

Rio Grande/Mineral County

Department of Social Services

Policy

Policy Title Accurate Use of CCCAP Cards	Reference Vol. III 3.907(i), 3.911(o)
Policy No. CCCAP-1	Effective Date September 1 st , 2013
	County Director Approval

Purpose

The Child Care Program depends heavily on proper utilization of the program by providers and caretakers. Since both are parties to the use of CCCAP cards it only stands to reason to include both, providers and caretakers in this policy.

Definitions

Accurate use means using the CCCAP cards for which they are intended, to document usage of child care by swiping children in and out of providers care when the children are actually dropped off and picked up. The swipes should include accurate accounting of the child(ren) in/out of care, the date and time frame of care.

Policy

Per Vol. III 3.907(i) and 3.911(o), providers are not to possess CCCAP cards and caretakers are to never leave their CCCAP cards with a provider. Providers will ensure caretakers swipe children in/out as correctly as possible. Caretakers will swipe children in/out daily as correctly as possible. Should the recording of care be found incorrect, both provider and caretaker may be responsible for the errors. The process of recording care by utilizing the previous swipe in/out function on the POS device will not be used more than once a week or 4 times a calendar month.

Procedure

Upon discovery of any activity that is deemed suspicious, the provider and caretaker will be referred for an audit and/or a fraud investigation, see section 3.917-3.918. At minimum both the provider and caretaker will be required to attend a corrective action meeting with county. The meeting shall serve as a warning of case termination for the caretaker and a refusal to authorize care to the provider should the inaccurate use of CCCAP cards continue. The county may

exercise its right to refuse to authorize care as outlined in section 3.912.4. The county may close the child care case per the Client Responsibilities Agreement and Child Care Application.

Signed by:

Paul L. Shiva

Chair, Rio Grande County Board of Commissioners

8-28-2013

Date