

Chapter 4

Enrolling Children with Providers on Agreement (POA)

The Enrollment Process

When a parent is determined to be eligible for Child Care Services (CCS), and if funds are available for the child's care, the Client Services Specialist (CSS):

- Gives the parent a list of POA's
- Encourages the parent to visit potential providers
- Tells the parent to contact CCS when a decision has been made about where to place the child for care

When the parent notifies the CSS that a decision has been made, CSS:

- Contacts the POA to be sure space is available, and if so,
 - Verbally authorizes care to start
 - Informs the provider the date child care is to begin
 - The amount of the parent share of cost
 - The days and hours of care authorized
 - If transportation is needed and authorized (not available with all providers)
- Sends the POA *Form 2450, Child Care Contractor Authorization for Child Care Enrollment*
 - Form 2450 tells the POA:
 - The date child care is to begin
 - The amount of the parent share of cost
 - The days and hours of care authorized
 - If transportation is needed and authorized (not available with all providers)

The POA must not accept a child unless CSS has called the provider to authorize enrollment. Providers will not be paid for care provided before the CCS authorized date.

The CSS will give parents a Parent Handbook. This handbook tells parents that they must comply with CCS policies and the Provider's policies.

For Child Protective Services (CPS) Children: CPS staff requires that certain CPS referred children be placed only with Texas Rising Star Providers (TRSP). If no TRSP is available, or if available TRSP does not have space, a waiver must be requested to place the CPS children with a non-TRSP.

Accepting Children Referred by CCS

A POA must accept all children referred to them by CCS as long as:

- The children are within the age range the POA is licensed to serve
- The children are the ages covered by the Provider Agreements
- Accepting the children does not put the POA over the number of CCS referred children they have stated in the Agreement that they will care for
- Accepting the children does not put the Provider over its DFPS licensed capacity

The Americans with Disabilities Act (ADA) of 1990, as amended, requires that all individuals, regardless of their disabilities, be allowed access to child care facilities, including licensed or registered child care homes. See Chapter 5 for additional information on working with children with disabilities.

See “**REMEMBER**” at the end of this chapter for what a POA must remember to do in the enrollment process.

Child Care POA Policies

Parents must comply with all policies that a POA has, unless any of the POA policies conflict with CCS, CVWDB or TWC policies.

Most POA’s have policies that require parents to pay a late fee if they pick children up after the facility closes. Parents of CCS referred children are expected to comply with the provider’s late-pick up policies.

POA’s may not:

- Charge CCS -referred children a higher late fee than other children are charged
- Have a different late fee policy for CCS referred children than for other children
- Charge CCS referred children/families the difference between the CVWDB maximum reimbursement rate and the provider’s published rate

When a New Child Never Attends

The POA must notify CCS if:

- A child scheduled to begin care does not attend by the third day, and the parent has not notified the POA of the reason the child is absent

The CCS/CSS will drop the child from care if:

- The child does not attend by the fifth day and the parent has given no explanation for the absence to the POA or CCS

CCS staff will talk with the POA about the situation and will let the provider know whether the child will still be enrolled. If the child continues in care, the days missed count toward the child's total absences. Please refer to absence policies in Chapter 7.

Units of Child Care Service

CCS purchases child care based upon the units of service delivered.

If, within a 24-hour period a parent needsthen Child Care Services...
... less than six hours of child care enrolls the child for one part-day unit ...
... at least six hours of child care enrolls the child for one full-day unit ...
... more than 12 hours but less than 18 hours of child care enrolls the child for one full-day and one part-day unit...

Children may not be enrolled for more than one full-day unit and one part-day unit of care in a 24-hour period.

Part-Day Care

CCS-CSS arranges care based on the time needed to support parents work, education or training schedule. Many parents work part-time or do shift work; so many children need part-day care.

- Part-day care is less than six hours a day; full day care is from 6 to 12 hours a day.
- Part-week care is care for less than five days (or 40 hours) a week.

When determining if parents need full-day or part-day care, CCS includes transportation time.

Parents needing part-day care will be referred first to a provider who offers part-day care.

POA's must:

- Allow a part-day child to attend up to the full six hours.
- Keep track of part-day or part-week attendance of the child.

POA's must not:

- Charge a late fee to a part-day child unless the child is in attendance for more than six hours
- Charge a late fee to a full-day child unless the child attends for more than 12 hours, or past the closing time for the facility
- Use the parent's work, education or training hours to determine how long the child may remain at the facility without being charged a late fee

Occasional Attendance by a Child

On occasion, a child who is enrolled for part-day care may attend full day, or a child enrolled for full-day care attends part day. In the case of a child enrolled part day attending full day on this

basis, a late fee is not charged. In these instances, CCS pays POA's for the period of time the child is regularly scheduled to attend. Occasional attendance is defined as no more frequently than once a month and is always pre-arranged between the parents and the POA.

School-Age Care

School-age care, before and after school hours is part-day care. School-age children are enrolled according to the school year, and may be enrolled for before and after-school care only, for summer care only, or for full-year care. POA's who provide full-year care for school-age children will need to reserve space for children whose parents need to have them enrolled full time during the summer.

School-age children are enrolled for the times when school is not in session. When a school-age child must attend full day during a holiday or a teacher training day, the POA will be paid for the full day of care.

RULES THAT APPLY

The following rules apply to information in Chapter 4:

§809.2 (18) – Definitions: Relative Child Care Provider

§809.49 – Child Care for Children Receiving or Needing Protective Services

§809.54 – Continuity of Care

§809.92 – Provider Responsibilities and Reporting Requirements

§809.93 – Provider Reimbursement

Remember

The POA's responsibilities during the enrollment process:

- Accept all children referred by CCS unless:
 - their Provider Agreement or DFPS license/registration does not include children of that age
 - accepting the children would exceed licensed capacity
 - accepting a child would exceed the number of CCS-referred children stated in the Provider Agreement.
- Accept only those children CCS/CSS has authorized for care by telephone followed by a *Form 2450, Child Care Management Services Authorization for Child Care Enrollment*.
- Notify CCS/CSS immediately if a child scheduled to start does not attend by the third day and the parent has not called to explain the absence.
- Provide parents with a copy of the policies and procedures for their facility
- To ensure that a child is not enrolled in more than one full-day unit and one part-day unit.