

OCOK Region 3b Pilot Daycare Project

Effective 10/19/15

Determination of foster family eligibility:

Within 30 days of new foster parents being verified who will potentially need daycare reimbursement, or within 30 days of expiration of existing daycare reimbursement authorization (every 6 months from original authorization);

The Provider Case Manager will email the daycare@oc-ok.org email box with Subject line: **Last name, First Name and Last name, First Name** (preferably with foster mother's name first and then other parent second, if applicable) and include the following documents:

1. Foster Child Care Referral Form (see OCOK website), and;
2. [Foster/Relative & Other Designated Caregiver Daycare Verification](#) (Form K-908-1809) In cases where the foster parents are still in the process of being verified, the child information would not be filled in but the rest of the form must be filled out entirely with signature, which can be done electronically, and;

The K-908-1809 would not need to be sent if an exception is met as described below:

Exception: For the initial daycare authorization, the requirement for the foster parent to complete the form may be waived if it is determined the verification would prevent an emergency placement in the child's best interest. Such an emergency placement would be one where the placement cannot be sustained or is unlikely to be sustained if the person requesting daycare were required to verify the unavailability of community resources. The waiver of the requirement must be approved by the DFPS Program Director and should only be utilized where the foster parent has exercised reasonable diligence but has been unable to verify community resource unavailability. If such a waiver is approved, the foster parent will be required to verify the unavailability of community resources at the time of the first daycare renewal.

3. Any supporting documentation:
Three (3) months of employment verification for each caregiver showing an **average** of 40 hours of work per week during the 3 month period. If the caregiver has started a new job and does not have three (3) months of employment verification, a letter from the employer is acceptable.

The OCOK Daycare Coordinator will monitor the box daily for these referrals and forward requests to CCMS on the same day they are received. OCOK will not be reviewing for eligibility but will simply forward the information on to CCMS.

Once CCMS receives the referral from the OCOK Daycare Coordinator, they will contact the foster parents directly to obtain any additional needed documents for review. Foster parents will have up to 15 days to submit documentation to CCMS. If the foster parent does not comply within 15 days the

referral will be inactive and a new referral will have to be made by the Provider Case Manager to the daycare@oc-ok.org box as above.

CCMS will review the documentation, determine the family's eligibility based on the criteria above and submit the signed Foster Child Care Referral Form along with all documentation to the daycare@oc-ok.org email box within 5 days of receipt of all requested documentation from the foster parent or within 5 days of OCOK's referral to CCMS if all of the appropriate documentation was already attached.

- If CCMS denies the request:
The OCOK Daycare Coordinator will review the reasons for denial, determine if a waiver would be appropriate and submit the waiver request to DFPS within 1 business day of notification from CCMS. DFPS will review the waiver request and respond no later than 2 business days from request date.
- If the family is approved whether by CCMS review or by DFPS waiver:
The OCOK Daycare Coordinator will ensure that the family's approval is documented in EVOLV for potential future placements where daycare reimbursement is needed.

OCOK will notify the Provider Case Manager of final family approval or denial by email.

Determination of foster child eligibility:

Once a child(ren) has been identified and accepted for placement in a foster home and the placement occurs, the OCOK Daycare Coordinator will make a referral to DFPS for approval for specific child(ren) to receive daycare reimbursement.

The OCOK Daycare Coordinator will forward the above completed [Foster/Relative & Other Designated Caregiver Daycare Verification](#) (form 1809) and will fill in the specific children's information.

Within 10 days of this referral, daycare approval should be received.