



## POLICY

---

---

**CATEGORY:** Workforce Programs - Childcare **No: 4.3.100.04**  
**TITLE:** Childcare Eligibility  
**SUPERSEDES:** 4.3.100.03, dtd June 11, 2010  
**EFFECTIVE:** October 28, 2011  
**BOARD APPROVAL:** October 27, 2011  
**DATE OF LAST REVIEW:** October 11, 2011

---

---

### I. PURPOSE:

To establish eligibility criteria to receive childcare services.

### II. DEFINITIONS:

*Child*- An individual who meets the general eligibility requirements. A child includes persons born to the parents, persons adopted by either or both parents, the person for whom the parents have legal responsibility granted by the court, or persons provided supervision and care by the parents.

*Child Care*- Child care services provided by the Board to assist qualified parents who are either working or participating in educational or training activities in accordance with state and federal statutes and regulations.

*Contractor*-The grant recipient of the funds to implement Child Care Services within the area.

*High Demand Occupations* – An occupation listed on the Board’s Target Occupation List

*Parent* – An individual responsible for the care and supervision of the child identified as the child’s natural parent, adoptive parent, stepparent, or legal guardian.

*Satisfactory Progress* - Progressing satisfactorily as determined by the educational institution attended.

*Self Referred Parents* – parents who independently contact the Child Care Contractor and are not:

- involved in a CPS case.
- participating in the Choices Program,
- participating in the SNAP E&T program,
- a TANF denied due to receiving child support Transitional child care applicant,
- a Workforce Applicant.

*Suspension* – A temporary interruption of child care services of ninety calendar days or less.

*Teen Parents* – a parent 18 years of age or younger, or 19 years of age and attending high school or the equivalent, who has a child.

### **III. POLICY STATEMENT:**

1. Child Care eligibility for CCDF funds will be based upon income levels, and minimum participation hours in work/training activities.
2. Child Care eligibility for non-CCDF funds (e.g. SNAP E&T, WIA, and other workforce programs funded by the Commission) shall be based upon the specific eligibility requirements for the specific program the Parent is enrolled in.
3. Parents shall provide all stipulated documentation to the Child Care Contractor to determine eligibility
4. Eligibility and documentation for Childcare shall be dependent upon the specific eligibility requirements of the program that the parent is enrolled in (e.g. SNAP E&T, WIA, CCDF, and other workforce programs funded by the Commission).
5. Parents participating in training or education programs, including those pursuing up to a bachelor's degree in high demand occupations, may receive childcare services for a period not to exceed sixty (60) months or 130 college credits, whichever is attained first.
6. A Grade Point Average (GPA) of a 2.0 and continued enrollment in a minimum of one (1) class per semester/quarter shall be the measure used to determine satisfactory progress toward successful completion of a job training or educational program of parents participating in training or education programs. Parents whose GPA falls below a 2.0 shall be given one semester/quarter to reestablish the 2.0 GPA. Based on extenuating circumstances a waiver of one semester/quarter enrollment may be granted with prior approval of the Board.
7. Receipt of child support shall be included in the calculation of income used to determine eligibility for child care services and assess the parent's share of cost. Contracted providers for child care services must follow the procedures below to verify a parent's cooperation with the OAG and receipt of child support income.
8. When funding is not available for eligible children the Contractor shall place the children's name on the wait list in the automated system. To remain on the wait list Parents must update their eligibility application at least every sixty (60) days.
9. Parents must sign a written acknowledgement at each of the following stages:
  - Initial eligibility determination

- Eligibility determination for cases in which there are gaps in the provision of child care services; and
- **Eligibility redetermination for cases using CCAA in which the parent does not have a signed agreement in the case file.**

Income Requirement:

1. For a child to be eligible for CCDF child care services, the child's family shall have a total gross income that does not exceed 85% of State Median Income (SMI).
2. Income sources specifically excluded by federal law or regulation shall be exempt from the income calculation.
3. Families whose income remains at or below the established income limits may continue to receive funded child care as long as the family remains eligible and funds are available.
4. CCDF Transitional eligible families' total gross income is at or below 85% of the State Median Income Level.
5. CCDF Teen Parent families' total gross income is at or below 85% of the State Median Income Level.
6. Eligibility may be established for less than six months dependent upon the case circumstances.
7. Eligibility must be redetermined at least once every six months.
8. Parents have the options to transfer their child from one provider to another, as long as:
  - a. The parent does not owe parent share of cost at the previous provider
  - b. The provider that the parent chooses is an eligible provider,
  - c. The parent completes necessary eligibility documentation to complete the transfer.

Work/Training Requirement:

CCDF parent(s) must participate in a combination of training, education or employment activities for a minimum of twenty-five (25) hours per week for a single-parent family or fifty (50) per week for a two-parent family.

If a parent has a temporary interruption in work, education, or job training activities child care will not be suspended for more than 90 calendar days from the documented effective date of the interruption of these activities.

Childcare will be provided during all brief interruptions of education caused by school breaks, except as identified in the following paragraph.

Childcare will be suspended for the interruptions of education in the following instances:

1. The end of spring session to the beginning of fall break, if the parent does not attend a summer session
2. The end of the first summer session to the beginning of the fall session if the parent attends the first summer session, but does not attend the second summer session
3. End of the second summer session to the beginning of the fall session, if the parent attends the second summer session

If a parent has a documented temporary medical incapacitation and is unable to meet work, education, or job training requirements:

1. Child care shall not continue for more than 60 calendar days from the documented effective date of the temporary medical incapacitation; and
2. Child care shall not be suspended for more than 30 calendar days after the end of the 60-day calendar period following the documented temporary medical incapacitation.

#### **IV. PROCEDURES:**

##### Verification of Attorney General Cooperation

Custodial parents must provide documentation to support cooperation with the Office of the Attorney General (OAG) to establish paternity of the parent's children and to enforce child support on an ongoing basis by:

- Obtaining a signed verification of child support Income Form (Form 1825) from the custodial parent. Form 1825 must be signed by each child care recipient at initial eligibility determination and again at re-determination in cases where there are gaps in the provision of child care services. Contractor must retain all signed copies of Form 1825 in the appropriate case file.
- Providing documentation to the contractor that the parent has an open child support case with the OAG and is cooperating with the OAG, or
- Open a child support case with OAG and provide documentation to the contractor that the parent is cooperating with OAG, or
- Provide documentation to the contractor that the parent has an arrangement with the non-custodial parent for child support and is receiving child support on a regular basis. Such documentation must include evidence of child support history including in-kind child support.

##### Verification of employment, school, and/or training

Verification of employment, school and/or training activity is required at initial enrollment and recertification.

Failure to submit documents may result in:

- Denial or termination of child care services, or
- No payment for self-arranged care claims.

Verification supporting temporary suspension

Verification supporting a temporary suspension shall consist of:

1. Documentation from the employer or training provider stating the the parent will be returning to work or job training activities following the temporary interruption of these activities or medical incapacitation; or
2. Written notification to the child care contractor of the parent’s intent to enroll in an educational institution following the temporary interruption of educational activities.

**V. RELATED POLICY INFORMATION:**

49 TAC 809  
 45 CFR  
 TWC WD Letter 34-08, dated August 26, 2008  
 TWC WD Letter 36-08, dated September 15, 2008  
 Workforce Solutions Child Care Standard Operating Procedures

**VI. RESPONSIBILITIES:**

The Contract Manager shall ensure that all relevant staff and the Contractor are informed of and comply with this policy.

The Contractor shall ensure that appropriate procedures are implemented and that relevant staff receive training regarding the requirements of this policy.

**VII. FORMS AND INSTRUCTIONS:**

Workforce Solutions of the Coastal Bend Child Care Standard Operating Procedures

**VIII. DISTRIBUTION:**     Board         Board Staff         Contracted Staff

**IX. SIGNATURES:**

\_\_\_\_\_  
**Reviewed by EO Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Pres/CEO**

\_\_\_\_\_  
**Date**