

 VERMONT		<h1 style="font-size: 48px; color: #4a7ebb;">IV</h1>
DEPARTMENT FOR CHILDREN AND FAMILIES Child Care Financial Assistance Manual		
Chapter:	ELIGIBILITY DETERMINATION – Case Management	
Subject:	Reporting Changes	
Approved:	Reeva S. Murphy, Deputy Commissioner	Effective 10/1/2018

PURPOSE

Ensure consistent practice statewide in the child care eligibility determination process.

POLICY

The family is responsible to report changes that may affect their file (change in address, family composition, job status, education/training status, etc.) during their 12-month eligibility period. If the reported change decreases the financial assistance or authorized child care hours for the family, no eligibility change is necessary. The child care financial assistance amount/hours remains the same during the 12-month eligibility period. If the change increases the financial assistance or authorized child care hours for the family, the application must be re-determined immediately to reflect the increase.

Temporary change is defined as a change in a service need activity that does not impact the client. Activities include job loss, change in participation in a training/educational activity, a time-limited absence from work, interruption of work for seasonal workers, student semester/holiday breaks, or any other cessation of work or attendance at a training or education program. Termination of eligibility will not occur due to a temporary change in service need activity.

PROCEDURE

Employment

If client reports they are no longer employed, inform them that they may utilize the service need of Seeking Employment for a period of 3 months. Process as follows:

- Send Seeking Employment Plan, allowing 10 days for return. Inform client that form is required to remove job income, change service need and set up certificates for 3 months.
- Once form is returned, re-determine file to change service need and remove income
- If during the 3 month period the client reports that they have returned to work, send an Employment Verification Form to the client allowing 10 days for return. Re-determine file to change service need back to employment. Do not change subsidy percentage or certificate hours unless it benefits the family.
- If after 3 months, the client does not have a service need the file may be closed.
- If client reports they are now self-employed, have returned to school, or are temporarily incapacitated (maternity leave, injury, etc.) request forms necessary to determine service need. Once forms are received, re-determine file keeping original dates of authorization. Do not change subsidy percentage or certificate hours unless it benefits the family.

Self-Employment

If client reports that they have closed their business, inform them that they may utilize the service need of Seeking Employment for a period of 3 months. Process as follows:

- Send Seeking Employment Plan, allowing 10 days for return. Inform client that form is required to remove income, change service need and create certificates for 3 months.
- Once form is returned, re-determine file to change service need and remove income
- If during the 3 month period the client reports that they have found a job, send an Employment Verification Form to the client allowing 10 days for return. Re-determine file to change service need to employment. Do not change subsidy percentage or certificate hours unless it benefits the family.
- If after 3 months, the client does not have a service need the file may be closed.

- If client reports they are returning to school/training, or they are temporarily incapacitated (maternity leave, injury, etc.) request the forms necessary to determine service need. Once forms are received, re-determine file keeping original dates of authorization. Do not change subsidy percentage or certificate hours unless it benefits the family.

Education/Training

If client reports that they are no longer in school or training, inform them that they may utilize the service need of Seeking Employment for a period of 3 months. Process as follows:

- Send Seeking Employment Plan, allowing 10 days for return. Inform client that form is required to change service need and create certificates for 3 months. Once form is returned, re-determine file to change service need.
- If during the 3 month period the client reports that they have found a job, send an Employment Verification Form to the client allowing 10 days for return. Re-determine file to change service need to employment. Do not change subsidy percentage or certificate hours unless it benefits the family.
- If after 3 months, the client does not have a service need the file may be closed.
- If client reports that they are now self-employed, or temporarily incapacitated (maternity leave, injury, etc.) request the forms necessary to determine service need. Once forms are received, re-determine file keeping original dates of authorization. Do not change subsidy percentage or certificate hours unless it benefits the family.

General

Additional reporting changes that may occur during the 12 month authorization period.

Marriage

Client reports they will be or are now married. They may choose one of the options listed below. Eligibility Specialist is responsible for informing the client of these options.

- Child Care Financial Assistance eligibility remains the same under the client's current 12 month authorization. Process is as follows:
 1. Spouse and children are not added to case and subsidy remains the same.
 2. At re-determination, all family members must be on application. Client may not remain as a single entity.
 3. Placed a note in BFIS indicating that new household information is needed at time of re-determination.
- Client may add their spouse and his/her children to the household. Process as follows:
 1. Send new application and request forms necessary to determine service need and income for both clients. Allow 10 days for return of application
 2. Once application is received, determine eligibility for 12 months using the new service need and income provided.
 3. Place note in BFIS indicating that family composition has changed and client requested addition of spouse.

Separation

Client reports they are now separated from spouse. They are allowed to choose one of the options listed below. Eligibility Specialist is responsible for informing the client of these options.

- Child Care Financial Assistance eligibility remains the same under the client's current 12 month authorization. Spouse is not removed from the case.
- Client requests that spouse be removed from case. Process as follows:
 1. Send new application and request forms necessary to determine service need and income for client only. Allow 10 days for return of application.
 2. Once application is received, determine eligibility for 12 months using new information.
 3. Inform client that at re-determination, proof of legal separation or child support will be required in order to determine eligibility.
 4. Place note in BFIS stating that client is now separated from spouse and requested removal of spouse from case.

Increase in hours

Client reports they are working more hours or school enrollment hours have increased.

- Request paystubs or class schedule to verify hours.
- Re-determine application to increase authorized hours. Leave income the same.
- Inform the client that income will be added at time of re-determination and subsidy percentage may change at that time.

Increase in wages

Client reports that their wages have increased.

- Explain to client that their subsidy will remain the same until their 12 month eligibility is complete.
- Inform client that the income will be added at re-determination and their subsidy percentage may decrease.
- Put a note in BFIS indicating that client's income has changed but subsidy percentage will remain the same until their current eligibility is complete.

Please Note: A family's income must fall on our fee scale to be eligible for Child Care Financial Assistance. If client reports a permanent change in income that makes them ineligible, end the certificate effective 1 service period from date of notice. Send end enrollment notice, to both the parent and provider. However, if the change is temporary due to seasonal employment or temporary increase in hours no change in eligibility percentage will occur.