

PASS I Child Care Authorization Standards

1) Parent Responsibility Agreement (CC3)

Each time Alaska Temporary Assistance Program (ATAP) eligibility is established and “initial” child care services will be authorized:

- a) Review and explain all information contained in the CC3.
- b) Obtain a signed, original CC3 and maintain it in the file.
- c) Document the discussion and the receipt of the CC3 in the Case Management System (CMS) client notes.

APPLICABLE PASS I POLICY: MANUAL SECTIONS 930-1 A, 970-4

2) Child Care Supports Activities on the Family Self Sufficiency Plan (FSSP)

- a) Include on the FSSP all activities to be supported by child care.

APPLICABLE PASS I POLICY: MANUAL SECTIONS 900-5, 950-1

3) Justification for Child Care Authorizations or Amendments

Document the following items in CMS client notes each time a child care request is submitted or an authorization is completed in JAS:

- a) A detailed activity schedule of the parent(s) and child(ren) that demonstrates the need for child care
 - i) Combined total participation average of a minimum of 55 hours per week for 2P households
 - ii) Identify any overlap in schedules that necessitate child care
 - iii) Include specific details regarding any overtime, 24 hour care, sleep, or travel time authorized
- b) Level of care authorized
 - i) Enrollment vs. attendance
- c) Provider information for each child
- d) Copies of all case specific communication with DPA staff completing authorizations must be maintained in the case file.
- e) All follow-up actions with the parents if advised that the level of care being used is inconsistent with the level of care being authorized.

APPLICABLE PASS I POLICY: MANUAL SECTIONS 950-1, 950-3 (AMENDED AUTHORIZATIONS), 950-5, 950-6, 950-10(OVERTIME), 950-12(24 HR), 950-10 (SLEEP/TRAVEL TIME), 930-1 A

4) Child Care Authorizations and Requests for Authorizations

- a) Child care authorizations should be issued to child care providers before care begins.
 - i) For work service providers that do not have direct access to JAS
 - (1) The case manager must complete and submit the request for child care to DPA concurrent with notifying the parents that child care will be authorized.
 - (2) To allow for timely processing, it is suggested that requests for continuing child care be submitted between the 20th and 25th of each month.
 - (3) All applicable information fields must be completed on the request form.
- b) Hard copies of request forms, authorizations, and any modifications must be in the case file for each month care is authorized.

APPLICABLE PASS I POLICY: MANUAL SECTIONS 950-1, 950-2, 950-3, 950-4

5) Refer Parents to Child Care Resource & Referral Agency for Assistance With Finding Child Care

- a) Parents looking for a child care provider must be referred to the Child Care Resource and Referral Network (CCR&R) for help in locating quality child care: <http://www.childcareconnection.org/fs/fs.php>
- b) If a child has special needs, the case manager must refer the family for Alaska In! services with Child Care Connection, or its representative agency.
- c) Referrals for Alaska In! and CCR&R services must be entered on the FSSP and documented in client notes.

APPLICABLE PASS I POLICY: 930-1 A

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6) Termination of Service Documentation

- a) Fourteen-day advance written notice is required to end child care, unless a written mutual waiver is signed by both the parent and the provider.
- b) Care terminated due to suspicion of imminent or substantial harm requires that:
 - i) A report must be filed with appropriate agencies.
 - (1) Child Care Program Office (CCPO); and
 - (2) Child Care Licensing Office; or
 - (a) Anchorage Office – South Central Region (907) 269-4500
 - (b) Fairbanks Office – Northern Region (907) 451-3198
 - (c) Juneau Office – South East Region (907) 465-4756
 - (d) Municipality of Anchorage Office – (907) 343-4758
 - (3) Dept. of Defense or U.S. Coast Guard office (if involving a military regulated provider); and
 - (4) Office of Children's Services (OCS)
- c) If service is terminated prior to the end date of a current authorization, verification of 14-day written notice must be obtained and placed in the file before authorizing new child care.

APPLICABLE PASS I POLICY: 930-1 A, 980-1, 920-9

7) Second Parent Incapacitation Documentation

- a) In a 2P family where one parent has been determined to be incapacitated, documentation from a medical professional verifying that the incapacitated parent is unable to care for their children must be placed in the case file and a corresponding client note recorded in CMS.
- b) In cases where the second parent is in the household, but not in the ATAP household; e.g., SSI/SSDI or APA; the requirement is the same: documentation from a medical professional verifying that the incapacitated parent is unable to care for their children must be placed in the case file and a corresponding client note recorded in CMS.

Note: PASS I Child Care may be approved for 1 parent households in which the adult is exempt from work requirements, but voluntarily choosing to participate in eligible self-sufficiency activities included on their FSSP. This does not include hospitalization or recuperation time due to a medical incapacitation.

APPLICABLE PASS I POLICY: 910-1

8) Information to Parents Regarding PASS II/III When Case Closes

- a) Inform all parents who are exiting Temporary Assistance about their potential eligibility for PASS II/III child care and document the discussion in client notes.
- b) Refer clients to the appropriate PASS II/ III grantee for services.
 - i) http://www.hss.state.ak.us/dpa/programs/ccare/files/LA_list.pdf

APPLICABLE PASS I POLICY: 930-1 A