

**Guide to Foster Care Child Care
for Foster Caregivers
of Children in the Custody of the Secretary
for the Department for Children and Families**
Licensed Foster Homes, Relatives, and Non-Related-Kin (NRK)

This guide will help you navigate the Foster Care Child Care (FC-CC) program. The FC-CC program is a joint effort between Prevention and Protection Services (PPS) and Economic and Employment Services (EES). Child care benefits are issued to you on an Electronic Benefits Transfer (EBT) card, you will use like a debit card to pay your child care provider.

HOW TO APPLY

Step 1 – Choose a DCF enrolled child care provider.

If you already have a relationship with a DCF enrolled child care provider, contact them to make sure they have availability for your child in foster care.

If you need to find an enrolled provider, look online at www.ks.childcareaware.org.

NOTE: If your provider is not enrolled with DCF-EES and is hesitant to do so, ask if they would be willing to enroll just to serve your children who are in foster care.

Step 2 – Fill out the *FC-Child Care Application* and gather required documents.

Obtain a Foster Care Child Care Application from one of these sources:

- <http://www.dcf.ks.gov/services/PPS/Pages/PPSservices.aspx> scroll down to the *Foster Care Services* heading; or,
- Your sponsoring child placing agency (for licensed family foster homes); or,
- The worker for your home (for relative caregivers).

Follow the directions on the application which also explains what to expect next.

For documentation, make a copy of your last paycheck stub or school/training enrollment/schedule to include with the application.

NOTE: On page 5 of the Application, the section “Parent’s work/school schedule,” if there are two parents, both parent’s schedules must be listed. Write the name of the first foster caregiver over the first column and list their work/school schedule, and the name of the second foster caregiver over the second column and list their work/school schedule.

Step 3 – Submit the Application

If you are a *Licensed Foster Home caregiver* submit your application and supporting documentation to your sponsoring agency.

If you are a *Relative or Pre-Licensed Non-Related Kin caregiver*: submit your application and supporting documentation to the worker for your home.

Step 4 – The Application is e-Mailed

The sponsoring agency or worker’s agency will scan and e-mail the application to a central DCF-EES mailbox, making sure to include a cc to you. See THINGS TO KNOW, “Pay attention to when your application was submitted to EES.”

NEED TO FIND A CHILD CARE PROVIDER?

Go to Child Care Aware (<https://www.ks.childcareaware.org/>) or call 1-877-678-2548 to do a search for child care in your area. You will want to filter your search to show only EES enrolled providers. **Only EES enrolled providers can take the electronic benefit transfer (EBT) card for payment.** NOTE: If your provider is not enrolled with DCF-EES and is hesitant to do so, ask if they would be willing to enroll just to serve your children who are in foster care.

THINGS TO KNOW

- **Some children in DCF custody are not eligible for FC-CC.**
If the child in foster care is not a U.S. citizen or eligible non-citizen, they are not eligible for Foster Care Child Care. Contact your child's Case Manager to set up child care paid by the CMP.
- **Pay attention to when your application was submitted to EES.**
In many cases, your benefit is back-dated to the date your application was received by EES. Your sponsoring agency or worker's agency will cc you on the e-mail they send to submit your application to EES. **THIS IS WHEN YOUR APPLICATION WAS SUBMITTED.** If you give an application to your sponsoring agency or worker and do not receive an e-mail about its submission, follow up with them.
- **Enrollment fees are covered under your EBT card benefit.**
(from KEESM Section 10260) DCF can subsidize clients up to \$50 per child per case towards an enrollment fee for an enrolled provider if the provider charges an enrollment fee to the private sector. If the provider charges the private sector more than the maximum benefit and will not accept the maximum DCF payment benefit as full payment, the client will be responsible to pay the difference. DCF will subsidize no more than the maximum in a 12-month period. If client [foster caregiver] chooses to change providers within a 12-month period, the client will be responsible to pay the additional enrollment fee, if necessary. The 12-month period begins with the month for which a benefit for enrollment fees is authorized and may be different for each child on a child care case. The 12-month period does not follow the child if they move to a different child care household, and a new enrollment fee could be authorized on the new case. A membership fee to an organization which entitles the member to other benefits in addition to child care shall not be considered an enrollment fee.
- **What to do if your child care provider is not EES enrolled.**
If your child care provider is licensed by KDHE, but not enrolled with EES, list them as your selected provider on your application. When your application is reviewed, actions will be taken by EES to start the enrollment process. It can take 30-45 days for a licensed provider to become enrolled, but in most cases your benefit will be back dated to the date your application was received. You can begin using this provider for your child care needs as soon as your application is submitted. **IF** your chosen provider is not approved for enrollment with EES, you must cease using that provider and contact your CMP to seek reimbursement and/or arrange payment for the days you used this provider.

- **What to do if there are no EES-enrolled child care providers near you.**
If no enrolled provider is available, you have two options:
 1. Use a relative of the child in foster care. Ask the child's case manager if there is an a qualifying relative* living nearby where you work or live who could watch the child while you are at work/school. If yes, write this relative's name as your child care provider on the application, indicating they are a relative of the child. When your application is reviewed, actions will be taken by EES to enroll that relative as a *relative* child care provider. Once the CMP has completed the necessary background checks on the relative, you may start using them for child care.
(**Qualifying* relatives for child care would need to be the grandparent, great-grandparent, aunt, uncle, or adult sibling to the child and not live in the same physical home of the foster caregiver. NOTE: A cousin or great aunt/uncle does not qualify to provider child care as per federal regulations.)
 2. Use a day time respite provider for your child care until your chosen provider is enrolled or available. Contact your sponsoring agency or your child in foster care's case manager to get set up for day-time respite.
- **What to do if my licensed child care provider is denied enrollment with EES.**
Stop using the denied provider immediately. Any costs you've incurred can be reimbursed by the child's Case Manager. You will need to find a new child care provider. Day-time respite is an option while you search.
- **What to do if the cost of your child care exceeds the benefit on your EBT card.**
You have three ways to reduce or eliminate your out of pocket costs:
 1. Ask your child care provider if they can reduce your fee to the amount of your benefit.
 2. Check with your child in foster care's case manager to see if there is a qualified relative of the child living near your home or work who is willing to provide child care. If yes, complete a *Change* application listing the qualified relative as your new provider—this will cause information to be sent to them regarding enrollment with EES.
 3. Look for an enrolled provider with a lower daily rate. Go to Child Care Aware to search for a new provider (<https://www.ks.childcareaware.org/>).
 NOTE: You can always choose to pay the difference yourself, out of pocket.
- **What to do for after school child care or child care during the summer months.**
The EBT card benefit will subsidize after-school and summer child care programs if the provider is enrolled with EES.
- **What do to if my child in foster care has special needs.**
Contact your FC-CC Specialist to see if your situation qualifies for an enhanced rate.
- **What to do if you lose your EBT card.**
Foster caregivers who lose their EBT card can call 1-800-997-6666 to get a replacement card.

QUICK REFERENCE

Child Care Provider...	Child Care BENEFIT May Be Issued?	Can Child Care PROVIDER Be Used Now?
is licensed by KDHE and enrolled with EES.	Yes	Yes
is licensed by KDHE and has applied for enrollment with EES	Yes**	Yes
is a qualified relative of the child in foster care and has applied for enrollment with EES	Yes	Yes
has been offered a KDHE temp license	No	Yes CMP will pay until Provider fully licensed with KDHE
is licensed by KDHE only—does not want to enroll with EES.	No	No Locate another provider
has applied to KDHE for licensure, but no temp license issued yet	No	No Consider respite
is a qualified relative of the child in foster care--does not want to enroll with EES.	No	No Locate another provider

**Once provider is enrolled with EES, your child care benefit will be back-dated to the date you submitted your application; work with your provider to see if they will wait to be paid until the benefit appears on your EBT card. If they will not wait, you will need to pay for your child care and ask your child care provider to refund to you the amount paid out of pocket (up to the amount of the benefit) once the benefit is put on the card.