

 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Child Care Financial Assistance Resource Manual		IV
Chapter:	ELIGIBILITY DETERMINATION Case Management	
Subject:	Holding The Slot	
Approved:	Reeva S. Murphy, Deputy Commissioner	Effective: 12/08/2011
Supersedes:	Memorandum	Dated:5/02, 6/07,5/10

RULE

Payment will be made for up to two (2) pay periods when a parent has a temporary lapse of eligibility such as job loss or a break in school schedule, provided the required documentation established by the Child Development Division (CDD) has been submitted by the parent/primary caretaker.

PURPOSE

Assist parents/primary caretakers to maintain stability and continuity of care for their children.

POLICY

When a parent/primary caretaker has a temporary reason during which she/he is ineligible for child care services, the Child Development Division (CDD) will pay for up to two (2) pay periods of child care on their behalf.

PROCEDURE

In order to approve “**holding the slot**”, the eligibility specialist must have written documentation that the parent will be returning to work or to school. Acceptable written documentation could be a letter from the employer, a letter of acceptance or an enrollment form.

It is very important for the parent and the provider to understand that it is the parent’s choice to use the slot during that period of time. The child must be allowed to attend.

The slot must be available for the child to attend.

The schedule should be the same as previously authorized.

During this period of time, the child may or may not attend the child care program but CDD will pay in either case.

If the child attends, the provider will enter the number of hours

If the child does not attend, the provider will enter the “H” code – coded days have a value of 5 hrs.

Eligibility specialists will send email to CDD, Payment Unit to override.