

The authorization document must be submitted beginning with the first unpaid month covered in the previous authorization. A new authorization document is created through ICCIS covering all the unpaid months incorporating the level of care or co-pay changes based on the adverse action timeframe. The new authorization document is sent with a Notice of Authorization Change to the provider(s).

TERMINATION OF SERVICES

If either a family or provider chooses to terminate services prior to the last day of care on the authorization document a 14 day written advance notice is required. The party initiating the termination must notify the other party and the designee. The designee must document receipt of the intended termination in ICCIS case notes for both the family and provider.

If the provider is the initiating party and fails to give the family and the designee 14 days written notice the authorization will end on the last day the child attended care regardless if the authorization extends beyond that date.

Written 14-day Notification is not required if the:

- family reports an allegation of abuse, harm or serious risk of harm to a child in their provider's care or
- family and provider may mutually agree to waive the required 14 day notice. This mutual agreement must be in writing and submitted to the designee.

OFFICE OF CHILDREN'S SERVICES (OCS)

When the foster parent needs child care for their own children and foster children they will apply with the designee for services. If care is needed for foster child(ren) only, the family should be referred to OCS as they will handle the transaction.