

	Department of Human Services CHILDREN, ADULTS & FAMILIES CLIENT SERVICES MANUAL I ISSUED BY: Office of Self-Sufficiency and Child Safety EFFECTIVE DATE: January 7, 2003	NUMBER: I-C.1.1 POLICY
		SECTION: C. Supportive Services
		SUBSECTION: 1. Housekeeper Services
SUBJECT: 1. Managing Housekeeper Services - Child Welfare Policy		

Responsible Manager: Manager
Child Protective Services

Approval: _____
Administrator
Self-Sufficiency and
Child Safety

Interpretation: Manager,
Child Protective Services

REFERENCES:

Child Welfare Policy I-C.1, Housekeeper Services
CF 598B, "Housekeeper Contract and Invoice"

PURPOSE

The purpose of these procedures is to describe how the Housekeeper Service is to be managed, including authorization, payment and exceptions.

DEFINITIONS

- (1) "CAF" means Children, Adults and Families (CAF). CAF is a policy cluster within the Department.
- (2) "Department" means the Department of Human Services (DHS).
- (3) "SDA" means Service Delivery Area (SDA). A geographic region of one or more counties served by the Department and managed by an SDA Manager.

PROCEDURES

- (1) Authorization of Service
 - (a) The purchase of Housekeeper Services is authorized by completing form CF 598B and inputting into IIS. All paid services are authorized through the weekly transaction reports or a CF 308. A provider number is assigned

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to each provider by the Integrated Information System;

- (b) Special signed approval by the supervisor or SDA Manager or designee is required under the following conditions:
 - (A) When regular services will exceed an accumulative total of 90 calendar days for each precipitating condition and each subsequent services authorization;
 - (B) When the service is being authorized for more than an average of four hours per working day;
 - (C) When 24-hour live-in emergency service is being authorized;
 - (D) When authorization is to be made for a rate that is above the established maximum.
- (c) At the discretion of a SDA manager or designee, local approval procedures in addition to the above, may be required as needed to maintain budgetary control.

(2) Payment Rates

- (a) The payment rate is the same as the federal minimum wage;
- (b) For 24-hour emergency live-in services, there is flexibility allowed to determine the rate per day. The negotiating point is the number of chargeable hours up to ten hours as agreed-upon by the family head and the provider;
- (c) When payment for private car mileage is authorized, payment will be at the employee mileage reimbursement rate and requires rate exception approval as indicated in section (3) of this policy.

(3) Exceptions

- (a) When exceptions are made to the basic rate and for payment for private care mileage, the supervisor's or SDA manager's or designee' signature and title are required on the "special approval" line of the form CF 598B;
- (b) Any other exceptions to the policy must have SDA Manager or designated

supervisory approval.

Repealed