



KINSHIP & FOSTER HOME DAYCARE PROCEDURES

Cuyahoga County Division of Children and Family Services assist approved kinship caregivers, CCDCFS licensed foster parents and minor mothers with paying for daycare services for children in custody. These funds are made available to the Agency as the yearly budget allows. We will continue to offer this service based on the availability of funding. The foster parent and kinship caregiver must use a County/State licensed day care provider.

It is an expectation that all children ages 4 and up in CCDCFS custody be enrolled in a pre-school program to help enhance their educational skills while in the care of CCDCFS. When possible, caregivers will be directed to Step Up To Quality (SUTQ) programs.

Kinship caregivers or agency licensed foster parents who work full-time outside the home or are full time students may request daycare services for five (5) days per week in accordance with their work/school schedule. Caregivers who work part-time or are stay at home caregivers may request services for three (3) days per week. If a caregiver is in need of more daycare services than listed above permission must be obtained from the Sr. Manager for that area where the child's family case is assigned. Home day care providers should only be used for children 0 to 36 months.

All children 4 years of age in CCDCFS custody will be enrolled in a Pre-K or Head Start program. Children 6 years and above may be enrolled in before and after school care at an approved daycare facility. Transportation cost can be covered but must be billed as part of the daily rate charged to CCDCFS not to exceed the maximum daily rate allowed for that aged child. Daycare fees are the responsibility of the caregiver.

The Daycare Provider is reimbursed up to the following dollar amounts based on their published rates:

<u>Age Group</u>	<u>Average Full Time Weekly Rate</u>	<u>Average Rate for Part time (3 days a week)</u>	<u>Daily Reimbursement Rate</u>
Infant,0-17 months	Up to \$208.91	Up to \$125.35	Up to \$41.78
Toddler,18-35 months	Up to \$189.37	Up to \$113.62	Up to \$37.87
3-5 year old, but not yet in Kindergarten	Up to \$168.40	Up to \$101.04	Up to \$33.68
5 year old and older and in school	Up to \$139.20	Up to \$83.52	Up to \$27.84

WHAT YOU SHOULD KNOW

- Rates are based on the child's age and the payment guidelines provided by Starting Point and/or published by the daycare provider.
- Any difference between the full amount owed to the daycare provider and the amount paid to them through the Cuyahoga County Division of Children and Family Services is the responsibility of the Caregiver/Foster Parent.
- All daycare invoices will be paid at the billed rate of the provider not to exceed the maximum daily rate. The agency will only pay the amount that is billed.
- Transportation cost can be covered but must be billed as part of the daily rate charged to CCDCFS not to exceed the maximum daily rate allowed for that age child.
- Daycare fees are the responsibility of the caregiver. At no time will any provider be paid more than their published daily rate based on the age of the child/ren.
- Children in CCDCFS custody placed out of state in relative placement are eligible to participate in this program assuming the kinship caregiver can find a provider willing to bill CCDCFS.
- This service can also be used for minor mothers to cover the cost of daycare for their minor children while the minor mother is in CCDCFS custody.
- Daycare is authorized for six months at a time and must be reauthorized by the CCDCFS Child Protection Specialist at the end of each six month period.
- Kinship care families and their assigned daycare provider will receive a notice verifying the authorization period they have been approved for.
- Daycare expenses should be billed monthly and are paid by check.

Please contact the Child Protection Specialist assigned to the child's family case for more details.