



VERMONT



DEPARTMENT FOR CHILDREN AND FAMILIES
Child Care Financial Assistance Manual

Chapter:	Eligibility Criteria	
Subject:	Reach Up / Reach First / Reach Ahead/ PSE	
Approved:	Reeva S. Murphy, Deputy Commissioner	Effective: 09/04/16
Regulation	Service Need – II B 1	

PURPOSE

To assure a seamless and unified system that is customer oriented and supports family self-sufficiency and children’s development. To ensure continuity of child care services to families working toward long term stability.

POLICY

Families receiving financial assistance through Reach Up, Reach First, Reach Ahead or the Postsecondary Education Assistance Program (ESD programs) may be eligible for child care financial assistance (CCFAP). The Economic Services Division (ESD) case manager authorizes eligibility through the Bright Futures Information System (BFIS).

PROCEDURES

ESD Staff:

- All authorizations are for a 12 month period.
- All Child Care Authorizations will be entered in BFIS by the RU Case Manager.

Reach Up

- If a parent fails to comply with Reach Up Program rules and is sanctioned CCFAP will continue, as previously authorized.
- If a parent has received at least 60 countable months of Reach Up assistance and the grant is terminating for noncompliance without good cause, CCFAP will continue as previously authorized.
- If a parent has received at least 60 countable months of Reach Up assistance and re-applies for Reach Up, CCFAP the RU Case Manager determines compliance and will either submit a new 12 month authorization or refer the client to the Child Care Financial Assistance Program.

Reach Ahead

- When a parent secures employment and moves to the Reach Ahead Program the RU Case Manager will notify the child care financial assistance eligibility specialist of the date the transition will occur. The parent’s child care financial assistance will continue through their current authorization period.
- The RU Case Manager authorizes CCFAP eligibility for parents who are in deferment on a case by case basis.

Reach First

- If the parent transitions from Reach First to Reach Up, the RU Case Manager authorizes 12 months of CCFAP if the participant is in Reach Up activities.
- Kinship care clients may complete CCFAP applications to determine service need and eligibility.

Eligibility Specialist:

- When a Reach Up authorization is received, process eligibility for a 12 month period.
- It is not necessary to verify household income for ESD program recipients.
- When a parent secures employment and moves to the Reach Ahead Program the subsidy continues for 12 months if authorized by the RU Case Manager.
- At the end of the 12 month period, when the service need changes because the family is no longer in an ESD program, eligibility re-determine is necessary. The parent must submit a CCFAP application along with all necessary support documentation to the community agency.
- Parent(s) and or primary caretaker(s) may choose active registered or licensed providers. If the parent intends to use an Approved Relative Child Care (ARCC) Provider, an ARCC packet may be obtained from either the RU Case Manager or the Eligibility Specialist.