

Child enters alternative care

*24 hour meeting* – determine if child has attended a licensed or registered child care provider prior to entering alternative care and complete CS-EAS -1. Notify the FSD worker if payment was being made through the Family Support Division.

*Prior to 72 hour team meeting* – meet with the placement provider and determine if placement provider requires child care for the child and complete the SEAS Request and Eligibility (CS-67)

Determine child care is needed – locate provider. A provider should be *located within 2 business days*.

Determine child care is not needed – if determine at a later date that child care is now needed, the CSW will need to complete the SEAS Request and Eligibility form *within 2 business days*. A provider must be located *within 3 business days* of determining the need for child care.

Child Care Provider Identified –the SEAS Authorization (CS-67a) must be *completed and entered within 2 business days* of locating a provider. Children in alternative care must attend a licensed and contracted child provider. If a child can not attend a licensed and contracted provider, the Division may use a registered provider. A registered provider may also be used when the child was attending care with the registered provider prior to entry into alternative care, it is in the best interest of the child for placement stability and consistency, and recommended by the FST. The Children’s Service Worker must request a waiver from the Early Childhood and Prevention Services Section (ECPSS) in order for the child to attend care with a registered provider. A CS-65 must be used for payment of registered child care. The CS-65 must be prepared and submitted to Central Office *within two (2) business days* of receipt in the county office of the attendance sheets. When submitted to Central Office, a copy of the waiver approval form and the attendance sheets must be attached each time.