

## Rio Grande/Mineral County

### Department of Social Services

#### Policy

<b>Policy Title</b> Variable Schedules	<b>Reference</b> Vol. III 3.903, 3.907 (f), 3.913 (qq)
<b>Policy No.</b> CCCAP-9	<b>Effective Date</b> September 1 <sup>st</sup> 2013
	<b>County Director Approval</b>

#### Definitions

Variable Schedules are defined as those schedules where the need for daycare services changes weekly or more often due to the caretakers' activity schedule. i.e longer working hours due to harvest or planting, or the normal job schedule rotates like those in grocery stores or restaurants.

#### Policy

The county may accommodate caretakers with variable schedules by authorizing their care level (part-time, full-time & full-time part-time) at the max amount of time they may need. The flexibility and continued authorization of a variable schedule will be dependent upon the caretaker's accurate utilization of care.

#### Procedure

At request of the caretaker or from past childcare history, the Child Care worker shall determine if the care schedule is variable. This can be done with employer verified schedules or with a prior declaration from the caretaker and subsequent verification from the employer. An estimated begin and end date will be established by documentation in case notes.

The most amount of care needed should be authorized to limit reporting. The caretaker must report their activity schedule on a monthly basis. Variable schedules will be monitored for accurate use of childcare. Monitoring may include contact with employers or schools.

Those who are not utilizing childcare accurately will have their childcare authorizations limited to the minimum amount of care requested with a requirement to report changes within five calendar days of the date of change. Workers have direct phone numbers and voice mails are acceptable for reporting schedule changes.

Schedules will be entered and updated in CHATS within 5 days of reported changes. Cases approved for part-time care shall be highest priority for monitoring purposes, as their parental fees would change if their actual attended cumulative care is 13 fulltime days or more for the calendar month.

Signed by:

Paul L. Shivers

Chair, Rio Grande County Board of Commissioners

8-28-2013

Date