

TIME FRAMES

DETERMINATION OF NEED –

- **24 hour meeting** – meet with the parents and determine if child was attending child care prior to the removal from the home and if the family was receiving assistance for child care through the Family Support Division (FSD)
- **Within one (1) business day** – contact the placement provider to determine the need for child care, notify the FSD worker of child's removal from the home if the family was receiving assistance, and determine if the prior child care provider was licensed or registered (if applicable).
- **Within two (2) business days** – locate a child care provider for the child
- **72 hour team meeting** – FST to determine if in best interest of the child to attend the same child care provider they were attending prior to removal or the alternate child care provider (if applicable). Take a CS-67a form to the FST meeting as a reminder and time saver.

AUTHORIZATIONS –

- **Within one (1) business day** –
 - Of the child entering care, the Emergency Assistance Services determination (CS-EAS-1) should be completed.
 - Of determining the need for child care, the SEAS Request and Eligibility (CS-67) should be completed.
 - Of determining the need for a registered provider, the request for a waiver must be made to Early Childhood Prevention Services Section (ECPSS).
- **Within two (2) business days** – of locating a child care provider, the SEAS Authorization (CS-67a) should be completed. (Licensed and contracted providers only – not done for registered providers.)
- **Within three (3) business days** – the authorizing designee should sign off and assure that they are entered into the system. (Process for supervisory oversight must be in place.)
- **30 days prior to end of authorization** – the CSW should complete the reauthorizations and submit to authorizing designee for approval and system entry. (The reauthorizations should be entered into the system no later than one day after expiring.)

PAYMENTS (LICENSED AND CONTRACTED VENDORS) –

- **Within two (2) business days of receipt of invoices** – payments should be entered using locally established protocols.

PAYMENTS (REGISTERED PROVIDERS) –

- **Within two (2) business days of receipt of attendance sheets for the child** – the CS-65 must be prepared and submitted to the Payment unit in Central Office. When submitted to Central Office, a copy of the waiver approval form and the attendance sheets must be attached each time.