

# Instructions: W-13, Child Care Plan Hours Worksheet

**Note:** The **2 parent hours of care worksheet** (Tab 2) must be completed when determining child care needs for the two-parent household.

## 1<sup>st</sup> Tab- Child care hour worksheet

### Basic Case Information Section:

Enter the person designated as the case head and case number.

Enter the child(ren)'s name(s) who will receive child care services.

Enter the provider's name. If there are multiple providers then another worksheet will need to be completed.

Enter the name of the school the child(ren) attend if applicable.

Enter the **provider number on KsCares**.

Enter the name of the employer or activity for when the care is needed.

If the provider is a relative or In-Home provider, check the box under this question and do not answer the question regarding a 3 hour minimum charge as this does not apply to a relative or In-Home provider.

If the provider is not a relative or In-Home provider and they have a 3 hour minimum charge, check the box under this question.

**Note:** If children in the same family have different school schedules, a separate work sheet will need to be completed for each different schedule.

**Hours of Care Section:** Only complete the days of week in which childcare is needed for this household. Include the hours of the activity (employment/training) and travel time. Complete the Child's School Schedule (Monday through Friday) for the school aged children needing child care services. **Overnight hours may be entered next to the day when the care begins.** The worksheet will figure the hours correctly if the times are indicated by AM or PM.

**Note:** All time must be indicated by **AM or PM**. There must be a space between the time and AM or PM.

Enter the time when the adult (PI, responsible adult) will need to travel from the childcare provider to their activity.

Enter the time when the adult (PI, responsible adult) should pick up the child(ren) after their activity is over.

The form will automatically enter the **total hours of care needed for non-school days**.

Enter the **school start** time for the child needing the child care services.

Enter the **school stop** time for the child needing the child care services.

Enter the provider hours of operation open time according to what is indicated on PRRA. This information will be required when the provider is not marked as a relative or In-Home provider.

Enter the provider hours of operation close time according to what is indicated on PRRA. This information will be required when the provider is not marked as a relative or In-Home provider.

The form will automatically enter the **hours needed in the morning (AM) and/or hours needed for the afternoon (PM)**.

The form will automatically enter the **hours per school day**.

**Auto-Calculated Weekly Hour Element Section:** This section is automatically calculated based on the previous section. The form will automatically enter the data in the proper locations.

**Note:** If the first month of care doesn't start the 1<sup>st</sup> day of the month, then hours of care is determined through the 1<sup>st</sup> month proration worksheet (Tab 3).

The hours of care for non-school aged children and the hours of care for school aged children for the months of June through August is located on the left hand side of the worksheet.

The hours of care for school aged children for the months of September through May is located on the right hand side of the worksheet.

**Comments and Documentation Section:** This section is to be completed by the caseworker. Use this section to document things such as how you determined the average weekly work schedule for a parent with irregular work hours, which children are school age and which are not, or any other factors used in determining hours that cannot already be seen on the worksheet.

**Note:** The current comment on the worksheet can be typed over while typing in your comments.

Enter name of who completed the form.

Form will automatically enter the default date.