

# Guidelines and Process for CPSTs Who Receive State Car Seats

## Guidelines for CPSTs who have Grant Funded Car Seats

- ★ **State seats must be distributed by a certified Child Passenger Safety Technician (CPST) with education given to the caregiver on installation and harness fit for their child.**
  - *State Car Seats cannot be housed or distributed by an individual who is not a CPST.*
- ★ **CPSTs who have state car seats are REQUIRED to answer a monthly reporting survey that collects their CPS activity data for the month prior. Reports will be due before the 10<sup>th</sup> of each month.**
- ★ CPSTs who have state seats are **required to utilize the National Digital Check form** (paper or virtual) **for documenting during their car seat appointments.**
  - Paper form located here: [ndcf-car-seat-check-form-9.0.pdf](#)
    - Spanish form: [ndcf-spanish-form.pdf](#)
- ★ The **child receiving the state seat MUST be present during the car seat appointment** to receive a grant funded car seat (this does not apply if the child is not born yet).
- ★ **The program can only cover one car seat PER child PER lifetime.** *If a child has already received a grant funded car seat, they do not qualify for another.*
- ★ State seats are to be distributed at NO COST (you may not accept any money) to children whose families cannot afford a compliant car seat.

**Who Qualifies for a State Funded Car Seat?** If the child has a car seat that is appropriate for their age, height, weight, and developmental level, is not expired, has not been involved in a crash, and complies with FMVSS 213 (not counterfeit/non-compliant), **they do NOT qualify for a state funded car seat.** The CPST should educate on their current car seat.

If a child has a seat that is NOT appropriate, and they do not have the funds to purchase an appropriate car seat, **the CPST may distribute a grant funded car seat.**

## Process for CPSTs who Have Grant Funded Car Seats

- Meet with families who are identified as not being able to afford an appropriate/compliant car seat to provide the car seat AND education on how to fit their child to the car seat and how to install it into their vehicle.
- If another technician identified a family, they may reach out to you for a seat, coordinate this and document that the seat was given to another technician. The seat may not be given to a family by someone who is not a CPST.
- Use the National Digital Check Form (NDCF) during appointments for documentation ([ndcf-car-seat-check-form-9.0.pdf](#))
- **Report monthly on your CPS activities** using the Microsoft Form that is sent to you via email from the State CPS Coordinator.
  - Collects data that is required to be reported to the State of Iowa.
  - *Report includes answering:*
    - Demographic information (name, email, agency, city, county)
    - How many seats you checked/how many were incorrect on arrival
    - How many of each seat type did you distribute (were any given to another CPST)
    - How many of each seat type do you have in your inventory (only count seats paid for by the state)
  - **Failure to report for 3 consecutive months results in non-compliance with the state program.**
    - CPST will be asked to return state car seats or give them to another CPST who will report responsibility.
    - CPST will not be able to request more state car seats.
- Be resource for your community/other technicians as a CPST who houses state car seats.

## Frequently Asked Questions/Common Scenarios

- **The caregiver is within the first trimester of their pregnancy.**
  - Direct caregiver to contact their insurance provider for car seat options covered by Medicaid (Iowa Total Care, Molina, Wellpoint)
- **Child is in foster care and needs a car seat.**
  - You may distribute a seat if they do not already have a car seat. Be clear with the caregiver that that car seat belongs to the child – it will move with the child, not stay with the caregiver.
- **Caregiver is stating they need a car seat for their other vehicle because it's hard to switch the car seat between cars.**
  - The child has an appropriate car seat for their age, height, weight, and developmental level, it is not expired, it has not been involved in a crash, and it complies with FMVSS 213 (not counterfeit/non-compliant), **they do NOT qualify for a state funded car seat. The program only helps children that have NO safe car seat options.**
  - This applies to split custody as well. Caregivers would need to share the car seat.

\*\*There are always different scenarios that can pop up. Feel free to reach out to other CPST/CPSTIs or the State CPS Coordinator to work through a difficult situation if you are questioning your next steps! \*\*

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