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# Childcare Supportive Services

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## PURPOSE

The purpose of this policy is to establish the guidelines and procedures when providing childcare services to participants enrolled in WIOA, H-1B Strengthening Working Families Initiative (SWFI) grant, or any special grants or projects administered by the Pacific Gateway Workforce Innovation Network (Pacific Gateway).

## POLICY

Childcare services may be provided to eligible participants enrolled in WIOA, H-1B Strengthening Working Families Initiative (SWFI) grant, or any special grants or projects. Childcare services must be determined necessary and reasonable to enable an individual to participate in approved education and training activities.

To qualify for childcare services participants must be the custodial parent, legal guardian, foster parent or standing in loco parentis of a dependent(s) that is 13 years of age or younger or a dependent older than 13 years of age with a developmental physical or mental delay.

Childcare services are based on financial need and participants are not automatically entitled to childcare assistance. The provision of childcare services is subject to the availability of resources and funding.

## PROCEDURES

### Determination of Need

Childcare may be made available to eligible participants to cover the cost of care for their legally dependent children who are 13 years of age or younger or children older than the age of 13 that have a developmental physical or mental delay. Participants must provide supporting documentation verifying they are the legal guardian for each child they are requesting childcare services. Supporting documentation may include, but is not limited to: birth certificate, hospital records, social security card, current income tax records, or public assistance records.

Childcare services must be approved by a Career Specialist prior to accessing childcare services. The Career Specialist must ensure that the participant is unable to obtain childcare services through other resources or programs and do not have the financial means to pay for such services on their own. Childcare services should be provided when determined necessary to participate in approved training and/or employment activities.

A childcare needs assessment must be conducted by the Career Specialist when determining the need for childcare services. The participant must complete a budget summary verifying he/she does not have the financial resources to obtain childcare services on their own.

## Selection of Childcare Provider

### **Licensed Childcare Providers (Home-Based Providers)**

Participants may utilize licensed childcare providers who have been approved by Pacific Gateway. Childcare providers must provide the required documentation and enter into a Childcare Provider Agreement before they can be approved and placed on Pacific Gateway's Childcare Directory.

Participants may request to add a licensed childcare provider to Pacific Gateway's Childcare Directory. The childcare provider must meet the required guidelines and submit the necessary documentation to be included on the directory. The participant cannot utilize the childcare provider until they have been approved by Pacific Gateway. Participants who access services from a childcare provider not approved by Pacific Gateway will be held responsible for any incurred childcare costs.

### **Skills4Care (Work Long Beach)**

Participants may utilize Skills4Care (Work Long Beach, an agency contracted by Pacific Gateway to provide in-home childcare services. Agency is procured by Pacific Gateway and must provide documentation prior to being an approved agency. The participant cannot utilize the childcare provider until they have been approved by Pacific Gateway. Participants who access services from a childcare provider not approved by Pacific Gateway will be held responsible for any incurred childcare costs.

### **Self-Selected Providers**

Participants may select their own childcare provider (licensed and non-licensed). The participant cannot utilize the childcare provider until they have been approved by Pacific Gateway. Participants who access services from a childcare provider not approved by Pacific Gateway will be held responsible for any incurred childcare costs.

The Career Specialist shall assist the participant in identifying a childcare provider that meets his/her childcare needs. Participants should be encouraged to contact and visit several childcare providers before selecting a childcare provider.

## Childcare Reimbursement Rates

Childcare services may only be provided for the hours the participant is participating in approved activities, which may include travel time to and from the activity. Childcare services must be approved by the Career Specialist and should be reviewed frequently to determine the continued need.

Prior to accessing childcare services, each participant must receive a Childcare Access Handbook and sign the Parent Handbook Acknowledgment. The participant must also enter into a Childcare Participant Agreement, which specifies the terms of the approved childcare services. The agreement must be signed by both the participant and Career Specialist. The participant must abide by the terms of the agreement. Failure to adhere to the agreement may prevent the participant from receiving future childcare services and/or supportive services. A new Childcare Participant Agreement must be completed when there is a change in the participant's childcare services. This may include a change in provider, a change in schedule, reduced or increased hours or any other changes related to the previously approved childcare services.

Pacific Gateway childcare reimbursement rates are as follows:

Licensed Childcare Providers (Home-Based Providers)

Hourly rate	\$11.00/hr.
Daily Rate (4 hours or more)	\$52.00
Evening and Weekend Hours	\$14.00/hr.

Childcare payments are payable directly to the childcare provider after receipt of invoice. Invoices must be submitted electronically, by mail or in-person to Pacific Gateway on a biweekly basis (refer to the Invoice Payment Schedule) to the Program Manager. The childcare provider is required to use Pacific Gateway’s Childcare Supportive Service Invoice Form. The Childcare Supportive Service Invoice Form specifying the hours of care and the cost, and sign-in sheets must be submitted to the Program Manager for approval. A separate invoice and supporting documentation must be submitted for each child receiving childcare services. Invoices submitted with the incorrect supporting documentation will not be processed. The childcare provider should not be reimbursed more than the established reimbursement rates.

Skills4Care (Work Long Beach)

Hourly Rate	Number of Children
\$21.75	1
\$23.20	2
\$24.64	3

\* Hourly rate to be determined for 4 or more children

Childcare payments are payable directly to the childcare provider after receipt of invoice. Invoices must be submitted electronically, by mail, or in-person to Pacific Gateway on a biweekly basis (refer to the Invoice Payment Schedule) to the Program Manager. The invoice must specify the hours of care, cost, and electronic hour log. The childcare provider should not be reimbursed more than the established reimbursement rates.

**Self-Selected Providers**

In special circumstances, a participant may be directly reimbursed for childcare services. Stipends may also be provided directly to participants for childcare services. Stipends provided must be for the specific cost of the childcare services provided. For reimbursements and stipends, prior approval must be obtained by the Program Manager.

*Licensed Providers* (Not listed on Pacific Gateway’s Approved Childcare Directory)

Rates to be determined based on provider. Prior approval is required by Pacific Gateway.

*Non-Licensed Providers*

The standard rate is \$130 maximum per week for one child. Additional children will be an additional \$20 per week.

Participant is responsible for providing the following:

- Detailed Receipts (Date, Payment Made To, Service, Service Date(s), and Child’s Name)
- Sign-in Sheets (Provided by Pacific Gateway, if requested)

Pacific Gateway is not liable or responsible for the participant’s childcare provider selection. Reimbursement will be processed upon submittal of the required documentation and after the service has been rendered.

Participants may receive up to a maximum of \$2500 for childcare services throughout their enrollment and participation in education and training activities. The maximum amount can be waived with Program Manager approval.

## Documentation

Childcare services must be properly documented and sufficient documentation maintained in the participant's file. At minimum, this includes:

- A childcare needs assessment demonstrating the participant's need for childcare to enable them to participate in education and training activities.
- A completed and current budget summary verifying the participant does not have the financial resources to obtain childcare on their own.
- Documentation verifying the participant is the legal guardian of the dependent(s) requiring childcare.
- Childcare Provider Selection form
- Case notes documenting justification for childcare
- A Childcare Participant Agreement outlining the childcare guidelines and requirements.
- Parent Handbook Acknowledgment.
- A Childcare Supportive Service Request form with the participant's name, date of the service, vendor's name, justification for the service, evidence that other resources were explored, and the Career Specialist and Program Manager signatures.
- Copies of invoice and supporting documentation submitted for payment.
- A cumulative and up-to-date supportive service tracking log that tracks the date of service, the amount, and the date the payment was disbursed.
- Issuance of childcare services documented in CalJOBS and the Workforce Integrated Performance System (WIPS).

## **REFERENCES**

- Strengthening Working Families Initiative (SFWI) FOA-ETA-16-05
- WIOA Sections 3(59), 134(d)(2) and (3), 129(c)(2)(G)
- Title 20 CFR WIOA "Final Rules" 20 CFR 680.300, 680.900-970 and 681.570

## **INQUIRIES**

For questions or assistance related to this policy, please contact the Pacific Gateway Workforce Innovation Network staff at (562) 570-3748.