

Child Care Subsidy Services Appendix D: Procedures for Emergency Subsidized Child Care

II. Parent Eligibly

When DCD has determined that emergency subsidized child care (SCC) will be offered, child care services can be provided to families affected by an emergency for up to four months without regard to income and without a parental fee. In certain circumstances, emergency services may be provided beyond the four (4) month period. Refer to [Section II.B](#) below.

A family is considered to be affected by the emergency when they have suffered loss due to property damage or loss of income as a result of damage to work facility. The local purchasing agency (LPA) may accept the client's statement that she was affected by the emergency, unless questionable. If the client statement is questionable, contact the Local Emergency Management Coordinator or other government agencies for verification and document that the family was affected in the comment section of the Emergency Child Care Voucher ([DCD-0447](#)).

A. Child Care Voucher Information

In situations where individuals need subsidized child care, an Application for Child Care Services ([DCD-0456](#)) does not have to be completed. However, if available, a Child Care Voucher ([DCD-0446](#)) must be completed by the LPA for all new children. Include the codes mentioned in Agency Information Needed, [Section II.A.2 on the Child Care Voucher](#).

The Emergency Child Care Voucher ([DCD-0447](#)) may be substituted if the Child Care Voucher ([DCD-0446](#)) is not available. The local DSS or LPA should develop a temporary voucher by hand if the Child Care Voucher ([DCD-0446](#)) and the Emergency Child Care Voucher ([DCD-0447](#)) are not available. The information noted below must be obtained from the parent or guardian, and agency and provider information must be recorded on the temporary voucher.

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1. Information needed from the parent or guardian includes:

- a. Child's name;
- b. Age of child and the date of birth, if available;
- c. Parent's or guardian's name and address (must indicate if it is a relative's or friend's address);
- d. Telephone number (must indicate if it is a relative's or friend's telephone number);
- e. Eligibility period (up to four (4) months);
- f. Hours that care is needed (the Division of Child Development will allow reimbursement for evening, overnight, and weekend care, if needed); and
- g. Signature of parent/guardian and date the parent or guardian signed the voucher.

2. Agency information needed includes:

- a. The county where the agency is located;
- b. The date the form is completed;
- c. The claim number, if available;
- d. The family case number will be shown as EMERGENCY;
- e. The assigned voucher number;

NOTE: A log of the vouchers issued must be maintained;

- f. The FEMA claim number, if available;

NOTE: Every family may not have a FEMA claim number;

- g. The Child ID Number will be assigned later;
- h. The Category Code is 019 and there is no family fee;
- i. The Fund Source is 85;
- j. The Need Reason is "Disaster Assistance" and the Need Reason Code is 851 for full-time care, 852 for 75% care and 853 for 50% care;
- k. The transportation code is 859 and the service provider must be in compliance for transportation requirements, such as having a valid driver's license and insurance; and
- l. The income and family size are not needed.

The agency representative must print their name, sign and date the form after it has been signed by the parent/guardian. The attendance sheets must be completed by the provider. The agency must collect the forms and attendance sheets. These forms must be submitted monthly to DCD for payment, if payment will not be made through the State's SCC Reimbursement System.

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NOTE: These procedures apply to all types of child care programs currently enrolled in the subsidy program which must relocate due to the emergency, such as licensed and nonlicensed homes, and school-age care programs. Also, centers that are not licensed for specific age groups may serve those ages as long as reasonable staff/child ratio is maintained during the emergency period as approved by DCD staff.

3. Any provider accepting a Subsidized Child Care Voucher during an emergency period must include the:

- a. Provider's name;
- b. Provider's telephone number;
- c. Facility name if it is different than provider's name;
- d. Facility ID number or license number, if assigned;
- e. County in which care is given;
- f. Address of the site where the child is receiving care;
- g. Owner or sponsor of the program;
- h. Telephone number of the owner or sponsor of the child care program;
- i. Mailing address for payment;
- j. Signature of the person accepting the voucher and their name in print;
- k. Provider's social security number or tax I.D. number; and
- l. Enrollment date of the child.

The Provider must complete their portion of the voucher. The original voucher must be returned to the LPA's mailing address that is located at the top of the form. The provider must keep one copy of the voucher for the program's files. The provider must submit accurate attendance sheets to the LPA.

B. Procedure for Extending Emergency Care

In some situations, there may still be a justifiable need for emergency subsidized child care beyond the four (4) month period. These cases must be approved for extended emergency care by the LPA and by the Subsidy Services Consultant or DCD staff in the Subsidy Services Section. The following procedures apply:

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1. The local LPA must verify circumstances if a child still needs care after four (4) months of emergency child care;
2. The parent or guardian must apply for extended emergency care;
3. Family size must be documented;
4. The parent's or guardian's income must be documented, even if the income is zero;
and
5. The LPA should document in the case narrative a brief description of the need for and length of extended emergency subsidized child care.