

**HIV Health Services Planning Council  
Sacramento TGA**

**SERVICE STANDARDS**

**Subject:** Child Care Services

**No.:** SSC 08

**Date Approved:** 7/23/03

**Date Revised:** 1-26-11

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Consistent with funded Service Priorities established by the Sacramento TGA HIV Health Services Council the following Child Care Service Standard will apply to all Ryan White contracted vendors that provide child care services.

1. Ryan White funding is to be used for HIV/AIDS medical care including, psycho-social and support services designed to significantly improve client access and adherence to such resources. As such, any child care services which are paid for through Ryan White funding shall be related to HIV healthcare or other social support service appointments related to maintaining healthcare (i.e. ADAP, Medi-Cal, etc). Child care services shall not be used while the client is at work or seeking employment.
2. Ryan White funding is to be expended in a cost effective, equitable manner which is based upon client need verification. Payment for child care services through Ryan White funding are authorized only in circumstances where client eligibility is validated and no other payment guarantor has been identified.
3. In accordance with the above:
  - A. Payments for child care may only be issued to the child care provider. Reimbursement shall not be issued to the client receiving child care service..
  - B. Child care dollars may only be spent if the following conditions have been met:
    - i. Client/parent or client/guardian must provide a receipt for service from a babysitter, family member, community member or daycare agency. The receipt must contain the name, business ID or social security number of the agency/person who provided childcare.
    - ii. Documentation of medical, social, or support service appointments must be on file, and must include the date and hours of service provided, including signature of the provider.
  - C. Agencies shall require clients to sign a liability release form releasing the issuing agency from all liability for the welfare of the child and/or the quality of the childcare provided, including the responsibility for the provision of child care.

D. In the event of extended hospital stay, Ryan White funds will be used only until alternative arrangements can be made, but shall not exceed seven (7) days for a single occurrence, unless granted an exception by the Fiscal Agent.

4. If available funding levels are anticipated to be less than the total need, agencies shall ensure that funds are distributed among the maximum possible number of clients who rely on Ryan White funded child care services for critical needs. Agencies shall assure that no client receives Ryan White funded services unless such client is found to be eligible for services under such Eligibility Standards as may be adopted by the Planning Council.

5. Medical Case Managers at Ryan White Agencies may, at any time, submit to the Ryan White Fiscal Agent requests for interpretation of these or any other Services Standards adopted by the HIV Health Services Planning Council, based on the unique medical needs of a client or on unique barriers to accessing medical care which may be experienced by a client.

6. Ryan White Agencies shall provide a means by which Medical Case Managers can obtain in-servicing and on-call advice related to interpreting client medical needs.

7. Clients shall have the right to request a review of any service denials under this or any other Services Standards adopted by the HIV Health Services Planning Council. The most recent review / grievance policies and procedures for the Ryan White Agency shall be made available to each client upon intake. A copy of the grievance policy, signed by the client, shall be maintained in the client's file. Such policies and procedures shall include an explanation of the criteria and process for accessing the Planning Council's Client Advocacy Program.

Adopted:



Kane Ortega, Chair

Date: 1/26/11