

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
OFFICE FOR CHILDREN AND YOUTH**

**Cover Memorandum accompanying the July 15, 2008 filing of a Notice of Proposed Rule Adoption by the Office for Children and Youth proposing to issue its Child Care Policy Manual, for 2008-2009.**

Listed below are the nine new or amended rules proposed for 2008-2009 that account for the substantive differences between last year's Child Care Policy Manual and the proposed Child Care Policy Manual. For comparison, the current rule is shown followed by the proposed amendment to the rule.

1. Current Rule:

INTRODUCTION Section 102

Parental choice in the selection of a child care provider is the cornerstone of the Child Care and Development Fund. Services to eligible parents are to be provided as quickly and efficiently as possible, subject to the availability of funds. The OCY Designated Agents should make available to all child care providers and parents all policies herein specifying duties, requirements, and responsibilities required of them. The OCY Designated Agents must also make available documented, mandatory training on the policy herein, for all licensed child care providers serving certificate children.

Proposed Rule:

INTRODUCTION Section 102

Parental choice in the selection of a child care provider is the cornerstone of the Child Care and Development Fund. Services to eligible parents are to be provided as quickly and efficiently as possible, subject to the availability of funds. The OCY Designated Agents should make available to all child care providers and parents all policies herein specifying duties, requirements, and responsibilities required of them. The OCY Designated Agents must also make available documented training on the policy herein, for all licensed child care providers serving certificate children, no less than annually. The person designated to attend may be the Director, Owner, or an authorized representative. A modified training package will be sent certified mail to the providers who do not attend the training session. The packet will include a statement acknowledging the receipt of the training material and also that it has been read and understood. The provider must sign and return the statement within thirty (30) days of receipt.

2. Current Rule:

PRIORITY POPULATIONS Section 101.02

If funds are available, children must be served on a first-come, first-served basis in order of priority. Applications must be date-stamped as they are received. CCDF child care services will be available to children of parents using the following priorities:

- 1<sup>st</sup> Child Care for Temporary Assistance for Needy Families (TANF)
- 2<sup>nd</sup> Child Care for Transitional Child Care (TCC)
- 3<sup>rd</sup> Children of very low-income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:
  - A. Children in Protective Services or Foster Care;
  - B. Children with Special Needs;
  - C. Children of parent(s) deployed in the Mississippi National Guard, or Reserve;
  - D. Children of Teen Parent(s) currently enrolled in high school full-time;
  - E. Children of all other eligible parent(s) at this income level.
- 4<sup>th</sup> Based upon the availability of funding, children of parent(s) working the required 25 hours per week whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.
- 5<sup>th</sup> Based upon the availability of funding, children of parent(s) in an approved **full-time** educational or training program and working less than 25 hours per week regardless of where the family income falls up to 85 percent of the SMI.
- 6<sup>th</sup> Based upon the availability of funding, children of parent(s) in an approved **full-time** educational or training program and not working.

Proposed Rule:

PRIORITY POPULATIONS Section 101.02

If funds are available, children must be served on a first-come, first-served basis in order of priority. Applications must be date-stamped as they are received. CCDF child care services will be available to children of parents using the following priorities:

- 1<sup>st</sup> Child Care for Temporary Assistance for Needy Families (TANF)
- 2<sup>nd</sup> Child Care for Transitional Child Care (TCC)
- 3<sup>rd</sup> Children of very low-income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:
  - A. Children in Protective Services or Foster Care;
  - B. Children with Special Needs (up to 85% of the SMI);
  - C. Children of parent(s) deployed in the Mississippi National Guard, or Reserve (up to 85% of the SMI);
  - D. Children of Teen Parent(s) currently enrolled in high school full-time;
  - E. Children of all other eligible parent(s) at this income level.
- 4<sup>th</sup> Based upon the availability of funding, children of parent(s) working the required 25 hours per week whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.
- 5<sup>th</sup> Based upon the availability of funding, children of parent(s) in an approved **full-time** educational or training program and working less than 25 hours per week regardless of where the family income falls up to 85 percent of the SMI.
- 6<sup>th</sup> Based upon the availability of funding, children of parent(s) in an approved **full-time** educational or training program and not working

3. Current Rule:

ELIGIBILITY DETERMINATION FOR SERVICES Section 102.03, number 2e

Parents must comply with Child Support Enforcement requirements in order to receive a child care certificate(s). A Verification Form will be mailed to parents as part of the Child Care Certificate Application packet. Parents are to take the completed Verification Form to the MDHS County Office. (See Appendix 100.06). Staff at the MDHS County Office will receive the information, sign and date the Verification Form. The parent will attach the signed Verification Form to their completed child care certificate application packet and forward it to their assigned OCY Designated Agent. Parents currently meeting Child Support Enforcement regulations must obtain a Verification Form signed by the MDHS Child Support office.

Married parents and parents receiving court-ordered child support are not required to go through the MDHS, Division of Child Support Enforcement. A copy of the court order listing the amount of child support is required. Extenuating circumstances will be handled on a case-by-case basis.

MDHS, Division of Child Support Enforcement may provide exemptions based upon Claims of Good Cause such as, but not limited to:

- i. The noncustodial parent has caused physical and/or emotional harm to the child.
- ii. Physical and/or emotional harm caused by the noncustodial parent to the relative caring for the child limiting the custodial parent's ability to care for the child.
- iii. A child conceived as a result of incest or rape.
- iv. Pending legal adoption proceedings.
- v. A public or private social services agency assisting you, the custodial parent, to decide whether to keep the child or to release the child for adoption.

Proposed Rule:

#### ELIGIBILITY DETERMINATION FOR SERVICES Section 102.03, number 2e

- e. Parents must comply with Child Support Enforcement requirements in order to receive a child care certificate(s). A Verification for Child Support Services Form should be mailed to parents as part of the Child Care Certificate Application packet. (See Appendix 100.06). Parents are to complete the Verification Form and return it to the OCY Designated Agent as part of the completed application.

Single or separated parents who are not receiving court ordered child support and do not currently have an open child support case must contact the MDHS County Child Support Office for an appointment to open a case(s). Married parents and parents receiving court-ordered child support are not required to go through the MDHS, Division of Child Support Enforcement.

MDHS, Division of Child Support Enforcement may provide exemptions based upon Claims of Good Cause such as, but not limited to:

The noncustodial parent has caused physical and/or emotional harm to the child.

- ii. Physical and/or emotional harm caused by the noncustodial parent to the relative caring for the child limiting the custodial parent's ability to care for the child.
- iii. A child conceived as a result of incest or rape.
- iv. Pending legal adoption proceedings.
- v. A public or private social services agency assisting you, the custodial parent, to decide whether to keep the child or to release the child for adoption.

Parents should only contact MDHS, Child Support Enforcement, to open a new Child Support case or to request a statement that the child or children are exempt and the parent is excused from cooperating.

When the completed Verification for Child Support Form is received by the OCY Designated Agent (DA), the DA will:

- a. If the parent has checked "yes" in the first column, indicating that they have a Child Support case through MDHS, pull up the Child Support website
- b. Search by parent's Social Security Number
- c. Click "select" and pull up and print the parent's information, including payments
- d. If parent is cooperating, get the 3 numbers (METSS, CPID, UID) for each child and write these numbers in the box to the left of each child's name
- e. Attach the printout to the application and use the amount when calculating income and co-payment for the parent
- f. In CCIS, enter the 3 numbers (METSS, CPID, UID) on the child's screen
- g. At 6-month re-certification, repeat step "c" above

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
OFFICE FOR CHILDREN AND YOUTH  
750 NORTH STATE STREET, SUITE 507  
JACKSON, MISSISSIPPI 39202**

**DRAFT**

**CHILD CARE POLICY MANUAL**

**FFY - 2009**

**Effective: October 1, 2008**

## Child Care Policy Manual

### Table of Contents Title 18, Part XX

<u>SECTION</u>	<u>PAGE</u>
<b>CHAPTER 1 INTRODUCTION</b>	
<b>CHAPTER 2 POLICY</b>	
<b>100 CHILD CARE SERVICES .....</b>	<b>1</b>
100.01 Purpose of Funding Sources .....	1
100.02 Legal Authority .....	1
100.03 Child Care Responsibilities and the Right to Parental Choice .....	1
100.04 Non-Discrimination Policy .....	2
100.05 Safeguarding Information .....	2
<b>101 CHILD CARE CERTIFICATE PROGRAM .....</b>	<b>3</b>
101.01 Policies and Procedures for the Child Care Certificate Program .....	3
101.02 Priority Populations .....	3
101.03 Rollover .....	4
101.04 Waiting List .....	5
<b>102 CRITERIA FOR CHILD CARE SERVICES .....</b>	<b>6</b>
102.01 Eligible Providers .....	6
102.02 Application Procedures .....	7
102.03 Eligibility Determination for Services .....	9
102.04 Re-determination .....	14
<b>103 CO-PAYMENT FEES .....</b>	<b>16</b>
103.01 Determining Co-payment Fees .....	16
103.02 Assessing Co-payment Fees Per Child .....	16
103.03 Non-payment of Fees .....	17
103.04 Co-payment Recoupment/Repayment .....	17
103.05 Prorating Co-payment Fees .....	18
<b>104 PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES .....</b>	<b>19</b>
104.01 Sign-In/Out Sheets .....	19
104.02 Payment Ledgers .....	19
104.03 Rates and Center Policies .....	19

104.04	Overpayment and Under-payments	21
104.05	Absentees and Notice	21
<b>105</b>	<b>INTERRUPTION OF CHILD CARE SERVICES</b>	<b>22</b>
105.01	Allowable Leave Time for Parents	22
105.02	Reasons for Termination	24
105.03	Change in Provider	24
105.04	Parental and Provider Disputes	24
<b>106</b>	<b>FRAUD AND ABUSE</b>	<b>26</b>
106.01	Policy Statement	26
106.02	Suspected Fraud and Abuse of Funds	26
106.03	Recoupment of Funds	26
106.04	Final Disposition for Action	27
<b>107</b>	<b>REPORTS</b>	<b>28</b>
<b>108</b>	<b>MONITORING</b>	<b>29</b>
	<b>CHAPTER 3 GLOSSARY OF TERMS</b>	<b>31</b>
	<b>CHAPTER 4 APPENDICES:</b>	
	Section 100 - Child Care Services Application Packet	
	100.01 Child Care Services Application	
	100.02 Parent's Statement of Agreement	
	100.03 Child Care Documentation Checklist	
	100.04 Race/Ethnicity Information Form	
	100.05 Guardianship/In Loco Parentis Verification	
	100.06 Verification of Application for Child Support Services	
	Section 101 Child Care Certificate	
	101.01 Child Care Center Statement of Agreement	
	Section 102 Referral to the Boys and Girls Clubs and TANF/TCC Referral Process	
	Section 103 Referral for Family and Children's Services	
	103.01 Referral for Child Care Services - Protective Services	
	103.02 Referral for Child Care Services - Foster Care	
	103.03 Notification of Termination of Child Care Services	
	Section 104 Redetermination Form	
	Section 105 Monthly Child Care Co-payment Fees for Parents	
	Section 106 OCY Weekly Child Care Reimbursement Tiers	

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
OFFICE FOR CHILDREN AND YOUTH  
CHILD CARE POLICY MANUAL**

**CHAPTER 1**

**INTRODUCTION**

- Section 100 - This Policy Manual establishes policies and procedures for the Office for Children and Youth and the OCY Designated Agents in the administration of the Child Care Certificate Program.
- Section 101 - The Office for Children and Youth (OCY) establishes policy in compliance with the Child Care and Development Block Grant Act, as amended, the Child Care and Development Fund (CCDF) regulations, and the CCDF State Plan. The OCY Designated Agents are authorized by subgrants to administer the CCDF Child Care Certificate Program. The OCY Designated Agents must adhere to the OCY Child Care Policy Manual and the Mississippi Department of Human Services (MDHS) Subgrantee/Contract Manual (Revised March 2005), and any policy bulletins, memoranda, and other instructions from OCY or the Mississippi Department of Human Services.
- Section 102 - Parental choice in the selection of a child care provider is the cornerstone of the Child Care and Development Fund. Services to eligible parents are to be provided as quickly and efficiently as possible, subject to the availability of funds. The OCY Designated Agents should make available to all child care providers and parents all policies herein specifying duties, requirements, and responsibilities required of them. **The OCY Designated Agents must also make available documented training on the policy herein, for all licensed child care providers serving certificate children, no less than annually. The person designated to attend may be the Director, Owner, or an authorized representative. A modified training package will be sent certified mail to the providers who do not attend the training session. The packet will include a statement acknowledging the receipt of the training material and also that it has been read and understood. The provider must sign and return the statement within thirty (30) days upon receipt.**

## **SECTION 100 - CHILD CARE SERVICES**

### **100.01 PURPOSE OF FUNDING SOURCE**

This manual sets forth policies and procedures for the Child Care Certificate Program, funded by the Child Care and Development Fund (CCDF) and administered by the Mississippi Department of Human Services (MDHS), Office for Children and Youth (OCY).

The purpose of the Child Care and Development Fund, according to federal regulations, is to "increase the availability, affordability, and quality of child care services." The goal of OCY through the certificate program is to offer a seamless system of high quality child care which supports both children and their families, and operates within federal guidelines.

CCDF funds will be used to provide child care services for Temporary Assistance for Needy Families (TANF), Transitional Child Care (TCC) Families, and eligible families at risk of going on TANF with very low-income and low-income. Very low-income families are those whose income is at or below 50 percent of the State Median Income (SMI). Low-income families whose income falls above 50 percent and at or below 85 percent of the SMI.

### **100.02 LEGAL AUTHORITY**

Title VI -Child Care and Development Fund (CCDF)

Legislation: Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193).

Regulations: 45CFR Parts 98 and 99 and Final Regulations published in the Federal Register, July 24, 1998 at 63 FR 39981.

### **100.03 CHILD CARE RESPONSIBILITIES AND THE RIGHT TO PARENTAL CHOICE**

- (1) Parents are legally and morally responsible for their children and have the right to select the child care provider of their choice.
- (2) Child care providers are responsible for providing a safe and secure nurturing environment for children in their care.
- (3) The OCY Designated Agents must assist parent(s) in assessing their child care needs and, upon request, provide a list of licensed facilities for parent(s) who do not have a ready choice. The OCY Designated Agents must not influence parent(s) to choose a particular provider and/or facility.

**100.04 NON-DISCRIMINATION POLICY**

Individuals shall not be discriminated against on the basis of race, color, sex, national origin, religion, age, or handicapping conditions in the provision of child care services.

**100.05 SAFEGUARDING INFORMATION**

Employees of the OCY Designated Agents and child care providers are prohibited from using or disclosing any information concerning a parent's use of services for any purpose not in conformity with federal and state requirements, except with the written consent of the parent or authorized representative. The public will not be able to request a copy of clients' information and/or records. An authorized representative is an individual who has the legal right to speak or act on the parent's behalf. Documentation of this designation must be contained in the parent's file. (See Appendix 100).

## SECTION 101 - CHILD CARE CERTIFICATE PROGRAM

### 101.01 POLICIES AND PROCEDURES FOR THE CHILD CARE CERTIFICATE PROGRAM

The child care certificate is a document issued directly to eligible parent(s) or authorized representatives, provided that funds are available. The certificate allows the parent to select the child care provider of his/her choice. (See Appendix 100.01).

### 101.02 PRIORITY POPULATIONS

If funds are available, children must be served on a first-come, first-served basis in order of priority. Applications must be date-stamped as they are received. CCDF child care services will be available to children of parents using the following priorities:

- 1<sup>st</sup> Child Care for Temporary Assistance for Needy Families (TANF)
- 2<sup>nd</sup> Child Care for Transitional Child Care (TCC)
- 3<sup>rd</sup> Children of very low-income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:
  - A. Children in Protective Services or Foster Care;
  - B. Children with Special Needs (**up to 85% of the SMI**);
  - C. Children of parent(s) deployed in the Mississippi National Guard, or Reserve (**up to 85% of the SMI**);
  - D. Children of Teen Parent(s) currently enrolled in high school full-time;
  - E. Children of all other eligible parent(s) at this income level.
- 4<sup>th</sup> Based upon the availability of funding, children of parent(s) working the required 25 hours per week whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.
- 5<sup>th</sup> Based upon the availability of funding, children of parent(s) in an approved **full-time** educational or training program and working less than 25 hours per week regardless of where the family income falls up to 85 percent of the SMI.
- 6<sup>th</sup> Based upon the availability of funding, children of parent(s) in an approved **full-time** educational or training program and not working.

## 101.03

## ROLL-OVER

- (1) The roll-over process should be completed in a timely manner in order to ensure that there are no interruptions in child care services. **Based upon eligibility of funds, the OCY Designated Agents will mail a notice to all current parent(s) and providers that child care certificates will end September 30.** An application packet for child care services beginning October 1 will be included with a notification to the parent(s). Parent(s) should be rolled-over based upon the established priorities. At roll-over, for active TCC certificates, the parent's eligibility will continue until the end of the TCC 24 month period, or until a termination notice is received from the case manager, whichever comes first. At roll-over, a new TCC certificate for the new program year will be issued and mailed to the parent and provider for signatures for child care to continue into the new program year, with the end date corresponding to the end date of the parent's 24 month TCC period. Paycheck stubs reflecting a 30-day period prior to the application date are acceptable to document employment. The OCY Designated Agents should establish a reasonable deadline (not less than 15 working days) for the return of all applications. If a parent(s) will be using the same provider as the previous fiscal year, the new year certificate can be issued using the signatures on file. This applies to the certificate, the Standard Assurances, the Conditions of Agreement, the Fraud Statement and the Parent Agreement form, the W-9 and the Basic Health and Safety form, providing these forms do not reflect an ending date or reflect any approved policy revisions.
- (2) The OCY Designated Agents should notify parents that families at or below 50 percent of the State Median Income will be rolled over prior to families at or below 85 percent of the State Median Income. After the families in the 50 percent have been rolled over, families at 50 percent of the State Median Income on the waiting list should be served prior to completing the rollover process for the families in 85 percent of the State Median Income.
- (3) **Incomplete Applications** - For parent(s) who do not return packet or return an incomplete packet, (incomplete documentation, unsigned, not enough hours on the check stubs, etc.) by the established deadline, the OCY Designated Agent should mail the parent(s) a certified letter, return receipt requested along with a checklist with the incomplete item(s). **Do not return the entire application packet.** Ten (10) working days should be allowed for the client to submit the information. If the parent(s) fails to submit the information within the ten (10) working days, the application may be closed. If the parent(s) fails to submit a long-form birth certificate or social security card, but a copy is already in the child's file, that copy satisfies the requirement to submit those two items.

**101.04 WAITING LIST**

- (1) Based upon CCDF federal requirements, the OCY Designated Agents should maintain a current waiting list of all families requesting child care services regardless of the availability of funds. The OCY Designated Agents should not limit the waiting list. Families in Priority 1 or 2 should receive services automatically and not be placed on the waiting list. A parent(s) in the 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> Priority Population previously receiving child care services who cannot be rolled-over due to lack of funding should be placed on the waiting list by priority. Parent(s) should not be placed on a waiting list when funds are available.
- (2) In order to make certain that parents are served on a first-come, first-served basis, parents must be notified, in writing, to update their child care request for the waiting list prior to removing their names from the waiting list after a one-year period.
- (3) It is possible that some applicants who return information prior to the deadline will have to go on the waiting list if funding is not available. As funds become available during the year, certificates may be issued according to priority population and date application was received.
- (4) Applications are processed according to the priority of the applicant. For instance, if an application is received in December for a child in Protective Services or Foster Care, a child with special needs, a child of a military deployed parent, or a child of a teen parent, will be given priority over a child of a parent in Priority 3-E whose application was received earlier. If an application is received in December for a Priority 3 parent, that application will be given priority over a Priority 4 parent whose application was received earlier.

## SECTION 102 - CRITERIA FOR CHILD CARE SERVICES

### 102.01 ELIGIBLE PROVIDERS

Parents have the right to choose the type of child care they would like for their child. The Office for Children and Youth has categorized the choices available to parents as follows: a child care center, group home, family day care home, relative provider (in-home or out-of-home) and a non-relative provider (in-home or out-of-home).

- (1) Child Care Centers and Group Homes - In order to receive reimbursement for services rendered, a child care center or group home must be licensed by the Mississippi State Department of Health. A copy of the license must be filed with the OCY Designated Agent. The child care center or the group home must have a current license or a license that is pending.

If a center's license expires and services are being provided for children on the certificate program, the OCY Designated Agent may continue to pay the provider under the following conditions:

- a. The Health Department has not officially closed the center;
  - b. The center's director submits a written request, on center letterhead, for child care payments to continue; and
  - c. The center provides copies of the licensing renewal fee payment, documentation of a current inspection, and a copy of correspondence from the licensing division stating why the license has not been renewed; and
  - d. A center with an expired license will be reimbursed for children with a current certificate up to the time frame allowed by the Mississippi State Department of Health; however, no new certificates will be issued until the license is renewed.
- (2) Family Day Care Homes and Relative/Non-Relative Providers - In order to receive reimbursement, all unregulated providers must keep a record of immunizations for all children in their care and a copy of the Basic Health, Safety and Nutrition Assurances. A signed copy of the *Basic Health, Safety and Nutrition Assurances* certifying that they will follow the guidelines should also be filed with the OCY Designated Agent. Individual, unregulated providers must be at least eighteen (18) years of age and are prohibited by law from keeping more than five (5) children who are not related to the provider within the third degree computed according to civil law. A Child care provider may not be reimbursed if they reside in the same household as the child(ren). Proof of separate residence may be required.

## 102.02

## APPLICATION PROCEDURES

- (1) TANF parents are not required to complete an application for child care services. The Case Managers will indicate on the referral form whether full or part-time child care is required. See Appendix 102 for referral to the Boys and Girls Clubs.
- (2) TCC Parents whose MDHS TANF child care is ending should be given an official referral form (See Appendix 102) by the Division of Economic Assistance. The referral form should note whether the Child Care Certificate should be written for part-time or full-time child care and forwarded to the appropriate OCY Designated Agent. TCC parents should be served regardless of the number of hours worked. Parents receiving TCC child care and whose income is at or below 85 percent of the SMI must be served until the end of the TCC eligibility period even if no other families are being served in the 85 percent category. The Division of Economic Assistance has extended the eligibility period for TCC services from 12 months to 24 months.
- (3) Parents at Risk of Going on TANF - Very Low-income Parents and Low-income Parents - Applications for assistance may be obtained by calling the OCY Designated Agents. Applications will be mailed promptly in response to requests. Toll-free numbers are available to parents to use in requesting applications. Parent(s) can obtain these toll-free numbers from child care facilities and from MDHS Resource and Referral. A Documentation Checklist will be issued by the OCY Designated Agent with each child care application. The parent's Statement of Agreement will be issued with the certificate.

After the parent completes the application, they can either mail or bring it to the office of the OCY Designated Agent. The OCY Designated Agent will review the information to determine eligibility and send a written notice of eligibility or ineligibility, or non-availability of funds. If the parent falls within a priority group for which funds are available, a certificate will be issued and given or mailed to the parent, who has up to ten days to return the signed certificate to the OCY Designated Agent.

- (4) Foster Care, Protective Services and Prevention Services – Children that are receiving services by the MDHS-Division of Family and Children's Services. A referral will be made by the Division of Family and Children's Services to the OCY Designated Agent, using form MDHS-OCY-43-11 (See Appendix 103.01).

Foster Care – Children that are court ordered in custody of DHS and placed in a licensed foster family home or placed with an approved relative/kinship caretaker. In determining eligibility, a Foster Child is considered a family of one; however, the foster parent(s) are required to meet the work requirements unless exempted by the Division of Family and Children's Services due to extenuating circumstances. When a foster child is placed in a county other than the county of residence, the OCY Designated Agent responsible for the county of the child's residence should process the child care certificate.

Protective Services – Children that are court ordered to receive Protective Services from DHS-DFCS. These children are living in the home of a parent or relative/kinship caretaker. To be eligible for child care assistance, the caretaker must be working a minimum of 25 hours or in an education training program. The child should be served without regard to income. The Protective Services parent, custodian or guardian must meet the work requirement unless exempted by the Division of Family and Children's Services due to extenuating circumstances.

Prevention Services – Children residing with a family that is receiving Prevention Services from the DHS-DFCS. These children are living in the home of a parent or relative/kinship caretaker. The caretaker must be working a minimum of 25 hours or in an education training program. The child should be served without regard to income. The Preventive Services parent, custodian or guardian must meet the work requirement unless exempted by the Division of Family and Children's Services due to extenuating circumstances.

When a child's case is closed by the Division of Family and Children's Services, that agency will send a Notification of Termination of Child Care Services (See Appendix 103.03) for children that had been receiving services through Foster Care, Protective Services or Prevention Services to the OCY Designated Agent.

- (5) Household Members - An applicant who has a child younger than 21 years old in the home attending school and/or disabled and is considered a dependent, should be counted as a household member.
- (6) Separated Status - When it is strongly believed that a parent is married even though he or she claims to be separated, additional documentation may be requested.

**102.03 ELIGIBILITY DETERMINATION FOR SERVICES**

- (1) Eligibility Guidelines by Priority Group
- a. TANF Parent(s) (Priority 1) - Eligibility for child care service for TANF parent(s) is determined by the MDHS, Division of Economic Assistance Case Manager. The TANF parent is required to participate in an allowable TANF program activity. Each participant must comply with all the requirements of the TANF program. See Appendix 102 for the automated referral process.
  - b. TCC Parent(s) (Priority 2) - Eligibility for TCC child care services should be determined from information contained in the MDHS Case Manager's TCC referral. TCC parent(s) should be served regardless of the number of hours worked. If the monthly income amount is not stated on the referral, paycheck stubs may be requested from the Case Manager or from the parent(s). TCC parent(s) must complete an application and submit documentation prior to a certificate being issued. The effective date should coincide with the date listed on the referral form received from the Division of Economic Assistance. Extenuating circumstances will be handled on a case-by-case basis. Parent(s) leaving Priority 2 should be placed in the appropriate priority based upon income, family size or other determining factors.
  - c. Very Low-income, At Risk of Going on TANF (Priority 3) - In order to qualify for full-time child care, the parent must be working at least 25 hours per week, or be enrolled full-time in high school or enrolled in a full-time GED program. Documentation must be provided on a case by case basis. In a two-parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at 50 percent or below the State Median Income. Children in Protective Services are eligible for child care services without regard to the income. Foster parent(s), Protective Services, and Preventive Services parents, custodians or guardians must meet the same work or school requirement as non-foster parent(s) but without regard to the amount of the foster parents' income. **Children with special needs and children of deployed parents may be served in this Priority up to the 85% of the SMI.** Irregular hours of employment and income should be averaged.

- d. Low-income, At Risk of Going on TANF (Priority 4) - In order to qualify for full-time child care, the parent must be working at least 25 hours per week, or be enrolled full-time in high school or enrolled in a full-time GED program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two-parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. To be Priority 4, the family's gross income must be at or above 50 percent of the State Median Income and at or below 85 percent of the State Median Income. Irregular hours of employment and income should be averaged.
- e. Post-Secondary Students - **If a parent falls in Priorities 5 or 6, certificates should only be written for one semester at a time.**
- f. Resident - In/Out of State Students - If a parent attends school in/out of state, the application should be made in the parent's name using the address where the child(ren) resides.
- g. The 25 hours per week work requirement is reduced for foreign students who hold a VISA because they are permitted to work only on campus for 20 hours per week. In order to remain eligible a copy of the VISA must be submitted annually to make sure it is current.

(2) **Income to Be Considered in Calculating Total Family Income**

- a. Gross income of applicant and spouse should be considered if the spouse is living in the home. Do not consider a spouse's income if they are separated. All income above or less than 40 hours per week is considered irregular income. Irregular income and commissions should be averaged. For commissions and tips, the amount on the paycheck stub or statement from an employer should be averaged and added to regular work income. Do not consider bonus monies as income.
- b. Social Security benefits for parents and child(ren) must be counted as income.
- c. If a parent receives Supplemental Security Income (SSI), it should be counted as income. If a child(ren) receives SSI, the SSI for the child(ren) should not be counted as income.

- d. Income earned by an adult living in the home, not married to the applicant, but who is the biological parent of the child for whom services are being requested, income should be counted. If there is another adult residing in the home with the applicant to whom the applicant is not married, do not count that person's income or impose a work requirement for them or include them in the number in the household unless they are the biological parents of the child(ren) for whom application for service is being made.
- e. **Parents must comply with Child Support Enforcement requirements in order to receive a child care certificate(s). A Verification for Child Support Services Form should be mailed to parents as part of the Child Care Certificate Application packet. (See Appendix 100.06). Parents must complete the Verification Form and return it to the OCY Designated Agent as part of the completed application.**

**Single or separated parents who are not receiving court ordered child support and do not currently have an open child support case must contact the MDHS County Child Support Office for an appointment to open a case(s). Married parents and parents receiving court-ordered child support are not required to go through the MDHS, Division of Child Support Enforcement.**

**MDHS, Division of Child Support Enforcement may provide exemptions based upon Claims of Good Cause such as, but not limited to:**

- i. **The noncustodial parent has caused physical and/or emotional harm to the child.**
- ii. **Physical and/or emotional harm caused by the noncustodial parent to the relative caring for the child limiting the custodial parent's ability to care for the child.**
- iii. **A child conceived as a result of incest or rape.**
- iv. **Pending legal adoption proceedings.**
- v. **A public or private social services agency assisting you, the custodial parent, to decide whether to keep the child or to release the child for adoption.**

**Parents should only contact MDHS, Child Support Enforcement, to open a new Child Support case or to request a statement that the child or children are exempt and the parent is excused from cooperating.**

**When the completed Verification for Child Support Form is received by the OCY Designated Agent (DA), the DA will:**

- a. **If the parent has checked “yes” in the first column, indicating that they have a Child Support case through DHS, pull up the Child Support website,**
  - b. **Search by parent’s Social Security Number,**
  - c. **Click “select” and pull up and print the parent’s information, including payments,**
  - d. **If parent is cooperating, get the 3 numbers (METSS, CPID, UID) for each child and write these numbers in the box to the left of each child’s name,**
  - e. **Attach the printout to the application and use the amount when calculating income and co-payment for the parent,**
  - f. **In CCIS, enter the 3 numbers (METSS, CPID, UID) on the child’s screen, and**
  - g. **At 6-month re-certification, repeat step “c” above.**
- f. Any parent enrolled full-time in high school or in a GED program may make an application in his/her own name, as a family unit separate from his/her parent. If the parent is under age and living with his/her parent(s), the parent of the teen must meet the work requirements; however, the teen’s parents’ income should not be considered.
- g. If a teen parent lives in the home with her parent(s) or guardian, then the parent(s) or guardian of a teen parent under the age of 18 must sign the certificate and forms along with the teen parent.
- h. No adult living in the home with the child may be paid for child care. Extenuating circumstances will be handled on a case-by-case basis. The biological parent of a child shall not be reimbursed for providing child care for his/her own child(ren).

**(3) Documents Required for Eligibility Determination**

- a. **Income Documents:**
  - i. **Two paycheck stubs from within the past 30 days. If paid once a month, only one check stub is required.**
  - ii. **If a new job, the employer’s letter on employer’s company letterhead or employer’s notarized statement verifying employment, income, rate**

of pay and number of hours worked. Actual check stubs must be submitted within 30 days.

- iii. Parents paid in cash should obtain a certified letter from the employer on company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked.
- iv. Parents employed by temporary agencies may be certified with an original letter from an employer on company letterhead verifying employment, rate of pay, and number of hours worked. The letter of employment must be followed up with check stubs within 30 days.
- v. Copy of Estimated Quarterly Tax Report if self-employed, or some form of income documentation approved by the OCY Designated Agent.

b. Educational Documents:

Provide enrollment documentation or proof of attendance from the educational institution. GED classes should be handled the same as any other approved educational training.

c. Additional Documents:

- I. Long Form Birth Certificate - A 90-day grace period may be allowed to receive the birth certificate for a newborn. A 30-day grace period will be allowed for all other children. Any certified copy of the birth certificate should be accepted if both parents are listed, unless the father is unknown.
- ii. Verification of social security numbers can be obtained from a copy of the social security card, immunization record, or other official document showing child's and/or a parent's name and social security number.

(4) Requirements for a Disabled Parent

If a two-parent family applies for assistance and one parent is working and the other is disabled and unable to care for the child(ren), child care can be provided if a written statement is submitted by a physician stating the nature of the disability and the parent is unable to care for the child(ren).

If a single parent is disabled and has a physician's statement stating the nature of the disability and the parent is unable to care for the child(ren), the application should be made in the responsible guardian's name. The responsible guardian is the person responsible for the parent's affairs; the guardian must meet the work requirement. The

disabled parent's Supplemental Security Income should be used to calculate the co-payment fee.

If a single parent is disabled and there is no guardian, the application should be in the single parent's name. Child Care can be provided if a written statement is submitted by a physician stating the nature of the disability and the parent is unable to care for the child(ren).

If the guardian with whom the child(ren) reside(s) is disabled, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the guardian is unable to care for the child(ren). Verification of cooperation with Child Support Enforcement is required if the parents are not deceased.

- (5) When parents are enlisted in the United States Military and deployed, the eligibility should remain the same until the parent can provide the Military Income. The parent should provide the Military Income as soon as he or she has documentation. The grandparents or the responsible guardians' income should not be counted but the grandparents or the responsible guardian must meet the 25 hours per week work requirement.

#### **102.04 RE-DETERMINATION**

- (1) Determination of the parent's eligibility is to be re-established after the parent has been receiving child care services for six months. The OCY Designated Agent will send a letter to parent(s) requesting check stubs or other verification of employment or enrollment in school and asking the parent(s) if there has been a change in marital status or household size. (See Appendix 104). If the child care application packet is not returned by the due date, a second notice should be mailed certified return receipt requested. If the mail has been returned undeliverable, the child care provider, if known, should be notified.
- (2) When income is recalculated and there is a change in a co-payment fee, a notice is sent to the parent and the provider. If income increases beyond 85 percent of the State Median Income, child care will be terminated, giving a two-week notice. If the parent is no longer working, child care will be terminated, giving a two-week notice to the child care provider. If the parent has been temporarily laid off or has lost a job for other reasons and is trying to find another job, child care will not be terminated until thirty (30) days after the last work day, giving the parent time to be reinstated in their job or to search for a job. The child care provider must be notified that child care may be terminated within thirty (30) days. If during redetermination (or at any other times) it is discovered that a parent has exceeded the maximum of 30 days of unemployment, the OCY Designated Agent is allowed to issue an immediate termination of services.

- (3) Re-determination of eligibility may be completed within six months of either the issue date or the effective date of the certificate.

## SECTION 103 - CO-PAYMENT FEES

### 103.01 DETERMINING CO-PAYMENT FEES

TANF parents are not assessed a co-payment fee. For all other parents, co-payment fees are determined based upon the parent's family size and income according to the CCDF Child Care Monthly Co-payment Fee Scale for Parents. (See Appendix 105).

Co-payment fees are redetermined when there is a change in the parent's income or household size, or during semiannual redetermination of eligibility.

Household Members - An applicant who has a child not yet 21 years old in the same home attending school and/or disabled and is considered a dependent, should be counted as a household member.

### 103.02 ASSESSING CO-PAYMENT FEES PER CHILD

If a parent has one child receiving full-time child care services, the total co-payment fee should be placed on that child's certificate. If a parent has one child receiving part-time child care services, only half of the total co-payment fee should be placed on the child's certificate.

If one child is in full-day care and part-day care during the same month, the fee should be assessed on the majority of the type of care provided. For example, if a child is served 16 part-time days and five full-time days, the part-time co-payment fee would be assessed for the month.

If a parent has more than one child receiving full-time service, the total co-payment fee is divided equally among the number of children receiving care. If two or more children are receiving part-time services, one half of the divided fee should be placed on each certificate. If a parent has children receiving before/after child care and holiday/summer child cares, a full co-payment fee and a half co-payment fee are placed on each certificate and the appropriate fee is deducted during the payment cycle.

#### *Exceptions:*

If a parent has two children, one who is receiving full-year, full-time child care and one being added for holiday/summer child care only, the co-payment fee for the full-year, full-time care will remain the same. The parent is assessed an additional \$10.00 fee for the child receiving holiday/summer child care.

If a parent has two or more children receiving full-year, full-time child care and one child receiving holiday/summer care only, the total co-payment fee is divided equally among the children attending full-time. The parent is not assessed a co-payment fee for the child receiving holiday/summer child care.

Parents assessed a minimum co-payment fee are:

Foster Children

Children in Protective Service

Special Needs Children - Special Needs status must be documented. If there are other children in the family who are receiving child care services, the fee will be \$10 or the child's prorated share of the family's co-payment fee, whichever is less.

### **103.03**

#### **NON-PAYMENT OF FEES**

Co-payment fees are to be paid during the current month directly to the provider according to payment arrangements established by the provider and parent. If a parent fails to pay the co-payment fee prior to the end of the month, the provider is required to notify the OCY Designated Agent. Non-payment of co-payment fees may result in termination from the certificate program. If the parent requests a change in a provider prior to fees being paid in full to the original provider, the parent must pay all co-payment fees before a new certificate is issued. It is the responsibility of the provider to report non-payment of co-payment fees to the OCY Designated Agent. The provider may not charge parents any cost over the assigned co-payment fee unless the cost for child care to the general public is higher than the amount paid by the certificate program.

### **103.04**

#### **CO-PAYMENT RECOUPMENT/REPAYMENT**

If a parent's fee was assessed at a rate higher than the correct fee, the parent is to be reimbursed by the OCY Designated Agent for the difference for each month paid. The correct fee is to be noted on the certificate and a notice of the change forwarded to the provider and the parent.

If a parent's fee was assessed at a rate lower than the correct fee, the parent and the provider are to be notified that the fee will be adjusted for subsequent months to make up the difference for each month paid. If the amount in question is less than \$50.00, an adjustment to the fee is made but recoupment is not necessary.

**103.05 PRORATING CO-PAYMENT FEES**

The assessed co-payment fee reflects a monthly rate regardless of attendance. If a child is enrolled between the 1<sup>st</sup> and 15<sup>th</sup> of the month, the full monthly co-payment fee is assessed for the first month of service. If the child is enrolled between the 16<sup>th</sup> and last day of the month, one-half of the monthly co-payment fee is assessed for the first month of service. If a parent desires to change a provider during the month, it is the parent's responsibility to pay the co-payment fee to any subsequent providers.

## SECTION 104 - PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES

### 104.01 SIGN-IN/OUT SHEETS

Providers are required to record accurate attendance and absences on sign-in/out sheets and on daily class rolls for each child in order to complete the payment ledger. The sign-in/out sheets must be signed by the parent/guardian or the parent's authorized representative at the child care center each day. These sign-in/out sheets must show the child's name, the name of the parent/guardian or parent's authorized representative, the time the child is signed in with the signature of the person signing the child in, and the time the child is signed out with the signature of the person signing the child out.

### 104.02 PAYMENT LEDGERS

- (1) Payment ledgers are mailed to providers monthly. Providers are required to sign the ledger on the provider signature line and on the Tier 1 signature line, if applicable. If the center's OCY Credentialed Director is not the owner of the center, the staff person who is the OCY Credentialed Director must sign on the Tier 1 signature line, and the owner must sign the ledger as well.
- (2) If a certificate has been completed for retroactive care, ledgers for each applicable month will be forwarded to the provider for completion.
- (3) Licensed providers are to provide a written explanation at the bottom of the ledger for each child who is absent for three consecutive days. Unlicensed providers are paid for actual attendance only.

### 104.03 RATES AND CENTER POLICIES

- (1) Licensed providers must file a copy of the center's published rates with the OCY Designated Agent. If attendance recorded on the ledger does not correspond with the provider's excused absence policy on file, payment will not be issued. Providers are not allowed to charge a higher rate to families in the certificate program than the rate charged to the general public. (See Appendix 106).
- (2) If the child care center's policy states that a program stipend will be provided to non-certificate children, the provider must document the amount and the source of funds for each child on a monthly basis. Parents co-payment fees cannot be used as children's stipends. This documentation must be in hard

copy such as check stubs receipts, etc., that will show Mississippi Department of Human Services auditors a clear paper trail of cash infusion from non-tuition

sources and non-child-care-certificate monies sufficient to cover the full amount of tuition without any stipends.

- (3) The OCY Designated Agents should not monitor any fiscal or children's files without the director or an approved supervisor staff person in attendance. Providers should be allowed to provide documented receipts, etc., without exposing all the centers fiscal records. **Only necessary documentation should be requested from the parent.**
- (4) Parents employed at a licensed center or group home may be eligible for a child care certificate providing their work in the center is other than providing child care to their own child(ren). Nor can the child(ren) be included in a group assigned to the biological parent to maintain the adult/child ratio required by the Mississippi State Department of Health.
- (5) Rates of reimbursement are assigned on a certificate based on the provider type (licensed or unlicensed), age of child, and Tier level, (See Appendix 106). A full-time rate may be charged for non-traditional child care. Non-traditional child care is appropriate when a parent requires full-time child care in lieu of before-and-after school care.
- (6) School-aged children will be reimbursed at the part-time rate for absentees, during vacation and holidays except when it is documented that the child(ren) attended the licensed child care center, full-day, during the school year. The provider must provide a written explanation on the ledger for the child(ren)'s full-time attendance in order to receive full-time reimbursement.
- (7) Summer child care for school-aged children will be reimbursed at the full-time rate for absentees, vacation, and holidays.
- (8) When a provider's Tier status changes after the October 1 roll-over process, current certificates will remain at the pre-October Tier rate until the certificate expires. Any new certificates will be issued at the higher/lower Tier rate.
- (9) Full-time certificate payments for school-age children may not be issued to students enrolled in grades one through 12 unless full-time care is needed during non-traditional hours and schools are closed.

**104.04 OVER-PAYMENTS AND UNDER-PAYMENTS**

- (1) If a provider discovers an error in the payment issued, the provider is required to notify the OCY Designated Agent to request an adjustment within 30 days of the issuance of the payment. Questioned payments or incorrect payments will be adjusted during the next monthly payment cycle.
- (2) If an overpayment has occurred, the provider is allowed the option of re-paying the excess to the OCY Designated Agent or having the overpayment recouped from subsequent payments.

**104.05 ABSENTEES AND NOTICE**

- (1) If a child is absent for more than two weeks for medical reasons, the parent is required to submit a doctor's statement. Extenuating circumstances, such as parent's visitation rights, will be handled on a case-by-case basis.
- (2) If a school-aged child attends full-time for a day(s) other than scheduled holidays during the school year, the provider must provide a written explanation on the ledger for the child's full-time attendance in order to receive full-time reimbursement.
- (3) The Child Care Certificate Program will not be responsible for payments for services beyond the child's last date of attendance, except when the provider's written policy on file with the OCY Designated Agent requires a parent to give notice in advance of withdrawal. The time required for withdrawal notification will be reimbursed by the OCY Designated Agent except under emergency conditions such as abuse or neglect - or other extenuating circumstances - not to exceed two weeks. Licensed providers are to provide a written explanation at the bottom of the ledger for each child who is absent for three consecutive days. Unlicensed providers are paid for actual attendance only.
- (4) A child care center must remain open on days when children are taken on field trips or for vacation for any children who cannot attend the field trips or are not on vacation and still need child care.

## SECTION 105 - INTERRUPTION OF CHILD CARE SERVICES

### 105.01 ALLOWABLE LEAVE TIME FOR PARENTS

- (1) Parents who lose or change jobs are allowed a thirty (30) day grace period from the last date of employment before child care services are terminated in order to give the parent time to be reinstated in their job. During this thirty (30) day period, the parent is required to submit new eligibility documentation and be redetermined eligible for services. Failure to submit acceptable eligibility documentation will result in the termination of services.
- (2) Temporary Job Closings - Workers temporarily unemployed due to the nature of their work may include but are not limited to workers employed in construction, factories, or catfish processing plants. Extensions beyond the approved thirty (30) days must gain approval from OCY on a case-by-case basis.
- (3) Natural Disaster - Child care services should be continued when parents are off work due to circumstances beyond the parent's control such as hurricanes, floods, and tornado. Licensed child care providers should also be reimbursed when the center is closed temporarily due to a natural disaster.
- (4) A pregnant mother is allowed six weeks of child care assistance during maternity leave. Documentation from a physician of the maternity leave must be included in the parent's file. The parent must provide new eligibility documentation once she returns to work. Failure to submit acceptable eligibility documentation will result in the termination of services.
- (5) Parent(s) are allowed up to thirty days of sick leave from their job if documented by their employer and physician. Extenuating circumstances will be handled on a case-by-case basis.
- (6) There may be parents who do not require a certificate for twelve months, such as school workers, students, and others with seasonal employment who are not working during the summer. During the time the parent is not working, reimbursement for the certificate will not be made and the parent is not required to pay the monthly co-payment fee.
- (7) A child is allowed 10 vacation days per federal fiscal year (beginning October 1 - September 30).

- (8) Providers may elect to observe up to 11 holidays for the period beginning October 1 through September 30. If the Governor allows more than one day in observance of a holiday, the providers must be allowed these extra days.

Legal Holidays are as follows:

January 1	New Year's Day
The Third Monday of January	Robert E. Lee's Birthday and Dr. Martin Luther King, Jr.'s Birthday
The Third Monday of February	Washington's Birthday
The Last Monday of April	Confederate Memorial Day
The Last Monday of May	National Memorial Day and Jefferson Davis' Birthday
July 4	Independence Day
The First Monday of September	Labor Day
The Second Monday of October	Columbus Day
November 11	Armistice or Veteran's Day
A day fixed by proclamation by the Governor of Mississippi as a day of Thanksgiving, which shall be fixed to correspond to the date proclaimed by the President of the United States	Thanksgiving Day
December 25	Christmas Day

- (9) A provider may elect not to observe Confederate Memorial Day, Columbus Day, or Armistice or Veteran's Day on the scheduled date and to use these days to extend the Thanksgiving and/or Christmas Holidays up to two days. Providers should notify, in writing, the OCY Designated Agent prior to any changes in the Holiday schedule.

**105.02 REASONS FOR TERMINATION**

- (1) TANF or TCC child care is terminated by the MDHS County Case Manager.
- (2) Parents who fail to submit the required information for redetermination are allowed an additional five (5) days' notice before services will be terminated. A second notice should be mailed certified return receipt requested.
- (3) Non-payment of co-payment fees may result in termination from the Child Care Certificate Program for a one-year period.
- (4) A child care certificate may be terminated upon the request of the parent, or by the OCY Designated Agent according to policy.
- (5) Child care services will be terminated when a child grows older than the age requirements.
- (6) If at any time a parent provides fraudulent information, child care services are immediately terminated and the client is ineligible to reapply for a one-year period.

**105.03 CHANGE IN PROVIDER**

Parents are allowed to change providers no more than two times per federal fiscal year, unless warranted by certain situations such as relocation, child abuse/neglect, or the provider no longer provides child care services. Parents must request a change in provider from the OCY Designated Agent prior to withdrawing the child, unless under emergency circumstances. The parent(s) should give at least two weeks prior notice to the current provider before withdrawing the child from the center unless there are extenuating circumstances. Parent(s) moving from one OCY Designated Agent's service area to another may be covered through the end of the subgrant period by the OCY Designated Agent making the initial eligibility determination.

**105.04 PARENTAL AND PROVIDER DISPUTES**

Any unresolved dispute concerning a question of fact under the Application/Agreement between the OCY Designated Agent and Parent/Provider shall be decided by the Director of the Office for Children and Youth. In the review by the OCY Director the Parent/Provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to

writing and a copy thereof mailed or furnished to the Parent/Provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the Parent/Provider mails or delivers to the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his/her designee, the OCY Designated Agent will proceed in accordance with the decision of the Director of the Office for Children and Youth. In addition, listed below are the procedures to be used in an Administrative Hearing for a Child Care Dispute:

1. If requested, an Administrative Hearing will be held with the Director of the Office for Children and Youth serving as the Hearing Officer.
2. The Hearing Officer will be a neutral observer who will conduct the Hearing. The Hearing Officer will listen to both sides and then make a decision based upon the evidence that is provided.
3. This is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. This is not an adverse process. Questions are to be asked only for clarification. If a party has legal representation, the attorney is there only to give legal advice to his/her client and not for direct or cross examination.

## SECTION 106 - FRAUD AND ABUSE

This section outlines the policies and procedures for handling alleged and/or substantiated fraud and exploitation in the Child Care Certificate Program by a parent and/or provider.

### 106.01 POLICY STATEMENT

Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance with knowledge of those false statements, is subject to criminal prosecution. The offense may be a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received or requested is above \$500. If a child care center knowingly provides false information, a financial penalty will be imposed. Whether or not a criminal prosecution or conviction results, at the first offense, recoupment will be made and a warning issued. At the second offense, recoupment will be made and the center will be permanently disqualified from participating in the CCDF program.

### 106.02 SUSPECTED FRAUD OR ABUSE OF FUNDS

The OCY Designated Agent will attempt to resolve any suspicion of parent and/or provider fraud or misuse of funds. The investigation of suspected fraud or misuse of funds shall be documented and retained in the client and/or provider files. If the problem can be resolved without further procedural action at a higher level, the OCY Designated Agent will document the disposition of the matter and send a file copy to the Office for Children and Youth.

Prior to terminating certificates at licensed child care facilities due to documented fraud, the OCY Designated Agents must assist the Child Care and Development Fund (CCDF) parent(s) with locating an alternative child care facility or home **without an interruption** in child care services unless the parent(s) **CHOOSES** to keep their child(ren) at the center and forfeit the CCDF Certificate. In this situation, a notarized statement of fact from the parent(s) must be retained by the OCY Designated Agent. The OCY Designated Agent must report back to OCY no later than 30 days from notification as to how this disposition has been handled.

### 106.03 RECOUPMENT OF FUNDS

The OCY Designated Agent shall employ the steps listed below to recoup or attempt to recoup funds paid for ineligible services because of suspected parent or provider fraud or misuse of funds when unable to resolve otherwise. The steps include, but are not limited to:

- (1) A letter outlining the violation of OCY policy, the total amount of funds to be repaid, a reasonable suggested payment plan, the legal action to be pursued if the client or facility owner fails to cooperate, and a response time frame of 15 calendar days; the letter should be sent to the alleged offender by certified mail; retain a copy in the client file; and

If no response is received, a follow-up telephone call should be made using telephone numbers contained in the client or provider file. Document the time and date of each attempt to reach the alleged offender by phone. Also, summarize any conversation with the alleged offender. If the OCY Designated Agent is unable to contact the client by telephone after several attempts, document such in the file. Copies of all correspondence between the OCY Designated Agents and the alleged offender must be forwarded to the OCY Director, requesting permission to pursue the issue in court or refer the matter to the State or federal prosecutor.

- (2) The OCY Director will review all correspondence and other documentation relevant to the suspected case of fraud and/or misuse of funds. The documentation supplied by the OCY Designated Agent should contain any extenuating circumstances in the family or regarding the child care provider so OCY can render a decision for or against legal action. Upon receipt of written approval to pursue legal action, the OCY Designated Agent will:
  - a. When the amount of funds involved is \$2,500 or less, contact the County Prosecutor in the respective county to file a complaint and/or affidavit in Justice Court against the alleged offender. A chronological file reflecting all relevant facts must be provided at the time the complaint and/or an affidavit is filed; or
  - b. When the amount of funds involved is more than \$2,500 contact the County Prosecutor in the respective county to file a complaint and/or affidavit in County Court against the alleged offender. If no County Court exists in that county, contact the District Attorney to file a charge in Circuit Court against the alleged offender. A chronological file reflecting all relevant facts must be provided at the time the complaint and/or an affidavit is filed.

#### **106.04 FINAL DISPOSITION FOR ACTION**

A copy of any final judgment issued by the Court should be forwarded to OCY and a copy maintained on file.

## SECTION 107 – REPORTS

Monthly reports are compiled by the OCY Designated Agent and submitted to OCY by the 10<sup>th</sup> calendar day of each month. Reports include the following:

- (1) ACF-800 (CCIS format)
- (2) CD copy or e-mail containing database files BE and LGR to MIS for ACF-801 reporting or e-mail attachment(s)
- (3) Expenditure Report by Priority Populations (CCIS format)
- (4) Obligation Report by Priority Population (CCIS format)
- (5) Certificate Report by county and overall district (issued and terminated certificates; not a service report) (CCIS format)
- (6) Reporting Worksheets (OCY format)
- (7) Requests for Cash (OCY format)

The OCY Designated Agent is required to provide any supplemental reports requested by OCY.

## SECTION 108 – MONITORING

- 108.01** The OCY Designated Agents will monitor a selection of licensed providers participating in the certificate program at least once annually. The OCY Designated Agent should select centers whose records indicate a need for technical assistance, for example, ledgers marked with perfect attendance for each child each month. According to MDHS Subgrantee Manual, OCY Designated Agents may conduct monitoring visits un-announced.
- 108.02** Monitoring visits will include a review of the following records:
- (1) Each center must maintain a daily attendance roster on each child.
  - (2) The attendance recorded on the center's attendance roster will be compared to the attendance reported on the center's ledger.
  - (3) The center's published rates charged to the general public will be compared to the rates requested and received on each certificate.
  - (4) Verify the payment of co-payment fees.
  - (5) A copy of the center's license will be requested if a current copy is not on file with the OCY Designated Agent.
  - (6) Records will be reviewed to verify that the center has retained a copy of the Center's Statement of Agreement on file.
  - (7) The center will be monitored to make sure that the hours of operation meet the needs of the full-time working parents plus travel time. This applies to non-traditional child care hours. The center must be open at least five (5) days per week.
  - (8) The attendance will be checked to ensure that the center is not receiving more (CCDF and TANF) certificates than its licensed capacity at any given time (for example, non-traditional shifts, and before and after school). If it is determined during the monitoring visit that the center attendance exceeds the center's licensed capacity, then the situation may be reported to the Mississippi State Department of Health, Child Care Licensure.

**108.03** Other Monitoring Issues:

- (1) If a center is not accurately recording attendance or is charging different rates, the center will receive a letter concerning the finding(s). Any overpayments that occurred because of these two situations shall be recouped by the OCY Designated Agent. The OCY Designated Agent may demand direct repayment by the center to the Child Care Certificate program or may debit subsequent ledgers submitted by the center and make deductions from reimbursement checks issued to the center. The OCY Designated Agent may set up an installment repayment plan for the center.
- (2) A center with findings may be monitored again, by either announced or unannounced visits. If the center is still in non-compliance under the original finding(s), a copy of all correspondence regarding the matter should be forwarded to MDHS.

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
OFFICE FOR CHILDREN AND YOUTH**

**GLOSSARY OF TERMS**

**This chapter contains the definition of key words or phrases and clarifies the terms as they relate to this manual.**

**ADULT** - A person who has reached the age of majority (at least 18 years of age).

**AUTHORIZED REPRESENTATIVE** - An individual who has the legal right to speak or act on the parent's behalf. Written authorization must come to the child care center or the OCY Designated Agent directly from the parent and be maintained in the appropriate file.

**BEFORE-AND AFTER-SCHOOL CARE** - Child care services for school-aged children (ages 5-12) during the hours before and after the regular school day. Under CCDF child care may be provided for children under the age of 13 and for those children under the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that caused marked and severe functional limitations expected to last at least 12 months in duration.

**CARE GIVER** - An individual at least eighteen (18) years of age with a high school diploma or equivalent (GED) who provides direct child care, supervision, and guidance to an eligible child.

**MONTHLY CHILD CARE CO-PAYMENT FEES FOR PARENTS** - A system of cost-sharing based upon income and size of the family for families who participate in the Child Care and Development Fund Program.

**CHILD CARE AND DEVELOPMENT FUND (CCDF)** - A federally-funded program designed to provide quality child care services to eligible very low-income families who are actively participating in an allowable TANF activity, transitioning off TANF, at-risk of going on TANF and are in need of child care in order to work OR are low-income families, employed or enrolled in an approved educational or training program.

**CHILD CARE CERTIFICATE** - A document issued by the OCY Designated Agent directly to a parent(s) who has been determined eligible for CCDF, who may use it as payment for child care services. A child care certificate is assistance to the parent, not assistance to the provider.

**CHILD CARE FACILITIES**

**CENTER-BASED** - A non-residential facility in which shelter and personal care is regularly provided for six or more children who are not related within the third degree computed according to the civil law to the operator and who are under the age of 13 and receive care for any part of a 24-hour day.

For all Child Care Centers, as defined above, related children of all staff must be included in the licensed number. These centers are considered commercial establishments and must meet all requirements of the Regulation Governing Food Service Sanitation.

**FAMILY CHILD CARE HOME** - An occupied residence in which shelter and personal care is regularly provided for five or fewer children who are not related within the third degree computed according to the civil law to the provider and who are less than 13 years of age and are provided care for any part of the 24-hour day. These homes may voluntarily register with the Mississippi State Department of Health and must be registered with the Office for Children and Youth, Mississippi Department of Human Services. The provider must be at least 18 years old and cannot be a biological parent of the child receiving assistance.

**GROUP HOME CHILD CARE** - An occupied residence in which shelter and personal care are regularly provided for six to 15 children who are not related within the third degree computed according to civil law to the operator and who are under the age of 13 and receive care for any part of the 24-hour day. Children related within the third degree are included in determining space and staff, but are not included in the licensed number.

## **CHILD CARE PROVIDERS**

**CENTER-BASED CHILD CARE PROVIDER** - A provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child, in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training.

**FAMILY CHILD CARE PROVIDER** - One individual who provides child care services for fewer than 24-hours per day per child, as the sole CAREGIVER, in a private residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training.

**GROUP HOME CHILD CARE PROVIDER** - Two or more individuals who provide child care services for six to 15 children for fewer than 24 hours per day per child, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training.

**IN-HOME CHILD CARE PROVIDER** - An individual who provides child care services in the child's own home.

**CHILD CARE SERVICES** - Care provided for a fee by a child care provider to an eligible child or children in the parent's absence.

**CHILD CARE WEEK** - The period of time that child care is provided per week. The child care week may cover more than the normal five days. This is allowable as long as the OCY Weekly Child Care Reimbursement Tier rate is not exceeded.

**CREDENTIALLED DIRECTOR** - A professional credential awarded to child care center directors operating licensed child care programs in Mississippi and those who aspire to be

directors for the successful completion of a curriculum in Child Care Management Best Practice.

**DISABLED PARENT** - A person unable to care for herself/himself due to a condition documented by a physician stating the nature of the disability.

**EARLY CHILDHOOD DEVELOPMENT PROGRAM** - A preschool program (ages birth to kindergarten) that provides child care services to low-income working parents and eligible parents enrolled in an educational or training program.

**ELIGIBLE CHILD** - A child whose parent(s) meets the eligibility requirements as set forth by the grant.

**EXTENDED DAY CHILD CARE** - Before-and after-school care for Head Start children (ages 3-4 or up to age 5) and school-age children (ages 5-12) who need such care due to the work schedule of their parent(s).

**FAMILY** - A unit where a child(ren) resides with a parent(s) who is related by blood, marriage, adoption, or legal guardianship.

**FAMILY OF ONE** - A child receiving child care services based upon his/her income received from SSI, foster board payment, etc.

**FULL-DAY CHILD CARE** - Child care provided for six or more hours of a 24-hour day. Full-day child care should meet the needs and reflect the work, education, or TANF training schedule of the parent with a maximum of 30 minutes of travel time each way.

**GROSS INCOME** - The parent's income before any deductions.

**HALF-DAY** - Child care provided for fewer than six hours per day.

**INCOME ELIGIBLE (IE)** - Income that is not supplemented by any public assistance other than food stamps or medical assistance, and does not exceed 85 percent of the State Median Income (SMI).

**INCOME MAINTENANCE (IM)** - Income from TANF or Supplemental Security Income and other public assistance.

**INFANTS** - Children from birth through 12 months.

**IN-HOME CHILD CARE** - Child care services for five or fewer eligible children for less than 24 hours a day in the child's own home. For TANF parents, these services may not be provided in the child's own home if the child care provider is included in the TANF assistance unit, such as a grandparent, aunt, or older sibling.

**IN LOCO PARENTIS** - Person standing in place of a parent, for example, a foster parent, a relative, or friend with whom the child resides if the child's parent is unable to act as the parent

or has delegated his or her authority to someone else. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship.

**LICENSING OR REGULATORY REQUIREMENTS** - Requirements necessary for a provider to legally provide child care services in a state or locality, including regulations and requirements established under State Local or Tribal law. The "Mississippi Child Care Licensing Law," Section 43-20-1, et seq., of the Mississippi Code of 1972 Annotated, which provides the legal authority under which the Mississippi State Department of Health prescribes minimum regulations for child care facilities defined under the law.

**LOCAL SERVICE PROVIDER** - See OCY Designated Agents.

**LOW-INCOME** - Income above the 50 percent of the State Median Income (SMI) or at or below the 85 percent of the SMI.

**MINIMUM FEE** - An assessment of \$10 per month for full-day child care services and \$5.00 per month for half-day before-and after-school/extended day, etc. child care services.

**MDHS TANF CASE MANAGER** - An employee of the Mississippi Department of Human Services, Division of Economic Assistance, that provides case management services, supportive services, and referrals for child care services for active TANF participants at the local/county level.

**NON-TRADITIONAL CARE** - Includes night care and supervision of school-age children for less than 24 hours per day that occurs within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children that takes place between 6:00 p.m. Friday and 5:59 a.m. Monday.

**OCY DESIGNATED AGENT** - An OCY Subgrantee who administers the CCDF Certificate Program for a specified number of counties.

**PARENT** - A mother or father by blood, marriage, or adoption, a legal guardian, or other person standing in loco parentis.

**PRESCHOOL** - Children from three years of age through kindergarten.

**PROVIDER** - The entity providing child care services.

**REIMBURSEMENT TIERS** - The established rates for child care services based upon the age of the child, type of child care provider, hours of child care, and OCY approved tier criteria.

**SEASONAL WORKERS** - Individuals who are temporarily unemployed due to the nature of their work.

**SPECIAL NEEDS/DISABLED PARENT** - A parent who meet the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the parents incapable of self-care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed. If the parent is unable to manage their personal affairs, the application should be made in the parent/guardian or responsible adult's name. If the disabled parent receives SSI, the income maintenance fee of \$10.00 should be applied to the child(ren). Short Term disability medically documented will be handled on a case-by-case basis with approval by OCY.

**SPECIAL NEEDS RATE** - Special Needs rates may be applied for children through the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the child(ren) incapable of self-care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed.

**STATE MEDIAN INCOME (SMI)** - The average income of all Mississippi workers.

**SUMMER CARE** - Child care for children during the summer months, when school is not in session.

**SUPPLEMENTAL SECURITY INCOME (SSI)** - A monthly payment to a person for having a medically proven physical/mental or physical condition that causes marked and severe functional limitations that are expected to last at least 12 months in duration.

**TANF (Temporary Assistance for Needy Families)** - The block grant that replaced the Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills Program (JOBS). Benefits are time-limited, mandating that families move quickly into work activities leading to self-sufficiency.

**TERMINATED CHILD CARE CERTIFICATE** - A certificate that has been used as payment for child care services for a period of time and is no longer valid. Reasons that certificates would be terminated include, but are not limited to, the following: giving false information, change in a provider, change in rates, change in funding sources (example: from CCDF to TANF), or there has not been a request for reimbursement on a Child Care Certificate 60 days after the certificate has been issued.

**TODDLERS** - Children the age of 13 months and less than 36 months.

**TRANSITIONAL CHILD CARE (TCC)** - Up to 24 months of subsidized child care for eligible parents.

**VERY LOW INCOME** - Income at or below the 50 percent of the State Median Income (SMI).

**WITHOUT REGARD TO INCOME (WRI)** - Income that is irrelevant; therefore, it is not to be considered. The only children who are to be considered WITHOUT REGARD TO INCOME are in court-ordered Protective Services Cases 340 and Preventive Services. The only documentation necessary to determine eligibility is the referral form from the Division of Family and Children's services and proof of the parent's work or exemption.

## APPENDICES

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
OFFICE FOR CHILDREN AND YOUTH  
CHILD CARE SERVICES APPLICATION

100.01

We will consider this application without regard to race, color, age, sex, handicap, religion, national origin, or political benefit.

<b>PARENT/LEGALLY RESPONSIBLE PERSON INFORMATION</b> NAME _____ MAILING ADDRESS _____ CITY _____ ZIP _____ PHYSICAL ADDRESS, IF DIFFERENT THAN MAILING ADDRESS: _____	COUNTY OF RESIDENCE _____ PHONE: _____ (Home) _____ (Work) SINGLE _____ MARRIED _____ SEPARATED _____ DIVORCED _____ PLACE OF EMPLOYMENT _____ SPOUSE PLACE OF EMPLOYMENT _____ Are you a teen parent? _____ Are you currently deployed (military)? _____
---	--

PLEASE LIST ALL PERSONS LIVING IN THE HOME. (Use reverse side if necessary)

NAME (LIST YOURSELF FIRST)	SEX	BIRTH DATE	RELATION TO YOU	FATHER IN HOME?	MOTHER IN HOME?	SOCIAL SECURITY NO.
			SELF	N/A	N/A	

3. PLEASE LIST CHILDREN NEEDING CHILD CARE AND PROVIDE CHILD CARE PROVIDER INFORMATION (Use reverse side if necessary)

CHILD'S NAME	SPECIAL NEEDS CHILD?	Will Child be in Headstart or Kindergarten or school?	If so, what is approximate start date?	NAME, ADDRESS AND PHONE NUMBER OF YOUR CHILD CARE PROVIDER (DAY CARE CENTER OR INDIVIDUAL)
1.	yes__ no__	yes__ no__		
2.	yes__ no__	yes__ no__		
3.	yes__ no__	yes__ no__		
4.	yes__ no__	yes__ no__		
5.	yes__ no__	yes__ no__		
6.	yes__ no__	yes__ no__		

4. PLEASE LIST ALL SOURCES OF INCOME FOR YOUR HOUSEHOLD

SOURCE OF INCOME	PERSON RECEIVING	GROSS AMOUNT	HOW OFTEN PAID	I AM WORKING: <input type="checkbox"/> Day Shift <input type="checkbox"/> Night Shift <input type="checkbox"/> Swing Shift <input type="checkbox"/> Not working <input type="checkbox"/> Clinical or field placement
Employment	SELF	Attach check stubs		
Employment	SPOUSE	Attach check stubs		
Self-employment		Attach documentation		
SSI		\$		
Social Security or Other		\$		
Child Support/Alimony		\$		
DO YOU RECEIVE: (yes or no) Housing Assistance _____ Food Stamp Assistance _____ Other Federal Assistance _____ (including educational grants, loans, and				<input type="checkbox"/> I am <input type="checkbox"/> in High school <input type="checkbox"/> in college

## PARENT(S) RIGHTS

As a recipient of Child Care services, you have rights which you should know about. These are:

The information you share with your provider is confidential. This means that what you tell your service provider cannot be shared with anyone other than the Office for Children and Youth (OCY), Mississippi Department of Human Services (MDHS), the OCY Designated Agent, and the child care provider of your choice, without your permission, except State or federal program review or fiscal agents.

You have a right to see your case file, unless this is prohibited by federal or State law or regulation.

You have the right not be discriminated against because of your political affiliation, religion, race, color, sex, handicap, national origin, or age. If you think you have been discriminated against, you should discuss this with the OCY Designated Agent. If you are not satisfied, you may call OCY at 1-800-877-7882 (this is a toll-free call).

You may enroll your child with the child care provider of your choice.

Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Office for Children and Youth. In the review by the OCY Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, the OCY Designated Agent will proceed in accordance with the decision of the Director of the Office for Children and Youth.

## PARENT(S) RESPONSIBILITIES

PLEASE READ THIS SECTION CAREFULLY. PLEASE ASK THE OCY DESIGNATED AGENT TO EXPLAIN TO YOU ANY OF THESE STATEMENTS THAT YOU DO NOT UNDERSTAND.

I certify that this form has been examined by me and that the information given is true and correct to the best of my knowledge and belief.

I agree to provide accurate and truthful information to the OCY Designated Agent, and when requested to the representatives of MDHS, or the Office for Children and Youth for the purpose of determining eligibility for assistance.

I agree to provide the OCY Designated Agent information to verify any statements given in this application and hereby give the OCY Designated Agent, MDHS, or its agents permission to obtain such verification. I will cooperate fully with State and federal personnel in any review.

I will notify the OCY Designated Agent within ten (10) days of any change in the following circumstances: marital status, household size, household income, address, employment, education or training status for any household member.

I agree to notify the OCY Designated Agent when child care services are no longer needed.

I will notify the provider if my child(ren) will not attend child care for three (3) or more days at any one time.

I am the parent or legal guardian of the children as specified and they are living in my home. These children are in need of child care in order that I may continue employment and/or education/training.

If I am the legal guardian of the children as specified, I declare that they are deprived of parental support or care by reason of death, incapacity, or continued absence from home of a parent.

I understand that Mississippi law requires MDHS to take necessary action to establish paternity and /or collect child support from the responsible parent(s) whose child(ren) are receiving public assistance. The Office for Children and Youth, MDHS provided consumer information to parents in need of assistance in obtaining child support. I agree to cooperate and to provide assistance in the collection of child support and /or the establishment of paternity for children whom I am requesting assistance. I understand that if I do not cooperate as required, I may lose my eligibility for child care services according to the requirements of the program.

I understand that the provider of the child care services is NOT an agent of OCY Designated Agent, and that the foregoing entities in no way warrant the services rendered, and I understand that the child care provider acts solely as an independent contractor in its capacity as a child care provider.

Under Mississippi law, any person who knowingly commits fraud or aids or abets another person to commit fraud, in connection with State or federally funded assistance programs, may be punished as for either a misdemeanor or a felony. Fraudulent acts are set forth in the applicable statutes, but they include failure to disclose a material fact in making a determination for a person to receive aid or benefits or services under any State or federally funded assistance program; failure to disclose a change of circumstances; and knowingly filing a false claim for aid, benefits, or services.

I UNDERSTAND ALL OF THE STATEMENTS LISTED ABOVE.  YES  NO I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE POLICIES CAN RESULT IN THE TERMINATION OF CHILD CARE SERVICES.  YES  NO

Client's Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Client's Signature (Sign your name; do not print) \_\_\_\_\_

OCY Designated Agent (Please Print) \_\_\_\_\_

OCY Designated Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent's Statement of Agreement

I agree to report to the Child Care Department any changes in:

- income
- address or phone number
- child support
- work hours or school enrollment
- family size
- daycare provider

If any of these changes occur, I will contact the Child Care Department within ten (10) days.

### Understand that:

any change in my employment status (layoff, new job, change income, maternity leave, change in number of work hours) or change in my family size (new baby, marriage, divorce) could affect my co-pay fee or my eligibility.

I must pay a monthly co-payment fee to the child care provider, and that failure to keep my co-payment fee current could result in termination from the child care program.

If the provider charges more than the maximum amount the certificate program can pay, I will be responsible for paying that difference, in addition to my co-payment.

If I change providers, I am to report this change in advance to the Child Care Department. I understand that it is my responsibility, and NOT the responsibility of the daycare center or individual provider, to ensure that the Child Care Department is notified and that a replacement certificate is written to the new provider. I understand I can request a change in provider only two times during the year and that changes will not be processed between August 1 and September 30 (during rollover) unless circumstances are such that it is absolutely necessary.

If my child misses attendance at the daycare center, I am to contact the center and let them know the reason, and if my child misses 3 consecutive days with no contact from me to the center, the center is to contact the Child Care Department and my need for childcare services will be reviewed.

If my child misses attendance at the daycare center for more than two weeks, I will be responsible for payment to the center. If more than two weeks for a medical reason, I will submit a doctor's statement to the center.

If I withdraw my child from a center without giving notice as required by the center, I will be responsible for paying the center or working out an arrangement with the center. I understand the certificate program cannot double-pay for my child.

I or my authorized representative must sign my child(ren) in and out on the daycare center's sign-in sheets every day and if I do not, the program will not be responsible for paying for my child care.

9. that payments cannot be made to another person living in the same household as my child.

10. if I use an unlicensed individual child care provider, she/he must be 18 or older and she/he is prohibited by law from keeping more than 5 children who are not related to the provider.

11. failure to comply with Child Support will result in termination of my certificate(s).

12. that my eligibility must be re-established after I have been receiving child care services for six (6) months.

13. if I provide false information during the application or redetermination process, my child care certificate(s) will be terminated and I will not be eligible to reapply for services until one year from the date of termination. If I provide false information again after being re-approved for services, I will be disqualified from the certificate program permanently.

**FRAUD:** Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be for a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received is above \$500.

**GRIEVANCE PROCEDURE:** Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Office for Children and Youth. In the review by the OCY Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, the OCY Designated Agent will proceed in accordance with the decision of the Director of the Office for Children and Youth.

Work or School Schedule: Please list below the hours that you work and/or attend school each day. Write in your usual daily schedule in the blanks below. Example: 8am-5pm, 7am-3pm, etc. Below that, please write in the hours child care is needed.

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
_____	_____	_____	_____	_____	_____	_____
Child Care Services are needed from _____ (am or pm) to _____ (am or pm)						

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Date)

## Child Care Documentation Checklist

- PARENT WORKING - Please send one of the following:

- (1) Check stubs - If you are paid every week, every 2 weeks or twice a month, send us your two most recent check stubs. If you are paid monthly, send us your most recent check stub. Must be working at least 25 hours per week.
- (2) If you are self-employed, send a copy of your Estimated Quarterly Tax Report or other method approved by Designated Agent
- (3) If you have just started a job and do not have check stubs yet, send a letter from your employer on company letterhead (or a notarized statement from employer) stating when you began the job, your rate of pay, and number of hours per week scheduled to work. The letter will be good for 30 days, and must be followed up with 2 check stubs.
- (4) If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.

### TEEN PARENTS IN HIGH SCHOOL

- (1) If you are a teen parent and living at home with your parent(s), your parent(s) must be working the required 25 hours per week. Send two (2) of your parent(s)' check stubs.
- (2) If you are a teen parent and living at home with your parent(s), your parent(s) cannot be paid for keeping your child.

- If you receive SSI, Social Security, or alimony, send a copy of the check or award letter.

- PARENT IN SCHOOL

High School	Enrolled full time. Current verification of enrollment from the Principal or counselor of the high school. Copy of 2 check stubs if student is working. Copy of 2 of parent's check stubs. No work requirement for the student.
College, working part time	Priority 5. Enrolled full time, working less than 25 hours per week. Copy of school enrollment. If classes have not started, send copy of schedule, followed by enrollment letter within a week after classes begin. Copy of 2 check stubs. Clinical hours can count as work hours.
College, not working	Priority 6. Enrolled full time. Copy of school enrollment. If classes have not started, send copy of schedule, followed by enrollment letter within a week after classes begin.

- LONG FORM BIRTH CERTIFICATE for each child who needs child care. If your child is already on the program and currently receiving childcare, you will not need to send this again. If you are not currently on the program, or if you are adding another child, you WILL need to send it. If you don't have the long form birth certificate (with the parent's names on it) we can accept a copy of the birth certificate application and money order until you receive the birth certificate. You will have 30 days to get the birth certificate to us. (90 days for a newborn.)

- SOCIAL SECURITY NUMBERS Copies of social security cards for parent(s) and for each child needing child care. If no social security card, then a copy of a printed document, such as a printout from Social Security or child's immunization record, which includes the Social Security number. If your child is already on the program and receiving childcare, you will not need to send this again. If you are not currently on the program, or if you are adding another child, you WILL need to send it.

- CHILD SUPPORT

See instructions on the attached Verification of Child Support Services form.

## CHILD CARE DEVELOPMENT FUND (CCDF) RACE-ETHNICITY INFORMATION

We are required by the federal government to gather the following information for statistical purposes. It is for reporting purposes only and will not in any way affect your eligibility for this program.

Please complete this for yourself and for each child you are applying for.

<p><b>PARENT</b></p> <p>Name _____</p> <p>Do you consider yourself wholly or in part... (Check all that apply)</p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White or Caucasian</p> <hr/> <p><input type="checkbox"/> Hispanic or Latino <i>If yes, also check one of the above.</i></p>	<p><b>CHILD #1</b></p> <p>Child's Name _____</p> <p>Do you consider your child wholly or in part... (Check all that apply)</p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White or Caucasian</p> <hr/> <p><input type="checkbox"/> Hispanic or Latino <i>If yes, also check one of the above.</i></p>
<p><b>CHILD #2</b></p> <p>Child's Name _____</p> <p>Do you consider your child wholly or in part... (Check all that apply)</p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White or Caucasian</p> <hr/> <p><input type="checkbox"/> Hispanic or Latino <i>If yes, also check one of the above.</i></p>	<p><b>CHILD #3</b></p> <p>Child's Name _____</p> <p>Do you consider your child wholly or in part... (Check all that apply)</p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White or Caucasian</p> <hr/> <p><input type="checkbox"/> Hispanic or Latino <i>If yes, also check one of the above.</i></p>
<p><b>CHILD #4</b></p> <p>Child's Name _____</p> <p>Do you consider your child wholly or in part... (Check all that apply)</p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White or Caucasian</p> <hr/> <p><input type="checkbox"/> Hispanic or Latino <i>If yes, also check one of the above.</i></p>	<p><b>CHILD #5</b></p> <p>Child's Name _____</p> <p>Do you consider your child wholly or in part... (Check all that apply)</p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White or Caucasian</p> <hr/> <p><input type="checkbox"/> Hispanic or Latino <i>If yes, also check one of the above.</i></p>

## GUARDIANSHIP / IN LOCO PARENTIS VERIFICATION

Guardian's name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone:            Home \_\_\_\_\_ Work \_\_\_\_\_

Date: \_\_\_\_\_

I am currently providing care for the child or children listed below. The child or children do live with me, but the child's or children's parents do not. I am responsible for their care in all aspects of daily living.

Children's names:


Please give a brief explanation, including the parent's whereabouts if known, as to why you are responsible for the care of this child or children. Or you may attach a copy of any legal guardianship papers you have.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you receive other benefits for this child? Check all that apply:

Food stamps  
yes \_\_\_ no \_\_\_Medicaid  
yes \_\_\_ no \_\_\_TANF  
yes \_\_\_ no \_\_\_CHIPS Insurance  
yes \_\_\_ no \_\_\_

Guardian's signature \_\_\_\_\_

## Verification for Child Support Services

### Office for Children and Youth

This completed form is to be attached to parents' child care application.

\_\_\_\_\_ / \_\_\_\_\_  
(Custodial Parent)

\_\_\_\_\_  
(Social Security Number)

I am applying for Child Care assistance. I understand that cooperation with Child Support enforcement is required in order for me to be eligible for the program.

<b>PLEASE LIST CHILDREN NEEDING CHILD CARE AND PROVIDE CHILD SUPPORT INFORMATION</b>					
(Use reverse side if necessary)					
CHILD'S NAME	Child Support case is through MDHS Child Support	Child Support court ordered, through Bank Plan. Copy of court order & payment print-out attached	Child Support court ordered, not through Bank Plan. Copy of court order attached.	I do not currently have an open Child Support case	No Child Support case - other biological parent is living in the home
1.	yes _____	yes _____	yes _____	yes _____	yes _____
2.	yes _____	yes _____	yes _____	yes _____	yes _____
3.	yes _____	yes _____	yes _____	yes _____	yes _____
4.	yes _____	yes _____	yes _____	yes _____	yes _____
5.	yes _____	yes _____	yes _____	yes _____	yes _____

**Through MDHS:** No need to contact MDHS if you already have an open case. Parent should complete the Child Verification for Child Support Services form and attach it to the Child Care application.

**Not through MDHS, is court ordered, through Bank Plan:** Send us a copy of (1) court order, showing children and amounts to be paid, and (2) a printout of payments from a Bank Plan payment schedule.

**Not through MDHS, is court ordered, but not through Bank Plan:** Send a copy of court order. Entire monthly amount will be used to determine income.

**Have not yet applied for Child Support and have no court order (whether or not you are receiving any payments):** If you do not have an open case, you should contact MDHS Local Child Support Office and open a case for each child for whom you are needing child care assistance.

**If you are excused from cooperating with Child Support for one or more children:** Please attach a statement from the Child Support officer that you are excused from cooperating with Child Support. The statement should name the child or children and should be dated and signed by the Child Support officer and should bear the official stamp of the county office.

APPLICATION FOR CHILD SUPPORT SERVICES  
CHILD CARE CERTIFICATE APPLICANT/RECIPIENT

**NOTE: If you do not currently have an open child support case, you must complete the Child Support application.**

Currently, there is no application fee.

Child support staff is available to provide assistance in completing the child support application upon request. Child support staff will complete the form on the reverse side of this page. Please attach this form, along with a printout of payments received, to your child care application.

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
CHILD CARE CERTIFICATE

DISTRICT # \_\_\_\_\_  
CERTIFICATE # \_\_\_\_\_

<b>GENERAL INFORMATION</b>	
Issue Date: <input type="text"/>	Est From: <input type="text"/> Est To: <input type="text"/> Term Date: <input type="text"/>
# in Family: <input type="text"/> #Parents: <input type="text"/> #Children: <input type="text"/> #Covered: <input type="text"/> Priority Population: <input type="text"/>	Processor: <input type="text"/>
<b>A. HEAD OF FAMILY INFORMATION</b>	
SSN: <input type="text"/>	Eligibility: <input type="text"/>
Parent/Responsible Adult's Name/Facile Child's Name: <input type="text"/>	
Address: <input type="text"/>	City: <input type="text"/> Zip: <input type="text"/>
County: <input type="text"/>	Home Ph: <input type="text"/> Work Ph: <input type="text"/>
Gross Income: <input type="text"/>	Sex: <input type="text"/> Marital Status: <input type="text"/>
Housing Assst: <input type="text"/> FoodStamps: <input type="text"/> Other: <input type="text"/>	dtse/Penal: <input type="text"/> FCPs: <input type="text"/> Referred by CHS: <input type="text"/>
American Indian: <input type="checkbox"/> Asian: <input type="checkbox"/> Black: <input type="checkbox"/> Other: <input type="checkbox"/> White: <input type="checkbox"/> Hispanic: <input type="checkbox"/>	
<b>E. PROVIDER INFORMATION</b>	
Provider # <input type="text"/>	Type of Care: <input type="text"/> Center-4 Group Home-3 Relative In-Home-6 Out of Home-8 Non-Relative In-Home-5 Out of Home-7
Caregiver: <input type="text"/>	Owner/Provider Name: <input type="text"/> (first) <input type="text"/> (last) <input type="text"/> (mi)
Address: <input type="text"/>	City: <input type="text"/> Zip: <input type="text"/>
Rate: <input type="text"/> Full-Time Weekly: <input type="text"/>	BA School Weekly: <input type="text"/> Reg. Fee: <input type="text"/>
<b>B. FUNDING SOURCE/ELIGIBILITY</b>	
Funding Code: <input type="text"/>	Family Eligibility: <input type="text"/>
<b>C. FACE VALUE INFORMATION For Office Use Only</b>	
Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>	Total Hours: <input type="text"/>
Rate Full Day: <input type="text"/> Full WK: <input type="text"/> Reg Fee: <input type="text"/> Tar: <input type="text"/>	
FT/No Co-Pay: <input type="text"/> BA School: <input type="text"/> Gross Face Value: <input type="text"/>	
PT/No Co-Pay: <input type="text"/> No Pay: <input type="text"/> Adjusted: <input type="text"/>	
Non Traditional: <input type="checkbox"/> Change to Provider: <input type="checkbox"/>	Net Face Value: <input type="text"/>
<b>D. CHILD'S INFORMATION</b>	
SSN: <input type="text"/>	(first) <input type="text"/> (last) <input type="text"/>
DOB: <input type="text"/>	Age: <input type="text"/> Sex: <input type="text"/> Special Needs: <input type="checkbox"/>
American Indian: <input type="checkbox"/> Asian: <input type="checkbox"/> Black: <input type="checkbox"/> Other: <input type="checkbox"/> White: <input type="checkbox"/> Hispanic: <input type="checkbox"/>	
<p><b>Signatures:</b></p> <p>The conditions of this Agreement for child care of the child identified above fully meet the approval of all parties concerned, as evidenced by the signatures which appear below, and such conditions become effective on the first day of services (effective date). The parties understand fully the stipulations as set forth herein, and according to the Agreement on the back of this certificate, understands that any other Agreement made in connection with the child care services on this child must not be in conflict with the conditions contained herein. THIS CERTIFICATE IS NOT VALID UNTIL ALL INFORMATION IS COMPLETED, ALL SIGNATURES ARE EXECUTED, AND THE CERTIFICATE IS RETURNED TO THE CASE MANAGEMENT ENTITY BY THE DUE DATE.</p> <p style="text-align: center;"><b>* VOID IF NOT RETURNED WITHIN 14 DAYS AFTER ISSUE DATE * DUE DATE:</b></p>	
CHILD Care Provider Signature: _____	Date: _____
Parent/Responsible Adult: _____	Date: _____
OCY Designated Agent/TANF Child Care Coordinator: _____	Date: _____

**CONDITIONS OF AGREEMENT**

Attached to and Forming a Part of Child Care Certificates Issued through CCDF Childcare Program

**THE CHILD CARE PROVIDER AGREES:**

1. To provide facilities, essentials of daily living, daily program of care, educational and other services appropriate to the age and development level of the child.
2. To universally apply its advertised child care rates. The rates for the clients of the Mississippi Department of Human Services (MDHS) are not to exceed those charged to all other clients. The Child Care Provider will extend all discounts to the clients of the MDHS in the same manner as all other clients. The MDHS is obligated to pay up to, but not to exceed, the child care fair market rate based on the type of provider and level of services as stated in the OCY Weekly Child Care Reimbursement Tiers.
3. To collect the assessed co-payment fee contained in this Agreement, and to deduct this fee from the rates before billing for services rendered.
4. To allow unlimited access to the program, including unannounced visits by Parents, MDHS, and OCY Designated Agent (DA), and to furnish reports and/or to provide access to information concerning the child care program as requested by the MDHS or DA.
5. That nothing contained in this Agreement shall be construed to constitute the Child Care Provider or any of its employees, agents, or subcontractors as a partner, employee, or agency of the MDHS or DA, nor shall either party to this Agreement have any authority to bind the other in any respect, it being intended that each shall remain an independent entity. The Child Care Provider agrees to advise any client served under the terms of this Agreement of the independent status of the Child Care Provider and the MDHS or DA. Neither the MDHS nor DA warrants in any way services rendered by the Child Care Provider.
6. That any publicity given to the program or services provided herein including, but not limited to, notices, information pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Child Care Provider, shall not identify the MDHS as a sponsoring agency nor display any MDHS or DA name and logo in any manner, without prior written approval by MDHS.
7. The MDHS, DA, and their employees are to be held harmless for any claim growing out of any action performed by the Child Care Provider and its agents, employees or any of its subcontractors under any provisions of this Agreement.
8. To comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act when center-based and group-home care are provided.

**THE OCY DESIGNATED AGENT AGREES** (in accordance with its subgrant with the MDHS):

1. To pay the Child Care Provider for services rendered in accordance with the terms agreed upon.
2. To provide written notification to the Child Care Provider of the termination of the family/child.

**ALL PARTIES AGREE:**

1. That this Agreement may be terminated at any time by the MDHS, and/or DA for cause, in whole or in part, for failure of the Child Care Provider to perform any of the provisions hereof. Should MDHS exercise its right to terminate this Agreement under this Provision, the Child Care Provider shall be notified in writing with reason and termination date specified.
2. Payment for services under this Agreement are subject to the availability of federal and/or state funding.
3. Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be for a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received is above \$500.

---

 Center Director or Individual Provider

---

 Date

## CHILD CARE CENTER STATEMENT OF AGREEMENT

101.01

As Director or Owner of this child care center, I understand and agree with the following guidelines as they relate to the child care certificate program. I acknowledge that I have received a copy of the *Center Information Booklet* and agree to adhere to the program guidelines outlined in the Booklet.

This center will provide developmentally appropriate early childhood educational activities, including reading and writing.

Rates charged to certificate children cannot exceed rates charged to non-certificate children.

Discounts, such as for second or third children in a family, offered to non-certificate children must be offered to certificate children.

Holiday/vacation/absentee/withdrawal charges for certificate children cannot be different than charges for non-certificate children.

Absences will be marked on the monthly ledger, even if the center charges for missed days.

Parent or authorized representatives must sign the child in and out on a daily basis. I understand that daily sign-in/sign-out sheets and marked ledgers should agree.

I understand that if I mark a child present on a ledger when the child was not actually attending, the center may have overpayments recouped.

I will note on the bottom of the ledger the reason if a child misses three or more consecutive days. I will notify the Child Care Department by telephone if a child misses three consecutive days with no contact from the parent.

I agree to submit payment ledgers each month by the due date in order to ensure payment.

Co-payment fees must be collected and documented on a monthly basis. I must notify the Designated Agent by the end of the current month if a parent fails to pay her/his co-payment.

Once a certificate is written, I understand that the rate cannot be increased during the program year, which is October 1 through September 30.

It is my responsibility to report any changes in ownership, tax identification number, address, phone number, center director, tier status, policy and license to the child care department within ten days.

I understand that if I am a Tier I provider, the director with the Tier I qualification as registered with the Designated Agent must be on site for a minimum of six (6) hours of the program day in order to receive Tier I reimbursement rates.

14. I agree not to exceed my licensed capacity.

15. I understand that I am not to complete and/or sign the parent's name to the parent's Child Care Application or certificate, and that the parent her/himself must sign these documents.

16. I understand that I cannot offer any bribe or payments to any certificate parents or child care staff in order that my center might be selected.

17. I will report any suspicion of unemployment or school drop-out of a parent to the child care program staff so the matter can be reviewed.

18. As a participant in the certificate program, my center may be monitored by staff of the child care certificate program, the Office for Children and Youth, or any representative of the Mississippi Department of Human Services. If the center is not in compliance with regulations or the center has collected payments it was not entitled to, the center may have overpayments recouped.

19. I understand that if I knowingly provide false information, a penalty will be imposed. At the first offense, recoupment will be made and a warning issued. At the second offense, recoupment will be made and the center will be permanently disqualified from participating in the CCDF program.

**FRAUD:** Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be for a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received is above \$500.

**GRIEVANCE PROCEDURE:** Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Office for Children and Youth. In the review by the OCY Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, the OCY Designated Agent will proceed in accordance with the decision of the Director of the Office for Children and Youth.

Director or Owner \_\_\_\_\_ Date \_\_\_\_\_

Center \_\_\_\_\_

OFFICE FOR CHILDREN AND YOUTH  
MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
BASIC HEALTH, SAFETY, AND NUTRITION ASSURANCES  
FOR UNLICENSED CHILD CARE PROVIDERS

Health and Safety

1. Providers and their staff must be in good health, mentally and physically capable of caring for children. Other persons in the home must be free of any infectious disease.
2. Sick children and children with contagious conditions must be isolated and returned home as soon as possible. Provider(s) must report infectious disease to the local Health Department. Children should be checked each morning upon arrival for contagious or infectious disease and not admitted if ill.
3. All medications, cleaning agents, poisons, and pesticides must be kept out of the reach of children.
4. Children who are injured during the day should be given immediate attention and appropriate action taken to meet the child's needs. All accidents are to be recorded and parents notified immediately. Make sure children do not have toys so small they could swallow them. First-aid supplies should be kept readily available.
5. Diapers shall be changed as often as necessary. No child(ren) should be allowed to remain in wet or dirty diapers. All providers must wash hands before and after diapering children.
6. All children must have a record of immunizations according to the schedules and forms outlined by the Health Department.
7. Garbage and/or trash must be removed from the home regularly and from the grounds at least once a week. Garbage should be kept in a closed container and out of reach of children.
8. The home must have running water, clean toilets, a fire extinguisher and a first aid kit. A box of baking soda must be kept in the kitchen to help extinguish small grease fires. The home must be kept clean and free of dangerous conditions and all heat sources shielded, and electrical outlets protected by safety plugs. The home must have a working telephone.
9. There must be clean individual beds, cots, mattresses, or pads, provided for each child to take a nap. Linens should be washed and kept clean.
10. No smoking, tobacco use, illegal drug use, including cocaine, crack, LSD, and alcohol, is allowed when children are present. All weapons, including guns, arrows, hunting knives etc., on the property should be contained in locked storage and secured from children.
11. Children need to be treated with love and kindness. Hold babies while feeding them, smile at the children often, and talk to them in normal tones. Encourage and reward good behavior.
12. No form of corporal or harsh punishment including yelling, slapping, spanking, or total isolation shall be used as discipline measures.
13. Children must be placed in seatbelts or car seats when riding in any vehicle. The driver must have a valid license.
14. All children must be supervised by an adult (minimum of 18 years old) at all times.
15. Outdoor play area must be safe for children.
16. Any food/formula that is brought in by the parent to the provider must be stored in the refrigerator and nutritious meals and snacks should be prepared and served daily, using a variety of foods selected from nutritional guidelines that meet the daily needs of all ages served. Also, provider should avoid food causing allergies, as noted by the parent.
17. I certify that I have not been convicted of a felony, nor has my name been placed on the child abuse or sex offender registry. Also, I certify that no more than five children not related within the third degree will be served at a given time.

I understand and agree to abide by the conditions listed above. Parents shall have unlimited access to their child while under my care. I agree to cooperate with periodic on-site monitoring visits. Failure to comply with these conditions can result in my debarment from the Child Care Certificate Program. A copy of this page will be forwarded to the appropriate OCY Designated Agent.

\_\_\_\_\_  
Signature of Provider

\_\_\_\_\_  
Date

## ISSUED TO MDHS STAFF VIA MAVERICS MAILBOX

TO: Economic Assistance County Directors  
 FROM: Cheryl Sparkman, Director  
 Division of Economic Assistance  
 RE: TANF Child Care  
 DATE: May 24, 2005

The Boys and Girls Clubs receive funding through the Attorney General's Office to provide services (summer and after school) to TANF eligible children. Parents/caretaker relatives who choose a Boys and Girls Club as their child care provider should be referred directly to the local Boys and Girls Club. The case manager (CM) must document the case record and instruct the individual to contact the Boys and Girls Club to arrange child care services. Also, inform these individuals that they will be responsible for paying any registration fees. Referrals to the Boys and Girls Club will be handled manually (verbally). However, if the Boys and Girls Club requires a referral form, the CM must use the manual Resource Service Referral form, MDHS-EA-365/565. It is not necessary to refer these individuals to the Office for Children and Youth (OCY) Designated Agents (DA). However, if a referral is sent to the DA prior to the individual choosing The Boys and Girls Club, the DA should make the referral and notify the CM and document the Weekly Recap Report accordingly. NOTE: The individual's back up plan for child care services must be documented in the case record.

County directors must ensure this mailbox is shared with appropriate staff. OCY will ensure distribution to all DA. If you have any questions, please handle through your Regional Director.

pc: Regional Directors  
 Office for Children and Youth  
 Work Programs Unit

Reviewed by: Julia Todd Date: 5/24/05  
 Office for Children and Youth

Approved  Disapproved

Reviewed/Approved  
 Cheryl Sparkman 5/24/05

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

pc: Ricky Berry

REFERRAL FOR CHILD CARE SERVICES  
PROTECTIVE SERVICES

103.01

TO: \_\_\_\_\_  
\_\_\_\_\_

FROM: \_\_\_\_\_  
\_\_\_\_\_

SECTION A: CLIENT INFORMATION

Only one child should be entered per referral. If this is not a 340 or 600 case type, the parent/caretaker should contact the OCY Designated Agent personally for application.

NAME OF CHILD: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NAME OF PARENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MDHS CASE NUMBER: \_\_\_\_\_ COUNTY and CODE: \_\_\_\_\_

CHILD'S SOCIAL SECURITY #: \_\_\_\_\_ CHILD'S MEDICAID #: \_\_\_\_\_  
(if available)

NOTES AND COMMENTS:

SECTION B: MISSISSIPPI DEPARTMENT OF HUMAN SERVICES – CASE TYPE

BASIS OF DETERMINING ELIGIBILITY

**340 CASE:** COURT ORDERED PROTECTIVE SERVICE CASE IN WHICH A FORMALIZED PLAN FOR RESOLVING DYSFUNCTIONS IS PUT IN PLACE ALONG WITH THE PROVISION OF SUPPORT SERVICES FOR STABILIZATION OF THE FAMILY.

Children in protective services cases (340 case types) are eligible for child care. With 340 case types, the child remains in the home. The parent(s) must be working a minimum of 20 hours or in an education or training program and working the minimum required hours. On a case-by-case basis the work/school/training activity may be waived when requested by the Director of the Division of Family and Children's Services to the Director of the Office for Children and Youth.

**600 CASE:** COURT ORDERED IN CUSTODY OF DHS AND PLACED IN A LICENSED FOSTER FAMILY HOME OR WITH AN APPROVED RELATIVE. THE FOSTER FAMILY OR APPROVED RELATIVE NEEDS SUPPORT SERVICES.

Children in foster care cases (600 case type) are eligible for child care. With 600 case types, the child is placed in a licensed family home or with an approved relative. Income eligibility is based exclusively on the child's income. In determining income eligibility, the child is considered a family of one. The foster parent(s) or approved relative must be working or attending a job training or educational program and working the minimum required hours to be eligible.

CASE TYPE REASON CHILD CARE IS NEEDED:

\_\_\_\_\_ 340 \_\_\_\_\_

\_\_\_\_\_ 600 \_\_\_\_\_

SOCIAL WORKER: \_\_\_\_\_ TELEPHONE # (WORK) \_\_\_\_\_

SECTION C: VERIFICATION OF ELIGIBILITY

I attest that the information contained herein is correct based on the information available. I further attest that there is an open case on this family and that child care services are necessary for the child(ren) being referred. I understand that I will be committing an act of fraud punishable by fine and/or employment termination if I knowingly refer a family for which there is not an active MDHS case or fail to follow proper termination of services procedure when there is no longer a need for child care services or when the MDHS case is closed.

MDHS SOCIAL WORKER: \_\_\_\_\_ APPROVAL OF MDHS SUPERVISOR: \_\_\_\_\_

REFERRAL FOR CHILD CARE SERVICES  
FOSTER CARE

103.02

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

SECTION A: CLIENT INFORMATION

Only one child should be entered per referral. If this is not a 600 case type, the parent/caretaker should contact the OCY Designated Agent personally for application.

NAME OF CHILD: \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

NAME OF PARENT: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MDHS CASE NUMBER: \_\_\_\_\_

COUNTY and CODE: \_\_\_\_\_

CHILD'S SOCIAL SECURITY #: \_\_\_\_\_

CHILD'S MEDICAID #: \_\_\_\_\_  
(if available)

NOTES AND COMMENTS:

SECTION B: MISSISSIPPI DEPARTMENT OF HUMAN SERVICES - CASE TYPE

BASIS OF DETERMINING ELIGIBILITY

600 CASE: COURT ORDERED IN CUSTODY OF DHS AND PLACED IN A LICENSED FOSTER FAMILY HOME OR WITH AN APPROVED RELATIVE. THE FOSTER FAMILY OR APPROVED RELATIVE NEEDS SUPPORT SERVICES.

Children in foster care cases (600 case type) are eligible for child care. With 600 case types, the child is placed in a licensed family home or with an approved relative. Income eligibility is based exclusively on the child's income. In determining income eligibility, the child is considered a family of one. The foster parent(s) or approved relative must be working or attending a job training or educational program and working the minimum required hours to be eligible.

CASE TYPE REASON CHILD CARE IS NEEDED:

\_\_\_\_\_ 600 \_\_\_\_\_

SOCIAL WORKER: \_\_\_\_\_

TELEPHONE # (WORK) \_\_\_\_\_

SECTION C: VERIFICATION OF ELIGIBILITY

I attest that the information contained herein is correct based on the information available. I further attest that there is an open case on this family and that child care services are necessary for the child(ren) being referred. I understand that I will be committing an act of fraud punishable by fine and/or employment termination if I knowingly refer a family for which there is not an active MDHS case or fail to follow proper termination of services procedure when there is no longer a need for child care services or when the MDHS case is closed.

MDHS SOCIAL WORKER: \_\_\_\_\_

APPROVAL OF MDHS SUPERVISOR: \_\_\_\_\_

Date: \_\_\_\_\_

NOTIFICATION OF TERMINATION  
OF CHILD CARE SERVICES

TO: \_\_\_\_\_ FROM: \_\_\_\_\_  
 \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ County and Code: \_\_\_\_\_

Child's Social Security # \_\_\_\_\_ Child's Medicaid # \_\_\_\_\_  
 (if available)

Notes and comments:

There is no longer a need for child care services for the above named child as the Protective Services case has been closed. Client is therefore no longer eligible for services. Case was closed on \_\_\_\_\_  
 (date)

MDHS Social Worker: \_\_\_\_\_ Date: \_\_\_\_\_  
 (signature)

MDHS Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 (signature)

Please distribute copies to (1)Client File (2)Child Care Provider (3)OCY Designated Agent

## Designated Agent Info Here Redetermination Form

<b>1. Parent/Legally Responsible Person Information</b> Name _____ Mailing Address _____ City _____ Zip _____ Physical Address, if Different than Mailing Address _____ _____	Parent Social Security No. _____ County of Residence _____ Phone _____ (Home) _____ (Work) Single _____ Married _____ Separated _____ Divorced _____ Place of Employment _____ Spouse Place of Employment _____ Are you a teen parent? _____ Are you currently deployed (military)? _____
---	---

**2. Please list all persons living in the home. (Include all children needing child care.) Use reverse if necessary.**

Name (List yourself first)	Write date of birth and Social Security no. for any <u>new</u> child(ren). Indicate if Special Needs, Head Start, or Kindergarten.
1.	
2.	
3.	
4.	
5.	
6.	
7.	

**3. Please list all sources of income for your household.**

Source of Income	Check One	Person Receiving	Gross Amount	How Often? (Weekly, Biweekly, Semi-Monthly, Monthly)	Check all that apply
Employment	Yes No	Self	Attach Check Stubs		<input type="checkbox"/> Day Shift
Employment	Yes No	Spouse	Attach Check Stubs		<input type="checkbox"/> Night Shift
Self-employment	Yes No		Attach Documentation		<input type="checkbox"/> Swing Shift
SSI	Yes No		\$		<input type="checkbox"/> Clinicals
Social Security/Other	Yes No		\$		<input type="checkbox"/> In High School
Child Support/Alimony	Yes No		\$		<input type="checkbox"/> In College

I certify the above information is true and correct.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Return this form with requested documentation by due date.

**Date Due:** \_\_\_\_\_

(If this form and requested documentation not received by due date, child care certificates will be terminated.)

## Monthly Child Care Co-Payment Fees for Parents

Children in foster care or protective services and children receiving SSI benefits should be assessed a co-pay fee of \$10.00 per month.

Annual Gross Family Income Range		Family of 2		Family of 3		Family of 4		Family of 5		Family of 6	
From	to Under	1	2	1	2	1	2	1	2	1	2
	9,999	10	10	20	10	20	10	20	10	20	
000	10,999	18	13	23	10	20	10	20	10	20	
000	11,999	27	22	32	17	27	12	22	10	20	
000	12,999	35	30	40	25	35	20	30	15	25	
000	13,999	43	38	48	33	43	28	38	23	33	
000	14,999	52	47	57	42	52	37	47	32	42	
000	15,999	60	55	65	50	60	45	55	40	50	
000	16,999	68	63	73	58	68	53	63	48	58	
000	17,999	77	72	82	67	77	62	72	57	67	
000	18,999	85	80	90	75	85	70	80	65	75	
000	19,999	93	88	98	83	93	78	88	73	83	
000	20,999	102	97	107	92	102	87	97	82	92	
000	21,999	110	105	115	100	110	95	105	90	100	
000	22,999	118	113	123	108	118	103	113	98	108	
000	23,999	127	122	132	117	127	112	122	107	117	
000	24,999	135	130	140	125	135	120	130	115	125	
000	25,999	143	138	148	133	143	128	138	123	133	
000	26,999	151	147	157	142	152	137	147	132	142	
000	27,999	159	155	165	150	160	145	155	140	150	
000	28,999		163	173	158	168	153	163	148	158	
000	29,999		172	182	167	177	162	172	157	167	
000	30,999		180	190	175	185	170	180	165	175	
000	31,999		188	198	183	193	178	188	173	183	
000	32,999		196	206	192	202	187	197	182	192	
000	33,999		204	214	200	210	195	205	190	200	
000	34,999		212	222	208	218	203	213	198	208	
000	35,999				217	227	212	222	207	217	
000	36,999				225	235	220	230	215	225	
000	37,999				233	243	228	238	223	233	
000	38,999				241	251	237	247	232	242	
000	39,999				249	259	245	255	240	250	
000	40,999				257	267	253	263	248	258	
000	41,999						262	272	257	267	
000	42,999						270	280	265	275	
000	43,999						278	288	273	283	
000	44,999						286	296	282	292	
000	45,999						294	304	290	300	
000	46,999						302	312	298	308	
000	47,999						310	320	307	317	
000	48,999								315	325	
000	49,999								323	333	
000	50,999								331	341	

Eligibility is limited to those families earning 85% or less than the SMI.  
 Boldface figures represent 50% of SMI.  
 Family size of 7 or more should be treated the same as a family of 6.

Effective 10/1/2004

## OCY Weekly Child Care Reimbursement Tiers

<b>Licensed Centers/Group Child Care Homes</b>	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
Full-time			
Infants (birth to 12 months)	\$86.52	\$78.28	
Toddlers (13 to 36 months)	\$82.40	\$75.19	
Pre-school (3 to 5 years)	\$78.28	\$72.10	
School-age: Summer (5 to 13 years)	\$76.00	\$71.07	
Special Needs (all ages)	\$91.00	\$85.49	
Part-time			
Infants (birth to 12 months)	\$43.26	\$39.14	
Toddlers (13 to 36 months)	\$42.23	\$38.11	
Pre-school (3 to 5 years)	\$40.17	\$36.05	
School-age: After School (5 to 13 years)	\$46.35	\$42.23	
Special Needs (all ages)	\$47.38	\$43.26	
<b>Family Child Care Homes/In-home Child Care</b>	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
Full-time			
Infants (birth to 12 months)	\$62.83	\$56.65	\$45.32
Toddlers (13 to 36 months)	\$59.74	\$54.59	\$43.26
Pre-school (3 to 5)	\$56.65	\$51.50	\$41.20
School-age: Summer (5 to 13 years)	\$55.62	\$50.47	\$40.17
Special Needs (all ages)	\$66.95	\$60.77	\$48.41
Part-time			
Infant (birth to 12 months)	\$31.93	\$28.84	\$22.66
Toddlers (13 to 36 months)	\$30.90	\$27.81	\$22.66
Pre-school (3 to 5 years)	\$28.84	\$25.75	\$20.60
School-age: Summer (5 to 13 years)	\$28.84	\$25.75	\$20.60
Special Needs (all ages):	\$33.99	\$30.90	\$24.72

The child care provider reimbursement rate cannot exceed the amount charged to the general public.

Effective: October 1, 2007

*(Instructions for Reimbursement Tiers on Back)*

**Mississippi Department of Human Services  
Office for Children and Youth  
Instructions for Tier Reimbursement Levels**

**Purpose:**

The purpose of this form is to determine the Reimbursement Tier (rate of reimbursement) for child care providers participating in the Child Care Certificate Program. **Director of multiple centers may qualify for the Tier 1 rate at only one center.**

**Child Care Reimbursement Tier 1:**

To qualify for Reimbursement Tier 1, the full-day, full-year child care center or group child care home, must have a current license issued by the Child Care Facilities Licensure Branch, Mississippi State Department of Health. Additionally, it must:

Document center accreditation from the National Association for the Education of Young Children (NAEYC); or\*

Document the on-site child care director is on site six to eight hours a day and holds a 4-year degree in the field of Early Childhood Education or Elementary Education that includes kindergarten, and Family and Consumer Sciences with an emphasis in Child Development; or\*

Document that the center has a director on site six to eight hours per day and holds a two-year associate degree from an accredited community or junior college in child development technology plus four (4) years of paid experience in child care; or the center has a director that holds the OCY Director's Credentials plus four (4) years of paid experience in child care.\*

To qualify for Reimbursement Tier 1, the full-day, full-year family home provider must:

Document the on-site child care director holds a 2 or 4-year degree or CDA in the field of Early Childhood Development. \*

**Child Care Reimbursement Tier 2:**

To qualify for Reimbursement Tier 2, the child care center or group child care home must:

Document that it has a current license, or letter of exemption, issued by the Child Care Facilities Licensure Branch, Mississippi State Department of Health.

To qualify for Reimbursement Tier 2, the family child care provider must:

Document that it is regulated by the Bureau of Child Nutrition, Mississippi State Department of Education.

**Child Care Reimbursement Tier 3:**

To qualify for Reimbursement Tier 3, all other child care providers must be listed with the OCY Designated Agent and return the Basic Health, Safety, and Nutrition Guidelines certifying that guidelines will be followed.

**Prior to October 1, 2003, all current Tier 1 providers may fall under the grandfather clause.**

**Effective: October 1, 2005**