

 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Child Care Financial Assistance Manual		
Chapter:	ELIGIBILITY CRITERIA	
Subject:	Seeking Employment	
Approved:	Reeva S. Murphy, Deputy Commissioner	Effective:09/04/2016
Regulation:	II B 1 Service Need	

REGULATION

The primary caretaker(s) must demonstrate involvement in activities generally recognized as necessary to obtain employment or training leading to employment. Families seeking employment may receive child care financial assistance for a period of one month unless the period is extended by the Commissioner.

POLICY

The Commissioner has determined that Seeking Employment may be authorized for up to 12 weeks (3 Months) for an income eligible parent/caretaker. In addition, if a client requests to use the service need of Seeking Employment more than once during their 12-month eligibility period the request will be granted.

Additional qualifications are as follows:

- At initial application, a client applying under Seeking Employment will be required to have a service need at the end of 3 months or the case will be closed.
- If the client becomes employed during the 3 months, eligibility will be re-determined and income counted to determine their new subsidy percentage. The authorization end date remains the same. At onset of eligibility the client must be informed that their percentage will change if they become employed.
- At initial application, eligibility will be denied if both primary caretakers are requesting the service need of Seeking Employment. However, if 12-month eligibility is in place and both parents lose their job simultaneously, seeking employment may be authorized for both.
- A client receiving part time child care financial assistance for their school age child may receive a part time certificate if they lose their job during their 12-month eligibility period.
- If a client loses their job at the end of their 12-month eligibility and is unable to use all 3 months of seeking employment, their seeking employment eligibility will be extended under their current eligibility until the full 3 months are complete.
- CDD may request proof of prior employment/training activities from any client that repeatedly uses seeking employment child care for summer or school breaks only.

PROCEDURE

- When a parent/primary caretaker is seeking employment and is applying to receive child care financial assistance, mail a Seeking Employment form allowing 10 days for its return.
- A client requesting Seeking Employment receives a 12-month authorization. A certificate is created for 3 months and follow up by the Eligibility Specialists is required at the end of the 3-month period to determine on-going eligibility.

Seeking Employment documentation requirements: A completed Seeking Employment Plan form, an application within the past year and documentation of countable income is required, including unemployment compensation (2 current consecutive unemployment pay stubs). If there is a second caretaker in the family verify service need and hours. The applicant(s) must meet income eligibility standards.