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## 302.1 GENERAL POLICY

The Office of Child Development and Early Learning (OCDEL) offers in-home care to address 3rd shift work schedules so children can sleep in their own beds. On rare occasions, this option is available for seriously ill children whose health would be at risk if care were provided outside of the home. The definition of in-home care is legally unregulated care provided in the child's own home. In-home care may be used only when care is needed between the hours of 9:00 p.m. and 6:00 a.m. while the parent/caretaker (p/c) works or attends training outside of the home. Exceptions are permitted when care outside of the child's own home is a risk to the child's health. The child's health condition must be documented by a licensed physician or psychologist and explain the necessity for in-home care.

Limited exceptions for the use of in-home care outside of the hours of 9:00 p.m. and 6:00 a.m. are considered and permitted by OCDEL on a case-by-case basis. Permission may be granted by OCDEL policy for seriously ill children whose health would be compromised if care were provided outside the home. The p/c must obtain verification of the child's serious health condition from a licensed physician or psychologist and submit that verification to the Child Care Information Services (CCIS). The CCIS must forward verification documentation and the request to OCDEL via the Subsidy Coordinator. The verification must clearly indicate the necessity for in-home care. If the in-home care request is approved by OCDEL, in-home care is permitted for the ill child only, not his/her siblings.

In-home care providers are considered unregulated providers and are subject to the same provisions as outlined in the [Chapter 301, Relative Neighbor \(R/N\) Provider Management](#) including Federal criminal history clearances, CareCheck and training hour requirements.

There are several differences that the CCIS needs to be aware of with in-home care versus other types of care. These differences are:

- The CCIS pays the p/c not the provider for in-home care;
- The CCIS pays for attended days not enrolled days for in-home care; and
- The p/c and the provider must both sign the [In-home Care Parent/Caretaker Provider Agreement \(In-home Agreement\)](#).

[See Manual Section 302.11.3.1 – Questions – 302.1 – General Policy](#)

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## 302.2 DEFINITIONS & ACRONYMS

[See Chapter 101 – Definitions & Acronyms for a complete, alphabetical listing of definitions and an alphabetical table of acronyms.](#)

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## 302.3 GOALS & OBJECTIVES

[See Manual Section 302.11.1 – Goals](#) and [Manual Section 302.11.2 – Objectives](#)

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## 302.4 P/C RESPONSIBILITIES

The following establishes the responsibilities of a p/c that participates in the subsidized child care program and requests an in-home care provider. The p/c must:

1. Self-certify, subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) that s/he will pay the in-home care provider any additional amount necessary to meet the minimum wage requirements and will pay applicable taxes in all situations.
2. Timely pay the in-home care provider the payment made by the CCIS for child care and the weekly co-payment.
3. Work or attend training outside of the home between the hours of 9:00 p.m. and 6:00 a.m.
4. Participate in a face-to-face interview prior to release of subsidized child care payments.
5. Submit verification of the child's serious health condition obtained from a licensed psychologist or physician explaining the necessity for in-home care and the reason it would be detrimental to the child's health to be cared for outside of the home if in-home care is requested for hours outside of the 9:00 p.m. to 6:00 a.m. timeframe.
6. Identify an in-home care provider who does not reside in the same home as the child by submitting the person's identifying information to the CCIS.
7. Certify that the home meets minimum safety guidelines established by OCDEL and contained in the In-home Agreement.
8. Notify the CCIS of any changes in the provider's status by the close of the following business day.
9. Maintain a telephone within the home with call out capability.
10. Read the [Household Employer's Tax Guide](#) for wages paid in the appropriate year (Publication 926) found at <http://www.irs.gov/pub/irs-pdf/p926.pdf>.
11. Sign an In-home Agreement.

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[See Manual Section 302.11.3.2 – Questions – 302.4 – P/C Responsibilities](#)

## 302.5 PROVIDER RESPONSIBILITIES

The following establishes the responsibilities of an in-home care provider who provides care for a subsidized child. The in-home care provider must:

1. Participate in fingerprint scanning for Federal criminal history clearances. The fingerprints will be sent to the Pennsylvania State Police and the Federal Bureau of Investigation (FBI) for the purpose of comparison with the State Police and FBI fingerprint databases.
2. Attend a face-to-face meeting at the CCIS within 30 days of the date on the CareCheck Appointment Letter sent from the CCIS. The provider will submit the results of the Federal criminal history clearance to the CCIS at that time.
3. Submit a completed **CareCheck Application** and all required information to the CCIS for review. The p/c and in-home provider must understand that the \$20 fee for CareCheck will be withheld from the first CCIS payment. CareCheck provides the CCIS with the provider's child abuse and Pennsylvania State Police criminal history clearances. The provider must submit all additional information required by DPW. Failure to submit the required information will result in termination of the In-home Agreement.
4. Provide the following to the CCIS:
  - a. Photo-identification or two other forms of identification;
  - b. Proof of address; and
  - c. Social Security card or other proof of Social Security Number (SSN).
5. Agree to obtain 12 hours of training every two years.
6. Sign an In-home Agreement.

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[See Manual Section 302.11.3.3 – Questions – 302.5 – Provider Responsibilities](#)

## 302.6 CCIS RESPONSIBILITIES

The following establishes the responsibilities of the CCIS. The CCIS will:

1. When the p/c gives the CCIS provider information, send the provider the following CareCheck Appointment packet:
  - a. A CareCheck Appointment Letter printed through PELICAN Child Care Works (PELICAN CCW).
  - b. Instructions on how to register and complete the Federal fingerprinting process.
  - c. Flyer detailing what to bring as identification to the Cogent Systems site.
  - d. A listing of the local Cogent Systems fingerprint sites.
  - e. A flyer listing prohibited offenses.
2. Conduct a face-to-face meeting with the in-home care provider and the p/c within 30 days from the date on the CareCheck Appointment Letter.
3. Obtain proof of the following from the in-home care provider and the p/c:
  - a. Provider identity;

- b. Provider address (to verify the provider does not live with the p/c); and
  - c. Working telephone number at the home where care is given.
4. Verify the provider complies with Federal Criminal History Clearances and CareCheck requirements.
  5. Obtain signature from both the p/c and the provider on the In-home Agreement
  6. Obtain the provider's signature on the CareCheck Application.
  7. Enter all data into PELICAN CCW.
  8. Direct the p/c to read the [Household Employer's Tax Guide](#) for wages paid in the appropriate year, found at <http://www.irs.gov/pub/irs-pdf/p926.pdf>.
  9. The CCIS will follow up by sending the p/c the [In-Home Care Parent/Caretaker Postcard \(In-Home P/C Postcard\)](#) within 30 calendar days following completion of the In-home Agreement to remind the p/c of the responsibility to pay the in-home care provider the minimum hourly wage for child care.
  10. Pay the p/c according to the most current payment standards found in the [Rules for Payment in the Subsidized Child Care Program](#).
  11. Send "Provider Payment Summary" to the p/c.

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[See Manual Section 302.11.3.4 – Question – 302.6 – CCIS Responsibilities](#)

## 302.7 IN-HOME AGREEMENT

The In-home Agreement defines in-home care and explains the participation standards for the p/c and the in-home care provider. The In-home Agreement also defines OCDEL's expectations for in-home care providers who wish to participate in the subsidized child care program. The In-home Agreement and the [Standards and Guidelines for Participation](#) must be reviewed with and signed by the in-home care provider and the p/c at the face-to-face meeting.

The CCIS reviews and requests the provider to sign a CareCheck Application and makes sure the p/c and provider understand that \$20 will be deducted from the first payment to cover the child abuse and State criminal history clearances. Once signed, the In-home Agreement is applicable as long as the in-home care provider continues to provide care in the p/c's home and as long as neither party ends the agreement either voluntarily or due to non-compliance (e.g., if the p/c fails to pay the provider minimum wage).

In-home care includes only the children who live in the home where care is provided and does not include other children who do not live in the home. An in-home child care provider is a person who supervises and cares for up to six (6) children in the children's own home. Families with more than six children must obtain a second in-home care provider.

The rate paid for in-home care is the same rate paid all R/N providers.

- The rate is based on the county of residence, the age of the child and the hours of care (full-time vs. part-time and traditional vs. non-traditional).

- The **R/N Provider Rate Guide** is used by the CCIS to create the CCIS subsidized child care rates for the In-home Agreement. No additional rates need to be distributed to the provider unless the rates are changed by OCDEL. Neither the p/c nor the provider is required to sign or return the rates page to the CCIS.
- The CCIS will send payment for in-home care to the p/c.
- It is essential that the p/c understands that s/he must give this payment to the in-home care provider, along with the assigned weekly co-payment and any additional amount necessary to meet the minimum hourly wage requirement set forth by the Pennsylvania Department of Labor & Industry.

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[See Manual Section 302.11.3.5 – Question – 302.7 In-home Agreement](#)

## 302.8 CCIS PROCEDURES

After the provider is identified by the p/c, the CCIS must perform the following steps:

1. Search for the selected provider in PELICAN CCW.
  - a. If the **provider exists** in PELICAN CCW, the CCIS worker determines whether the provider is currently eligible or ineligible by reviewing the Subsidy Type on the Location Demographics page.

**NOTE:** An eligible provider is a provider who is already subsidy eligible in PELICAN CCW and has an active CCIS Agreement.

- i. If the provider is eligible, continue with the enrollment process.
- ii. If the provider is *not* eligible:

## IN-HOME CARE PROVIDER MANAGEMENT

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- And the CareCheck status is Not Permitted – Temporary, send a CareCheck Appointment packet.
  - And the CareCheck status is Not Permitted – Permanent, inform the p/c that s/he must select a new provider.
- b. If the in-home care provider does not exist in PELICAN CCW, send a CareCheck Appointment packet. When the provider gives the CCIS acceptable Federal Criminal History clearances, the CCIS must enter the provider into PELICAN CCW as follows:
- i. Click Provider on the Main Navigation bar.
  - ii. Click Provider Search on the Sub Navigation bar.
  - iii. Enter search criteria and click Search.
  - iv. Click the Go button next to Create New Legal Entity.
  - v. Click the Provider Type drop-down box and select R/N from the list.
  - vi. Enter a Subsidy Effective Date.  
**NOTE:** The Subsidy Effective Date can be backdated to accommodate enrollments according to the policy outlined in **Chapter 301, R/N Provider Management**.
  - vii. Click the Provider Load drop-down box and select the primary worker who will maintain this file.
  - viii. Click Next.
  - ix. Enter Legal Entity Demographics.
  - x. Click Next.
  - xi. Click the CareCheck Type drop-down box and select Regular as the CareCheck type.
  - xii. Enter Initiated Date.
  - xiii. Click Next.
  - xiv. Enter Legal Entity Physical Address information and Main Phone number.
  - xv. Click Next.
  - xvi. Select the radio button next to the potential address and click Select Validated Address or Continue with Unvalidated Address.
  - xvii. Select the radio button next to existing provider and then click Select Provider or click New Provider to finish registering a new provider.
2. Conduct the face-to-face interview with the p/c and the in-home provider. The CCIS will:
- a. Review the Federal criminal history clearance results according to the policy outlined in the **Chapter 301, R/N Provider Management**.
  - b. Require the provider to complete a CareCheck Application. The CCIS will explain to the provider that the \$20 CareCheck fee will be withheld from the first CCIS payment, which is sent to the p/c.
  - c. Explain to the provider that s/he must complete 12 hours of approved training every two years. Copies of training certificates or other documentation

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- proving the provider attended training must be submitted to the CCIS to validate the number of completed training hours.
- d. Photocopy the following identifying information:
    - i. Photo-identification or two other forms of identification.
    - ii. Social Security card or other proof of SSN.
3. Enter the In-home Agreement into PELCAN CCW.
- a. From the Provider Management Home page, enter the Legal Entity ID and Location ID and click Go.
  - b. Click New.
  - c. Click the Agreement Type drop-down box and select CCIS Provider Agreement from the list.
  - d. Enter an Effective Date.
  - e. Click Save.
4. Create the in-home enrollment in PELICAN CCW. Be certain to do the following on the Enrollment Detail page:
- a. Change the Payee Type to Client.
  - b. Check the Care Provided In-home checkbox.
  - c. Enter the Provider ID of the in-home care provider.

Help | Logout

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

Client Search | Enrollment Search | Inbox Home | OCDEL Policy

### Enrollment Detail

Select... GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
21	0099545	CCIS of Cumberland/Perry County	Open	Ongoing	WOOD, JOY A	0108

**Individual Number** 30428181  
**Individual Name** SUE FRANK

**Provider ID**  
**LE Name**  
**Location**

#### General Enrollment Information

Effective Date\*

Care Level

Payee Type

Attending School

Care Provided In-home

Apply Blended Rate

Sleep Hours

Client Advanced Payment

Provider's Relation to Child

---

#### Funding Information

Funding Program\*

Override Reason

---

#### Provider Information

Provider ID  -  **SEARCH**

**NEXT** **CANCEL**

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[See Manual Section 302.11.3.6 – Questions – 302.8 – CCIS Procedures](#)

## 302.9 PAYMENT

Payments are made by the CCIS to the p/c for in-home care. However, because this payment is not considered income earned by the p/c, the CCIS should not issue the p/c a Form 1099-Misc (Miscellaneous Income).

The p/c must pay the provider the amount paid by the CCIS, the assigned weekly co-payment and any additional amount necessary to meet the minimum hourly wage requirement set forth by the Pennsylvania Department of Labor & Industry for each hour of care provided and assume all tax liabilities associated with employment status.

The provider and p/c must submit the Attendance Invoice to the CCIS on a monthly basis on the standard form that is automatically generated by PELICAN CCW. The invoice is due by the fifth calendar day of the month following the month child care is provided. Both the provider and p/c must sign the Attendance Invoice each month.

The Attendance Invoice is mailed to the provider. The Payment Summary is sent to the p/c's home. The child care payment will be payable to the p/c. The Attendance Invoice and the Payment Summary will generate under the Provider ID.

The CCIS will not make a payment for an individual child until the signed Attendance Invoice is received. No payment will be made for an invoice received by the CCIS more than 60 calendar days following the last day of the calendar month that child care is provided. Invoices for the months of May and June of the current fiscal year must be received by July 31st.

The CCIS payment is not paid based on enrolled days. The CCIS will only pay for days care is actually provided.

The p/c is responsible to report all changes in the provider's status to the CCIS by the close of the business day immediately following the changes.

The p/c must make restitution to the CCIS for any overcharge of the reimbursement of child care in the event the child was not eligible for subsidized child care or the p/c terminated the in-home child care arrangement without notifying the CCIS. If the overcharge is not paid, a referral will be made to the Commonwealth's collection agent.

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[See Manual Section 302.11.3.7 – Questions – 302.9 - Payment](#)

302.10 UPDATED INFORMATION & ADDITIONAL RESOURCES

This section contains a listing of updated information distributed following issuance of this manual section via Announcements, Updates and Communiqués, as well as additional resources available to the CCIS.

302.10.1 Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

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302.10.3 Communiqués

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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## 302.11 TRAINING GUIDE

This section contains information pertinent to training the In-home Care Provider Chapter. The following subsections contain the goals and objectives of the manual section, as well as helpful question and answer checkpoints.

### 302.11.1 Goals

The information in this section contains the goals with regard to in-home care providers. The following are the goals of this manual section:

1. To identify when in-home care is an option for a p/c who is eligible for subsidized child care.
2. To explain how to enter an in-home care provider into PELICAN CCW and to ensure payment is made to the p/c.

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[Return to Manual Section 302. 3 – Goals & Objectives](#)

### 302.11.2 Objectives

The information in this section contains the objectives with regard to in-home child care. The following are the objectives of this manual section:

1. To understand the p/c's responsibilities regarding in-home child care.
2. To understand the provider's responsibilities involving in-home care.
3. To understand the CCIS's responsibilities involving in-home care.
4. To understand the requirements of the In-home Agreement.
5. To understand the procedures the CCIS must follow when in-home care is established for an enrollment.
6. To understand the in-home care provider payment process.

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[Return to Manual Section 302. 3 – Goals & Objectives](#)

## 302.11.3 Section Checkpoint Questions

The Policy Division of the Bureau of Subsidized Child Care Services developed the following questions as a checkpoint to ensure comprehension of the information presented within this section. Upon review of the information within this section, CCIS staff should be able to answer all of the questions listed below.

### 302.11.3.1 Questions – Manual Section 302.1 – General Policy

1. TRUE OR FALSE. In-home care providers are considered unregulated providers.

[See Answers](#)

### 302.11.3.2 Questions – Manual Section 302.4 – P/C Responsibilities

2. A p/c who requests in-home care must:
  - a. Work outside the home between 9 p.m. and 6 a.m.
  - b. Pay the in-home care provider minimum wage.
  - c. For care outside the hours of 9 p.m. to 6 a.m., submit documentation from a licensed physician or psychologist indicating in-home care is necessary for the child.
  - d. Choose an in-home care provider who does not live in the same house.
  - e. All of the above.

[See Answers](#)

### 302.11.3.3 Questions – Manual Section 302.5 – Provider Responsibilities

3. An in-home care provider must submit the following to the CCIS:
  - a. Photo-identification or two other forms of identification.
  - b. Proof of address.
  - c. Social Security card or other proof of Social Security Number.
  - d. None of the above.
  - e. All of the above.

[See Answers](#)

## 302.11.3.4 Questions – Manual Section 302.6 – CCIS Responsibilities

4. The following are the responsibilities of the CCIS except:
  - a. Notify the p/c that the in-home care provider must submit acceptable Federal criminal clearance results.
  - b. Obtain signature(s) on the CareCheck Application and the In-home Agreement.
  - c. Forward a copy of the In-home Agreement to the Bureau of Subsidized Child Care.
  - d. Enter all data into PELICAN CCW.

[See Answers](#)

## 302.11.3.5 Questions – Manual Section 302.7 – In-Home Agreement

5. TRUE OR FALSE. P/Cs only need to give the in-home care provider the payment made by the CCIS.

[See Answers](#)

## 302.11.3.6 Questions - Manual Section 302.8 – CCIS Procedures

6. The CCIS is responsible for which of the following when a p/c identifies an in-home care provider and is approved for in-home care:
  - a. To make sure that the provider is already subsidy eligible in PELICAN CCW.
  - b. To enter the p/c as the provider in PELICAN CCW.
  - c. Make sure that in-home care is selected and the payee indicator is the client for the enrollment.
  - d. All of the above.
  - e. None of the above.

[See Answers](#)

## 302.11.3.7 Questions - Manual Section 302.9 – Payment

7. TRUE OR FALSE. In-home care providers are paid for every day the child is enrolled.

[See Answers](#)

## 302.11.4 Section Checkpoint Answers

The Policy Division of the Bureau of Subsidized Child Care Services provided the answers to all the questions asked in Manual Section 302.11.3 – Section Checkpoint Questions.

### 302.11.4.1 Answers – Manual Section 302.1 – General Policy

1. TRUE – In-home care providers are considered unregulated providers and are subject to the same provisions as outlined in Chapter 301, R/N Provider Management including Federal criminal history clearances, CareCheck and training hour requirements.

[Return to Manual Section 302.1 – General Policy](#)

### 302.11.4.2 Answers – Manual Section 302.4 – P/C Responsibilities

2. e. – All of the above.

[Return to Manual Section 302.4 – P/C Responsibilities](#)

### 302.11.4.3 Answers – Manual Section 302.5 – Provider Responsibilities

3. e – All of the above.

[Return to Manual Section 302.5 – Provider Responsibilities](#)

### 302.11.4.4 Answers – Manual Section 302.6 – CCIS Responsibilities

4. c. – Forward a copy of the In-home Agreement to the Bureau of Subsidized Child Care.

[Return to Manual Section 302.6 – CCIS Responsibilities](#)

302.11.4.5 Answers – Manual Section 302.7 – In-home Agreement

5. FALSE – The p/c must pay the in-home care provider the payment made by the CCIS, the assigned co-payment and any additional amount necessary to meet minimum wage requirements set forth by the Pennsylvania Department of Labor & Industry.

**[Return to Manual Section 302.7 – In-home Agreement](#)**

302.11.4.6 Answers - Manual Section 302.8 –CCIS Procedures

6. c. – Make sure that in-home care is selected and the payee indicator is the client for the enrollment.

**[Return to Manual Section 302.8 – CCIS Procedures](#)**

302.11.4.7 Answers - Manual Section 302.9 – Payment

7. FALSE – An in-home child care payment is only paid for the days the child actually attends. Payment is not based on enrolled days.

**[Return to Manual Section 302.9 – Payment](#)**