therapeutic child care programs indicate that Model 1 programs will experience significantly greater costs related to low-wage earner increases. Therefore, Model 1 programs will receive an 11 percent increase, while Model 2 programs will get five percent.

b. Rates for Therapeutic Child Care

Therapeutic Child Care Model 1	$11.25 per day
Therapeutic Child Care Model 2 (child over 24 months of age)	$19.28 per day
Therapeutic Child Care Model 2 (child at or under 24 months of age)	$23.84 per day

c. Billing Process

Therapeutic Child Care Model 1 programs shall process the billing as outlined in the Therapeutic Child Development and Family Services Model 1 Manual pages 35 through 37.

Therapeutic Child Care Model 2 programs shall process the billing as outlined in the Therapeutic Child Development and Family Services Model 2 Manual pages 39 through 43.

4. Seasonal Child Care (DCFS Service Codes 2846 and 2857)

Seasonal child care providers shall receive both the four-percent vendor rate and low-wage earner funds.

a. Rates for Seasonal Child Care

A survey of seasonal child care providers indicates that raising minimum staff salaries of $5.15 per hour requires an average increase of 14 percent. Rather than increasing the hourly rate by this percentage, DSHS shall use an additional hourly unit in calculating the maximum daily rate. Therefore, the maximum daily rate is eight times the current hourly rate. This will result in a higher daily rate and responds to provider concerns about the number of hours reimbursed by DSHS. DSHS shall require vendors to modify SSPS authorizations to implement this change.

Rates for seasonal child care:

For children over 30 months of age	$ 1.30 hour $10.40 day
For children 30 months of age or under	$ 1.45 hour $11.60 day

b. Billing Process

DSHS shall eliminate the dual billing process for seasonal child care. The vendor will base all billings on child enrollment and attendance and send to SSPS for processing.

(1) For short-term seasonal child care, DSHS shall allow up to five absences per month per child. When completing the monthly invoice, the vendor deducts absences in excess of five days. DSHS shall not reimburse the vendor for unenrolled slots.

On August 31, 1988, SSPS will update the authorization and billing data bases for short-term seasonal to reflect the vendor rate increase.

(2) For long-term seasonal child care, the total maximum number of pay units allowable in Item 42 on the Social Service Authorization (SSPS 14-154/159) increases from 217 to 248 units. The hourly rate will not change. DSHS shall require vendors to revise service authorizations for all families by September 15, 1988.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: Holders of DCFS Manuals

NOTICE NO.: T-88
ISSUED: 12/89

FROM: Joyce Hopson, Director
Division of Children & Family Services

SECTIONS REVISED:
28.16

EFFECTIVE: 01/01/90
FOR INFORMATION CALL:
Ruthie Morris
SCAN 321-1007 or
Non-SCAN 586-1007

IF NOT DELIVERABLE, RETURN TO: MANUAL DISTRIBUTION CENTER, MG-13. FOR MANUAL DISTRIBUTION CHANGES, PLEASE NOTIFY: MANUAL PRODUCTION, MS OB-16.

SUBJECT: DAY CARE STATE MEDIAN INCOME (SMI) INCREASE

Place this notice in front of Chapter 28 of the DCFS Manual and note on the Tan Notice Control Sheet the date Notice No. T-88 is entered. Remove Tan Notice T-85 and note on the Tan Notice Control Sheet the date Notice No. T-85 is removed.

I. STATE MEDIAN INCOME INCREASE

A. BACKGROUND

Effective January 1, 1990, the State Median Income Table is revised. The new SMI levels for DCFS Day Care programs are:

SMI LEVEL	1	2	3	4	5	6	7	8	9	10
38%	637	833	1029	1224	1420	1616	1653	1690	1726	1763
52%	871	1139	1407	1676	1944	2212	2262	2312	2363	2413

B. ACTION REQUIRED

1. During January 1990, redetermine eligibility for all family units paying a monthly fee toward the cost of day care. Determine February eligibility using income earned in December 1989.

2. For January 1990 applications, use the new SMI table to determine eligibility for the January service month using November 1989 income.

3. Effective January 1, 1990, use the new SMI table above for all determinations and redeterminations of eligibility for DCFS Day Care Services.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: Holders of DCFS Manuals

NOTICE NO.: T-90
ISSUED: 01/03/90

FROM: Joyce Hopson, Director
Division of Children & Family Services

SECTIONS REVISED:
28.16

EFFECTIVE: 01/01/90
FOR INFORMATION CALL:
Ruthie Morris
SCAN 321-1007 or
Non-SCAN 586-1007

IF NOT DELIVERABLE, RETURN TO: MANUAL DISTRIBUTION CENTER, MG-13. FOR MANUAL DISTRIBUTION CHANGES, PLEASE NOTIFY: MANUAL PRODUCTION, MS OB-16.

SUBJECT: CHILD DAY CARE VENDOR RATE INCREASES

Place this notice in front of the DCFS Manual, Chapter 28, and note on the Tan Notice Control Sheet the date Notice T-90 is entered.

A. Background

The 1989 Legislature authorized vendor rate increases averaging three percent effective January 1, 1990.

This notice details those increases.

B. Section 28.16.

1. Rates for Licensed, Out-of-home, Child Day Care (DCFS Service Code 2801)

Consistent with child care market rates, DSHS reporting units are clustered into three groups; low, medium and high.

New Maximum Rates by Rate Cluster

	Low	Medium	High
For children over 30 months of age	$1.34 9.38	$1.36 9.52	$ 1.45 10.15
For children 30 month of age or under	1.49 10.43	1.52 10.64	1.62 11.34

2. Rates for In-home Day Care Groups (DCFS Service Code 2804)

For groups of 3 or fewer children where all children are over 30 months of age	$1.39 per hour
For groups of 3 or fewer children where at least one child is at or under 30 months of age	$1.56 per hour
For groups of 4 or more children where all children are over 30 months of age	$1.80 per hour
For groups of 4 or more children where at least one child is at or under 30 months of age	$2.01 per hour

3. Rates for Therapeutic Child Care (DCFS Service Codes 2875 and 2876)

Therapeutic Child Care Model 1	$14.14 per day
Therapeutic Child Care Model 2	$27.81 per day

4. Rates for Seasonal Child Care (DCFS Service Codes 2846 and 2857)

Seasonal child care providers shall receive a three percent vendor rate.

For children over 30 months of age	$ 1.34 hour $10.72 day
For children 30 months of age or under	$ 1.49 hour $11.92 day

The maximum daily rate is eight times the current hourly rate.

C. Rate clusters for DCFS Service Code 2801 applies to reporting units as follows:

RATE CLUSTERS

CLUSTER I - LOW RATE AREA

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
715-Colville	721-Clarkston	731-Mt. Vernon		751-Kitsap	766-Chehalis
715-Newport	723-Ellensburg	735-Smokey Point			761-Forks
711-Wenatchee	727-Sunnyside				765-Goldendale
	726-Toppenish				763-Kelso
	724-Walla Walla			767-Shelton	
	725-Prosser				

CLUSTER II - MEDIUM RATE AREA

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
716-Colfax	722-Pasco	733-Bellingham		752-Pierce	764-Aberdeen
712-Moses Lake	725-Yakima	736-Oak Harbor			769-Olympia
713-Okanogan					761-Port Angeles
714-Spokane					768-South Bend
					762-Vancouver
					762-Orchards

CLUSTER III - HIGH RATE AREA

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
		732-Everett	410-Rainier		770-Port Townsend
		737-Friday Harbor	550-West Seattle		
		734-Mt. Lk. Terrace	430-King South		
		Skykomish	420-King North		
			440-Burien		
			400-King East		
			460-Capitol Hill		
			470-Belltown		
			747-CSU		
			741-King East		
			744-King South		

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DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: Holders of DCFS Manual

FROM: Joyce Hopson, Director
Division of Children & Family Services

NOTICE NO.: T-91
ISSUED: 07/16/90

SECTIONS REVISED:
Chapter 28

EFFECTIVE: 06/01/90
FOR INFORMATION CALL:
Ruthie Morris
SCAN 321-1007 or
Non-SCAN 586-1007

IF NOT DELIVERABLE, RETURN TO: MANUAL DISTRIBUTION CENTER, MG-13. FOR MANUAL DISTRIBUTION CHANGES, PLEASE NOTIFY: MANUAL PRODUCTION, MS OB-16.

SUBJECT: CHILD DAY CARE POLICIES, PROCEDURES, AND BILLING INSTRUCTIONS FOR PREGNANT AND POSTPARTUM WOMEN

Place this notice in front of the DCFS Manual, Chapter 28, and note on the Tan Notice Control Sheet the date Notice T-91 is entered.

BACKGROUND

Section 498 of the Omnibus Drug Act (Substitute House Bill No. 1793) appropriated $5.5 million for treatment and support services for low-income chemically dependent, pregnant and postpartum women. These services are provided in conjunction with Department of Social and Health Services First Steps Project implementation plan.

The Division of Alcohol and Substance Abuse (DASA) allocated $1 million for child care services to be provided to children while the eligible women participate in chemical abuse treatment. The Division of Children and Family Services (DCFS) recruited over 300 licensed child care providers from across the state to provide child care services for eligible women.

PURPOSE

To provide child care services for pregnant and postpartum (up to one year) women who are in a DASA-approved treatment facility. Substance abuse treatment staff are designated to initiate child care services.

Child care will generally be required for an average of six hours per day, three days per week. However, the actual amount of child care required will be based on the individual woman's substance abuse treatment plan.

ELIGIBILITY

Families are eligible for child care services as follows:

- Woman is pregnant or has given birth within the past year; family income is at or under 185 percent of the poverty level (i.e., family of two includes mother and unborn child with monthly income at or below $1,236; family of three includes mother, child, and unborn child with monthly income at or below $1,551).

- Woman is participating in a DASA-certified substance treatment program.

- Eligibility for child care is determined by the substance abuse treatment facility counselor.

- The DASA Child Care Authorization/Billing Form is completed by the eligible woman and the treatment counselor.

- The DASA Authorization/Billing Form for eligible women is sent to the Community Service Office (CSO), DCFS or DASA state office. Regional office policy and procedures determine which division processes the authorization form for the CSO and DCFS billings.

AUTHORIZATION OF PAYMENT

1. When an application is received in the local CSO or DCFS office, the social worker determines if there is an open case number. If there is not an existing case number, one is assigned using local office procedures.

2. Payment of services is authorized by DCFS, CSO or First Steps staff who currently authorize employment (non-FIP) related day care.

3. Payment is authorized using the DSHS 14-154/159 through the Social Service Payment System (SSPS).

4. The SSPS authorization, DSHS 14-154/159 should be completed based on the information contained on the DASA Authorization/Billing Form. Contact with the client is not necessary. If form is incomplete, the initiator/treatment counselor should be contacted.

5. Unless specified otherwise, service is authorized for six months, six hours per day, three days per week.

6. See attached rate schedule to determine the correct rate for the geographical area in which the child care will be provided.

7. Child care is not provided in the parent's home for this program. In-home child care is not DASA-approved.

8. Mini-Centers and Centers must have a contract with DCFS to provide DASA Child Care Services. Licensed family home child care does not require a contract.

9. Service codes to be used for DASA child care are:

Service Name	Service Code
Licensed Child Care (CC) Hourly	2801
Therapeutic Child Care Model II	2876
DASA CC Transportation	2879

CATEGORIES OF CHILD CARE AVAILABLE

1. DCFS/CSO staff social workers shall authorize regular child care using child care procedures developed for pregnant and postpartum women using DASA treatment facilities.

2. DCFS social workers shall authorize Child Protective Services (CPS)/ Child Welfare Services (CWS) child care for women who currently are receiving CPS/CWS services through DCFS offices.

3. DCFS social workers shall authorize CPS Therapeutic Child Care for women who have open CPS cases.

4. DCFS/CSO social workers shall authorize non-CPS/CWS Therapeutic Child Care Model 2 for women who are not currently receiving CPS through DCFS offices.

5. Child care provided at substance abuse treatment facilities shall be authorized by the substance abuse facilities and authorization forms shall be submitted directly to DASA.

DCFS/CSO staff will consult as needed with the referring agency and DCFS social workers who currently authorize CWS/CPS Therapeutic Child Care to determine appropriateness of Therapeutic Child Care.

Substance abuse treatment counselors have been instructed to refer families for therapeutic child care if two or more of the following indicators are present. The sample questions that follow are included to help treatment counselors secure detailed information on the child/family circumstances. Therapeutic child care contractors will assess the appropriateness of the referral during initial family assessment and contact the authorizing worker if alternative resources should be provided.

The following are indicators that Therapeutic Child Care may be necessary; two or more indicators must be present to approve therapeutic child care.

1. **Teen Parent**

   Age of mother will be on intake form (must be 19 years of age or less).

2. **Little or no extended family or social supports for the child/family**

   a. Who do you live with?
   b. Is there anyone else who ever babysits for you or helps you take care of your child? Who?

3. **Parents who evidence limited nurturing ability, or poor parent/child bonding**

   a. How does your child express affection to you?
   b. Would you like your child to show you more affection?
   c. What do you enjoy doing with your child?

4. **Home environments that are chaotic, inconsistent, transitory, or where the child is residing separately from either parent**

   a. Where does your child usually stay?
   b. Where is your child staying right now? How long has your child been staying there?

5. **The child evidences moderate or profound physical, mental or social disability, or developmental delay**

   a. Do you think your child is harder to take care of than most children that age? Why?
   b. What things does your child do well?
   c. What concerns do you have about your child? What ways could child care help with your concerns?

6. **Parents with limited parenting skills/knowledge**

   a. How do you respond when your child gets on your nerves?
   b. Have you ever had a CPS worker? If yes, what where the circumstances?

TRANSPORTATION SERVICE

Funds for transportation to and from child care are available for child care providers offering needed transportation. Transportation may be provided for the child by the child care facility. Rate of pay is $.24 per mile. Travel voucher is mailed to the local office with authorization/billing form for payment authorization. (Travel Voucher is attached.) Transportation will be provided consistent with:

WAC 388-73-062 TRANSPORTATION.

When a licensee provides transportation for persons under care:

(1) The vehicle shall be in safe operating condition. The driver shall have a current driver's license.

(2) There shall be at least one adult supervisor other than the driver in a vehicle when there are more than six preschool-aged children in the vehicle.

(3) Licensee or driver shall carry liability and medical insurance.

(4) Seat belts or other appropriate safety devices shall be provided for all passengers. The number of passengers shall not exceed the vehicle's seating capacity. Buses approved by the state patrol shall not be required to be equipped with seat belts.

(5) Child care facilities transporting children shall have written parental permission.

RATES FOR DASA-FUNDED CHILD CARE

Type of Facility	Units of Care	CLUSTER I	CLUSTER II	CLUSTER III
1. Center Infant Child Care	full-day	10.38	13.50	17.86
(1 month to 11 months)	hourly	1.74	2.04	3.17
2. Center Toddler Child Care	full-day	9.74	11.10	14.50
(12 - 30 months)	hourly	1.49	1.68	2.68
3. Family Child Care (FCC)	full-day	10.06	12.30	16.18
(1 month to 30 months)	hourly	1.61	1.86	2.92
4. FCC and Center Preschool Care	full-day	9.29	10.40	12.95
(30 months to 5 years)	hourly	1.40	1.59	2.27
5. FCC and School Age Care	full-day	8.20	8.18	10.24
(6 - 12 years)	hourly	1.42	1.57	2.18

RATE CLUSTERS

The number preceding the listed office is used by eligibility social workers in the authorization of child care payment through the Social Service Payment System.

CLUSTER I - LOW RATE AREA

Region 1

715-Colville
715-Newport
711-Wenatchee

Region 2

721-Clarkston
723-Ellensburg
727-Sunnyside
726-Toppenish
724-Walla Walla
725-Prosser

Region 3

731-Mt. Vernon
735-Smokey Point

Region 5

751-Kitsap

Region 6

766-Chehalis
761-Forks
765-Goldendale
763-Kelso
767-Shelton

CLUSTER II - MEDIUM RATE AREA

Region 1

716-Colfax
712-Moses Lake
713-Okanogan
714-Spokane

Region 2

722-Pasco
725-Yakima

Region 3

733-Bellingham
736-Oak Harbor

Region 5

752-Pierce

Region 6

764-Aberdeen
769-Olympia
761-Port Angeles
768-South Bend
762-Vancouver
762-Orchards

CLUSTER III - HIGH RATE AREA

Region 3

732-Everett
737-Friday Harbor
734-Mt. Lake Terrace
Skykomish

Region 4

410-Rainier
550-West Seattle
430-King South
420-King North
440-Burien
400-King East

Region 4 cont.

400-King East
460-Capitol Hill
470-Belltown
747-CSU
741-King East
744-King South

Region 6

770-Port Townsend

DASA CHILD CARE AUTHORIZATION/BILLING FORM

APPLICATION DATE: _____

1. Treatment Facility Name: _____ Phone No.: _____

   Address: _____

   City: _____ Zip Code: _____

2. Client Name: _____ Phone No.: _____

   Address: _____

   City: _____ Zip Code: _____

3. Name of Child Needing Child Care | Date of Birth | School | Grade

   a. _____ _____ _____ _____

   b. _____ _____ _____ _____

   c. _____ _____ _____ _____

4. Describe your child care needs. (Days, hours, length of time, and number of children needing care.)

   _____

   _____

5. Client's Signature: _____ Social Sec. No.: _____

6. If available, DSHS Case No.: _____ Date: _____

BILLING INFORMATION

1. Name of Child Care Provider: _____ Phone No.: _____

   Address: _____

   City: _____ Zip Code: _____

2. Social Security No. or Tax ID No.: _____

3. Type of Licensed Provider (Check one)

   Therapeutic Child Care Facility _____
   Family Home _____
   Contracted Mini-Center _____
   Contracted Center _____

4. Transportation Provided

   Yes ___ No ___

5. Child Care Plan:

Begin Date	Number of Hours Per Day	Days Per Week	Total Hours Per Month	Review Date (Six Mos.)	Anticipated End Date
_____	_____	_____	_____	_____	_____

6. _____ _____
   Signature of Person Authorizing Child Care Date

   _____ _____
   Title Phone No.

7. Name of DCFS/EMFS Social Worker: _____ Phone No.: _____

   _____
   Address

Mail Form to Social Worker for billing authorization. For DASA on-site child care mail to DASA State Office OB-21W, Olympia, WA 98504.

Instructions For Completing Form

1. Name, address, and phone number of DASA Certified Treatment Facility where mother is participating.

2. Name, address, and phone number of pregnant or postpartum woman in treatment requiring child care.

3. Full name, birthdate, school, and grade (if applicable) of child requiring care.

4. In consultation with counselor, determine the number of hours, days, and times child care will be required while in treatment.

5. Client is required to sign application form.

6. DSHS case number. If client is receiving (CSO) Community Service Office or (DCFS) Division of Children and Family Services, insert number if available.

BILLING INFORMATION

1. Name, address, and phone number of person or facility providing child care services.

2. Social Security number or Tax ID of child care provider.

3. Type of Licensed Provider. All child care providers must be licensed. Mini-centers or full-centers must be contracted also.

4. Indicate whether transportation will be provided.

5. Child Care Plan
   Date child care begins
   Number of hours in care per day
   Number of days of care needed per week
   Child care may be authorized for 6 months
   Date of review is 6 months or sooner or based on treatment need.

6. Signature and title of counselor completing application form is required.

7. DCFS/EMFS assigned social worker name and phone number. If child care is provided at the treatment facility, mail to the DASA State Office.

TRAVEL EXPENSE VOUCHER

Facility Name _____ **Date** _____

Facility Address _____ **City** _____ **ZIP** _____

DATE	CHILD'S NAME	PARENT'S NAME	ADDRESS	DESTINATION	ROUND TRIP MILEAGE

Mail to Local Office for Payment Authorization.

DCFS MANUAL: CHAPTER 28 -- DAY CARE SERVICES FOR CHILDREN

TO: Holders of DCFS Manual

NOTICE NO.: T-95
ISSUED: 05/21/91

FROM: Division of Children and Family Services
Colleen M. Waterhouse, Acting Director

SECTIONS REVISED:
Chapter 28

EFFECTIVE: January 1, 1991
FOR INFORMATION CALL:
Karen Tvedt (206) 586-6066
SCAN 321-6066
Monika Ellis (206) 586-0252
SCAN 321-0252

IF NOT DELIVERABLE, RETURN TO: MANUAL DISTRIBUTION CENTER, MG-13.
FOR DISTRIBUTION CHANGES, NOTIFY: MANUAL PRODUCTION, MS OB-16.

SUBJECT: CHILD CARE SUBSIDY ELIGIBILITY AND RATE INCREASES EFFECTIVE JANUARY 1, 1991

Place this notice in front of Chapter 28, DCFS Manual, and note on the Tan Notice Control Sheet the date Notice No. T-95 is entered.

I. INTRODUCTION

A. PURPOSE

This notice includes:

1. Eligibility increases for Division of Children and Family Services (DCFS) child care subsidies; and

2. Implementation guidelines for extending Family Independence Program (FIP) market rates and slot-based payments to child care programs administered by DCFS.

Notice of these changes was sent to all DCFS Child Care Vendors under separate cover.

B. CONTENTS

The following sections are included in this notice:

- Modifications to the State Median Income Eligibility Guidelines.

- Cluster Child Care Rates for Employment, Child Protective Services/Child Welfare Services (CPS/CWS), and Secondary Education Child Care.

- Revised SSPS Service Codes.

- Distribution of DSHS offices by Cluster.

- Child Care Authorization and Payment Policies.
- Therapeutic Child Care Rates.
- Seasonal Child Care Rates.

II. STATE MEDIAN INCOME ELIGIBILITY GUIDELINES

Effective January 1, 1991, eligibility for Employment, CWS, and Secondary Education Child Care is based on revised State Median Income Adjusted for Family Size (SMIAFS) guidelines.

SMI LEVEL	1	2	3	4	5	6	7	8	9	10
38%	656	858	1059	1261	1463	1665	1703	1740	1778	1816
52%	897	1174	1450	1726	2002	2278	2330	2382	2433	2485

III. CLUSTER CHILD CARE RATES FOR EMPLOYMENT, CPS/CWS, AND SECONDARY EDUCATION CHILD CARE

Effective January 1, 1991, child care rates for DCFS Employment, CPS/CWS, and Secondary Education Child Care subsidy programs will change to the FIP rate schedule. FIP rates have been adjusted to ensure DCFS vendors receive no less than they would have prior to the January 1991 rate change.

These rates reflect the higher costs associated with providing care for infants and toddlers and variations in the market cost of child care throughout the state. These are maximum rates. Payment authorizations should reflect the child care provider's customary rate or the DSHS maximum rate, whichever is less.

A. LICENSED OUT-OF-HOME CARE

Out-of-home care is the care and supervision of a child in a licensed family child care home or licensed and contracted child care mini-center or child care center.

		RATES		
		CLUSTER I	CLUSTER II	CLUSTER III
1. CENTER INFANT CHILD CARE (0-11 months)	full day	10.64	13.50	17.86
	half day	5.32	6.75	8.93
	hourly	1.74	2.04	3.17
2. CENTER TODDLER CHILD CARE (12-29 months)	full day	10.64	11.10	14.50
	half day	5.32	5.55	7.25
	hourly	1.52	1.68	2.68

		CLUSTER I	CLUSTER II	CLUSTER III
3. FAMILY CHILD CARE (FCC) INFANT/TODDLER (0-29 Months)	full day	10.64	12.30	16.18
	half day	5.32	6.15	8.09
	hourly	1.61	1.86	2.92
4. FCC & CENTER PRESCHOOL CARE (30 Mos-5 yrs)	full day	9.57	10.40	12.95
	half day	4.79	5.20	6.48
	hourly	1.40	1.59	2.27
5. FCC & CENTER SCHOOL AGE CARE (6-12 yrs CENTER) (6-11 yrs FCC)	full day	9.57	9.71	10.35
	half day	4.79	4.86	5.18
	hourly	1.42	1.57	2.18

B. **IN-HOME AND RELATIVE CARE**

In-home care is the care and supervision of a child by a relative (in the relative's home or the child's home) or by an unrelated person (in the child's home) during part of the 24-hour day while the child's parent is temporarily absent from the home.

HOURLY RATES

	CLUSTERS I & II	CLUSTER III
First Child:	$1.25	$1.50
Each Additional Child:	.75	.75

IV. REVISED SSPS SERVICE CODES

Additional and modified SSPS Service Codes are required to implement FIP market rates and slot-based payments to DCFS Employment, CPS/CWS, and Secondary Education Child Care. Attached to this notice are the following new or modified Service Code Data Sheets:

2801 - Licensed Child Care - Hourly
2804 - In-Home Child Care
2805 - Licensed Child Care - Full Day
2807 - Licensed Child Care - Half Day
2808 - Child Care - Registration Fee
2810 - Special Child Care
2840 - Child Care Participation - Regular

All open authorizations for DCFS Employment, CPS/CWS, and Secondary Education Child Care must be re-authorized using these codes by January 24, 1991. This is necessary to ensure that providers receive appropriate payment for January services.

The maximum number of units for Service Code 2801 authorized, effective January 1, 1991, is 65 hours. Current SSPS authorizations will continue to pay at pre-January 91 levels. Update authorizations using the new codes by January 24, 1991, to avoid increased workload caused by incorrect payments.

V. DISTRIBUTION OF DSHS OFFICES BY CLUSTER

Based on a market survey of licensed child care providers in the state, DSHS reporting units are grouped into rate clusters. Maximum child care rates are consistent for offices within each cluster.

RATE CLUSTERS

CLUSTER I

REGION 1	REGION 2	REGION 3	REGION 4	REGION 5	REGION 6
COLVILLE	CLARKSTON	MT. VERNON		BREMERTON	CHEHALIS/ CENTRALIA
NEWPORT	ELLENSBURG				FORKS
PROSSER	SUMMYSIDE				STEVENSON
WENATCHEE	TOPPENISH				GOLDENDALE
	WALLA WALLA				WHITE SALMON
					KELSO
					SHELTON

CLUSTER II

REGION 1	REGION 2	REGION 3	REGION 4	REGION 5	REGION 6
COLFAX	PASCO	BELLINGHAM		PUYALLUP	ABERDEEN
MOSES LAKE	YAKIMA	OAK HARBOR		PIERCE W	OLYMPIA
OKANOGAN	YAKIMA/KIT			PIERCE N	PORT ANGELES
SPOKANE E				PIERCE S	SOUTH BEND
SPOKANE SW				PIERCE C	VANCOUVER
SPOKANE N					ORCHARDS
SPOKANE C					ELMA/GRAYS HARBOR

CLUSTER III

REGION 1	REGION 2	REGION 3	REGION 4	REGION 5	REGION 6
		EVERETT	RAINIER		PORT TOWNSEND
		FRIDAY HAR	W. SEATTLE		
		ALDERWOOD	KING SOUTH		
		SKYKOMISH	BURIEN		
		VALLEY	KING EAST		
		SMOKEY PT	CAPITOL HILL		
			BELLTOWN		
			KING NORTH		

VI. CHILD CARE AUTHORIZATION AND PAYMENT POLICIES FOR DCFS EMPLOYMENT, CPS/CWS, AND SECONDARY EDUCATION CHILD CARE.

A. AUTHORIZATION CATEGORIES AND GUIDELINES

1. Licensed Out-of-Home Child Care. Three rate options are available for out-of-home care: full day, half day, and hourly.

   a. Full-day care (Service Code 2805) is used when a child needs 133 hours or more of care a month. (A full day is six or more hours a day.)

      (1) To determine if full-day care is appropriate, the worker calculates the hours of care a child needs each month. If this is 133 hours or more, a full monthly slot is authorized.

      (2) The maximum number of days authorized at the full-day rate is 23 days. Twenty-three full days of care constitutes a full-time monthly slot.

      (3) If a child needs 133 or more hours of care in a month, authorize 23 days of care at the full-day rate. Authorize 23 days of care regardless of the actual number of care days needed.

   b. Half-day care (Service Code 2807) is used when a child needs more than 65 hours of care a month, but fewer than 133 hours. (A half day is fewer than six hours a day.)

(1) To determine if half-day child care is appropriate, the worker calculates hours of care needed each month. If this is more than 65 hours but fewer than 133 hours, the half-day rate should be authorized.

(2) Payment for up to 30 half days of child care can be authorized per month. Thirty half days constitute a half-day monthly slot.

(3) At a half-day rate, two half days can equal one full day of child care.

For example, a child requires 126 hours of out-of-home care each month. The child needs full-day care (7 hours) eight days per month, and half-day care (5 hours) 14 days each month. Because the child requires less than 133 hours of care per month, the worker authorizes 30 half days of care. Bill each of the eight full days of care using two half days.

(4) The maximum monthly amount is 30 times the half-day rate.

c. Hourly care (Service Code 2801) is authorized when a worker provides 65 or fewer hours of child care in a month.

d. When child care requirements do not coincide with one of the three rate options, it is allowable to deviate from the definitions in VI.A.1.a., b., and c. with supervisory approval.

For example: A child requires three hours of care on Wednesday, three hours on Friday, and irregular hours the rest of the week. Even though this fits the definition of half day (more than 65, but fewer than 133 hours in a month), hourly authorization may be more appropriate for the family's child care needs.

e. Allowable child absences. DCFS will pay for up to five absences each month for each child in full-day or half-day out-of-home care.

(1) The provider may charge for up to five days of child absence each month. For half-day care, the provider may charge for five half days of absence.

(2) For full-day and half-day monthly slots, the provider may charge for official state holidays during which the program is closed.

f. Some child care programs charge one-time, per-child registration fees. If there is a registration fee, DCFS pays the fee up to $50. This should be a one-time authorization on SSPS code 2808.

2. In-home/relative care of a child (Service Code 2804): For in-home/relative care, the maximum number of hours authorized is 230 per month.

a. The in-home care provider cannot be the child's parent, stepparent, sister, brother, stepsister, or stepbrother.

b. Other persons related to the child by blood or marriage can be in-home care providers.

c. The in-home care provider must be:

(1) 18 years of age or older.

(2) Free of communicable disease including tuberculosis.

(3) Physically, emotionally, and mentally healthy.

(4) Able to care for the child without using corporal punishment or psychological abuse.

(5) On time and dependable.

(6) Able to accept and follow directions.

d. The parent is responsible for selecting an in-home care provider who meets these requirements.

3. Providers may not charge parents in excess of the amount authorized for regular child care services. This does not preclude parent fees for special services such as gymnastics, or contributions by a third party such as an employer or charitable agency where DSHS rates are lower than the provider's customary charges.

4. Contingency time can be paid for child care authorized at the hourly rate. Currently SSPS cannot pay contingency time for care authorized at the half-day rate.

B. **LOCATION OF CARE AND MAXIMUM RATE DETERMINATIONS**

1. For out-of-home licensed child care, the rate is determined by the location at which care is provided. (Example: parent lives in Chehalis, but child care is provided in Olympia; DSHS pays the rate applicable to Olympia.)

2. For in-home child care not subject to licensing, determine the rate by the location of the family's home or residence.

C. **PARENT PARTICIPATION (SERVICE CODE 2840)**

1. Families with gross income between 38 percent and 52 percent of the State Median Income Adjusted For Family Size (SMIAFS) must contribute to the cost of care.

2. Parent participation is 50 percent of the family's gross income in excess of 38 percent SMIAFS. In calculating eligibility, disregard SSI, savings, and the first $50.00 of child support.

3. The parent pays directly to the provider the parent participation share of child care costs. The worker completes DCFS Service Code 2840 that indicates the amount the recipient pays the provider each month. DCFS pays the remaining costs up to the maximum established rates authorized on the regular child care payment service code.

4. Notify the child care provider of the parent participation amounts on the Social Services Notice (DSHS 14-259).

D. **SPECIAL NEEDS CARE (SERVICE CODE 2810)**

1. DCFS can pay for child care in excess of maximum DSHS rates when the family has special child care needs.

   a. A DCFS supervisor must approve any payments in excess of the maximums prior to authorization of child care.

   b. Examples of special child care needs include:

      - The child is developmentally disabled or behaviorally disabled and requires a specialized care and/or program.

      - The parent's work hours require part-time or evening child care, or child care not available at customary rates.

VII. THERAPEUTIC CHILD CARE RATES (DCFS SERVICE CODES 2875 AND 2876)

A. Therapeutic child care providers shall receive a two percent vendor rate increase effective January 1, 1991. The rate will be increased automatically through SSPS.

Therapeutic Child Care Model I - $14.42 per day

Therapeutic Child Care Model II - $28.37 per day

B. Effective January 1, 1991, amend all therapeutic child care contracts allowing providers to be paid in full for all therapeutic child care contracted slots up to the monthly maximum consideration of the contract.

VIII. SEASONAL CHILD CARE RATES (DCFS SERVICE CODES 2846 AND 2857)

A. Seasonal child care providers shall receive a two percent vendor rate increase effective January 1, 1991. The rate will be increased automatically through SSPS.

For children over 30 months of age	$ 1.37 hour $10.96 day
For children 30 months of age or under	$ 1.52 hour $12.16 day

The maximum daily rate is eight times the current hourly rate.

B. Allowable child absences. DCFS will pay for up to five absences each month for each child. The provider may charge for:

1. Up to five days of child absence each month; and

2. Official state holidays during which the program is closed.