



Department of Children and Family Services Policy and Procedure Guide

Division No: 03–Child Welfare

Effective Date:
November 20, 2008

Chapter No: 10–Services

Item No: 003–Child Care Assistance – Child Welfare Allocation Funded

POLICY: Payments of last resort for necessary and reasonable child care services for eligible clients of Emergency Response and Voluntary Family Maintenance Divisions will be processed by the Department Business Office, located at 2011 Fresno Street, Suite 301, mailstop #144.

PURPOSE: To fund otherwise unfunded child care while parent(s) participate in services outlined in their approved service plan.

REQUIRED DOCUMENTS: Form 65 – CWS Service Plan
Supporting Service Plan Memo

ELIGIBILITY: Clients enrolled in VFM or receiving other early intervention or prevention services.

PROCEDURE:

I. RESPONSIBILITIES:

- A. Case Managers are responsible for the identification and linkage of clients to supportive programs that provide child care services and to insure that all eligible services are provided through the responsible program.
- B. Case Managers are responsible for ensuring that all alternate child care options* are exhausted prior to submission of a Form 65 funding request to the business office.
- C. CalWorks, Supportive Services, Children’s Services Network. These options shall be fully disclosed in the required supporting memo.

Submitting Party/Division Manager/
Program Manager

– _____
Name Date

Deputy/Assistant Director’s Approval

– _____
Name Date

Director’s Approval

– _____
Name Date

Item 3 – Child Care Assistance – Child Welfare Allocation Funded

- D. Case Managers are responsible for the confirmation of client eligibility for service funds for which the Form 65 is submitted.
 - E. Case Managers are responsible to verify claimed child hours with parental service hours. (e.g. Domestic Violence class on Wednesday from 7 to 8 p.m.)
 - F. Social Work Supervisors are responsible for approval of the Form 65 as complete and accurate as submitted.
 - G. The Business Office is responsible for processing payment to clients.
- II. CHILD WELFARE SUBSODIZED CHILD CARE CRITERIA:
- A. Child care is authorized only during the hours parent(s) are attending services, and in the absence of a suitable friend or relative to provide child care.
 - B. Child care is not authorized beyond 12 years of age.