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DEPARTMENT FOR CHILDREN AND FAMILIES Child Care Financial Assistance Resource Manual		
Chapter:	ELIGIBILITY DETERMINATION Case Management	
Subject:	School Age Schedules	
Approved:	Reeva S. Murphy, Deputy Commissioner	Effective: 12/08/2011
Supersedes:	Financial Assistance Resource Manual	Dated: 9/8/06, 6/07, 11/08, 5/10

PURPOSE

In order to ensure that payments to providers are made in an accurate and timely manner, the following procedure will be used when determining eligibility for school age children whose **parents have a full time service need.**

PROCEDURE

1. A part time fixed schedule will be created for 25 hours to be used for the school year.
2. The Full Time/Part Time button will be clicked. Providers will be able to enter hours over 25 to get paid for full time care during vacations. Coded days will be valued at 5 hours.
3. A full time fixed schedule will be created for summer care after parents notify their eligibility specialist their child care needs for the summer. Summer schedule forms will be mailed to parents the last week of May by CDD.
4. If a child is in the preschool age category but in school, a variable schedule must be created (FT/PT button is not available for this age group) for school vacations during the year to allow providers to submit hours for FT care. If attendance exceeds 25 hours during a different period of time other than school vacations, the parent will need to contact their eligibility specialist.

When a child attends more than 25 hours during a vacation week within the school year, all attendance for the week should be entered on the variable schedule.

Providers must call the eligibility specialist if coded days are used during this week. The eligibility specialist replaces the codes with hours in order for that day to be paid. The specialist must place a note on the invoice stating the reason why the code was changed.