

COSTAR Child Care Programs

UAS	DESCRIPTION	LAST UPDATE
516	Applicant Services – Childcare	May 2006
517	TANF Childcare	May 2006
535	Transitional Childcare	May 2006
539	Food Stamp Program (50/50) E&T Child Care	May 2006
544	Low-income Families' Child Care	May 2006
545	Priority Child Care	May 2006
555	Non- TANF GA Pre-Kindergarten Extended Day Child Care	May 2006
556	Pre-Kindergarten Extended Day Childcare (TANF)	May 2006
557	Foster Care Supplemental Supervision	May 2006
735	Transitional Childcare	May 2006

109.16 UAS CODE – 516

PROGRAM NAME – Applicant Services – Childcare

**REFERENCE: CAPS Manual, Sections 301-311
CAPS Manual Transmittal 2006-2**

PROGRAM PURPOSE – To provide childcare to TANF applicants who need childcare in order to conduct job search activities through the Employment Services Program.

COSTAR REPORTING – Reported client is the child. Clients should only be counted in an single entitlement code per month unless there are registration fees. Of course, expenditures are to be reported in every entitlement code for which the client receives services.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – For eligibility or certification purposes, the client is the adult responsible person who is a TANF applicant. Clients in this program are **NOT** assessed a fee for the cost of childcare.

PAYMENT REQUIREMENTS: Child Care is paid from FORM 69 (Invoice for Childcare Reimbursement). Vendor is required to complete a W-9 and Form 77 with legal name. Vendor completes the Form 69, including the Social Security Number or the Federal Tax ID number, phone number and date, and signs.

Case Manager reviews and signs verifying rates, child’s name, UAS and entitlements codes, and amounts on invoice are correct. Supervisor must sign and date showing approval for payment of invoice. Clients may **NOT** be reimbursed for the cost of childcare. Only vendors may be paid.

Do **NOT** pay registration fees to the following vendors:

- Relative/In-Home
- Relative/Out of Home
- Non Relative/Out of Home

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
-------------	--------------------	--------------------------------------

See UAS and Entitlement Codes, Section 108, Entitlement Code Usage and Services Units for Child Care. All letter/number combinations are eligible. *

<u>*Exceptions:</u>	(1)	T1, V1, W1, X1, T3, V3, W3, or X3 are only used for HEADSTART Childcare.
----------------------------	------------	---

(2)	DO NOT USE THE NUMBER “5” WITH ANY LETTER COMBINATION
------------	--

Use UAS Code 516, entitlement code P8 to pay registration fees.

PROGRAM NAME –TANF Childcare

**REFERENCE: CAPS Manual, Sections 301-11
CAPS Manual Transmittal 2006-2**

PROGRAM PURPOSE – To provide childcare to TANF recipients who are working, in school or in training and need child care to support these activities as listed on the recipients' TANF Personal Work Plan (PWP).

COSTAR REPORTING – Reported client is the child. Clients should only be counted in a single entitlement code per month unless there are registration fees. Of course, expenditures are to be reported in every entitlement code for which the client receives services.

KEY PROGRAM OR ELIGIBILITY REQUIREMENT – For eligibility or certification purposes, the client is the adult responsible person who is a TANF recipient and who is engaged in one or more state approved activities. Clients in this program are **NOT** assessed a fee for the cost of childcare.

PAYMENT REQUIREMENTS: Child Care is paid from FORM 69 (Invoice for Childcare Reimbursement). Vendor is required to complete a W-9 and Form 77 with legal name. Vendor completes the Form 69, including the Social Security Number or the Federal Tax ID number, phone number and date, and signs.

Case Manager reviews and signs verifying rates, child's name, UAS and entitlements codes, and amounts on invoice are correct. Supervisor must sign and date showing approval for payment of invoice. Clients may **NOT** be reimbursed for the cost of childcare. Only vendors may be paid.

Do **NOT** pay registration fees to the following vendors:

- Relative/In-Home
- Relative/Out of Home
- Non Relative/Out of Home

ALLOWABLE ENTITLEMENT CODES

See UAS and Entitlement Codes, Section 108, Entitlement Code Usage and Services Units for Child Care. All letter/number combinations are eligible. *

***Exceptions:** (1) T1, V1, W1, X1, T3, V3, W3, or X3 are only used for **HEADSTART Childcare.**

Use UAS Code 517, entitlement code P8 to report registration fees

109.535 UAS Code - 535

PROGRAM NAME – Transitional Childcare

**REFERENCE: CAPS Manual, Sections 303.1-11
CAPS Manual Transmittal 2006-2**

PROGRAM PURPOSE – To provide childcare as a support service to recent TANF applicants/recipients as they stabilize in new employment activities.

COSTAR REPORTING - Reported client is the child. Clients should only be counted in a single entitlement code per month unless there are registration fees. Of course, expenditures are to be reported in every entitlement code for which the client receives services.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – This is a 12-month program. Child Care provided through 535 is for those families who: receive TANF benefits but became ineligible for TANF due to employment related reasons; TANF applicants who become employed during the application process and are therefore ineligible for TANF; and TANF clients who choose to close their TANF case to “save” their months. Clients are “usually” assessed a fee in this program.

PAYMENT REQUIREMENTS: Child Care is paid from FORM 69 (Invoice for Childcare Reimbursement). Vendor is required to complete a W-9 and Form 77 with legal name. Vendor completes the Form 69, including the Social Security Number or the Federal Tax ID number, phone number and date, and signs.

Case Manager reviews and signs verifying rates, child’s name, UAS and entitlements codes, and amounts on invoice are correct. Supervisor must sign and date showing approval for payment of invoice.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
-------------	--------------------	--------------------------------------

See UAS and Entitlement Codes, Section 108, Entitlement Code Usage and Services Units for Child Care.

All letter/number combinations are eligible. *

<u>*Exceptions:</u>	(1)	T1, V1, W1, X1, T3, V3, W3, or X3 are only used for HEADSTART Childcare.
----------------------------	-----	---

(2)	DO NOT USE THE NUMBER “5” WITH ANY LETTER COMBINATION
Do not pay registration fees to the following vendors:	Use UAS Code 535, entitlement code P8 to report registration fees.

- Relative/In-Home
- Relative/Out of Home
- Non Relative/Out of Home

109.39 UAS Code - 539**PROGRAM NAME - Food Stamp Program (50/50) E&T Child Care**

**REFERENCE: CAPS Manual, Sections 301-11
CAPS Manual Transmittal 2006-2**

PROGRAM PURPOSE – To provide childcare to clients who receive food stamps and who are participants in the Food Stamp Employment and Training program.

COSTAR REPORTING – Reported client is the child. Clients should only be counted in a single entitlement code per month unless there are registration fees. Of course, expenditures are to be reported in every entitlement code for which the client receives services.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – For eligibility and certification purposes, the client is the adult responsible person who is a participant in the Food Stamp Employment and Training program. Participants must reside in counties designated for the Food Stamp Employment and Training program. Clients in this program are **not** assessed a fee for the cost of childcare. **Note: Effective 4/1/99 clients in this program who have income in addition to TANF will be charged a fee for the cost of childcare.**

PAYMENT REQUIREMENTS: Child Care is paid from FORM 69 (Invoice for Childcare Reimbursement). Vendor is required to complete a W-9 and Form 77 with legal name. Vendor completes the Form 69, including the Social Security Number or the Federal Tax ID number, phone number and date, and signs.

Case Manager reviews and signs verifying rates, child's name, UAS and entitlements codes, and amounts on invoice are correct. Supervisor must sign and date showing approval for payment of invoice.

ALLOWABLE ENTITLEMENT CODES**CODE DESCRIPTION**

All letter/number combinations are eligible.*

*Exception: T1, V1, W1, X1, T3, V3, W3, or X3 are only used for Headstart Childcare

SPECIFIC SERVICE REQUIREMENTS

Do **not** pay registration fees to the following vendors:

- Relative/In-Home
- Relative/Out-of-Home
- Non-Relative/Out-of-Home

Clients may **not** be reimbursed for the cost of childcare. Only vendors may be paid.

PROGRAM NAME - Low-income Families' Child Care

REFERENCE: CAPS Manual, Section 303.1, 305 and Appendix D

PROGRAM PURPOSE – To provide childcare to low-income families who are working, in school or in training.

COSTAR REPORTING – Reported client is the child. Clients should only be counted in a single entitlement code per month unless there are registration fees. Of course, expenditures are to be reported in every entitlement code for which the client receives services.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – For eligibility or certification purposes, the client is the adult/responsible person. The adult has low income and **may not** receive TANF. (Child Care for adults applying for TANF is funded from Program 517.) However, someone in the family unit **may** receive TANF or other form of public assistance. Families with a child in court-ordered supervision, with children in Protective Services, children in DFCS custody who are not in foster care, and children in Head Start who need extended day services may receive childcare charged to this program. Clients in this program are usually assessed a fee for childcare.

PAYMENT REQUIREMENTS: Child Care is paid from FORM 69 (Invoice for Childcare Reimbursement). Vendor is required to complete a W-9 and Form 77 with legal name. Vendor completes the Form 69, including the Social Security Number or the Federal Tax ID number, phone number and date, and signs.

Case Manager reviews and signs verifying rates, child's name, UAS and entitlements codes, and amounts on invoice are correct. Supervisor must sign and date showing approval for payment of invoice.

ALLOWABLE ENTITLEMENT CODES

See UAS and Entitlement Codes, Section 108, Entitlement Code Usage and Services Units for Child Care.

All letter/number combinations are eligible. *

***Exceptions:**

(1) T1, V1, W1, X1, T3, V3, W3, or X3 are only used for HEADSTART **Childcare**.

(2) **DO NOT USE THE NUMBER "5" WITH ANY LETTER COMBINATION**

Use UAS Code 544, entitlement code P8 to report registration fees.

Do **not** pay registration fees to the following vendors:

- Relative/In-Home
- Relative/Out-of-Home
- Non-Relative/Out-of-Home

Clients may not be reimbursed for the cost of childcare. Only vendors may be paid.

109.45 UAS Code - 545**PROGRAM NAME - Priority Child Care****REFERENCE: CAPS Manual, Sections 301.4, 301.5, 302.6, 303.2 and 305****PROGRAM PURPOSE** – To provide childcare to clients who are working, in school or in training and who need childcare for a child with specific needs.**COSTAR REPORTING** – The reported client is the child. Clients should only be counted in a single entitlement code per month unless there are registration fees. Of course, expenditures are to be reported in every entitlement code for which the client receives services.**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS –**

Families who receive priority childcare services from Program 545 are:

- Families whose children have special needs;
- Families with active child protective services cases or court-ordered supervision where child care is part of the safety/case plan;
- Adults who receive TANF as **payees only** for children in their care;
- Non-TANF **minor** parents attending high school full time;
- Adults age 18-21 who need child care to attend high school;
- Other client population who are determined “eligible exceptions” by the state office or DHR/DFCS administration. Counties will be informed via county letters, memorandums, etc.
- Clients in this program are usually assessed a fee for childcare.

PAYMENT REQUIREMENTS: Child Care is paid from FORM 69 (Invoice for Childcare Reimbursement). Vendor is required to complete a W-9 and Form 77 with legal name. Vendor completes the Form 69, including the Social Security Number or the Federal Tax ID number, phone number and date, and signs.

Case Manager reviews and signs verifying rates, child’s name, UAS and entitlements codes, and amounts on invoice are correct. Supervisor must sign and date showing approval for payment of invoice.

ALLOWABLE ENTITLEMENT CODES

See UAS and Entitlement Codes, Section 108, Entitlement Code Usage and Services Units for Child Care. All letter/number combinations are eligible. * Use UAS Code 544, entitlement code P8 to report registration fees.

***Exceptions:**

- (1) T1, V1, W1, X1, T3, V3, W3, or X3 are only used for HEADSTART **Childcare**.
- (2) **DO NOT USE THE NUMBER “5” WITH ANY NUMBER COMBINATION**

Do **not** pay registration fees to the following vendors: (1) Relative/In-Home, (2) Relative/Out-of-Home, (3) Non-Relative/Out-of-Home. Clients may **not** be reimbursed for the cost of childcare. Only vendors may be paid.

109.55 UAS Code – 555

PROGRAM NAME - Non- TANF Georgia Pre-Kindergarten Extended Day Child Care

REFERENCES: Foster Care Services Manual: Fiscal, 1016.44
CAPS Manual, Section 305 and Appendix C

PROGRAM PURPOSE – To provide extended day child care for non-TANF recipients whose children attend Georgia lottery funded Pre-K Programs. The majority of funding for this program comes from lottery funds, as negotiated between the state DFCS and Bright from the Start Georgia Department of Early Care and Learning.

COSTAR REPORTING – Reported client is the child receiving services

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – To maximize resources, extended day and/or summer childcare services for 4 year-olds in foster care who are enrolled in Pre-K must come from UAS 555. Code 17 is used to identify Pre-K children in foster care that need these services. The foster parent must be working during the time extended childcare services are provided, or care is needed for the child’s therapeutic benefit as described in the protective services case plan.

PAYMENT REQUIREMENTS: Child Care is paid from FORM 69 (Invoice for Childcare Reimbursement). Vendor is required to complete a W-9 and Form 77 with legal name. Vendor completes the Form 69, including the Social Security Number or the Federal Tax ID number, phone number and date, and signs.

Case Manager reviews and signs verifying rates, child’s name, UAS and entitlements codes, and amounts on invoice are correct. Supervisor must sign and date showing approval for payment of invoice.

NOTE: CAPS E-mail 2005-1, January 28, 2005, Summer Care for Pre-K Children states that as of January 205, Summer Care is no longer covered in this program.

ALLOWABLE ENTITLEMENT CODES

- May be charged as alpha codes: B, C, D, F, K, M, or P And numeric Code: 1, 2, 3, 4, 6, or 7

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
17	Supplemental Supervision	Supplemental supervision as a support service for foster parents reimburses childcare providers for the daily supervision of the child during the foster parent’s working hours or if the child in foster care needs childcare in accordance with the protective services case plan.
P8	Child Care Registration Fee	Must be equally charged to all children served by the vendor in order for DFCS to reimburse.

109.56 UAS Code - 556**PROGRAM NAME - Pre-Kindergarten Extended Day Childcare (TANF)****REFERENCE: CAPS Manual, Section 305 and Appendix C**

PROGRAM PURPOSE – To provide extended day child care for TANF recipients whose children attend Georgia’s lottery funded Pre-K program. The majority of funding for this program comes from lottery funds, as negotiated between the state DFCS and Bright from the Start Georgia Department of Early Care and Learning.

COSTAR REPORTING – Reported client is the child. Eligible alpha entitlement codes include B, C, D, F, G, K, M, N or P. Eligible numeric entitlement codes include 1, 2, 3, 4, 6 or 7. **EXCEPTION:** Alpha entitlement code P (Childcare Registration Fees) must always be followed by numeric code 8 (registration fees).

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – The parents, guardians or responsible persons are TANF recipients who are participating in state approved activities during ht time that extended day/summer care is needed for the Pre-K child. Childcare may be provided during the school year for before/after Pre-K care, ‘day’ or ‘night’ care for families who need eight or more hours in addition to the Pre-K school day, full day summer care, holiday care, and teacher workday childcare. Because the adult is a TANF recipient, there are no assessed fees attached to this program.

PAYMENT REQUIREMENTS: Child Care is paid from FORM 69 (Invoice for Childcare Reimbursement). Vendor is required to complete a W-9 and Form 77 with legal name. Vendor completes the Form 69, including the Social Security Number or the Federal Tax ID number, phone number and date, and signs.

Case Manager reviews and signs verifying rates, child’s name, UAS and entitlements codes, and amounts on invoice are correct. Supervisor must sign and date showing approval for payment of invoice.

NOTE: CAPS E-mail 2005-1, January 28, 2005, Summer Care for Pre-K Children states that as of January 205, Summer Care is no longer covered in this program.

ALLOWABLE ENTITLEMENT CODES

May be charged as alpha codes B, C, D, F, K, M, or P and numeric codes 1, 2, 3, 4, 6, or 7. **EXCEPTION:** Registration fees must always be charged as P8.

***Please remember that A1 and R1 are not valid codes for this program as of 10/97.**

Children may be served in any childcare setting as identified by codes 1-7.

P8 Childcare Registration Fee

Must be charged equally to **all** children served by the vendor in order for DFCS to reimburse.

109.57 UAS Code 557**PROGRAM NAME - Foster Care Supplemental Supervision**

**REFERENCE: Foster Care Services Manual: Fiscal, 1016.41
CAPS Manual, Appendix K
CAPS Manual Transmittal 2006-**

PROGRAM PURPOSE – To charge expenditures for childcare provided to children who reside in a DFCS Family Foster Home (Regular or Relative) and need childcare when the foster parent works outside of the home or the child in foster care needs childcare in support of a protective service plan.

COSTAR REPORTING – Reported client is the child receiving services

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Supplemental Supervision through the CAPS program is available only for foster parents who are working and need regular, on-going child care for the foster children residing in their Family Foster Homes. When the children leave the Family Foster Home placements, the children are no longer eligible to receive Supplemental Supervision through CAPS. However, the children may be eligible to continue to receive CAPS through another UAS program if their families meet eligibility requirements.

Registration fees for these children may also be paid from UAS Program 557, Entitlement Code P8. Because these children are in foster care, there are no assessed fees attached to this program.

NOTE: When the regulated (center, group or family day care home) provider charges more than the DFCS maximum reimbursement rate **and** the county staff **cannot** negotiate with the provider to reduce the rate to the county's maximum reimbursement rate, the provider's actual published rate may be reimbursed.

EXCEPTION: The DFCS maximum reimbursement rate is used for **informal providers**.

Childcare providers must meet the same licensing or registration requirements as other childcare providers who provide care to children subsidized by DFCS. The social services case manager of the child in foster care will submit a referral to the county Childcare and Parent Services (CAPS) worker in the county where the foster parent resides authorizing the foster parent's eligibility for supplemental supervision. This will enable the foster parent to submit a childcare application in the county where they reside to the county CAPS worker for approval. The county authorizes payments to the childcare provider.

Short-term childcare for special circumstances can still be allowed to be paid in Programs 501, 502, 503, 560, 563, 564, 565, 574, 575, 577, and 579. The social service case manager will handle these situations through the foster parent invoice process for supplemental supervision.

PAYMENT REQUIREMENTS: Child Care is paid from FORM 69 (Invoice for Childcare Reimbursement). Vendor is required to complete a W-9 and Form 77 with legal name. Vendor completes the Form 69, including the Social Security Number or the Federal Tax ID number, phone number and date, and signs.

UAS Code 557 (continued)

Case Manager reviews and signs verifying rates, child’s name, UAS and entitlements codes, and amounts on invoice are correct. Supervisor must sign and date showing approval for payment of invoice.

NOTE: CAPS E-mail 2005-1, January 28, 2005, Summer Care for Pre-K Children states that as of January 205, Summer Care is no longer covered in this program.

ALLOWABLE ENTITLEMENT CODES

CODE DESCRIPTION		SPECIFIC SERVICE REQUIREMENTS
All letter/number combinations are eligible* *Exception: T1, V1, W1, X1, T3, V3, W3, or X3 are only used for Head Start Child Care.		Supplemental supervision as a support service for foster parents reimburses childcare providers for the daily supervision of the child during the foster parent’s working hours if the child in foster care needs childcare in accordance with the protective services case plan.
P8	Registration Fees	Registration fees, not to exceed \$50, can be paid once in a calendar year for each child receiving care. One additional registration fee is allowed during the calendar year when the foster child changes providers.

*New Program (Effective 4/1/04)

UAS Code – 735**PROGRAM NAME – Transitional Childcare****REFERENCE: CAPS Manual, Section 305
CAPS Manual Transmittal 2006-2**

PROGRAM PURPOSE- To provide childcare for diverted TANF clients. Diverted TANF clients are employed individuals who have declined their TANF benefit but still need child care to support an approved activity.

COSTAR REPORTING- Reported client is the child receiving services.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS- The TANF case manager must submit a referral to the county Child care and Parent services (CAPS) worker to inform them that the applicant is a TANF diversion client (meets TANF eligibility criteria, chooses not to receive TANF benefits, and is in need of child care).

The TANF diversion client will submit a childcare application to the CAPS worker for approval. The TANF diversion client must meet the approved activity requirement (working, in school or training) of 25/35 hours per week, and must meet the same maximum allowable income limits as other clients who receive subsidized childcare.

If determined eligible the child may receive childcare under UAS 735 for 12 consecutive months; after which the family may receive CAPS seamlessly from another UAS Code if they continue to meet CAPS eligibility requirements.

ALLOWABLE ENTITLEMENT CODES

See UAS and Entitlement Codes, Section 108, Entitlement Code Usage and Services Units for Child Care.

All letter/number combinations are eligible. *

***Exceptions:**

- (1) T1, V1, W1, X1, T3, V3, W3, or X3 are only used for **HEADSTART Childcare**.
- (2) **DO NOT USE THE NUMBER “5” WITH ANY LETTER COMBINATION**

Use UAS Code 735, entitlement code P8 to report registration fees.

Do **not** pay registration fees to the following vendors:

- Relative/In-Home
- Relative/Out of Home
- Non Relative/Out of Home