

Placer County Human Services

EFFECTIVE DATE: 5/1/08	REVISION DATE: 11/1/2017	TITLE: Child Care Policy	PROGRAM: ES
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Background	Necessary supportive services shall be available to every participant in order to participate in the program activity to which he or she is assigned or to accept or retain employment (42-750.11).
References	EAS Manual Section 47-100 through 47-700
Eligibility for Stage One Childcare	Families must meet three basic eligibility requirements: <ol style="list-style-type: none"> 1. the parents must be receiving cash aid; 2. the children must meet age requirements, and the family must have a need for child care; 3. the adults must work or participate in welfare-to-work activities approved by the county welfare department;
Child Care Plans	<p>Child Care plans (P-02) will be written one month at a time on children under the following conditions:</p> <ul style="list-style-type: none"> • 10 years of age or younger; or (per 47-201.2) • We will give child care to 11 and 12 year olds, as funds allow. • The client is participating in their assigned activity. • The client is providing consistent verification of their participation. • Plans will not exceed a one month period. • If client does not cooperate in providing verification of participation, we will pay retroactively (30 days back only) once verification is provided. • CCP-7 must be on file. This form is required at intake, renewal or when a new Employment Service (ES) plan is written. • ES Counselors must tailor plans to meet client's participation. For clients with children under 6, for example, you might write a child care contract to cover 20 hours activities and travel time. • Child Care plans (CCPs) will be stored and updated on the T-Drive under Forms and Policy Memos. • Two parent households may also receive child care services if both are actively participating in an activity at the same time and it is verified. • Two parent households, where one parent is an "optional" parent, child care services are available if both parents are participating in an activity at the same time. • Plans should be e-mailed to PCOE. • Plans must be a set schedule, irregular schedule or varied schedule. <ol style="list-style-type: none"> 1. <u>Set schedule</u>: Set days and set hours or set days and varied hours, days must be set. 2. <u>Irregular schedule</u>-example: 4 days on two days off; every other week or alternating day (usually done for parents with shared custody) 3. <u>Varied/Unpredictable</u>: this schedule can be set for days and hours to vary, but MUST be clear if it is varied from Monday through Friday or all seven days etc. • When CaWORKs ends, counselor must at least send an email to PCOE to let them know when the cash aid ended.

<p>Transfer from Stage One to Stage Two</p>	<p>Regulations require that childcare be transferred from Stage One to Stage Two when the families need for childcare and their welfare-to-work activity are stable, but does not define 'stable and grants County Welfare Departments some discretion in this . Placer County defines this as when the CalWORKs case discontinues. Therefore childcare transfers from Stage One to Stage Two upon discontinuance of the CalWORKs case if the need for childcare continues.</p> <p>Counselors are to notify the PCOE Stage One childcare worker as soon as possible after learning that the CalWORKs case is discontinuing, and should request that the case be transferred to Stage Two if the family continues to need child care.</p> <p>Stage One funds will continue to cover the childcare needs in the first month after discontinuance without interruption. This will allow PCOE to transfer the case from their Stage One program to Stage Two.</p>
<p>Cal-Learn</p>	<p>Cal-Learn Teens may receive Stage One Child Care to participate in school activities leading to graduation, and for work.</p> <ul style="list-style-type: none"> • Cal-Learn Teens do not move to Stage Two while in the program.
<p>Post Job Retention</p>	<p>Post Job Retention clients should be served under Stage Two. When we find that the client is being discontinued from CalWORKs, the ES Counselor makes a referral to PCOE, so that child care is transferred to Stage Two timely.</p>
<p>ICT</p>	<p>47-310.31</p> <p>The first county (sending county) must provide child care services for the client that is transferring to the second county (receiving county) during the transfer period.</p> <ul style="list-style-type: none"> • The first county will continue to provide child care services if the customer transferring keeps the same provider. • If the provider changes then: the second county shall pay for child care to the new provider regardless of the completion of a cash aid transfer period. • If off of Cash Aid: the first county will pay for child care for up to 30 days from the date the client moves out of the county, at which time the second county will take on the responsibility for payment. • http://www.dss.cahwnet.gov/ord/entres/getinfo/pdf/10EAS.pdf

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Students Online	<p>ACIN NO: 1-47-08</p> <p>See scenarios below for clarification on child care services available to students taking online classes.</p> <p>At this time child care services are not available for unsupervised study time hours when taking online classes. If students are using a computer lab at the college they are registered with to do the online classes and are doing their study time there, then they may be potentially eligible to supervised study time hours and therefore would potentially be eligible to child care services during that time.</p> <ul style="list-style-type: none"> • Participant requests child care while taking an online course that must be taken during a specific day(s) and time(s) and there is no able and available member of the assistance unit to provide care during that time. In this scenario, child care services may be provided. (MPP section: 47-220.22) • Participant requests child care for the school-age child while taking online courses that can be taken anytime. Under this scenario, child care services may not be provided unless there is good cause for the participant to take the online course(s) while the child is not in school. (MPP section: 47-401.51)
Questions and Answers	<p>1) Q: Is this a proposed policy? A: No, this policy is in effect as of May 1, 2008.</p> <p>2) Q: If a client has <u>any</u> children under the age of six, how do we handle child care? A: We should tailor the child care to the client's activities, covering all allowable activities. We should do one month plans to track participation.</p> <p>3) Q: How long can we write child care plans during Job Club/Job Search/Job Readiness activities? A: Child Care plans shall be written for one week at a time during this period. Counselors should be reviewing participation to determine the following week's child care needs.</p> <p>4) Q: What is a full time month in regards to hours of child care? A: 30 hour per week every week in a month is full time. If someone goes over the authorized 30 hours per week it will not matter as the provider will still be paid the full time rate.</p> <p>5) Q: Does child care services follow the parent or the child. A: Child care services always follow the parent.</p>

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Eligibility Scenarios	<p>Example 1: A single parent in an approved employment services activity, requests CalWORKs Stage One child care for both her children and her sister's unaided children who are residing with her while the sister is in jail. The children's fathers are absent.</p> <p>In this case all children meet the requirement for Stage One child care. Customer is eligible to child care for her own as well as her sister's children as she is participating in a employment services activity and she has care and control of her sister's children.</p> <p>Example 2: A single parent in an approved employment services activity requests CalWORKs Stage One child care for both her children and the children of her unaided unmarried boyfriend (no mutual children), who is living in the home.</p> <p>The unmarried boyfriend is employed. The parent's aided children are eligible as she is in an employment services activity; but the boyfriend's children do not meet the requirement as children whom the client is responsible to support.</p>
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