

EMPLOYMENT RELATED DAYCARE GUIDELINES

The Lake County Department of Job & Family Services has an allocation for employment related daycare expenses for foster parents and approved relative caregivers. To qualify for this program, the child for whom daycare is requested must be in the temporary or permanent custody of the Lake County Department of Job & Family Services and must be placed in a licensed foster home or with an approved relative caregiver. This service is available without regard to income however it may only be used for daycare services needed while the caregiver is at work with the addition of travel time to and from the caregiver's employment. Daycare may be used for attendance at educational classes, provided the class is required by the employer.

Caregivers must use a licensed daycare center, licensed Type A home or Certified Type B provider. Any licensed provider may be used, whether or not the provider has an agreement with this agency. It is the responsibility of the caregiver to secure daycare. Once the provider is identified by the caregiver the Assistant Administrator will contact the provider to make the billing arrangements. The agency will pay the provider directly.

Payment Rates:

The Lake County Department of Job & Family Services will cover daycare costs up to the market rate (of the county in which the provider is located) for the child's age and up to \$25.00 per year for the registration fee. Additional registration fees will be the responsibility of the caregiver.

Application Process:

The caregiver will complete an application and submit it to the Substitute Care Unit. The Substitute Care Unit will verify the caregiver's hours of employment. The application will be forwarded to the Assistant Administrator for processing. The Assistant Administrator will contact the provider to give verbal approval. The Assistant Administrator will send an approval letter to the provider with a copy of the payment roster. Copies of the approval letter will be sent to the caregiver, Fiscal, and the Substitute Care Unit. It is the responsibility of the caregiver to notify the agency if their employment hours change.

Payment Methods:

Caregivers must sign the payment roster each month confirming the recorded use of daycare services. If the child leaves care prior to the end of the billing cycle it is the caregiver's responsibility to contact the provider to advise them that the services are no longer needed and to ensure that the final roster is signed.

The provider will need to submit the payment roster to the agency by the third business day of each month and payments will be mailed the fourth Monday of each month.