

**DEPARTMENT OF HEALTH AND SOCIAL SERVICES**  
**DIVISION OF SOCIAL SERVICES**

Statutory Authority: 31 Delaware Code, Section 512 (31 **Del.C.** §512)

**PROPOSED**

**PUBLIC NOTICE**

**11000 Child Care Subsidy Program**

In compliance with the State's Administrative Procedures Act (APA - Title 29, Chapter 101 of the **Delaware Code**) and under the authority of Title 31 of the **Delaware Code**, Chapter 5, Section 512, Delaware Health and Social Services (DHSS) / Division of Social Services is proposing to amend Child Care Subsidy Program policies in the Division of Social Services Manual (DSSM) regarding *Authorizing Child Care Services*.

Any person who wishes to make written suggestions, compilations of data, testimony, briefs or other written materials concerning the proposed new regulations must submit same to Sharon L. Summers, Policy, Program & Development Unit, Division of Social Services, 1901 North DuPont Highway, P.O. Box 906, New Castle, Delaware 19720-0906 or by fax to (302) 255-4425 by May 31, 2010.

The action concerning the determination of whether to adopt the proposed regulation will be based upon the results of Department and Division staff analysis and the consideration of the comments and written materials filed by other interested persons.

**SUMMARY OF PROPOSED CHANGE**

The proposed change described below amends Child Care Subsidy Program policies in the Division of Social Services Manual (DSSM) regarding *Authorizing Child Care Services*.

**Statutory Authority**

45 CFR §98.40, *Compliance with applicable State and local regulatory requirements*

**Summary of Proposed Change**

**DSSM 11006.3, ~~Service Authorization~~ Authorizing Child Care Services:** This change is proposed: 1) to rename this section to better describe its content; and, 2) to add information and to reformat the original text to further clarify the requirements for authorizing child care services. The intent of the proposed amendment is to simplify language and improve readability.

**DSS PROPOSED REGULATION #10-21**

**REVISION:**

**11006.3 ~~Service Authorization~~ Authorizing Child Care Services**

~~Each eligible child's care must be authorized on the DSS Purchase of Child Day Care Authorization Form (Form 618d) which the provider will receive from the Division upon initial enrollment and each subsequent change and/or redetermination. The provider should request to see the DSS Client Payment Agreement Form (Form 601b) from the parent/caretaker on the first day of attendance if they have not received Form 618d by mail.~~

~~The provider should notify the child's caretaker in writing the month before the form expires to be redetermined eligible for services. Payment cannot be made after the expiration date unless a new form has been issued.~~

~~Need for service codes are listed on Form 618d.~~

~~This policy applies to all Licensed, Licensed Exempt, Relative/Non-Relative Providers.~~

**1. Eligible Children Must Be DSS-Approved for Provider to Receive Payment**

**2. Child Care Providers Will Receive Authorization Notice**

Providers will receive authorization notice for each child at first enrollment and for each change or redetermination. The providers will receive a computer-generated copy of the parent's authorization letter for each child in their care. In the case of a computer problem or last-minute authorization, the provider may instead receive

a handwritten authorization form (Subsidized Child Care Client Agreement- Form 626) from the DSS worker to validate the provider services. Providers will also receive a computer-generated authorization letter from DSS when data entry for the handwritten form has been completed.

Authorizations for service will show:

- The child's name and ID number.
- The service start and end date.
- The number of service days per week.
- The length of the service day (part day, full day, etc.)
- Any co-pay the parent must pay.

**3. Providers Verify Authorization Information**

The child care provider must verify information on the authorization form. DSS will only pay for those services stated on the form. If a provider feels the service information is not accurate, the client must contact their DSS worker to have the information adjusted.

**4. Provider must have the Authorization Letter or Form 626 at the start of Service**

DSS cannot guarantee payments for services provided without a valid authorization in place. All providers must have Purchase of Care (POC) paperwork to support the start date of a child with your services.

**5. Only DSS Authorized Children Will Be Accepted for Continued Services**

Payment cannot be made after the expiration date unless a new DSS authorization has been issued. Providers cannot assume that clients whose authorizations have expired will continue to be eligible for services.

**13 DE Reg. 1387 (05/01/10) (Proposed)**