

Child Care Up date 4/11/2007

CHILDREN AND YOUTH SERVICES CHILD CARE DOCUMENTATION

Child Care intake: CYS Delegate agencies must also incorporate intake questions related to a family's previous Child Care arrangements. This will allow agencies to compile and complete necessary IDHS forms for Shared and/or Transfer cases.

Agencies can check the COPA system to verify if the family already has a file on COPA. Agencies enrolling families that are already in the COPA system, are unable to gain access to the family file without first obtaining approval from CYS Finance. The agency must have a determination from CYS Finance if the family will be a shared case or transfer case prior to enrollment. Agencies with possible shared/transfer cases must contact Sandra Alaniz, CYS Finance, at 312-743-2080 or via email at CY00860@cityofchicago.org.

Completed IDHS Information/forms regarding Shared or Transfer cases must be first sent for review and processing to Sandra Alaniz, CYS Finance prior to the first day of care and prior to creating an IMEDGE case file. These forms must be completed by both providers and become part of the clients case file.

Without a CYS Finance determination, agencies serving these families/children are at risk of not being reimbursed for Child Care services. The original agency can bill for the child/ren for the entire month based on the IDHS 80% reimbursement rule and the other agency enrolling/serving the child/ren can not be paid for the same days served in the same month.

Child Care Documentation

Collaboration and Child Care agencies must submit Child Care 3455's (Applications/Redeterminations and change of information forms) along with the required supporting documentation to CYS Finance via IMEDGE. 3455's and required documentation must be compiled and thoroughly reviewed by the CYS delegate agency staff prior to enrollment. Delegate agencies are responsible for determining Child Care eligibility and must exercise due diligence in providing all of the required documentation for client case files.

All Child Care 3455's and supporting documentation will be verified by CYS Finance utilizing the State's data base system called The Illinois Public Aid Communication System (IPACS). The Illinois Public Aid Communication System

(IPACS) is a source for information regarding the families applying for child care subsidy. This system provides information such as verified social security numbers, income, family composition, child support, unemployment compensation and SSI/SSA etc....

CHILD CARE DOCUMENTATION CHECKLIST

In order for a case file to be complete, ensure that all the required documentation is submitted within the IMEDGE case file. Required documentation where applicable includes the following:

1. 3455 Application/Redeterminaton
2. Social Security number or if refused, other documents to verify and document the existence of the family member using the following items:
 - a. Birth Certificate,
 - b. Baptismal Certificate,
 - c. Medical Record,
 - d. Census Record,
 - e. Court Record, Marriage Certificate,
 - f. DCFS record verifying DCFS children returned home,
 - g. Hospital Record of Birth,
 - h. Social Security Record,
 - i. Veteran's Administration Record,
 - j. Adoption Record, or
 - k. Voluntary Acknowledgment of Paternity. (see IDHS Child Care Manual 01.01.02 - Family Composition).
3. Income documentation must include one and or more of the following where applicable.
 - a. Two most recent and consecutive pay stubs of all family members 19 years of age and over to verify earnings. Number of hours worked, rate of pay and Year to date earnings must equate. In most cases, work schedule, rate, commission/bonus can not be verified thru the pay stub, therefore an employer/income verification letter is also required.
 - b. Most Current 1040
 - c. Monthly statement of earnings and expenses (IL 444-2790, Self-Employment Record, to keep records of their monthly self-employment income and expenses. Use of this form is not required)
 - d. Employment Verification Letter

- e. Employment and Income Verification form, or a computer printout

Letters to verify employment and Income must be verified by the delegate agency via phone. **Letters must note in writing the name of delegate agency staff person conducting the verification and signature, contact person name from employer, date verified.** For more information see the IDHS Manual section 01.03.02 - Employment

4. Other: RASP, Verification letters from educational institution, class schedule, and other public/social service agencies e.g., Social Security, Unemployment, Retirement, Child Support, TANF.
5. IDHS Parent Co-Pay Calculation Worksheet
6. IDHS Shared/Transfer case forms
7. IPACS screen prints (CYS will create and maintain folder in IMEDGE for case files)

CYS reserves the right to request additional documentation as required in order to verify eligibility. 3455's (Case files) submitted in bad form and without the required documentation when requested will be denied eligibility and may only be reimbursed for services up to the date of notification.

DOCUMENT SUBMISSION

1. Child Care 3455's must be COPA generated.
2. Agencies must submit all required documents for Child Care via IMEDGE Only.
3. CYS will only accept child care documents via the IMEDGE scanning system. Agencies who experience problems with the IMEDGE system, can come to CYS for assistance. CYS has a scanning station available for delegate agency use in the Finance Division, located on the fourth floor.