

# LRS CHAPTER 4, TECHNICAL ASSISTANCE & GUIDANCE MANUAL

Part	Name	Effective Date
412.24	Child Care Services	*August 23, 2018**
<b>Authorization</b> *Federal Register, Volume 81, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.48, §361.50, §361.52, §361.53 and §361.54.**		

## I. PURPOSE

The purpose of providing assistance to LRS consumers for child care is to help the consumer to pay for the child care he/she needs in order to complete other primary, substantial services outlined on the consumer's Individualized Plan for Employment (IPE/Plan) and/or to participate in required diagnostic evaluations and/or assessments.

## II. COMPARABLE SERVICES AND SIMILAR BENEFITS

The Counselor and the consumer must search for any available comparable services and similar benefits before the Counselor agrees to provide reimbursement for child care. The search for comparable services and similar benefits must include, but is not limited to, at least the following potential resources:

- A. A non-working spouse.
- B. A non-working relative (i.e. grandparent, aunt, uncle, etc.) living in the same home as the consumer.
- C. Department of Education (DOE) Child Care Assistance Program (CCAP), which offers the following types of child care services:
  - 1. A licensed Class A Day Care Center
  - 2. A Family Child Day Care Home that meets registration requirements and cares for no more than six (6) children
  - 3. A school program
  - 4. The consumer's own home (provider cannot live at same residence)

The DOE Child Care Assistance Program may pay the total amount charged by the provider or a portion of the amount charged. The amount that is paid is based on household size and income, the number of hours the consumer works or attends a training program, the number of hours the child is in care, and the applicable maximum rate.

Application forms and additional detailed information can be obtained at the following web site:

<http://www.louisianabelieves.com/early-childhood/child-care-assistance-program>

- D. The Counselor must document in the case record the results of the search for at least the above mentioned comparable services and similar benefits.

- E. If the Counselor and consumer find that there are no comparable services and/or similar benefits available to the consumer, the Counselor may provide for childcare services as outlined below:
1. In a licensed Class A Day Care Center
  2. In a Family Child Day Care Home that meets registration requirements and cares for no more than six (6) children
  3. In a school program
  4. In the consumer's own home (Provider cannot live at the same residence.)
  5. In the providers home (Counselor must set provider up as a LRS Vendor and have the provider sign form RS-9A.)

### **III. INFORMED CHOICE**

- A. The Counselor must allow the consumer "informed choice." Informed choice is provided by allowing the consumer to select the child care provider that meets the needs of the consumer. Counselors must provide the consumer with a copy of the DOE Child Care Assistance Program information found on the following web site: <http://www.louisianabelieves.com/early-childhood/child-care-assistance-program>
- B. The information on this web site will provide the consumer with names and addresses of child care resources and referral agencies who perform a variety of services for families and child care providers in Louisiana. These agencies educate parents on how to recognize good childcare and refer them to childcare facilities operating near their home or workplace/training site.

#### IV. PURCHASING GUIDELINES FOR CHILD CARE SERVICES

- A. The Counselor must use form RS-14 to determine the consumer's ability to participate in the cost of childcare services. Refer also to Part 411.
- B. The Counselor must apply all agency policy/procedure relative to the use of comparable services and similar benefits.

#### C. Payment

##### 1. Payment maximums are follows:

- a. Class "A" Child Care Center: \$15/day maximum
- b. All other providers: \$12/day maximum

Exception: If the Counselor can document a valid reason(s) for an exception to the above rates, the Counselor should request an exception by the LRS Director.

##### 2. Registration fees – can be paid by LRS only if the vendor/provider is licensed to provide childcare services.

##### 3. The Counselor can provide childcare services only for the time the consumer is participating in services as authorized on the consumer's IPE/Plan to allow the consumer to participate in necessary diagnostic and/or assessment services.

- a. The Counselor can provide child care during school breaks if the Counselor can document that the consumer will return to the activity as outlined on the consumer's IPE/Plan after the school break.
- b. LRS will not pay for summer breaks if the consumer is not in school, see examples below:

- (1) Example: The Consumer is attending a Community Rehabilitation Program for 4 hours a day, 5 days a week, for 2 weeks. Consumer has selected childcare in a Class "A" Center.

5 days per week x 2 weeks = 10 days  
10 days x \$15.00 per day = \$150.00, this is the maximum amount that can be provided.

- (2) Example: The Consumer is attending a Community Rehabilitation Program for 4 hours a day, 5 days a week, for 2 weeks. Consumer has secured the services of an individual who provides family day care in the provider's home.

5 days per week x 2 weeks = 10 days  
10 days X \$12.00 per day = \$120.00, this is the maximum amount that can be provided.

- (3) Example: The Consumer is attending a Community Rehabilitation Program for 4 hours a day, 5 days a week, for 2 weeks. Consumer has travel time of 2 hours per day. Consumer has secured the services of an individual to provide childcare in the consumer's home.

5 days per week x 2 weeks = 10 days  
10 days x \$12.00 per day = \$120.00, this is the maximum amount for which a consumer may be reimbursed.

4. Provider as a LRS Vendor

- a. If the provider is not a LRS Vendor, the Counselor must take appropriate steps to have the child care provider set up as a LRS Vendor.
- b. If the consumer chooses to have a provider render child care services in the provider's home, the Counselor must have the provider/vendor sign LRS' form RS-9A, Contract for Specialized Services.
- c. If a consumer chooses to secure childcare in their home, the consumer is considered the employer, and is responsible for hiring and paying the individual hired (employee). It is the consumer's sole responsibility to keep a record of all payments and information specific to IRS/State forms pertinent to the employee which includes: withhold income taxes; withhold and pay social security and medical taxes; and pay unemployment taxes on wages paid to the employee. LRS' maximum rate of \$12.00 per day likely will not be sufficient to cover all of the above costs. The consumer can be expected to have additional costs that will not be reimbursed by LRS.

If the consumer chooses to pay someone to provide child care in their home, the consumer is considered the employer of the provider for the child care. In this instance, the Counselor must set payment as a reimbursement to the consumer.

5. Method of Payment

a. Payment to the vendor/provider after actual delivery of child care services.

- (1) The vendor/provider must provide a bill/invoice in order to receive payment. If the child care provider does not have a billing invoice, the provider may use LRS' form RS-22, Invoice.
- (2) The bill/invoice must indicate at least the following information:
  - a.) Name and Address of Provider
  - b.) Delivery Date(s) of Service
  - c.) Description of Services (child care)
  - d.) Quantity (number of children)
  - e.) Unit Price (either \$15 or \$12/day maximum as noted above)
  - f.) Total Amount Due
  - g.) Provider's Signature
  - h.) The consumer must then write anywhere on the invoice/bill that he/she verifies that he/she has secured the services outlined on the invoice/bill and is requesting payment to the provider from LRS.

b. Payment to the consumer after the delivery of child care services.

- (1) The consumer must submit a bill/invoice to the Counselor in order to receive payment. If the consumer does not have a billing invoice, the consumer may use LRS' form RS-22, Invoice.
- (2) The bill/invoice must indicate at least the following information:
  - a.) Name and Address of Provider
  - b.) Delivery Date(s) of Service
  - c.) Description of Services (child care)
  - d.) Quantity (number of children)
  - e.) Unit Price (either \$15 or \$12/day maximum as noted above)
  - f.) Total Amount Due
  - g.) Consumer signs as "Vendor's Signature"

c. Payment for Child Care after the Consumer Enters Employment

- (1) The Counselor can provide childcare services for up to one month after the consumer enters employment.
- (2) As a general guideline, LRS will not provide childcare:
  - a.) To “transition from school to work” cases when the consumer is still in high school.
  - b.) In excess of one (1) month after the consumer begins employment.

Example: LRS will not provide child care during a consumer’s entire probationary period of work if the period extends beyond one (1) month.)