

Rio Grande/Mineral County

Department of Social Services

Policy

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| Policy Title Accurate Use of Attendance Tracking System (ATS) | Reference Vol. III 3.907(i), 3.911(o) |
| Policy No. CCCAP-1 | Effective Date September 1 st , 2013 Updated April 2019 |
| | County Director Approval |

Purpose

The Child Care Program depends heavily on proper utilization of the program by providers and caretakers. Since both are parties to the use of the Attendance Tracking System (ATS) it only stands to reason to include both, providers and caretakers in this policy.

Definitions

Accurate use means using the ATS for which it is intended, to document usage of child care by logging children in and out of providers care when the children are actually dropped off and picked up. The login/out should include accurate accounting of the child(ren) in/out of care, the date and time frame of care.

Policy

Per Vol. III 3.907(i) providers are not to never leave their login's with a provider. Providers will ensure caretakers log in/out children in/out as correctly as possible. Caretakers will log in/out children in/out daily as correctly as possible. Should the recording of care be found incorrect, both provider and caretaker may be responsible for the errors. Payment for authorized care is contingent on the accurate use of the ATS system. Only approved manual claims may be submitted to the county and are considered "pending" until verification can be made. Payment of manual claims are at the county's discretion.

Procedure

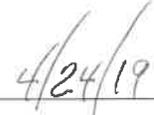
Upon discovery of any activity that is deemed suspicious, the provider and caretaker will be referred for an audit and/or a fraud investigation, see section 3.917-3.918. At minimum both the

provider and caretaker will be required to attend a corrective action meeting with county. The meeting shall serve as a warning of case termination for the caretaker and a refusal to authorize care to the provider should the inaccurate use of ATS continue. The county may exercise its right to refuse to authorize care as outlined in section 3.912.4. The county may close the child care case per the Client Responsibilities Agreement and Child Care Application.

Signed by:



Chair, Rio Grande County Board of Commissioners



Date

Rio Grande/Mineral County

Department of Social Services

Policy

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| Policy Title Flagging a Provider | Reference Vol. III 3.913 (nn) |
| Policy No. CCCAP-3 | Effective Date September 1 st 2013 Revised April 2019 |
| | Divisional Director Approval |

Definitions

“Flagging” alerts all CHATS users who pull up the providers’ information to review the provider notes for possible issues experienced with this provider.

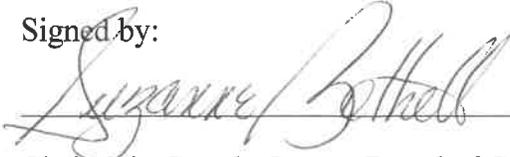
Policy

The county shall flag providers for the following but is not limited to; the possession of ATS Pin numbers, an exempt provider violated their disclosure agreement (failed to report all adults in household), decision by the county to refuse to authorize care, or termination of a provider fiscal agreement for negative reasons, such as abuse or neglect.

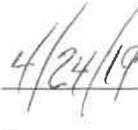
Procedure

1. Take appropriate step as outlined in Volume III, sections 3.917 and 3.918, should the issue with the provider involve an Intentional Program Violation and/or fraud.
2. Document reason for flagging the provider. Obtain written approval by the Social Services Manager and the County Director.
3. Select “Provider” from the CHATS menu, enter the provider’s number in the “Provider Demographic Summary” and click the “Go” button. From the drop down menu select “Notes” and click the “Go” button. Select the “New” button, in this screen enter a detailed provider note and select “Flag Provider” as the Note Type. This will highlight the provider in red and direct future CHATS users to review notes for details.

Signed by:



Chair, Rio Grande County Board of Commissioners



Date

Rio Grande/Mineral County

Department of Social Services

Policy

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| Policy Title Job Search | Reference 3.919 (I) (3)(a) |
| Policy No. CCCAP-15 | Effective Date January 1 st 2015 Revised April 2019 |
| | Adopted by BOCC 12-31-2014 |

Purpose

13 weeks of job search child care allows the parent the opportunity to have child care approved while out searching for a job. The client may be a current CCCAP participant who has lost their job or a new client applying for child care while trying to obtain a place of employment.

Policy

13 weeks of job search will be approved as an eligible activity in a 12 month period for a parent who enrolls in the child care program, or loses employment while enrolled in the child care program. Any time used during a day will be count as one day. Child care will be authorized based on the proposed schedule for job search. Full or part time care will be determined based on the best interest of the parent and/or child(ren).

Procedure

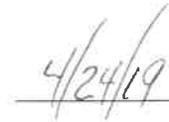
County will authorize child care for a maximum of 13 weeks while the parent(s) looks for employment. Parent(s) will be required to submit a job search log each Monday for the previous week. The job search log sheet must be received by the following Friday or authorization will be suspended for a maximum of 5 business days. The child care case will be set to close without receipt of the log at the end of 5 business days. These days will count as used job search days in the 13 week count.

The job search logs and addressed stamped envelopes will be provided by the county for the full job search period at the time of approved child care. The county will track job search within the CHATS program. The 13 weeks of child care will be counted as days of utilized child care.

Signed by:



Chair, Rio Grande County Board of Commissioners



Date