Supportive Child Care Subsidy

POLICY STATEMENT:

WAITLIST MANAGEMENT
Number: P-EEC-Supportive -10

Waitlisting

The DSS area child care coordinator will place a child on the Supportive Child Care waitlist when an appropriate child care slot is not available at the time the child is referred. Waitlists will be maintained by age grouping. The DSS area child care coordinator will update the waitlist weekly.

Maintaining an Active Waitlist

In order to properly maintain the waitlist, DSS social workers must notify the area child care coordinator two weeks prior to case closing and termination of Supportive Child Care for children on their caseloads. (See policy P-EEC-Supportive-09, Termination of Supportive Child Care & DSS Appeal Rights.) When the DSS area child care coordinator anticipates an opening, or is aware that a slot is already vacant in Supportive Child Care, the area child care coordinator will identify the first child on the waitlist appropriate for the slot, and notify the DSS social worker. No later than one week after receiving such notification of an available slot, the DSS social worker must confirm whether the child still needs care and must verify the information provided at initial referral. (See policy P-EEC-Supportive-06, Referrals.) If the DSS social worker does not respond within the seven-day period, the DSS area child care coordinator will notify the next waitlist placement by contacting that child’s social worker, and so forth until a referral is found. The DSS area child care coordinator will continue efforts to determine the first child’s current status and whether to place the child's name at the bottom of the waitlist, maintain the child at the top of the waitlist, or remove the child's name from the waitlist.

No child will remain on the waitlist for more than one year without an updated child care referral. The DSS area child care coordinator will track each child’s date of placement on the waitlist. The DSS area child care coordinator will provide the appropriate DSS social worker with the child’s initial date of placement on the waitlist at least two weeks in advance of the child’s renewal date. If the DSS social worker responds within two weeks of notice by the area child care coordinator and updates the child care referral, the child will be maintained on the waitlist. If the DSS social worker does not respond, or notifies the area child care coordinator that the case has been closed or the family no longer needs child care, the child’s name will be removed from the waitlist.
Procedures for DSS Weekly Reporting of Waitlist Data to EEC

At the beginning of each week the DSS area child care coordinator must enter on the waitlist form the number of children waiting for care in each age category (infant, toddler, preschool, school age) and the number of referrals pending. At the beginning of each week, the DSS area child care coordinator must update the waitlist report of the previous week’s data and e-mail it to EEC. The report must include any changes to the number of children waiting by age group and the number of children referred.

During the week the DSS area child care coordinator must track the number of children added to and removed from the waitlist for any reason, including placement into care. (Other examples of why a child would be removed from the waitlist include: the child transferred out of area, the case closed, the social worker failed to update a referral). The DSS area child care coordinator must also note changes on the waitlist in the number of slots with referrals pending.

The DSS area child care coordinator must notify the EEC Regional Policy and Training Advisor of any barriers to placing waiting children into vacant slots, and must work closely with the EEC Regional Policy and Training Advisor to ensure that slots are appropriately utilized and provider vacancies are minimized.