



**If I have questions, who do I call?** Call your Child Care Case Manager any time you have questions regarding your Child Care Subsidy Program benefits. You may also call our administrative offices at (702) 473-9400.

**Am I still eligible for child care if I adopt?** Maybe. The adoption must be reported within 10 days, and child care use must be discontinued until the household is recertified as a traditional household (all members & income counted). If the household meets the income guidelines, services can be re-established.

#### Important Numbers:

Designated contact number for the Foster program is (702) 473-9400, or toll free (855) 4UL-KIDS.

### IMPORTANT FACTS

- All required adult household members must have a **valid** (as defined by Child Care Program policy) purpose of care to be eligible for benefits.
- A required member cannot be excluded from the household; if information for a required member is not provided, the **entire household is ineligible**.
- There may be additional information LVUL requests on a case-by-case basis (such as work schedule) when the foster parent wants child care for their natural/adopted child. **Your case manager will advise you of additional information needed.**

Foster parents may be held liable for an over-issuance of benefits if they fail to report changes within 10 days of the occurrence.

### Frequently Asked Questions

**Does the child's SSN need to be on the DFS referral?** Yes, if know. If not, a pseudo SSN can be created by the Child Care Subsidy Program staff.

**Can I fax the application?** Yes. However, the original application must be received within 10 days for service to continue (a fax is accepted to start the process only).

**What is the average time it takes for LVUL to Approve benefits?** The process may take up to 10 days once all of the required documentation is received. Efforts will be made to complete the process sooner, as long as the foster parent provides the information needed.



**Do I need to submit a new application each time I get a new foster child?** Not Necessary. However, a new referral must be provided for each child added. Services for the child will be effective the date of the change.

**Do I need to provide my updated Foster License?** Yes. Services will only be authorized through the date of expiration. A new foster license will be required for benefits to continue.

**Can I use daycare when I am not at my approved Pur-pose of Care activity?** No. You are only authorized to use child care for the approved activity. You are responsible for paying the provider directly for the days care is needed for other reasons.

# Foster/CPS Parents Guide



to the  
Las Vegas Urban League  
Early Childhood Connection





This brochure was developed to help Foster/CPS parents, like yourself, to navigate the Las Vegas Urban League's Child Care Subsidy Program, in order to establish and maintain child care benefits for your Foster/CPS (and in some cases natural or adopted) children. It provides general information on Child Care Subsidy Program eligibility, and may answer many of the questions you have regarding the process.

The Child Care Program is funded by the Division of Welfare and Supportive Services, which establishes the policies for all program participants (including Foster/CPS families). The Las Vegas Urban League (LVUL) works with DFS to make child care benefits available to Foster/CPS families; however, it is not a guaranteed benefit. Foster/CPS families are required to meet the child care program eligibility criteria for benefits to be approved.

## Required Info at Application

### What information must be provided in order for Foster Parents to Receive Benefits:

- A completed, signed and dated Application for Child Care Subsidy; this must be signed by both parents in a 2-parent household.
- A completed referral from DFS indicating placement date, child placed, date of birth of child, social security number for child monthly benefit payments (if any). and citizenship of child.
- Photo ID for each foster parent/guardian in the home:
- Current proof of residency: (foster, licensed, referral).
- Current verification of household income (\*required if non-foster children in the home need care);
- Current foster license;
- Proof of purpose of care activity and schedule. This is used to determine the care schedule authorized on the certificate.
- A provider must be selected prior to issuance of the certificate.



## HOW DO I GET STARTED?

1. Once child is placed, obtain a Referral form from your DFS worker to submit with your Child Care Subsidy Program application.
2. Select a Provider—the provider must be active with the Subsidy Program before benefits can be issued. Parents can select from a variety of provider types, including: child care centers, before/after school programs (Safekey), licensed homes, or non-licensed Family, Friend and Neighbor (FFN) care providers.
3. Submit a COMPLETE Application packet— Subsidy benefits are approved from the date the application is received. Staff are not au-thorized to backdate these services to the date the child entered the home. The application must be submitted when the child enters the home, if child care is needed right away.
4. Submit all required verification of eligibility—this information can be submitted with the application, or when the information is requested by the Child Care Case Manager. Once all required documentation is received by LVUL, upon eligibility approval, a Certificate may be issued to the foster parent's child care provider of choice.
5. Notify your provider of approval — provide a copy of the Certificate to the provider if they have not already received one from the program; this is their authorization to bill for services provided to your foster child.



6. Report changes occurring during the certification period—if anything changes during the certification period (such as child leaving or entering home, change in employment/schedule, adoption, etc.), you must notify LVUL within 10 calendar days, so your case may be updated. Changes will be made from the report date forward.
7. Obtain updated Referrals from DFS dated within 30 days of the end of the current cer-tificate to present with the renewal application.
8. Reapply timely for continued benefits— certificates will be issued for up to 6 months at a time, depending on the household's cir-cumstances. A new application must be sub-mitted prior to the end of the current certi-fication period in order for benefits to con-tinue without a gap. The foster parent is responsible for 100% of the child care cost when they are not covered by a certificate.
9. Give us a call if you have any questions about your child care benefits! We're here to help you!

