

## **ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

**Program Name:** Vocational Rehabilitation (VR)

**Policy Number:** VR-12.6-v1

**Effective Date:** July 1, 2008

**Last Revision:** March 31, 2021

**CHAPTER 12:** Support Services

**Section 12.6:** Childcare Services

### **I. Policy Statement**

This policy provides the guidelines for the provision of childcare services for clients who need this service in order to achieve a successful employment outcome as listed on their most recent and approved IPE.

### **II. Authority**

Authority for policies contained in this document includes the following:

- Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. § 3101 et seq.
- Title IV Amendments to the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- State Vocational Rehabilitation Services Program, 34 C.F.R. §§:
  - Scope of vocational rehabilitation services for individuals with disabilities 361.48 (b)(21)
  - Comparable services and benefits 361.53 (a) and (c-e)
  - Participation of individuals in cost of services based on financial need 361.54 (b)(1-2)
- A.R.S. §§ 23-502 and 503
- Arizona Administrative Code, Title 6, Chapter 4:
  - General considerations R6-4-201 (A)(1)(n)
  - Economic need and similar benefits R-6-4-403 (A)((1)(a)(vii) and (B)(1) and (2)(c-e) and (3)

### **III. Applicability**

This policy applies to circumstances when clients are denied childcare under CCA criteria and the lack of childcare hinders the client's progress in participating in VR services towards achieving a successful employment outcome. The client must:

- A. Meet economic need.
- B. Explore and utilize comparable benefits.

- C. Apply for childcare assistance through the DES Child Care Administration (CCA) at <https://des.az.gov/services/child-and-family/child-care> and provide approval/denial documentation to VR. Contact the CCA for additional information about the application process and eligibility criteria.
- D. Provide documentation that eligibility under the following CCA criteria is not met: participation in the Jobs program, is employed or self-employed, teen parent(s) attending high school, participation in G.E.D or English as a Second Language (ESL) classes, in remedial education, is an individual residing in homeless/domestic violence shelters or is an individual who is unable to care due to physical, mental, and emotional impairment.
- E. Upon approval for childcare, select a DES approved child care provider listed at Arizona Child Care Resources and Referral website at <https://azccrr.com>
- F. In instances when a Client Purchase Agreement is used for payment of childcare services, submit a complete and signed Statement of Services Rendered form on a monthly basis.

#### **IV. Standards**

- A. The VR Counselor must refer a client who needs childcare assistance to the DES Child Care Administration (CCA) prior to VR support.
- B. If the client is not approved for childcare by DES CCA and for VR to pay for the service, VR must utilize providers that are approved by DES Child Care Administration and listed on the Arizona Child Care Resources and Referral <https://azccrr.com> website.
- C. VR's copayment for childcare service must be based upon the DES "Child Care Gross Monthly Income Eligibility Chart and Fee Schedule."
- D. VR must pay the full DES rate in instances when the client is not eligible for or is on a wait list for DES Child Care service.
- E. The VR Counselor must use policy exception per Section 7.5 of this policy manual in instances when the childcare cost exceeds the maximum DES reimbursement rate.

#### **V. Procedure**

- A. Refer to IV.A and D. above.
- B. Refer to Standard Work, if available.
- C. When VR pays for child care, refer to the DES Child Care Administration (CCA) <https://des.az.gov/services/child-and-family/child-care> and Arizona Child Care Resources and Referral <https://azccrr.com> websites.

- D. The VR Counselor must complete the agency Referral for Services form for Other-Childcare services.
- E. The VR Counselor must task the Purchasing Technician to create RSA Purchase Authorization(s) for the service listed in V. D.
- F. The Purchasing Technician must submit the RSA Purchase Authorization for the services listed in V. D along with the referral information to the provider(s).
- G. Upon receipt of the provider's report, the VR Counselor must review the report for completeness, approve the provider's invoice and process for payment after confirming that the reporting documentation is complete.

**VI. Documentation Requirements**

- A. The client's electronic case file must include the following documentation:
- B. Application for DES Child Care Services and associated approval/disapproval documentation,
- C. Referral information,
- D. RSA Purchase Authorization(s), and
- E. Statement of Services Rendered or Provider report, whichever is applicable.