



## **KVC BEHAVIORAL HEALTHCARE DAYCARE POLICIES**

Many of the children in KVC's care are in family settings in our resource homes. Some children and families may require additional services in order to meet the children's needs and achieve their permanency goals. Based upon the needs of the child and the resource home, KVC may provide for the additional support of daycare services.

Daycare is obtained by completing a Daycare Request Packet. This packet consists of basic information about our daycare policies and application forms to be completed. Page one of the application requests personal information on the family. Page two contains the requested daycare schedule. Included on this page is the daycare provider information, which is required in order to get the Provider Enrollment forms to the daycare. The last pages are Employment Verification forms to be completed in their entirety and given to your Family Service Coordinator. These forms will be sent from Accounting to your work for verification. If there is any change in employment, please report the change to Accounting within 10 days.

Daycare payments are made directly to the daycare provider by KVC. KVC pays according to SRS established rates. KVC does not pay for deposits, enrollment fees, application fees, or transportation charged by the daycare. These charges are the responsibility of the resource parents and should be paid from the daily rate received by the resource parents. If a child is in daycare for more than the approved hours for the resource family, the resource family will be responsible for payment for the extra hours. KVC will pay a maximum of three absent days per month for full time daycare for the usual number of hours per day that a child is approved for day care. KVC will not pay for an absent day on a holiday that the foster parents are not scheduled to work and/or attend school. KVC will not pay for daycare hours when a child is attending school and not present at the daycare.

The resource parents are responsible for signing in and out each child and noting the time on the Daily Attendance Record when a child is taken and picked up from daycare. KVC is not responsible for giving the Daycare provider notice when a child leaves our care or changes daycare providers. This is the responsibility of the resource parents. KVC does not pay notice days when a child leaves the care of the provider. In the event that a child or youth needs emergency daycare (i.e. suspended from school, family emergency, etc.), KVC may be able to assist the resource parents in obtaining temporary arrangements. However, the primary responsibility to arrange for emergency daycare, including transportation, rests with the resource parents. KVC must approve all emergency daycare providers and requires a CANIS and KBI screen for each emergency daycare provider.

A resource parent who operates a full-time licensed daycare in their home must utilize the daycare slot for a foster child in their home. Daycare payments are not provided by KVC for children or youth residing in a non-licensed relative placements or residential settings.

Daycare providers must be licensed through the Kansas Department of Health and Environment. A copy of the license and a W-9 form is required by KVC. Please call 913-322-4931 if you have any questions.

### **Amount of Eligible Daycare:**

If there are two verified full-time resource parents, the resource family will qualify for 50 daycare hours for non-school-aged children and 15 hours for school-aged children.

If there is one full-time and one part-time resource parent, then, for non-school-aged children, the resource family will qualify for 1.25 daycare hours times the number of hours that the part-time resource parent works. The amount of daycare for school-aged children is determined by taking .3 hours times the number of hours that the part-time resource parent works.

If there is one full-time resource parent and the other resource parent does not work, then the resource family will not qualify for daycare.

### **Exceptions:**

#### **School-Aged Children:**

Spring Break, in-service days, and other school related days off are taken into account; the resource family will be covered for daycare on these days up to 10 hours for two full-time resource parents. Families with one part-time parent will receive the number of hours the part-time parent works plus one hour, up to 10 hours. In order to be reimbursed for school related days the resource family must turn in to accounting the child's official school schedule reflecting the days off each time this exception is accessed.

#### **Special Needs Children:**

KVC realizes that special needs children may require extra daycare to relieve the resource family. Resource families that have a part-time worker or a stay at home parent may qualify for extra daycare. Those families that have two full-time workers will not qualify for extra daycare.

Specialized daycare may only be authorized for children needing additional services beyond regular daycare who have been evaluated by a qualified professional such as a licensed mental health worker or MR/DD provider. Staff must have completed specialized training to deal with the difficult needs of the child. Specialized daycare rates are ONLY available to centers that are licensed as specialized daycare providers.

**Resource Parents in College:**

It may be the desire of some resource parents to attend college. KVC will consider 12 hours of college courses full-time employment. KVC will reimburse daycare for any resource parent taking less than 12 hours by computing the number of hours he or she is taking divided by twelve and multiplied by 50 hours. Night classes will only be considered if the Resource Family is a single person. If the resource parent is employed full-time and attending school, the resource family will receive 50 daycare hours. If the resource parent is employed part-time (20 hours) and goes to school part-time (6 hours) the Family will receive a maximum of 50 daycare hours.

**Self Employed Resource parents:**

If a resource parent is self-employed the following documentation is required in order for the family to be considered for daycare:

- Federal Tax Identification Number
- State Business License
- IRS Form 1040, including Schedule C
- Brief description of the business
- Resource parent's role in the business and number of hours worked