

**REQUEST FOR SUPERVISORY APPROVAL  
CHILD CARE HOURS EXCEEDING 215 PER MONTH**

Type of Care  JO

EM

Effective Dates of Plan: \_\_\_\_\_ to \_\_\_\_\_

Case Name: \_\_\_\_\_

KsCares Case Number: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Reason for more than 215 hours: \_\_\_\_\_

Provider name and Type: \_\_\_\_\_

**NOTE: If provider type is REL (Out-of-Home Relative), hours cannot exceed 215 per month per child under any circumstances. REL displays on the CHCP screen.**

Number of Hours Requested: \_\_\_\_\_

Worker Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date \_\_\_\_\_ Approved  Yes  No

Supervisor Comments: \_\_\_\_\_

Retain in case file.

## **INSTRUCTIONS**

1. The worker will complete this form to obtain supervisory approval for authorization of more than 215 hours per month per child.
2. Once approval is obtained, the worker will authorize a child care plan (CHCP) for 215 hours only. KsCares will not allow more than 215 hours.
3. The worker will then need to authorize the additional number of hours as an underpayment (UN) by using the EXPC (Exception Payments) screen. See KsCares User Manual.
4. After the additional benefits are authorized on EXPC, the worker will send the C806 notice to the client informing of the additional benefits.