ANNOUNCEMENT: S-05 #08
CHILD DEVELOPMENT OFFICE
BUREAU OF SUBSIDIZED CHILD CARE SERVICES

ISSUE DATE: 7/22/2005
EFFECTIVE DATE: 8/1/2005

SUBJECT:	In-home Care Parent/Caretaker - Provider Agreement
TO:	Child Care Information Services (CCIS) Agencies
FROM:	Harriet Dichter Deputy Secretary, Office of Child Development

OBSOLETE

PURPOSE:

1. To issue the new and revised In-home Care Parent/Caretaker - Provider Agreement and Appendices effective August 1, 2005.
2. To issue instructions to the Child Care Information Services (CCIS) agencies on the distribution of the new In-home Care Parent/Caretaker - Provider Agreement.

BACKGROUND:

The Office of Child Development (OCD) surveyed how other states are using in-home care in their continuum of care for subsidized child care. According to the National Child Care Information Center, 70 percent of the states have developed policies and procedures that place parameters on the use of in-home care. These parameters include policies and procedures that: assure that in-home providers earn minimum wage; restrict the minimum number of children in care; and/or allow in-home care under limited circumstances, based on a medical condition or need for care during evening hours.

In keeping with the state's goal of assuring children opportunities to participate in quality programs and balancing the needs of families whose employment takes place in the evening and children with exceptional medical circumstances, Pennsylvania is making changes to the In-home Agreement. The in-home policy supports these goals and assures appropriate, ongoing availability of in-home care.

DISCUSSION:

Attached to this Announcement is the new In-home Care Parent/Caretaker-Provider Agreement. The new Agreement is effective August 1, 2005, and is to be used for all in-home providers and parents/caretakers who wish to do business with the CCIS. This Agreement replaces the In-home Agreement issued October 3, 2000.

Highlights of the new Agreement include:

- Provides a definition of in-home care.
- Establishes core parameters:

  - In-home care may only be provided by a person who does not reside in the same home as the child.
  - In-home care may only be used by a parent/caretaker between the hours of 9:00 p.m. and 6:00 a.m.
  - Limited exceptions for use of in-home care outside the hours of 9:00 p.m. to 6:00 a.m. are permitted for seriously ill children whose health/safety would be compromised outside the home, provided that the following conditions are met:

    - The Office of Child Development must approve all requests by parents/caretakers to use in-home care for seriously ill children.
    - The exceptions are only to be used for children with immune disorders and other related conditions.
    - The child's health condition must be documented by a licensed physician.

  - The parent/caretaker must self-certify, subject to 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities), that s/he will pay the additional amount necessary to meet minimum wage requirements and will pay applicable taxes in all situations.
  - The CCIS will follow-up with the parent/caretaker within 30 calendar days following completion of the Agreement with a letter or postcard to remind the parent/caretaker about the responsibility for paying the in-home provider minimum wage for child care and applicable federal and state taxes.
  - Invoicing procedures reflect the same invoicing practices that regulated and relative/neighbor providers follow.
  - The parent/caretaker must timely pay the provider the weekly co-payment.

NEXT STEPS:

1. Review the agreement carefully and share with appropriate staff.
2. Beginning August 1, 2005, use the new In-home Care Parent/Caretaker - Provider Agreement and Appendices for new in-home providers and parents/caretakers who request and meet the requirements for in-home care.
3. Develop and implement a plan to review all in-home care arrangements for compliance with the in-home care requirements over the next six months. All eligible existing in-home providers and parents/caretakers must sign a new in-home agreement by January 31, 2006.
4. Be prepared to offer immediate Parent Resource and Referral services to parents/caretakers who do not meet the in-home care requirements and must find alternate care.
5. Explain to in-home providers that participation in the subsidized child care program will continue uninterrupted, if the provider signs and returns the new and revised In-home Care Parent/Caretaker - Provider Agreement by January 31, 2006.
6. Direct questions to your Subsidy Coordinator.

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