

Protective Services Child Care File Checklist

SAO# (applicable audit number):		Review Service Month/Year:	
<input type="checkbox"/> Foster Care <input type="checkbox"/> Adoption/Legal Guardianship Subsidy <input type="checkbox"/> Family Centered Services (FCS)			
Resource Parent/FCS Parent(s) Name:			Resource Parent DVN/FCS DCN:
Child Name:			Child DCN:
	Type of Documentation Protective Services Child Care	CD Review	ECPS Review
1	Child Assessment and Service Plan (CS-1): This form printed for Legal Status 1 children. The child care section of the CS-1 must be completed for children needing/receiving child care. <u>OR</u> Written Service Agreement (CD-14B): This form printed/completed for Family Centered Services or "intact" families. The need for child care must be specified on the CD-14B. <u>OR</u> Legal Guardianship or Adoption Subsidy Agreement: A copy of the contract including child care services must be in the file.	(Mark Yes when review complete) <input type="checkbox"/> YES	(Mark Yes when review complete) <input type="checkbox"/> YES
2	Communications, as applicable: Documentation of any communication to support the child care need.	(Mark Yes when review complete) <input type="checkbox"/> YES	(Mark Yes when review complete) <input type="checkbox"/> YES
<ul style="list-style-type: none"> Please ensure that any additional documentation that is necessary to support eligibility and payments is also included in files sent to auditors. Staff is to pull any system archive information and print any comments supporting the eligibility and authorization for the audit. 			
Printed Name and Title of Staff Reviewing Case File for Submission		Signature	Date Reviewed
Local CD Supervisor			Date:
Local CD Circuit Manager			Date:
ECPS Program Development Specialist			Date:
ECPS Operation Manager			Date:
ECPS Program and Policy Manager			Date:
Child Care Administrator			Date: