

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

## PURPOSE

To support self-sufficiency and growth for families residing in Vermont

## REGULATION

The primary caretaker(s) must demonstrate participation in a program which, in the opinion of the Commissioner, is likely to lead to employment within one year after completion of the program. This need can also be established if the training or education program is required to maintain employment. Volunteer work and post-bachelor education are not eligible activities.

## PROCEDURE

- Eligibility for child care services on the basis of training/education will be re-determined annually. Certificates are created for 12 months.
- No interruption of services will occur based upon a temporary (up to 3 months) change in participation in a training or educational activity (semester or summer break). Following the 3-month period, if the client does not resume educational/training studies or is unable to secure a new service need, their eligibility may be closed.
- A Training Development Plan form must be completed by the primary caretaker and should indicate if they are pursuing their first BS/BA degree. This form is not needed with each re-determination; just bring it forward to follow progress.
- A school/training registration form and schedule, listing days/hours of classes, is required to determine eligibility.
- Proof of registration is required for any new semester that occurs during the 12 month eligibility period. Send Missing Items letter, allowing 10 days for return. If information is not received, contact client to determine new service need.
- Allow one hour of child care per credit. If credits are not assigned, a letter from the school/training program, clearly designating the hours of class time, is acceptable.
- Authorize one hour of child care per school credit for study time. If credits are not assigned, a letter from the school/training program designating the study hours required, per class, is acceptable.
- If class time occurs in the evening and child care is requested during daytime hours, study time hours may be authorized for the daytime child care hours.
- On-line classes with assigned credits follow the same policy as classes a client must attend in person. If credits are not assigned, a letter from the school/training program listing the number of on-line hours and study hours required to for the class is acceptable.
- Prior to their re-determination, the parent/primary caregiver must submit proof of successful completion of previous course work.
- Parents/caregivers must notify their Eligibility Specialists if they drop courses or withdraw from school/training during their eligibility period. Failure to notify may result in those hours being deducted from their next eligibility determination.

### Standard for successful completion:

1. Maintain a cumulative average of 2.0 within a graded system.
2. Passing in a Pass/Fail system.
3. Written verification from supervisor of successful work for individuals approved to participate in on-the-job training.