

CHILD CARE SERVICES SUPPORT REPORTING REQUIREMENTS

WORKER DAILY REPORT OF SERVICES (DSS-4263)

The Services Information System (SIS) Codes that relate to child care services have been incorporated into the Child Care Subsidy Services Manual for the convenience of LPA staff. These codes may be used by LPA staff who administer the Subsidized Child Care Program and Program Integrity staff. Refer to the SIS User's Manual for general instructions for recording time on the DSS-4263. The following codes are used **only** for child care services support funds:

PROGRAM CODE – Column 12

- L – Child Care and Development Fund
- 4 - Smart Start Funds
- G - General Administration
- 9 - Work First Block Grant
- R - 100% Federally Funded

See the [Services Information System \(SIS\) Manual](#) for more information.

SERVICE CODES – Column 9

002 – Child Care Program Management – for staff who are performing provider-related activities and having child care program management responsibilities.

Activities include recruiting and training providers, enrolling providers in the Subsidized Child Care Program, maintaining provider files, preparing or supervising the preparation of monthly reimbursement reports, monitoring child care spending to insure that the budget is maintained and maximum use of funding is attained, developing local policies, monitoring compliance of nonlicensed family child care home standards, training staff, coordinating with other child care programs and agencies, promoting community awareness of child care needs and responding to requests for information, and other activities required to manage the Subsidized Child Care Program.

521 – Child Care – for staff who are responsible for arranging child care for Work First families.

This code is for the provision of child care for the purpose of enabling a Work First participant to participate in activities outlined in the Mutual Responsibility Agreement, when the individual's presence would otherwise be required in the home to care for the child. Staff responsible for arranging child care for Work First families may use code **521** to report this service. If the Work First case manager provides this service, it is considered case management.

542 - Child Care Retention Services – for staff who are responsible for arranging child care for Non-Work First families.

This code is for purchasing child care for families that are not current Work First recipients who have gross income at or below 200% of the federal poverty guideline, and meet the other requirements outlined in Section 118 of the Work First Manual. Child care Retention Services may be provided for former Work

SUBSIDIZED CHILD CARE CODES

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First families and to families who have never received Work First. Child care services are intended to help families remain off Work First cash assistance, particularly when the parent is employed. Use this code for child care that is funded through the local Work First Block Grant. Any agency staff can provide retention services so long as the intent is to keep the parent employed or otherwise assist the family in remaining self-sufficient.

This code is applicable only to counties that have chosen to provide services to families with income at or below 200% of poverty and that have submitted a local Work First Plan amendment indicating such.

NOTE: Code 542 should be reported on the DSS-1571. SIS client ID numbers are required.

Special Instructions: Transportation expenditures related to "Child Care Retention Services" should be reported as Code 541.

549 - Child Care For Non-Custodial Parents of Work First Children – for staff who are responsible for arranging child care for Non-Custodial Parents of Work First Children.

This code is used for the provision of child care for the purpose of enabling a non-custodial parent to work or participate in activities leading to work when the individual's presence would otherwise be required in home to care for the child.

NOTE: Code 549 should be reported on the DSS-1571. SIS client ID numbers are required.

Special Instructions: Code 549 is to be used only for child care for the Non-Custodial Parent's Non-Work First children. Child Care Services for Work First children are reported as Code 521. Time spent arranging for child care for a non-custodial parent should be reported on the DSS-4263 as Case Management for Non-Custodial Parents of Work First Children - Code 548. Transportation to/from child care facilities for non-Work First children of non-custodial parents should be reported as Code 569.

816 – Child Care Services Delivery – for staff who have direct client contact and perform client-related services activities.

This code is used to record activities needed to deliver child care services, including transportation, to eligible families. This includes such activities as working with the family to assess their child care needs, determining initial and on-going client eligibility and establishing fees, providing parents with information that enables them to recognize quality care and to make informed child care choices, arranging a plan of care that best meets the needs of the child and the family, maintaining contact with the family and providers to insure the family is receiving the appropriate services(s), authorizing payments, and maintaining case files.

990 – General Administration – for staff performing activities that are considered general administration.

This code is used to record a block of time for activities considered “general administration”; e.g., leave, employee travel, supervisor/worker conferences, attendance at training sessions, direct activities of less than a 5-minute duration and compensatory time, etc.