

1902 CHILD CARE LICENSED SERVICES	
Chapter: Services for Children, Youth, and Families	Section: Community-Based Services
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 06-04 Effective Date: March 6, 2006 Scheduled Review Date:
	Approved:  Maggie Bishop, DCYF Director
Related Statute(s): RSA 169-C , RSA 170-G , RSA 170-E , and RSA 186-C Related Admin Rule(s): He-C 4000 , He-C 6352 , and He-C 6910 Related Federal Regulation(s):	Related Form(s): FORM 2106, FORM 2110 Bridges' Screen(s) and Attachment(s):

Purpose

To define the purchased service specifications for preventive and protective Child Care.

Definitions

"Absent Units" means those days or hours for which a child is enrolled in child care but does not attend.

"Authorization" means allowing a recipient to receive services as recorded on Form 2110.

"Child" means an individual who is under the age of 13 years.

"Child Care" means caring for a child's needs for food, activity, rest and other necessities of growth, development, and physical care for a portion of the 24 hour day in a licensed family child care home, family group child care agency, or group child care facility.

"Contract" means a method of purchasing services from public or private, not-for-profit agencies through a formal written agreement between a provider and DHHS. Payment is made as a direct reimbursement to the provider for services delivered during the authorized service period.

"Family" means one or more adults related by marriage or living together with children related by blood, marriage, or adoption who reside in the same household. When 2 unrelated families reside in the same household, both families' incomes are considered.

"Foster Care" refers to a child who is placed in a licensed foster home.

"NH Bridges" means the automated case management and billing system at DCYF.

"Provider" means any individual, public organization, or private organization providing services purchased by DCYF who has signed a "Provider Enrollment" and has been certified and enrolled on NH Bridges.

"Provider Enrollment" (Form 2106) means the form used to enroll and certify providers on NH Bridges and also to make changes in information about current providers.

"Purchased Service" means a service provided by an agency or individual other than DCYF for which DCYF assumes all or part of the cost.

“Service Authorization” (Form 2110) means the form used to authorize provision of purchased services to a child or family enrolled on NH Bridges and to bill for the services provided.

“Service Code” is LS.

“Service Recipient” means a person receiving purchased services.

“Special Needs” means physical or mental handicaps, including special health care needs, developmental disabilities, and developmental delays.

“Unit of Service” means a predetermined quantity in which a purchased service is measured for reimbursement.

- A. Part time - one to 6 hours per day.
- B. Full time - 6 hours or more per day.

“Vendored” means a method of purchasing services from non-contract providers. Service providers are reimbursed for the service after it has been provided.

“Without Regard to Income” (WRI) means an eligibility category in which certain services are provided to individuals without consideration of their income. Foster care payments are excluded from the determination of eligibility for social services.

Policy

Service Population

- I. Child care may be authorized for children age birth through 12 years, including:
 - A. Children in foster care that need socialization;
 - B. Children in foster care, first grade through age 12, who need care during non-school hours;
 - C. Children in foster care who require full time court-ordered child care in a licensed child care setting while their foster parents are working;
 - D. Children who remain in the parent’s home and the family is involved in a founded report of abuse or neglect, pursuant to RSA 169-C:3 XIII-a;
 - E. Children who remain in the parent’s home and child care is provided to prevent child abuse or neglect, to rehabilitate the family, or to reunite the family; and
 - F. Children who are diagnosed by a physician, psychiatrist or psychologist as being physically, mentally or emotionally handicapped and who do not meet the requirements for an educationally disabled child, pursuant to RSA 186-C:2.

Provider Qualifications

- I. A provider of child care must be:
 - A. A family child care home that is license-exempt as described by RSA 170-E:3;
 - B. A family child care home or family group care home licensed pursuant to RSA 170-E:2 IV(a) and RSA 170-E:3 IV(b);

- C. A group child care agency or center-based care licensed pursuant to RSA 170-E:2 IV(c) and RSA 170-E:3 IV(d);
 - D. An individual who is certified by DCYF to provide child care services in the home setting of the family pursuant to He-C 6352.18(e) and (i); or
 - E. An individual located in another state who meets the licensing requirements of that state for a child care provider.
- II. A licensed foster parent must not provide or be reimbursed for child care services for foster children or other children who reside on a full-time basis in his or her foster home.
- III. A licensed foster parent who operates a licensed child care facility when child care is provided for 3 or more unrelated children who do not reside on a full-time basis in the foster home must receive approval by the CPSW or JPPO to provide child care services to meet the unique needs of the foster child.
- IV. Each provider for child care services must:
- A. Provide a safe and healthy environment and be able to recognize and prevent hazards to the child's health and safety;
 - B. Provide regular activities including meals, snacks, rest, toileting, and indoor and outdoor play appropriate to the age level of the child in care;
 - C. At no time use corporal punishment or any other kind of punishment which is frightening, humiliating, or otherwise detrimental to the child's development;
 - D. Not associate punishment with food, rest or toilet training;
 - E. Serve nutritious meals and snacks;
 - F. Ensure that sound health practices are followed;
 - G. Maintain a valid driver's license and have no alcohol or drug related driving convictions for each provider who transports children to child care activities;
 - H. Maintain on file the following information on each child:
 - 1. Parent's or guardian's name, address, and telephone number;
 - 2. Child's name, age, habits, routines, medical history, and special medical considerations;
 - 3. Emergency information for reaching a parent or substitute caregiver;
 - 4. The names of persons authorized to take the child from the child care environment; and
 - 5. DCYF service authorization forms and corresponding billing records;
 - I. Maintain attendance records, which reflect the hours attended by each child;

- J. Support the child's relationship with parents or caregivers by regularly sharing information about the needs and progress of the child in care;
 - K. Support the Case Plan by sharing information on the child's progress with DCYF; and
 - L. Submit to a child abuse and neglect state registry and state criminal records check pursuant to RSA 170-E:3-a and 170-E:7.
- V. A licensed child care provider must comply with He-C 4000, NH child care agency licensing rules.
 - VI. A licensed child care provider must submit a copy of the child care license to DCYF at the time of application for certification and re-certification for payment.

Service Provision Guidelines

- I. The following children/families are eligible to receive services:
 - A. Current recipients of Foster Care (FC);
 - B. Families with children without regard to income (WRI); and
 - C. Adoption subsidy recipients.
- II. Service Authorization:
 - A. DCYF authorizes payment for child care services, based on a court order or a non court-ordered agreement between DCYF and the family.
 - B. The CPSW completes the initial service authorization (Form 2110) and re-authorizes service every 6 months. Re-authorization for child care services beyond the initial 6 months requires the approval of the Supervisor. The need for child care services, authorizations, and approvals must be documented in the "Case Plan."
 - C. Children in foster care must be placed with licensed child care providers.
 - D. Child care for employment reasons administered by the Division of Family Assistance must be used if the foster parents are eligible.
- III. Providers of child care services must be certified and enrolled on NH Bridges.
- IV. The child care provider must receive a completed copy of the "Service Authorization" (Form 2110) from the CPSW at the time the child is enrolled or re-determined. Reimbursement is not made for services prior to or after the authorized dates of service.
- V. DCYF must give the provider 14 days notice when a child's service is to be terminated. Notice may be verbal and must be followed in writing by Form 2110 terminating the service. Licensed providers are entitled to bill for these 2 weeks whether the child actually attends, unless another child fills the child's space.

Payment Procedures

- I. Bills may be submitted monthly or bi-monthly.

- II. No payment is allowed for services delivered prior to the effective date of a provider's child care license or permit, after its expiration, or after one year from date of service.
- III. DCYF will not pay more than the maximum rate charged private clients.
- IV. Rate Information.
 - A. Rates for child care are reviewed and set by the NH Department of Health and Human Services.
 - B. Services may be authorized at the established rate. The rate authorized must not exceed the rate charged non-DCYF families. The provider must not charge a DCYF family an additional fee.
 - C. If a child is enrolled part time, attendance must be recorded to the nearest 1/4 hour. Hours attended during a week must be added and the total rounded to the nearest full hour. Billing must be for whole units only.
- V. Requirements for Billing Absent Units
 - A. Other providers may bill DCYF for time that the child was enrolled but did not attend provided that:
 - 1. Other families are billed for absent units;
 - 2. Attendance records show time attended and records are available for DCYF review upon request; and
 - 3. The day care facility is open for business.
 - B. If a child is enrolled part time, the number of units billed for an absent day must be the number of hours the child was scheduled for that day.
 - C. If a child is absent 3 consecutive school days or 3 school days in any week, the provider needs to notify the CPSW and document the notification in the child's record.
 - D. If a child is absent 5 or more consecutive school days in any month, for reasons other than verified illness or a family trip, the provider must notify the CPSW. The CPSW must then determine continued service status.

Practice Guidance

What is the Service Rate for this Service?

- Refer to [Item 2700 Rates](#) (Fiscal Management Chapter, Rates Section) for current rate.