

**HIV Health Services Planning Council  
Sacramento TGA**

**SERVICE STANDARDS**

**Subject:** Child Care Services

**No.:** SSC 08

**Date Approved:** 07/23/03

**Date Revised:** 06/22/22

**Date Reviewed:** 06/22/22

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.

**HRSA Definition:**

The HRSA RWHAP supports intermittent Child Care Services for the children living in the household of PLWH who are HRSA RWHAP-eligible clients for the purpose of enabling those clients to attend medical visits, related appointments, and/or HRSA RWHAP-related meetings, groups, or training sessions.

**Allowable use of funds include:**

- A licensed or registered child care provider to deliver intermittent care
- Informal child care provided by a neighbor, family member, or other person (with the understanding that existing federal restrictions prohibit giving cash to clients or primary caregivers to pay for these services)

1. The provision of Child Care Services shall be consistent with Service Standards 05 (SSC05) and in accordance with the Child Care Services program as outlined herein:

***Objective***

Childcare Services are intended to maintain/improve a client's ability to maintain or access medical care.

***Education/Experience/Supervision*** There are no minimum educational standards for staff providing childcare reimbursement services.

Individual supervision and guidance must be available to all staff as needed.

### ***Staff Orientation and Training***

**Initial:** All staff providing Childcare Services must complete an initial training session related to their job description and serving those with HIV. Training should be completed within 60 days of hire; topics must include:

- General HIV knowledge, such as transmission, care, and prevention
- Privacy requirements
- Navigation of the local HIV system of care including ADAP

**Ongoing:** Staff must also receive ongoing annual training as appropriate for their position. Training may be any combination of (1) in-person, (2) articles, (3) home studies, or (4) webinar, and must be clearly documented and tracked for monitoring purposes.

### ***Intake***

The Housing Services provider must ensure that the client intake has been performed prior to Ryan White service provision and if not, perform an intake. See the Universal Standards for detailed intake requirements. Providers should ensure that any consents specific to childcare services are completed and in the client's file.

### ***Orientation***

Each new client receiving childcare services must receive an orientation to provided services; document this orientation in the client file.

### ***Reassessment***

The client's care plan must be updated at least every six months.

2. Payment for child care services through Ryan White Care Act funding are authorized only in circumstances where client eligibility is validated and no other payment guarantor has been identified.

A. Child care services payment(s) will only be issued to the child care services vendor. Reimbursement shall not be issued to the client receiving child care service.

B. Reimbursement for child care services will be issued under the following stipulations:

- i. Client/parent or client/guardian must provide a receipt for service from a babysitter, family member, community member, or daycare agency.

- ii. The receipt must contain the name, business ID or social security number of the agency/person who provided child care.
  - iii. 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. The client must release the TGA Recipient and service authorizing 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. Documentation of this release shall be consistent with the internal procedure(s) of the authorizing agency and in accordance with any requirements stipulated by the TGA Recipient.
- D. In the event of extended hospital stay, Ryan White CARE Act funds will be used only until alternative child care arrangements can be made, but shall not exceed seven (7) days for a single occurrence, unless granted an exception by the Recipient.
3. 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 CARE Act funded child care services unless such client is found to be eligible for services under such Eligibility Standards as may be adopted by the Planning Council.
4. Case Managers at Ryan White Agencies may, at any time, submit to the Ryan White Recipient 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.
5. Ryan White Agencies shall provide a means by which Case Managers can obtain in-servicing and on-call advice related to interpreting client medical needs.
6. 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.

Signed:   
Richard Benavidez, Chair

Date: 06/22/22