

Chapter:	Working with Families	
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Approved:	Cynthia K. Walcott, Deputy Commissioner	Effective: 5/24/06
Supersedes:	Protective Services Child Care	Dated: 10/27/99

## Purpose

To help ensure that children of families served by Family Services participate in wholesome care and educational experiences while attending child care; to provide staff with specific guidance about engaging child care providers and including protective services child care in the child's case plan.

## Policy


Any children of any families served by Family Services who need child care should receive protective services child care with an approved protective services child care provider. If a child care provider known to the child wishes to provide protective services child care, the social worker should work with the Community Child Care Specialist (CCCS) to determine whether or not the provider is eligible for approval.

For those few children whose needs cannot be met in a group setting, the social worker may request approval to use a Certified Legally Exempt Child Care Provider to provide child care in their home or the child's home. The process to certify the provider will be expedited by the Child Development Division. **Payment may not begin until approval is granted.**

### Engaging Child Care Providers

***In order to determine if the program meets the needs of the child, the social worker referring the child for protective services child care must discuss, with the provider, information about the child's history of abuse and/or neglect, current issues and behavior on an initial and ongoing basis. Preferably, the parent will be present and involved in this discussion.***

A child's child care provider is an important member of the child's treatment team, often spending more time with the child than any other person. In addition, the child care provider sees the parent regularly, and has informal opportunities to provide support and teaching over time. The presence of a strong and supportive child care provider in a child and family's life may eventually allow the family to be free from state intervention.

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The teamwork document for child care is the automated Protective Services Authorization Form (PSA). All children in Protective Services Child Care must have a completed PSA on record with the Child Development Division in order for the provider to be paid. The PSA is completed by the social worker in conjunction with the CCCS and the child care provider.

**Adjudicated Sex Offenders and Young Perpetrators in Child Care**

A child age ten or older who has been adjudicated delinquent as a result of a sexual offense may not receive child care in a licensed or registered child care facility. A child age ten or older who is a substantiated perpetrator of child sexual abuse may receive child care in a licensed or registered child care facility only upon waiver from the Child Development Division (CDD).


For those few children that cannot be served in a group care situation due to the risk that they pose to other children, the social worker may request that the CDD approve a Certified Legally Exempt Child Care Provider to provide care for the child in his or her home. In this situation, the potential provider must have taken or agree to take the Protective Services training. The CDD will expedite the approval of providers under these circumstances.

***Authorization must be obtained before child care begins.***

**Authorization of Payment**

Payment for protective services child care will begin only after authorization by the District Director or designee, and when required above, a waiver from the CDD. Rates for Protective Services Child Care are established by the CDD. Payment of a higher rate may be made only upon the approval of the CDD Director. Approval must be obtained before the protective services provider begins care. Approval is not automatic and depends on the needs of the child and the provider.

All requests for a higher reimbursement rate should be made through the Community Child Care Specialist for Protective Services Child Care. The request must provide information about why it is necessary to pay the higher rate. The CCCS will forward the request to the central office for authorization. The CCCS will notify the social worker of the status of the request.

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**Family Support Child Care**

Family Support Child Care is a resource for families who have a variety of risk factors but have no involvement with Family Services. Applications are available through the Community Child Care Specialist and reviewed by the Family Support Child Care Team.

**Social Worker Tasks**

- Consults with the CCCS regarding availability of approved providers and their strengths in relationship to the child's needs.
- Prior to completing the PSA, and with parents whenever possible, discusses with potential providers such issues as enrollment, attendance and the special needs of the child and family, including history of abuse and neglect and any behaviors of the child that may place other children at risk.
- With the parent, visits the child care provider (in advance of enrollment whenever possible).
- If the parent needs help, assists in completing the Application for Subsidized Child Care (CC-1). Forwards to CCCS.
- Completes Protective Services Child Care Authorization Form (PSA).
- Ensures that the case plan includes goals for protective services child care.
- Discusses with child care provider how monthly contact will be maintained to discuss the child's progress and any concerns that have arisen.
- Invites child care providers to treatment team and plan review meetings.
- Except in an emergency, when discontinuing child care with a particular provider, plans with the provider for the child's transition.
- Submits a new PSA at the time of a change in providers and at the six month review of eligibility for protective services child care.