

Division of Children and Family Services	
Protection and Safety Procedure Update #9-2013	
Regarding:	Child Care Subsidy Policy
Date Effective:	March 1, 2013
Contact:	Teri Chasten at 402-471-2738 or teri.chasten@nebraska.gov
Issued by:	Thomas D. Prystow

Philosophy:

Child care is an essential service provided to children and families who come to the attention of the Department of Health and Human Services, and determining the family's eligibility is an important step to get child care authorized. Over the next six months, the Child Care Policy Unit together with the Child Welfare Policy Unit will be developing improved strategies that will enhance the child care policy knowledge of Child Welfare Staff and clarify the processes to determine eligibility for Child Care Services accurately. The purpose of this memo is to provide guidance regarding both changes that are effective immediately and the areas that will be reviewed in the upcoming months to improve the accuracy of the determination of child care subsidy eligibility.

This initiative is in response to both State and Federal reviews of Child Care Cases that highlighted the fact that the Department has not established consistent processes in Child Welfare cases where there is a need for childcare and has not provided adequate policy information to appropriate staff to ensure eligibility for child care subsidy is being determined correctly.

It is the responsibility of the Department to ensure that Child Care Development Funds (Child Care Subsidy) and IV-E Funding is being utilized correctly according to Nebraska Administrative Code 392 which provides the rules and regulations for Child Care Subsidy.

Procedures Effective Immediately:

It is imperative that every Child Care Subsidy recipient, whether involved with Child Welfare or Economic Assistance, must meet eligibility requirements. **Child Care Subsidy services can only be authorized by a Children and Family Service Specialist and or Income Maintenance Foster Care (IMFC) Worker when the family has an identified need as specified in policy at 392 NAC 3-008.01.** Please see attached guide that provides a listing of the Needs for Service that MUST be present in order for a family to be eligible for child care assistance.

All Child Welfare staff that are currently creating child care authorizations will need to ensure the correct number of units are included in the authorization and make sure that there is a need for service prior to authorizing child care. Please see the attached Child Care Job Aid that must be utilized when completing Child Care authorizations.

Children and Family Services Specialists and IMFC Workers must complete the attached Child Care Authorization Request Form (CC-25) after determining the correct eligibility and send to the appropriate designated staff to complete the authorization.

If you have any questions in regards to Child Care policies and processes, please send to DHHS.PolicyQuestionsNFOCUS@nebraska.gov.

Future Changes and Implementation:

In an effort to make sure that child care subsidy eligibility continues to be determined correctly, over the next 6 months the following will be clarified:

- Eligibility process for Subsidized Guardianships and Adoptions
- Consistent processes statewide for child care eligibility determinations and authorizations.
- Training provided to staff on how to correctly determine eligibility of families that have children involved in Child Welfare cases.
- Random sample of Child Welfare Child Care Cases reviewed monthly to ensure eligibility requirements are being met.

References:

Nebraska Administrative Code 392