

# FLORIDA CROWN WORKFORCE BOARD, INC. POLICY

POLICY TITLE: **Childcare**

DATE EFFECTIVE: **May 17, 2002**

POLICY NUMBER: **OPS-002-02**

DATE REVISED: **July 20, 2010**

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## APPLICATION

Florida Crown Workforce Board, Inc. (FCWB) Staff and Service Providers

## PURPOSE

To clearly define the FCWB policy for approval of payment for childcare under Support Services for WIA customers only.

## POLICY

**At the Board's discretion or in emergency situations,** FCWB **may** provide childcare services that support eligible customers so that they may effectively participate in approved activities. Each case must be handled on an individual basis. Adherence to the following guidance will ensure uniform, easily administered, and flexible standards to address diverse customer needs.

1. Only School Readiness Coalition approved facilities will be used.
2. Payments will not exceed \$100 per week or \$20 per day. Service Providers will determine the most cost effective means (daily or weekly) to provide service yet keep in mind the individual needs of the customer.
3. Childcare payments will stay in line with payments authorized by school readiness coalitions.
4. FCWB recognizes that childcare may be required to support study efforts of customers with children. Full-time childcare may be provided on a case by case basis for full-time students (12 or more credit hours per semester). Clients attending part-time are only eligible for part-time childcare.
5. Determination of childcare payment amounts will be made on a semester to semester basis.
  - A. Purchase Orders will be provided on a monthly basis at the beginning of each month. The Childcare Provider **WILL NOT** provide services without the Purchase Order for the month.
  - B. Attachment 1, Weekly Attendance Verification form will be completed and signed by Childcare Provider. Signed forms will be turned into the Career

Managers/Specialists before the next month's purchase order can be processed.

6. Attachment 2, Weekly Attendance & Progress Verification form will be completed and signed by instructors and customers. Forms will be turned in to Career Managers/Specialists.
7. Childcare referrals cannot be backdated.

**ACTION**

All FCWB employees, contractors, providers and customers will adhere to this policy.

Approved: *John Chastain*  
John Chastain, Executive Director