

Prepared by _____

Date _____

Reviewed by _____

Monitoring Assessment Tool - Child Care Review Program

Background:

Child care services are provided to financially eligible families and those receiving OWF/FS assistance. Counties may contract with child care providers for these services.

Objectives:

- To determine whether type B providers are certified, their homes inspected and payments are supported by documentation; and
- To determine whether type A providers are licensed and payments are supported by documentation.

Procedures:

Type A Providers

From transactions during the review period, select one type “A” child care center provider that has been reimbursed by the agency. Obtain one invoice for the provider.

Determine whether:

- There is a signed contract with the provider for the period of service identified on the invoice;
- The invoice is mathematically correct; and
- The payment made matched the invoice amount and was charged to the proper financial code.

Select one child listed on the invoice. Obtain documentation to support the child’s eligibility.

Determine whether:

- The child was eligible to receive the program services; and
- The rate charged by the provider for this child is in agreement with the contract age group terms.

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Type B Providers

From transactions during the review period, select one type “B” home provider that has been reimbursed by the agency. Obtain one payment for the provider and all underlying documentation submitted by the provider.

Determine whether:

- There is current certification issued by the CDJFS which places a limit as to the total number of children that can receive services at any one time;
- There is a signed contract with the provider for the period of service identified on the payment documentation;
- The rate charged and paid is in agreement with the contract terms;
- The payment documentation is mathematically correct; and
- The payment made is substantiated by the payment documentation and was charged to the proper financial code.

Select one child listed on the payment documentation. Obtain documentation to support the child’s eligibility.

Determine whether

- The child was eligible to receive the program services; and
- Either the parent/guardian signed the documentation substantiating the provision of service to the child.

Conclusion:

Consider whether a systemic problem or a lack of adequate internal control exists with regard to Child Care activity. If so, make an appropriate notation in the MA form.

Summarize your results in a narrative form.