

employment, an eligibility period may be established for the 30 day period. Or instances where services are needed for a short period of time such as when a parent/responsible adult requests child care services for her school-age child who needs care for the two (2) week school holiday period in December.

3. Vouchers with Limited Time Period

There are instances when the LPA may receive one-time funding or nonrecurring funds as a result of the reversion and reallocation process. The LPA may use the funds to issue a voucher for a specific period of time that is less than 12 months. However, the parent's 12-month eligibility period does not change. Vouchers issued for a limited time can only be used when the county has received one-time funding. The LPA can use the funds to pay for transportation, registration fees, serve families on the waiting list, provide care during the summer, or for other short periods of time. Parents should be informed that child care services can not be extended beyond the eligibility period indicated on the voucher or beyond the end of the state fiscal year, whichever comes first. Child care workers must initial and date the comment section of the time limited voucher to indicate it has been reviewed with parents. Parents must also initial and date the comment section on the voucher to indicate that they understand that the voucher is for a period less than 12 months. Child care workers and parents should use this time period to identify other programs or local resources to assist with offsetting the cost of child care after the time limited voucher expires. (Refer to [Chapter 9: Parental Choice and Voucher Procedures](#)).

**D. Notifying the Applicant at Initial Application**

The applicant must be notified of any eligibility decision within 30 calendar days after the date of application. A copy of the application serves as notice. Failure by the applicant to provide the required information to determine eligibility within the 30-day time frame is an allowable reason for the application to be denied.

**IV. AUTHORIZING CHILD CARE SERVICES**

**A. Determining a Plan of Care**

When a family has been determined to meet all eligibility criteria, the child care worker must then work with the family to determine what type of child care arrangement best meets the needs of the child and family. Refer to [Chapter 5: Establishing Need and a Plan of Care](#). The circumstances that justify the need for child care services and the plan of care must be documented in the case record.

**B. Issuing the Child Care Voucher**

The Child Care Voucher ([DCD-0446](#)), which authorizes eligibility for subsidized child care services, must be issued to the parent/responsible adult for each child in need of services. Refer to [Chapter 9: Parental Choice and Voucher Procedures](#) for instructions regarding issuance of vouchers.

**V. DOCUMENTATION**

Documentation in the family's case record must provide adequate information regarding eligibility and the plan of care. The reason care is needed and income information must be indicated on the Application for Child Care Services (DCD-0456). Supporting information should be documented on the DSS-1325, a locally developed case narrative, on the back of the application or can be attached to the application. Information from the application does not have to be repeated in the case narrative; however, the circumstances which create the need for care must be fully described in the narrative. If the required information is recorded on other forms in the case record, such as the Application for Child Care Services ([DCD-0456](#)), Child Care Voucher ([DCD-0446](#)) or Child Care Action Notice ([DCD-0450](#)), it is not required that the information be repeated in the case narrative. A sample narrative form ([Attachment 1](#)) is provided at the end of this chapter.

The narrative tells the story of what is happening to the client and records the initial office visit, initial application, redeterminations and reviews, as well as telephone calls reporting changes. **The date the information was received and the initials of the person entering the information must also be included.** Narrative documentation must be updated as needed with the most current information filed in the record on top.

**A. The following documentation must be provided in the narrative if not included elsewhere in the case record or in the supporting documentation:**

1. Document circumstances to justify the need for child care services and the plan of care.
2. Explain the rationale for the method of averaging income, if applicable.
3. Identify the place of employment and work schedule. In cases where there are two foster parents in the home, the place of employment and work schedule must be included for both foster parents if the need for care is to support employment.