

 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Child Development Division Policy Manual		VI
Chapter:	Eligibility Determination	
Subject:	Case Management – Certificates	
Approved:	Reeva S. Murphy, Deputy Commissioner	Effective: 10/28/13

PURPOSE

When a client is approved for Child Care Financial Assistance, a certificate is created. The certificate is CDD's promise to pay.

POLICY

Five types of certificates may be generated:

- Part time weekly – pays a fixed part time payment for 1-25 hours of child care
- Full time weekly – pays a fixed full time payment for 26-50 hours of child care
- Extended care weekly – pays an extended care payment for 51+ hours of child care
- Variable – This certificate pays a daily rate based upon the number of hours the child attends on that day. If a child does not attend, no payment will be made. Coded days do not pay on a variable certificate.
- Part time/Full time School Age – Based upon attendance submitted by the provider, this certificate pays either a part time weekly rate or a full time weekly rate. This certificate is for school age children only and is created for the school year period only. Providers entering coded days on a PT/FT certificate will be allocated 5 hours per coded day

PROCEDURE

Dates/Hours

- Dates and hours must correlate with the family's schedule and their request for child care. Example: Although authorized for FT a family may only be requesting PT
- Creating two fixed certificates for a part time client is not allowed.
- If a client is working second shift and has a school age child, a full time certificate may be created. Written documentation of the client's schedule is necessary and the Eligibility Specialist must document the client's schedule in BFIS notes.
- In a situation in which 2 clients share custody and each client is determined eligible, two part time certificates may be created to the same provider. Two full time certificates or a full time and part time certificate may not be created for one provider.
- If a child is authorized for extended care hours (51+) and the family is using two providers, a fixed full time certificate may be created for one of the providers and a part time may be created for the other provider.
- Variable certificates are not for long term use and should only be used when a fixed full time certificate cannot be generated.
- Any situation that occurs, other than those listed above, must be approved by the CDD.

If the provider is in BFIS and you are not able to create a certificate, check for license start date and rate agreement. If the provider is not registered, licensed or certified for payment, the Eligibility Specialist must notify the parent and explain the provider requirements.