

**B. Issuing the Child Care Voucher**

The Child Care Voucher ([DCD-0446](#)), which authorizes eligibility for subsidized child care services, must be issued to the parent/responsible adult for each child in need of services. Refer to [Chapter 9: Parental Choice and Voucher Procedures](#) for instructions regarding issuance of vouchers.

**V. DOCUMENTATION**

Documentation in the family's case record must provide adequate information regarding eligibility and the plan of care. The reason care is needed and income information must be indicated on the Application for Child Care Services (DCD-0456). Supporting information should be documented on the DSS-1325, a locally developed case narrative, on the back of the application or can be attached to the application. Information from the application does not have to be repeated in the case narrative; however, the circumstances which create the need for care must be fully described in the narrative. If the required information is recorded on other forms in the case record, such as the Application for Child Care Services ([DCD-0456](#)), Child Care Voucher ([DCD-0446](#)) or Child Care Action Notice ([DCD-0450](#)), it is not required that the information be repeated in the case narrative. A sample narrative form ([Attachment 1](#)) is provided at the end of this chapter.

The narrative tells the story of what is happening to the client and records the initial office visit, initial application, redeterminations and reviews, as well as telephone calls reporting changes. **The date the information was received and the initials of the person entering the information must also be included.** Narrative documentation must be updated as needed with the most current information filed in the record on top.

**A. The following documentation must be provided in the narrative if not included elsewhere in the case record or in the supporting documentation:**

1. Document circumstances to justify the need for child care services and the plan of care.
2. Explain the rationale for the method of averaging income, if applicable.
3. Identify the place of employment and work schedule. In cases where there are two foster parents in the home, the place of employment and work schedule must be included for both foster parents if the need for care is to support employment.

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4. Identify the education or training program, goals, schedule, travel and study time.
5. Describe the basis on which developmental needs or delays or risks of delays were determined.
6. Explain any unusual circumstance such as third (3<sup>rd</sup>) shift work and first (1<sup>st</sup>) shift care.
7. Record the basis for denial, reduction or termination of services or any change, i.e., change in schedule or type of child care arrangement, employers, or shifts.
8. Record periodic reviews as required.

**B. Other supportive documentation, if applicable, must include:**

1. Written documentation that verified information from the FSIS screen has been viewed by the child care worker, or printed copies of pages 1 and 2 of the FSIS transaction screen.
2. Written referral from the CPS worker to support the need for child care and that it is an open case with the child in his/her own home.
3. Written referral from the foster care worker to support the need for care indicating placement of the child in a licensed foster home or with an adult other than their parents. Refer to Chapter 4: Application, Eligibility Determination and Documentation, Attachment 2 for a sample referral form.
4. Written referral from the Work First Employment Services worker to support the need for child care services to support employment and activities leading to employment.
5. Information about the payment of a special needs supplemental rate that is not included on the Child With Special Needs Additional Expense Documentation form (DCD-0454A).

Other information may be added to the case narrative as needed.