

CHILD CARE ASSISTANCE LEGISLATIVE CHANGES FOR 2018

Legal Non-License Provider Training Requirements

- Starting 9/30/17 LNL (Legally Non-Licensed) providers were required to take additional training **IF** provider cares for:
 1. Children **under 5 years of age**
 2. Children **under 1 year of age, OR**
 3. Children that are **unrelated** children.

Redetermination

- Eligibility is redetermined every 12 months
- All requirements remain the same at redetermination (redetermination forms, CCP with any updates, income/schedule verification, etc)

Address changes

- Only needs to be verified for move out of county, out of state, or at application/redetermination
- If client reports change in address within Hennepin County, CCA worker will update address in system (whether it's verified or not) and CCA will continue
- Other eligibility programs will require address changes to be verified

Co-pays

- Co-pay based on income will not increase during the 12 months period
- Co-pay can decrease upon request of client and income change **is verified**
- Failure to pay co-pay continues to result in ineligibility

Child Support Cooperation

- Cooperation with child support is only required at **Application** and **Redetermination**
- Non-coop with child support will not affect CCA during the 12 month period, but will affect other Eligibility programs

Child's School Schedule

- Actual written verification of child's school schedule no longer required.
- However, Information regarding schedule must be still be provided – CCA can accept information on application, redetermination, school website, CCP, or verbal statement from client
- If client fails to provide information for child's school schedule care will be suspended for school-age child until we get school information to determine amount of care that can be authorized outside of child's school hours.
- If there appears to be inconsistencies in information provided on child's school schedule, CCA worker can request verification.

Reporting Responsibilities

Two reporting categories were established by DHS. Reporting responsibilities vary based on the family's reporting category:

Schedule Reporter

- One of the activities for a parent in H.H. is working at a center
- Family is using a LNL (legally non-licensed provider) **OR**
- Children are set up with more than one provider (i.e. client may be in two different activities and uses a different provider for each activity)

12 month Reporters

- Clients that do not fit one of the above situations for Schedule Reporter

What to report:

Both types must report the following

- Family income that puts your family over the maximum amount allowed for your family size
- Education or employment activity that is ending permanently
- Address or residence
- Child's school schedule
- Family status
- Household composition, including:
 1. When someone moves into your home
 2. When someone moves out of your home
 3. When a new baby is born.

- Citizenship or immigration status for any child receiving child care assistance
- A parent's visitation schedule or custody arrangement for any child receiving child care assistance
- Child care provider. Note: families must report changes in provider to the CCAP agency and the provider at least 15 days prior to the change.

A Schedule Reporter must also report information on changes in authorized activity status including:

- When your employment, education, or training starts or ends
- When your employment or education schedule changes
- When your job search participation changes.

Extended Eligibility

- Available when activity permanently ends
- When activity ends, CCA will be set up for 90 days or until next redetermination, whichever is earlier

Job Search

- When job search is part of an Employment Plan, CCA can be approved any time during 12 months
- If job search is not part of an Employment Plan, it is only available on a limited basis at application or redetermination.

Second adult (Parentally Responsible Individual – PRI) added to household

- PRI's added to H.H. will be included in H.H. size
- Verification of income is not needed **UNLESS** agency has reason to believe that the income would put family income over the 85% SMI
- If there is no report of activity on 2nd parent, **Extended Eligibility** of 90 days would be approved. PRI must be in an approved activity by end of 90 days for CCA to continue

Temporary Breaks in activity

- 12 month reporters can continue to receive CCA during temporary breaks in activity
- Schedule reporters cannot receive CCA during temporary breaks in activity
- Medical Leave Policy still applies to schedule reporters

Multiple Providers Limit

- Families can only use up to 2 child care providers per child
- If children are cared for in more than one provider, parent will need to select which provider is their **primary** provider and which provider is their **secondary** provider, this information can be communicated verbally by parent and added to CCP
- Secondary providers will only be authorized for up to 20 biweekly
- Policy does not apply to Legally Non-Licensed Providers

Center Employee Limit

- Payment for center employees is limited to 25 children