



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 4, 2013

GENERAL LETTER NO. 13-G-39

ISSUED BY: Bureau of Child Care
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
Contents (page 2), revised; and pages 29, 61 through 74, 78, and 124,
revised.

Summary

Chapter 13-G is revised to:

- ◆ Clarify that the child care assistance for the purpose of employment through work study is not limited to 24 months.
- ◆ Add information pertaining to the eligible provider section and to the provider requirements for exempt programs that wish to receive payment through the Child Care Assistance program.
- ◆ Adjust the rate ceilings for basic and special needs care.
- ◆ Update form references.

Effective Date

January 1, 2013

Material Superseded

This material replaces the following pages from Employees' Manual, Title 13, Chapter G:

<u>Page</u>	<u>Date</u>
Contents (page 2)	September 23, 2011
29, 61-64	September 23, 2011
65	June 8, 2012
66-74, 78, 124	September 23, 2011

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.

	<u>Page</u>
Financial Eligibility	44
Documenting Special Needs	45
Family Size	46
Projecting Income.....	48
Countable Income.....	52
Excluded Income	55
Self-Employment Income.....	57
Age	58
Verification	59
Acceptance or Denial of Application.....	60
Grace Period Following the Denial of an Application.....	61
Establishing the Certification Period.....	62
Availability of Another Child Care Resource.....	63
Identifying the Provider.....	64
Eligible Providers	64
Provider Requirements	66
Provider Cooperation with Investigations.....	66
Required Forms	67
Licensed or Registered Providers.....	68
Nonregistered Providers.....	68
Criminal and Child Abuse Record Checks	72
Exempt Programs	74
Establishing Payment Rate.....	76
Method for Calculating a Half-Day Rate.....	76
Maximum Payment Rates.....	77
Basic Care Rate	78
Special Needs Rate	78
In-Home Rate	79
Days of Absence	80
Limits on Payment	82
Appeal of Rate Calculation.....	83
Authorizing Services	83
Unit of Service	84
Fee Schedule	92
Nonpayment of Fees	95
Inability to Pay Fees.....	95
Child Care Assistance Provider Agreement.....	96
Completing the Agreement.....	97
Provider Tax ID	98
Notice of Decision: Child Care.....	99
KinderTrack Entry	102

To verify placement on the PROMISE JOBS waiting list, request form 470-2925, *Notice of Waiting List Placement*, from the PROMISE JOBS participant. If the participant does not have a copy of the form, obtain this information using the process established by your office for communicating with the local PROMISE JOBS office.

Comment:

When a training program includes clinics, practicums, student teaching assignments, etc. that are required to be completed before a degree is granted, they are considered part of the approvable training program and child care can be covered.

Work-study time can be covered as long as the student meets the need for service for employment hours. See [Need for Service: Employment](#).

Any training program that will lead to a degree higher than an associate of arts or baccalaureate degree is not approvable training for CCA purposes. This includes all training programs leading to professional, graduate, or doctoral degrees.

See [Nonapprovable Training](#) for reasons why training will not be approved.

Limit on Assistance

Legal reference: 441 IAC 170.2(2)“b”

Policy:

Child care provided while the parent participates in postsecondary education or vocational training has a 24-month lifetime limit. Any assistance issued within a fiscal-month period counts as a month toward the 24-month limit.

Procedure:

Communicate with PROMISE JOBS staff to determine whether the client has used any months of child care for education.

Designate the first “fiscal month” as beginning on the first day of training and continuing to the same calendar day of the next month. Example: August 28 through September 27 = 1 fiscal month.

Grace Period Following the Denial of an Application

Legal reference: 441 IAC 170.3(6)

Policy:

Reprocess an application that has been denied for failure to provide requested information when all information needed to determine eligibility is provided within 14 days of the date the notice of decision denying the application was issued. "All information" includes verification of all changes in the family's circumstances.

If the 14th day falls on a weekend or legal holiday, extend the 14th day to the next working day for which there is regular mail service. If the family is eligible for CCA, the effective date of child care eligibility shall be the date the **final** piece of information required to establish eligibility is provided.

Procedure:

If all of the information is not returned by the 14th day after the date of the denial notice, no further action is required and another notice is not sent.

If there were multiple pieces of information requested and some of the information is returned after the denial, do not send a "remain denied" notice. However, it is good practice to try to contact the household to let them know you still don't have everything you need to reinstate the case.

If the previously requested information is provided, but the household also reports another change for which verification is necessary, make every effort to help the client to verify the information.

A written request for information for the new changes is not necessary. Do inform the household that the application cannot be reprocessed until the change is verified. If a generic release is on file, it should be used.

If the new information is not verified by the end of the 14th day after the date of the denial notice, a "remain denied" notice is sent. This is because the original reason for denying the application has been cured, but the household's did not provide the verification of the new information.

When an additional change is reported and it is unlikely you will be able to verify the information before the 14-day period expires, you should inform the client that it would be a good idea to submit a new application to preserve the earliest possible effective date.

Once the information is returned, the effective date will be the date the information is provided or the new application date, whichever is earlier.

Comment:

1. Ms. A, a CCA applicant, fails to provide an employer's statement of earnings that was requested by the Department. The IM worker issues a notice to deny the application. The date of the denial notice is December 2.

Ms. A provides the employer's statement on December 10 and there have been no other changes in the family's circumstances. The IM worker reprocesses the application and determines the family meets all eligibility criteria. The household is approved for CCA effective December 10.

2. Mr. G, a CCA applicant, fails to provide an employer's statement of earnings and school schedule that were requested by the Department. The IM worker issues a notice to deny the application. The date on the denial notice is June 10. Mr. G provides both items on June 21 and reports that he is no longer working at that first employer and has started a new job.

The IM worker explains that Mr. G has until June 24 to provide verification of the ending job and verification of the start of the new job. Mr. G fails to provide either employer's statement. The IM worker issues a notice stating that Mr. G's application remains denied for failing to provide requested information.

Establishing the Certification Period

Legal reference: 441 IAC 170.3(1)"c"

Policy:

Certification periods cannot be longer than the end of the sixth month after the effective date of Child Care Assistance (CCA).

Procedure:

Base the length of the certification on the household's circumstances. Use the following chart to assign the certification period:

Need for service	Certification length
Training	Match the certification to the school term.
Employment	No longer than the end of the sixth month after the effective date.
Child protection	No longer than the end of the sixth month after the effective date.
Medical absence or incapacity	30 days, the length of time the physician indicates, or a maximum of six months from the effective date.
Seeking employment	30 days from the effective date.
Multiple needs	Base the certification on the need with the shortest certification period listed in this chart.

NOTE: When one parent can be approved for both a job search need and another need, base the certification period on the other need. After approving the case, issue a second notice reducing the units effective the day after the job search period ends.

Comment:

Ms. A applies for CCA for her children on December 15. The application is approved effective December 15. Her need for service is ongoing full-time employment. The certification period must end on or before June 30.

Availability of Another Child Care Resource

Legal reference: 441 IAC 170.5

Policy:

When another resource (person, agency, program, or funding source) that allows the parent to select from the full range of eligible child care providers is available free of charge to provide the same or similar service that will meet the family's needs, the family is not eligible for the Child Care Assistance program.

Procedure:

Determine whether the resource allows for a full range of child care providers similar to the Child Care Assistance program before denying an application or terminating assistance for this reason.

FIP recipients, PROMISE JOBS participants, those receiving Child Protective Services and those who were receiving CCA when they became a member of AmeriCorps *Vista are eligible for Child Care Assistance regardless of this issue.

Comment:

AmeriCorps and AmeriCorps *Vista members have access to child care benefits that allows participants to select from a full range of state-approved child care providers.

A program that does not allow participants to select from a full range of state-approved child care providers, such as a free child care service for students at the school the parent attends, does not meet the criteria of this policy.

Identifying the Provider

In many situations, parents will have already selected the child care provider by the time they apply for child care services. If the parent needs assistance in choosing a provider, refer the parent to the Child Care Resource and Referral agency serving the county, direct them to the child care website provider search link, or provide the parent with a list of providers in their local area.

The policies and procedures for identifying eligible providers and the requirements that must be met by a provider are organized into the following sections:

- ◆ [Eligible providers](#)
- ◆ [Provider requirements](#)

Eligible Providers

Legal reference: 441 IAC 170.4(3)

A parent can choose care from:

- ◆ A licensed child care center.
- ◆ A registered child development home.
- ◆ A nonregistered child-care home.
- ◆ A provider who provides care in the child's own home.
- ◆ A child care program operated by or under contract to a public or nonpublic school accredited by the Department of Education (exempt from licensing requirements).

The parent indicates the choice of provider on form 470-3624 or 470-3624(S), *Child Care Assistance Application*, or 470-0462 or 470-0462(S), *Health and Financial Support Application*. There are limits to parental choice of provider:

- ◆ Children who are receiving **protective** child care services must be served in a licensed center or registered child development home, unless the service worker determines that a nonregistered provider is the most appropriate choice for the specific case. Consider the child's needs when child care is part of a protective services plan to prevent or alleviate child abuse or neglect.

The worker determines that a child is in need of social skills and language development and that the child would benefit more from placement in a child care center where the peer group experience is optimal. The parent chooses a registered child development home, where the child is the only child receiving care besides the provider's own child.

The child care arrangement chosen by the parent is not approved, because it is determined not to be in the best interest of the child.

- ◆ Approve **in-home** care only when the family has three or more children who require care. If the parent has chosen in-home care, but does not have at least three children requiring care, the parent must select another type of care.

EXCEPTION: If the provider lives in the same household as the children requiring care, treat the provider as either a registered child development home or a nonregistered home as long as the home is a single-family residence that the provider owns, rents, or leases. If the provider does not own, rent or lease the location, inform the family that they will need to select a different provider.

Ms. A and her two preschool children live with her mother, Ms. B. Ms. B agrees to provide child care for her two grandchildren while Ms. A works. Ms. B is treated like a nonregistered child care provider and will be paid the nonregistered home rate instead of the in-home rate.

All of the children in the family requiring child care must receive their care from the in-home provider. However, the children need not all receive the same number of units of service in a 24-hour period. For example, the care may include both before- and after-school care to the school-aged children in the family and full-day care to the preschool children in the family.

- ◆ Do not approve providers who live **outside Iowa**. If the client's circumstances indicate that an out-of-state provider is the only available child care provider, the client must request an exception to policy for the provider to become approved. See 1-B, [EXCEPTIONS TO POLICY](#).
- ◆ Do not approve providers who have been sanctioned by the CCA program. See [Overpayment Recovery: Sanctions for Provider Fraud](#) for more information.

Provider Requirements

Legal reference: 441 IAC 170.4(3)

Policy: Providers must meet specific requirements in order to be eligible for payment from the Child Care Assistance (CCA) program. The requirements vary according to the type of provider. Refer to the following sections:

- ◆ [Provider cooperation with investigations](#)
- ◆ [Required forms](#)
- ◆ [Licensed or registered providers](#)
- ◆ [Nonregistered providers](#)
- ◆ [Exempt programs](#)

Provider Cooperation with Investigations

Legal reference: 441 IAC 170.5(1)"c"

Policy:

To be eligible for payment from CCA, all providers must cooperate with the Economic Fraud Control Unit of the Department of Inspections and Appeals (DIA) when the provider is referred for investigation.

DIA conducts front-end and fraud investigations of providers upon referral from DHS.

Procedure:

When the Economic Fraud Control Unit notifies you that a provider has failed to cooperate in an investigation, deny or cancel the provider agreement. Issue a timely *Notice of Decision* to cancel the provider agreement.

Procedures for what to do when a provider reapplies after the provider agreement has been revoked for failure to cooperate are explained in the [Child Care Assistance Provider Agreement](#) section.

Required Forms

Legal reference: 441 IAC 170.4(3)

Policy:

Child care providers must meet the requirements specified by the following documents, depending on the classification of the provider.

Procedure:

Verify the status of the provider before you approve payment.

PROVIDER TYPE	REQUIREMENTS
Child care center	<ul style="list-style-type: none">◆ <i>Certificate of License, 470-0618</i>◆ <i>Child Care Assistance Provider Agreement, 470-3871</i>
Registered child development home	<ul style="list-style-type: none">◆ <i>Certificate of Registration, 470-3498</i>◆ <i>Child Care Assistance Provider Agreement, 470-3871</i>
Nonregistered child care home	<ul style="list-style-type: none">◆ <i>Minimum Health and Safety Requirements for Nonregistered Child Care Home Providers, Comm. 95 or Comm. 95(S)</i>◆ <i>Payment Application for Nonregistered Providers, 470-2890 or 470-2890(S)</i>◆ <i>Non-Law Enforcement Record Check Request Form A, 595-1489 or 595-1489(S)</i>◆ <i>Request for Child Abuse Information, 470-0643</i>◆ <i>Child Care Assistance Provider Agreement, 470-3871</i>
Exempt program	<ul style="list-style-type: none">◆ <i>Child Care Assistance Provider Agreement, 470-3871 or 470-3871(S)</i>◆ Documentation showing the facility is operated by or under contract with a public or nonpublic school accredited by the Department of Education
In-home care	<ul style="list-style-type: none">◆ <i>Minimum Health and Safety Requirements for Nonregistered Child Care Home Providers, Comm. 95 or Comm. 95(S)</i>◆ <i>Payment Application for Nonregistered Providers, 470-2890 or 470-2890(S)</i>◆ <i>Non-Law Enforcement Record Check Request, Form A, 595-1489 or 595-1489(S)</i>◆ <i>Request for Child Abuse Information, 470-0643</i>◆ <i>Child Care Assistance Provider Agreement, 470-3871 or 470-3871(S)</i>

NOTE: A relative who is a registered provider must follow the requirements set forth for child development homes. A relative who is not registered must follow the requirements set forth for nonregistered child care providers.

Licensed or Registered Providers

The Department (DHS) staff or PROMISE JOBS staff follow three steps to obtain approval to make payment to licensed or registered providers.

1. Check to see if the family's chosen provider is a registered or licensed child care provider by accessing the KinderTrack (KT) screens. The KT screens provide information about what type of provider the family has chosen and whether the provider has signed a *Child Care Assistance Provider Agreement*. See 14-H, [KINDERTRACK SYSTEM](#).
2. If the provider **is** registered or licensed, but has **not** signed a *Child Care Assistance Provider Agreement*, issue the following to the provider, with instructions to return the form to your office:
 - ◆ Form 470-3871, *Child Care Assistance Provider Agreement*.
 - ◆ A self-addressed-stamped-envelope.
3. Once this form is returned, DHS staff finish the provider approval process by approving or denying the *Child Care Assistance Provider Agreement* and by making the appropriate entries into KinderTrack.

Nonregistered Providers

Legal reference: 441 IAC 170.4(3)"f" and "h"

People who do business as a nonregistered child care home must meet the definition of a child care home, pass the required background checks, meet all minimum health and safety requirements, and complete the appropriate paperwork.

To meet the definition of a child care home the provider must provide care in a single-family residence that the provider owns, rents, or leases. **EXCEPTION:** A provider that goes into the family's home to care for children (in-home care) does not have to meet the residence requirement.

If the setting meets the definition of a child care home, determine if the provider meets all other eligibility criteria. If the setting **does not** meet the definition of a child care home, the provider is not eligible to care for children at that location.

People who have a founded child abuse record or criminal conviction cannot legally provide child care or get Child Care Assistance (CCA) payments, unless the Department finds through an evaluation of the records that the person is eligible to provide child care. This requirement also applies to people age 14 or over who live in the home of the provider or have access to a child when the child is alone.

The Department checks these records before licensing or certifying registration of a child care provider. However, providers who provide care for five children or less are not required to register with the state.

Any person who provides child care services to a CCA recipient, and anyone age 14 or over who lives in that home or has access to a child when the child is alone, must have successfully completed criminal, sex offender, and child abuse record checks.

DHS staff follow four steps to obtain approval to pay nonregistered providers. (PROMISE JOBS staff complete only steps one, two, and three.)

1. Check to see if the family's chosen provider is already an approved nonregistered provider by accessing KinderTrack (KT) screens. See 14-H, [KINDERTRACK SYSTEM](#).

The KT screens will show whether the provider is currently active and has signed a *Child Care Assistance Provider Agreement*.

2. If the provider has not yet been approved as a nonregistered provider for the CCA program, DHS staff must issue the following to the provider, with instructions to return the forms to your office:
 - ◆ Pamphlet Comm. 95 or Comm. 95(S), *Minimum Health and Safety Requirements for Nonregistered Child Care Home Providers*.
 - ◆ Form 470-2890, *Payment Application for Nonregistered Providers*.
 - ◆ Form 595-1489 or 595-1489(S), *Non-Law Enforcement Record Check Request Form A* (one form for each person over age 13 who lives in the household or has access to the children in care).
 - ◆ Form 470-3871, *Child Care Assistance Provider Agreement*.
 - ◆ A self-addressed-stamped-envelope.

NOTE: Providers may also apply on-line from the KinderTrack website: <https://ccmis.dhs.state.ia.us/ProviderPortal/>.

3. Once these forms are received, complete forms 470-0643, *Request for Child Abuse Information*, for the same people listed on form 595-1489 or 595-1489(S). See [Criminal and Child Abuse Record Checks](#) for procedures. See [6-Appendix](#) for instructions on these forms.
4. DHS staff finish the provider approval process by:
 - ◆ Obtaining the results of the background, sex offender, and abuse checks.
 - ◆ Approving or denying the *Child Care Assistance Provider Agreement*.

NOTE: If the KT system indicates that the provider is active and already has a current *Child Care Assistance Provider Agreement* on file, it is not necessary to fill out new forms or to complete new background and abuse checks.

Nonregistered in-home care and child care home providers must sign and return forms 470-2890, 470-3871, and 595-1489 or 595-1489(S) to the local DHS office and pass the criminal, sex offender, and child abuse record checks before payment will be made.

Signature on form 470-2890, *Payment Application for Nonregistered Providers*, certifies the provider's understanding of and compliance with the conditions and requirements for nonregistered providers. These include:

- ◆ Minimum health and safety requirements.
- ◆ Limits on the number of children for whom care may be provided.
- ◆ Unlimited parental access to the child during hours when care is provided.
- ◆ Conditions that warrant nonpayment.
- ◆ Prohibitions on persons who have been convicted of a crime or have a founded and registered child abuse providing child care.

The provider shall complete form 470-2890:

- ◆ When applying for payment for the first time (new),
- ◆ Every 24 months for renewal, and
- ◆ When there is a change in the information provided on the form (name, address, household composition).

Nonregistered providers must renew their CCA authorization every 24 months. The entire provider approval process described above must be completed again. This means nonregistered providers must complete a new *Child Care Assistance Provider Agreement*, *Payment Application for Nonregistered Providers*, and have new background and abuse checks done.

Make sure the provider and the client understand that CCA payment will be issued only after the record checks are returned as all clear, or until DHS completes the evaluation and gives permission for the person to provide child care.

If the client chooses to place the children with the provider before all record checks are complete, and the provider is not approved for payment, it is the client's responsibility to pay the provider for child care.

NOTE: The effective date of provider eligibility for payment will be based upon the client's application date. This means that once a provider is determined eligible for payment by DHS, they may be paid for child care provided retroactively to the effective date of the clients' eligibility.

1. Mr. and Mrs. A apply for Child Care Assistance (CCA) on July 23, 2007. They indicate they will be using a registered provider, ABC Child Care. CCCAU sends ABC Child Care a *Child Care Assistance Provider Agreement* to complete. The *Child Care Assistance Provider Agreement* is returned to DHS on July 30, 2007.

ABC Child Care is approved to be a CCA provider on August 13, 2007. The effective date of the *Provider Agreement* will be July 23, 2007, the day Mr. and Mrs. A applied for CCA.

2. Same scenario as Example 1, except that Mr. and Mrs. B indicate they have been using a registered provider, ABC Child Care, since May 19, 2007.

ABC Child Care is approved to be a CCA provider on August 13, 2007. The effective date of the *Provider Agreement* will be July 23, 2007, the day Mr. and Mrs. A applied for CCA. Any care provided between May 19 and July 23, 2007, must be paid by Mr. and Mrs. B.

3. Mr. and Mrs. C apply for CCA on July 23, 2007. They indicate they will be using a nonregistered provider, XYZ Child Care. CCCAU sends XYZ Child Care a *Payment Application for Nonregistered Providers, Record Check Request, Comm. 95, and Provider Agreement* to complete. These forms are returned to DHS on July 30, 2007.

Once background and abuse checks are completed, XYZ Child Care is approved to be a CCA provider on August 22, 2007. The effective date of the *Child Care Assistance Provider Agreement* will be July 23, 2007, the day Mr. and Mrs. C applied for CCA.

Criminal and Child Abuse Record Checks

Within two working days after receiving the forms from the prospective provider, process criminal and child abuse record checks as follows:

- ◆ **DHS:** Send form 470-0643, *Request for Child Abuse Information*, to the DHS worker who is responsible for checking the ACAN and STAR systems and checking the SING system owned by the Division of Criminal Investigation (DCI).
- ◆ **PROMISE JOBS:** Send all forms (470-2890, 470-3871, 470-0643, and 595-1489 or 595-1489(S)) to the DHS central office. DHS will forward the forms to the appropriate person responsible for performing the record checks.

Complete a separate form 595-1489 or 595-1489(S), *Non-Law Enforcement Record Check Request Form A*, for **each last name** which needs to be checked, including maiden names and previous married names. This includes the provider, each person in the provider's household who is aged 14 or over, and anyone who has access to a child when the child is alone.

NOTE: If the provider goes into the child's own home (an in-home provider), do the background checks on the provider, but not on the provider's family, unless the provider's family members will have contact with the children.

When the criminal records check is completed, DCI will return the information to the DHS worker who initiated the SING check.

Once the abuse check is completed, the designated DHS worker enters this information into the KinderTrack system.

Check the Sex Offender Registry for all individuals listed on the *Non-Law Enforcement Record Check Request Form A*, form 595-1489 or 595-1489(S), as follows:

- ◆ Access the Sex Offender Registry at: www.iowasexoffender.com.
- ◆ Enter the person's last name:
 - Select ALL under "county." Do not choose a specific county.
 - Select SEARCH.
- ◆ If the search shows a conviction that occurred in Iowa, check the DCI form to make sure this conviction also appears there.
- ◆ If the search shows a conviction that occurred outside Iowa, add this conviction to the letter that is sent with form 470-2310, *Record Check Evaluation*.

When all of the record checks have been returned and all are clear, proceed with approving the *Child Care Assistance Provider Agreement*.

If any record check is returned showing a criminal conviction, a founded and registered child abuse, or placement on the Sex Offender Registry, send that information to the team that does the evaluations for registered child care homes and licensed child care centers.

The evaluation team will notify the DHS worker of the results of the evaluation. If the evaluation is returned stating the person is not permitted to provide child care, or is not permitted to reside in a child care home, the provider **is not eligible** for payment by the CCA program.

The DHS worker sends form 470-4558, *Notice of Decision: Child Care*, informing the person that the person is not eligible for payment of child care services using public funds or is not permitted to reside in a home providing such child care.

Also, notify the client that although the client is eligible for CCA, the provider selected is not approved due to not meeting health and safety requirements, so the client must choose another provider.

Exempt Programs

Legal reference: 441 IAC 170.4(3)"g"

CCA funds can only be paid to child care facilities that are exempt from licensing requirements when the program is operated by or under contract to a public or nonpublic school accredited by the Department of Education.

DHS staff follow these steps to obtain approval to pay exempt programs.

1. Check to see if the exempt program is already approved for CCA payment by accessing KinderTrack (KT) screens. See 14-H, [KINDERTRACK SYSTEM](#).

The KT screens will show whether the provider is currently active and has signed a *Child Care Assistance Provider Agreement*.

2. If the provider has not yet been approved for CCA payment as an exempt program, DHS staff must determine whether the program is being operated directly by a school or if the program is being operated under contract with a school.
 - ◆ If the program is being operated directly by the school, obtain form 470-3871, *Child Care Assistance Provider Agreement*. If questionable, also obtain information from the school showing they operate the child care program.
 - ◆ If the program is being operated under contract with a school, obtain form 470-3871, *Child Care Assistance Provider Agreement*, as well as documentation verifying the contract.
3. Finish the process by approving or denying the *Child Care Assistance Provider Agreement*.

NOTE: Programs that are exempt from licensing sometimes voluntarily choose to become licensed. The programs can receive CCA payment as a licensed facility.

The flowchart on the following page outlines the CCA eligibility determination process and form flow described above.

“Infant and toddler” means a child aged two weeks to two years.

“Preschool” means a child aged two years to kindergarten (“school aged”).
 Approve preschool rates for summer hours before kindergarten classes begin.

“School aged” means a child in attendance in full-day or half-day classes,
 including kindergarten.

Basic Care Rate

Legal reference: 441 IAC 170.4(7)“a”

The maximum rate of payment by age of child and type of provider for a half-day of basic care is shown in Table I that follows:

Table I. Half-Day Rate Ceilings for Basic Care				
Age Group	Child Care Center	Child Development Home A or B	Child Development Home C	Nonregistered Family Home
Infant and Toddler	\$16.13	\$12.48	\$11.96	\$8.19
Preschool	\$13.01	\$11.71	\$11.71	\$7.19
School Aged	\$11.71	\$10.40	\$10.40	\$7.36

Special Needs Rate

Legal reference: 441 IAC 170.4(7)“a”

The maximum rate of payment by age of child and type of provider for a half-day of special needs care is shown in Table II below:

Table II. Half-Day Rate Ceilings for Special Needs Care				
Age Group	Child Care Center	Child Development Home A or B	Child Development Home C	Nonregistered Family Home
Infant and Toddler	\$49.94	\$16.39	\$12.88	\$10.24
Preschool	\$29.26	\$15.22	\$12.88	\$8.99
School Aged	\$29.17	\$14.05	\$11.71	\$9.20

Referring a Household to the Investigation Unit

Make referrals for investigation using form 470-5130, *DHS Investigative Referral to DIA*. One or more of the factors listed on the form must be present in order to make a referral.

You do not need to complete another *DHS Investigative Referral to DIA* when a client has agreed to cooperate with the investigator within 30 days of a noncooperation. This 30-day period is from the date that the investigator has notified you that the client has not cooperated. Inform the investigator that the client has contacted you and agreed to cooperate, so that the investigator can schedule an appointment with the client.

If the client contacts the investigator, the investigator will schedule an appointment with the client and notify you.

If the household resolves the issue with you before the investigation is completed, document this in the case record and notify the investigator.

Investigation Process

Legal reference: 481 IAC 72.2(10A), 72.3(10A)

The purpose of a front-end investigation is to prevent households and providers from fraudulently receiving CCA. Front-end investigations are conducted to:

- ◆ Determine if information supplied by the client is correct.
- ◆ Determine if claim forms submitted by the provider are correct.
- ◆ Determine if payments issued to the provider were correct.
- ◆ Assist in reducing the program error rate.
- ◆ Identify overpayments for recovery.

If an interview is needed, the investigator sets up the interview. The interview request notifies the client that the case has been referred to the Economic Fraud Control Unit. Before the interview, the investigator informs the client or provider of:

- ◆ The purpose of the investigation.
- ◆ The type of information being reviewed.
- ◆ The client's responsibility to cooperate.
- ◆ The provider's responsibility to cooperate.
- ◆ The consequences of refusing to cooperate in an investigation