

RESOURCE AND ADOPTIVE PARENT FREQUENTLY ASKED CHILD CARE QUESTIONS

Where do I go to find child care?

Answer: Contact your local child care resource and referral agency.

Child Care Aware® of Missouri
1000 Executive Parkway Dr. Suite 103
St. Louis MO 63141
314-535-1458
800-200-9017
fax 314-753-0330
www.mo.childcareaware.org



Who is considered to be Protective Services families or children?

Answer: Families and children receiving services from the Children's Division. This includes, but is not limited to, families or children receiving Adoptive Services, Alternative Care (Foster Care), Family-Centered Services, Legal Guardianship and Intensive In-Home Services.

Where do I go to find Protective Services Child Care Policy?

Answer: Go to <http://www.dss.mo.gov/fsd/iman/chldcare/cctoc.html>, for the child care manual table of contents. The Protective Services child care policy begins at 1210.030.00 Protective Services, http://www.dss.mo.gov/fsd/iman/chldcare/1210-030-00_1210-030-40.html.

How do I know when the worker has authorized my child for child care?

Answer: You will receive a system generated notice when a child has been authorized for child care to a DSS contracted or registered provider. If you do not receive a system generated notice, you should contact your worker immediately. While the notices are generated nightly, you should allow for mail delivery time. If you have not received a notice within 10 business days contact your worker, as the child must be authorized for child care in order for the provider to be paid by DSS.

How can I receive child care for my protective services child?

Answer: A child care need must exist. The family should discuss their child care needs with their worker. The worker is responsible for authorizing child care to a DSS compliant child care provider, i.e. licensed/contracted or registered.

What is a valid need for child care for a Resource/ Adoptive Parent?

Answer:

- Resource Parent is employed
- Resource Parent is enrolled in school
- Adoption/Legal Guardianship Subsidy agreement
- Special need of child
- Team Recommendation

Where do I find Protective Services Child Care Information Online?

Answer: Go to <http://www.dss.mo.gov/cd/psdc.htm>.

I am a resource parent/adoptive parent who received approval for reimbursement of child care costs; who should I submit my Child Care Reimbursement Receipt (CD-166) to?



Answer: Parents should use the Child Care Reimbursement Receipt (CD-166) to submit their reimbursement request. The CD-166 can be obtained at <http://www.dss.mo.gov/cd/info/forms/index.htm>. Reimbursement requests should be submitted to your local Child Care Provider Relations Unit. Go to <http://www.dss.mo.gov/cd/childcare/pdf/ccpru-expansion.pdf>. Email Questions: CD.AskCCPRU@dss.mo.gov

When do I bill for reimbursements?

Answer: Resource/adoptive parents must request reimbursement for child care within 30 days of the service month, after services are provided. Receipts for paid child care services and original attendance records must be presented for reimbursement to be made.

Where do I go to find information regarding the Child Care Provider requirements for DSS?

Answer: The Department of Social Services developed a Missouri Child Care Provider Reference Guide. To view this information go to http://www.dss.mo.gov/cd/childcare/pdf/ccp_reference_sheet.pdf.

Where do I go to find information regarding child care rates?

Answer: Go to <https://dssapp.dss.mo.gov/ccrate/> to view Child Care Rate Structure by County.

Is a sliding fee charged for protective services children?

Answer: No.

Can a child care provider charge a co-payment for protective services children?

Answer: No.



Can a child care provider collect additional funds from protective services families or children?

Answer: No. Child care providers are **prohibited** from charging Protective Services families additional fees above the reimbursement paid by the Children's Division. Additional fees could include registration fees, co-payments, field trip fees, transportation fees, etc.

Can I use my child care provider for more time than I am authorized?

Answer: No. DSS will only pay for authorized units of care. If you have a change in need, you should contact your worker to review and update your authorization.



Can I use a non-DSS compliant child care provider?

Answer: No. All child care providers must either be contracted or registered with the Department of Social Services. Payment can only be made to a DSS compliant provider.

Can I use a nanny or sitting services?

Answer: All child care providers must either be contracted or registered with the Department of Social Services. If you choose to use an individual who is not licensed with the Department of Health and Senior Services (DHSS), the individual must complete the DSS registration process.

What types of child care providers are considered contracted?

Answer: Child care providers licensed by the DHSS Section for Child Care Regulation can be contracted with DSS. For licensing information go to <http://www.dhss.mo.gov/ChildCare/>.

What types of child care providers are considered registered?

Answer: License-exempt providers, who are granted an exemption from licensure by the DHSS, Section for Child Care Regulation, are considered registered providers. License-exempt providers not granted license exemption from DHSS, include a provider who cares for four or less unrelated children in their home or the child's home, child care providers who are licensed in another state, and/or child care providers who are not required to be licensed in another state.

When does my provider receive payment for child care services?

Answer: Providers bill for payment of child care services the month following the month services are provided. Providers submit invoices to the appropriate Child Care Provider Relations Unit for processing of payments. Also, providers registered with the Child Care Online Invoice system may invoice online. NOTE: Providers choosing to invoice online must keep all attendance records on site for audit purposes.

How long does it take for a child care provider to become registered?

Answer: The length of time it takes for a provider to become registered depends on when all completed documents are received and required background screenings are completed. Providers are required to submit all documents and required background screenings within 60 days of the application for registration.





What documents and/or background screenings must be provided for the provider to be registered?

Answer: The provider must submit a completed registration form, signed by both the child care provider and parent, indicating they have read and agree the minimum Health and Safety requirements have been met and that the provider agrees to abide by the Child Care Provider Direct Payment Agreement. The provider must submit a current TB test result, proof of tax ID, and photo identification. Fingerprints and Family Care Safety Registry background screenings including a Child Abuse/Neglect history check, criminal records check, foster care license revocation, child care license revocation, Department of Mental Health worker revocation,

Department of Health and Senior Services worker revocation, and sex offender registry checks, are required.

What is the Family Care Safety Registry?

Answer: Established January 1, 2001, the Family Care Safety Registry (FCSR) contains the names of caregivers or potential caregivers, who have submitted their registration information and have had the appropriate background screenings completed.

Who is not eligible to be a child care provider?

Answer:

- A custodial parent, non-custodial parent, adoptive parent or resource parent cannot be a provider for their own child(ren).
- A provider who is operating illegally;
- A mandatory member of the child care household,
- An owner of the child care facility (an owner of a facility is not eligible to receive subsidy on his/her own children)
- Anyone under the age of 18,
- A sibling (half and foster) of the child needing care if the sibling resides at the same address of the eligible child.

