

SUBSIDIZED CHILD CARE PROGRAM RESPONSIBILITIES

The responsibilities of the Local Purchasing Agency (LPA) staff in managing the Subsidized Child Care (SCC) Program are described below.

Service Provision

1. Determine client eligibility for child care services. This includes initial eligibility determinations as well as redeterminations at the end of the 12 month eligibility period and when changes are reported which impact eligibility during the 12 month eligibility period. The eligibility determination process also includes issuing Child Care Vouchers ([DCD-0446](#)) to eligible clients and notifying clients and providers of changes.
2. Provide information to parents regarding the types of child care arrangements available in the area as well as information on how to select appropriate care so that parents have the opportunity to choose a child care setting that best suits the needs of their family.
3. Maintain a waiting list for child care services, if needed.

Provider Enrollment and Maintenance

1. Enroll providers in the child care program. The enrollment process includes requiring providers to complete an Application for Enrollment to be a Provider of a Subsidized Child Care ([DCD-0451](#)) (initially and on an annual basis) and Child Care Provider Agreement ([DCD-0452](#)). The enrollment process also includes the criminal records check procedures for nonlicensed home providers and transportation providers.
2. Explain the subsidy program to the child care facility owner(s) or designated staff such as the facility director.
3. Provide training for providers on issues such as the purpose of subsidy forms (e.g. the Child Care voucher and Action Notice) attendance reporting policies, record keeping requirements, due dates of reports, collecting parental fees, payment rates and policies, how to review the Provider Reimbursement Summary (if applicable) and the Child Reimbursement Summary, and recognizing and reporting signs of abuse/neglect.
4. Provide a copy of the approved payment rates, bonuses, and enhancements to providers.
5. Provide the Child Reimbursement Summary to providers each month so they can reconcile their records.
6. Monitor participating providers for compliance with requirements of the SCC Program. This could involve on-site visits to various child care arrangements, following up on attendance discrepancies and/or over-enrollment and reporting compliance concerns to Regulatory Services Section Licensing Consultants.
7. Review the initial and annual Nonlicensed Home Checklist ([DCD-0455](#)) completed by the parent and provider (initially and on an annual basis).

Administrative Accountability

1. Implement payment policies such as acquiring the provider's signature on the Child Care Provider Agreement, obtaining payment rate information, reviewing and approving applicable sliding fee scales and scholarship policies, and providing copies of local policies.
2. Send a copy of the initial Application for Enrollment ([DCD-0450](#)) for applicable providers to the Data Management Unit in DCD in order to generate an Approval Notice.
3. Maintain a provider file containing copies of the Child Care Provider Agreement, Application for Enrollment to be a Provider of Subsidized Child Care ([DCD-0451](#)), rate information and a signed copy of local policies for those providers from whom the agency is purchasing care.
4. Maintain an individual provider file containing all current Child Care Vouchers ([DCD-0446](#)) and Child Care Action Notices ([DCD-0450](#)) that support the payment to the provider.
5. Review monthly attendance reports from providers. Follow policies regarding payment for services and/or reimbursement from the state.
6. Monitor the allocation of child care funding to insure that the budget is maintained and the maximum use of funding is attained. Review monthly expenditure reports of all funding sources.
7. Assess and evaluate needs for additional child care funds and services. Determine if additional funding needs to be requested from the county or the Division of Child Development.
8. Keep a list of the types of child care arrangements needed in the community for reference when information is requested about unmet child care needs.
9. Work with other agencies such as resource and referral agencies or the local Smart Start partnership to communicate the need for development of additional spaces, programs, and funds to meet the needs of low-income families. The accomplishment of program development and expansion is dependent upon the availability of time, interest, skills and resources.
10. Coordinate with any other agencies which have funds for subsidized child care to help ensure that all available subsidy funding is maximized and quality child care services are available to children and families in the community.
11. Develop local policies and submit to the Subsidy Services Consultant for review prior to submitting policies to the agency director and local governing board for approval. The Subsidy Services Consultant sends the policies to the Division's Policy Unit for review and approval. An approval letter is mailed to the LPA which must be kept on file with the approved local policies.
12. Notify parents and providers of local policies in a uniform manner. A copy of the local policies or statement of understanding must be kept on file in the provider

record at the local department of social services or local purchasing agency. Refer to Chapter 20, Attachment 8: Statement of Understanding.

13. Maintain family case files which include required forms and case narrative according to requirements in the policy manual.
14. Review information from the Division of Child Development regarding investigations of child abuse or neglect in child care programs in the county and be available to participate or consult in the investigation, if needed. Establish intra-agency communication with the Child Protective Services Unit regarding investigations.
15. Review local and state policies with parents and providers on making false statements or failure to disclose facts and obtaining subsidy funds for themselves or others that they are not eligible for.
16. Review the sanctions that may be imposed by the Division with parents and providers for fraudulent misrepresentation.
17. Provide information to providers and parents about their right to a fair hearing and the procedure to appeal decisions of the local purchasing agency or the Division. Refer to the Child Care Vouchers ([DCD-0446](#)), Child Care Application ([DCD-0456](#)), Child Care Action Notices ([DCD-0450](#)), and [Chapter 24: Appeals and Fair Hearings](#) for more information.
18. Determine if sanctions may be needed for instances in which child care subsidy funds are obtained through fraudulent acts by parents and providers. Refer to [Chapter 23: Fraudulent Misrepresentation and Overpayments](#).
19. Maintain a list of providers who have had sanctions imposed or received a Notice of Administrative Action or a sanction has been imposed which prohibit enrolling new children or participating in the SCC Program.
20. Maintain a list of parents/responsible adults who have had sanctions imposed which prohibits receiving subsidy assistance.