

**FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
CHILD CARE SUBSIDY FREQUENTLY ASKED QUESTIONS (FAQ)
DOCUMENT**

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Frequently Asked Questions Child Care Subsidy

Question: Does the child care subsidy payments have to be entered and processed through FSFN?

Answer: Yes, child care subsidy payments must be processed through FSFN.

Question: We currently pay all daycare, as well as any parent and registration fees for all licensed foster parents, so in this instance, would we need to pay the foster parent the subsidy as they already do not have any out-of-pocket costs?

Answer: Whether you are paying the facility directly or the payment goes to the foster parent, the amount paid must be, at least, \$200. So, if you are paying the facility directly and the amount is under \$200, you will need to issue the remaining amount to the foster parent directly, still following the guidance provided in the attached memo of which appropriate Service Types should be used and when.

Question: If the costs that we currently pay the daycare facility is over the \$200; how would we handle it? Would we pay the foster parent the \$200 subsidy and the remainder to the facility?

Answer: You can do either, pay the facility directly the entire cost, or pay the foster parent the entire cost and the foster parent would be responsible for paying the facility.

Question: Are the subsidies automatically set for foster parents that have children (0-5) in FSFN?

Answer: No, your agency will have to create a Non-Placement Service for each child to issue the payment.

Question: When will the subsidy stop for the foster parent?

Answer: When the child enters Kindergarten or turns the age of six, whichever occurs first.

Question: Besides setting up the services in FSFN for the subsidies to be paid through FSFN, is there anything else that we are required to do on our end?

Answer: In order to claim IV-E for the subsidy as part of the foster care maintenance payment, your agency will have to collect supporting documentation. The attached memo outlines the requirements.

Question: If a child is in a living arrangement with a relative or non-relative (like there is no removal) do they get the childcare payment? Or only kids in out of home care?

Answer: Only children in out-of-home placements, not including CCA facilities.

Question: Also, what about kids placed out of state? If they are placed with a relative/non-relative/licensed home out of state do they get it? Or they would continue to just get that other state's rate?

Answer: Caregivers for children placed outside of Florida should also receive the child care subsidy.

Question: What type of documentation is required to claim Title IV-E and how frequently is this documentation required?

Answer: Documentation may vary; however, recommendations are provided below.

- a. Employment documentation is suggested on an annual basis, or upon a change in the foster parent(s) employment. Examples of employment verification:
 - i. Licensing Unified Home Study if completed within a year of the child subsidy being paid. A Provider Note should be entered on the Provider's page indicating the UHS was used for this documentation.
 - ii. A CBC created form where staff completing the form is attesting that the child care subsidy is needed due to the foster parent(s) is/are working (depending on if one or two foster parents are in the home). The form should be uploaded in the Provider File Cabinet.
 - iii. Documentation directly provided by the employer uploaded in the Provider's file cabinet.
- b. Child Care Facility's license, registration, or exemption approved by the state is required on an annual basis, or upon a change in the child care facility license/approval status. Examples of verification:
 - i. A copy of the license, registration, or exemption by the state uploaded in the Provider File Cabinet.
 - ii. A printout from the Department's Child Care Provider Search Page, [Child Care Provider Search](#), which show the facility status uploaded in the Provider File Cabinet.
- c. Child care cost documentation for the child care facility is required on an annual basis, or upon a change in the monthly amount being paid. Examples of documentation:

- i. Receipt from the child care facility and uploaded in the Provider File Cabinet.
- ii. An invoice from the child care facility and uploaded in the Provider File Cabinet.
- iii. A CBC created form where staff completing the form is attesting as to how much the monthly child care facility cost is and uploaded in the Provider File Cabinet.

Question: Does documentation need to be received before payment is issued?

Answer: Yes, documentation must only be received prior to issuing the payment as a foster care maintenance payment.

Question: What if only one foster parent is employed, would we use the Level I-V Non-IV-E Service Type?

Answer: To claim the child care subsidy as a foster care maintenance payment, child care must be necessary due to both foster parent's employment.

Question: Is there a capped amount as to how much can be claimed to Title IV-E for child care costs?

Answer: The full out-of-pocket cost for child care can be claimed. Remember, if the child is placed in a licensed foster home, then the expectation is that this same procedure is completed, regardless of the child's IV-E eligibility determination.

Question: Can the amount paid cover the full amount of child care costs, even for non-licensed caregivers?

Answer: No, the subsidy amount for non-licensed caregivers must be \$200 per month or prorating this amount based on the number of days the child is with the non-licensed caregiver.

Question: What if the Level I home receives other benefits and no foster care maintenance payment, do they receive the \$200 child care subsidy?

Answer: Yes.

Question: Will this be considered for adoption payments if child is receiving this stipend?

Answer: No, MAS is determined based on long term needs and child care is short term.

Question: Should the child care subsidy be issued to pre-adoptive caregivers (AAA executed) until adoption finalization?

Answer: Yes, utilizing the ‘Non-Licensed State Funded Child Care Sub’ Service Type listed in the memo as item d).

Question: Can title IV-E funds be paid when daycare has been ordered by court even if one foster parent isn’t working?

Answer: No, the Service Types to issue the child case subsidy as part of the foster care maintenance payment can only be used if child care is necessary due to the foster parent(s) employment and the child is attending a licensed, registered, or exempt setting approved by the state.

Question: What if the foster parent with IV-E child doesn’t return form, are we not to pay the 0-5 subsidy at all or are we able to pay through non-IV-E funds seeing that ALL caregivers with a child 0-5 is supposed to receive the \$200 monthly subsidy?

Answer: Yes, the ‘Licensed State Funded Child Care Subsidy’ Service Type must be used to issue the child care subsidy to licensed caregivers when supporting documentation is not obtained for the payment to be claimed as a foster care maintenance payment. Every non-licensed relative and non-relative caregivers and licensed foster parents must receive a monthly child care subsidy for the birth of a child until entry in Kindergarten.

Question: Is there not a way for the state to claim IV-E behind the scenes, as this process is segregating our ability to provide the \$200 subsidy to all caregivers?

Answer: No.

Question: If the child is homeschooled, do they qualify any longer for the subsidy?

Answer: There is not a requirement on the type of school the child attends such as public, private, or home school. Once the child enters Kindergarten, the subsidy must end.

Question: Are we required to have documentation on all categories or just the IV-E service?

Answer: No, just when the subsidy is being claimed as part of the foster care maintenance payment.