

I. CHAPTER OVERVIEW

Due to diverse county circumstances and needs, the subsidy policy allows individual counties to modify certain policies to suit their own situations and/or levels of funding. This chapter describes the parent and provider policy issues which should be considered when developing local policies. Please refer to specific chapters listed below for details about the kinds of modifications which may be allowed.

Proposed local policies must be reviewed by the Subsidy Services Consultant for approval prior to submission to the local purchasing agency (LPA) director and local governing board. The Subsidy Services Consultant will follow the Division's approval process. The Division issues an approval letter with the local policies to the LPA. The letter must be kept on file with the final version of the approved local policies. Signatures of the director of the LPA and Board Chair and date are required on the final copy of the policies which must be maintained in the LPA's office. LPAs must develop a uniform manner to notify parents and providers of local policies and provide a copy of local approved policies to their Subsidy Services Consultant.

NOTE: The local policies cannot be implemented by the LPA until the Division issues the approval letter.

II. FUNDING FOR SUBSIDIZED CHILD CARE (SCC)

The LPA has the option to:

- A. Set aside an amount greater than the minimum special needs set-aside determined by DCDEE ([Chapter 2: Funding for Subsidized Child Care Services](#)).

III. ESTABLISHING NEED AND A PLAN OF CARE

The LPA has the option to:

- A. Establish certain policies relating to education or training and what constitutes vocational training, attendance and performance expectation of the participants. In addition, local policies may address, how often a parent/responsible adult may change training programs and the allowable time frame for completing vocational or Work First Employment Services training related activity programs ([Chapter 5: Establishing Need and a Plan of Care](#)).
- B. Develop local policies that define gainful employment ([Chapter 5: Establishing Need and a Plan of Care](#) and [Chapter 7: Family Definition and Determining Income Eligibility](#))

- C. Establish an initial period during which the self-employed individual is required to record the time and hours worked and the income received ([Chapter 5: Establishing Need and a Plan of Care](#)).
- D. Determine how to handle a parent that abuses the service by repeatedly quitting a job and looking for another job, despite the LPA making every effort to assist the parent in maintaining employment ([Chapter 5: Establishing Need and a Plan of Care](#)).
- E. Develop local policy on serving clients if part-time care cannot be found ([Chapter 5: Establishing Need and a Plan of Care](#)).

IV. FEES

The LPA has the option to:

- A. Assess the parental fee on a daily basis (prorated) beginning with the first day the child enrolls or start assessing at the beginning of the first full month of child care services ([Chapter 8: Parental Fees](#)).
- B. Develop local policy to specify the time frame for providers in allowing parental fees to go unpaid prior to requesting termination of services ([Chapter 8: Parental Fees](#)).

V. PARENTAL CHOICE AND VOUCHER PROCEDURES

The LPA has the option to:

- A. Determine if the voucher should be signed by the parent or staff designated by the DSS Director when child care services are being provided to support child protective services or the child is in DSS custody ([Chapter 9: Parental Choice and Voucher Procedures](#)).
- B. Request that providers return the child care voucher to the LPA in less than 30 days. This option requires advance approval by DCDEE ([Chapter 9: Parental Choice and Voucher Procedures](#)).
- C. Develop local policy related to processing an expired child care voucher ([Chapter 9: Parental Choice and Voucher Procedures](#)).
- D. Develop criteria that limit the number of times a family may change child care arrangements ([Chapter 9: Parental Choice and Voucher Procedures](#)).

VI. WAITING LIST**The LPA has the option to:**

- A. Determine policies for prioritizing the placement of children in care when there are insufficient funds to serve all eligible families (such as child care to support protective services, Work First families or serving children with special needs) ([Chapter 10: Waiting List Policies](#)).
- B. Determine policies for reducing services when child care funding is not available, such as termination of part-time child care services, etc. ([Chapter 10: Waiting List Policies](#)).
- C. Determine how often the waiting lists are reviewed and updated ([Chapter 10: Waiting List Policies](#)).
- D. Establish a time frame for contacting a family once a parent's name is reached on the waiting list, notifying them in writing that they may come in to apply for services ([Chapter 10: Waiting List Policies](#)).

VII. PROVIDER AND PAYMENT ISSUES**The LPA has the option to:**

- A. Set limits on the number and type of days (e.g., holiday, vacation, and emergency) during the contract period that the facility can be closed and still receive payment for subsidized child care ([Chapter 19: The Child Care Provider Agreement](#) and [Chapter 20: Payment Policies](#)).
- B. Determine how increases/decreases in payment rates will be handled ([Chapter 21: Payment Rates](#)).
- C. **Develop policies about how providers report absences and submit monthly child care attendance records** ([Chapter 19: The Child Care Provider Agreement](#)).