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DEFINITIONS

"Absence" means a day for which child care has been authorized, and a child is expected to be in attendance, but is not.

"Administrative delay" means either the parent or the vendor does not provide needed information for eligibility purposes to the local department within the 30-day application-processing period due to circumstances beyond their control.

"Applicant" means a person who has applied for child care services and the disposition of the application has not yet been determined.

"Application date" means the date the signed application is received by the local department. For applications received through the Customer Portal after office hours, on weekends or holidays, the application date is considered to be the next business day. Applications not received through the Customer Portal must be time and date stamped upon receipt.

"Affiliated Computer Services" (ACS) is the company with which the state contracted to develop ECC.

"Approved" is a case status that means case eligibility has been established.

"Approved Activity" means the reason identified in the service plan that child care subsidy and services are needed. An approved activity may be the parent's full time or part time employment, the parent's education or training leading to employment, or the children's need for child protective services.

"Assigned Activity" for VIEW means participation in, but not limited to, job search, employment (subsidized or unsubsidized), Community Work Experience, on-the-job training, job skills training, job readiness training, education, internships, or a practicum in conjunction with work; for SNAPET means participation in a component listed on the SNAPET Plan of Participation. A list of core work activities is found in Chapter 1000 of the TANF manual. **A list of core work activities is found in Chapter 1000 of the TANF manual.**

"Authorization" means a payment for child care services has been approved and funds have been encumbered for the child care services.

"Authorized payment" means that a family has been found eligible to receive child care services, a POSO has been initiated and signed by all parties, and payment may be made to the vendor for child care provided.

"Background Checks" means a sworn statement or affirmation as may be required by the *Code of Virginia*, the Criminal History Record Check, the Sex Offender and Crimes Against Minors Registry check, and the Central Registry Child Protective Services check.

"Case status" defines the status of a case in the VaCMS. Examples would be, but are not limited to, Approved, Pending, or Closed.

"Case Management Services" means services that include, but are not limited to, application, assessment, eligibility determination, notices of action, consumer education and/or service planning.

"Case Manager" means the worker designated by the local departments of social services, a private sector contractor or a private community-based organization including non-profit entities, churches, or voluntary organizations that provide case management services.

"CCD web site" means the intranet web site for Child Care and **Early Childhood** Development at: http://SPARK.dss.virginia.gov/divisions/cc/index.html

"CCDF" means Child Care and Development Fund, the federal block grant for child care that was authorized by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193).

"Certified preschools" means preschool or nursery school programs operated by private schools that are accredited by a statewide accrediting organization (or another accrediting organization recognized by the Board of Education) and are certified by the Virginia Department of Social Services.

"Child care services" means those activities that assist eligible families in the arrangement for and/or purchase of **authorized** child care for children for care that is less than a 24 hour day. It also means activities that promote parental choice, that provide consumer education to help parents make informed choices about child care, that enhance health and safety standards established by the state, and that increase and enhance child care and early childhood development resources in the community.

"Child care subsidy" means **authorized** payments to vendors to assist eligible families with the cost of child care.

"Child day center" means a child day program offered to two or more children under the age of 13 in a facility that is not the residence of the vendor or of any of the children in care or 13 or more children at any location.

"Child day program" means a regularly operating service arrangement for children where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of 13 for less than a 24-hour period.

"Child protective services (CPS)" means the identification **of**, receipt **of**, and immediate response to complaints and reports of alleged child abuse or neglect for children under 18 years of age. It also includes assessment, and arranging for and providing necessary protective and rehabilitative services for a child and his family when the child has been found to have been abused or neglected or is at risk of being abused or neglected.

"Children with Special Needs" means children with documented developmental disabilities, mental retardation, emotional disturbance, sensory or motor impairment, or significant chronic illness who require special health surveillance or specialized programs, interventions, technologies, or facilities.

"Closed" is a case status that means authorization has been terminated and the case is no longer eligible to receive child care services beyond the NOA period.

"Co-payment" means a specific fee that is a portion of a household's income that is contributed toward the cost of child care.

"Current VIEW Activity and Service Plan or SNAPET Plan of Participation" means that the form covers the period of child care service delivery.

"Customer Portal" means the web site through which clients can screen for potential program eligibility, can submit a child care application, can work on their child care application or can view information about the child care program. The client can choose from several options: "Am I Eligible," "Check My Status," and "Apply for Assistance."

"Denial" is a case action used, but not limited to, when a client is found ineligible, when an application is filed in error or voluntarily withdrawn by an applicant, when an applicant moves from the locality, fails to complete the application process or submits a duplicate application.

"Department" means the Virginia Department of Social Services.

"Disqualification" means the time period that clients or vendors are disqualified from participating in the subsidy programs due to a finding of fraud or due to failure to repay an overpayment according to the repayment schedule entered into with the local department.

"Diversionary Assistance" means a one-time lump sum payment to an individual or third party vendor to prevent long-term receipt of TANF.

"Division of Child Care and Early Childhood Development" is the title of the division that administers the Child Care Development Subsidy Program.

"Early Head Start" means a family-focused child development program serving children from birth to three years of age under Section 645A of the Head Start Act.

"Earned Income Disregard" means a certain amount of earned income that is not taken into consideration when determining eligibility for TANF benefits.

"Education leading to employment" means the pursuit of basic remedial instruction to achieve a basic literacy level, instruction in English as a second language, preparation for GED or Adult Education, the completion of high school, associate degree or certificate, work at the college level or bachelor degree from a college or university if the course of instruction is limited to a curriculum directly related to the fulfillment of an individual's educational goal to obtain useful employment in a recognized profession or occupation.

"Electronic Child Care" (ECC) means the automated system used to record attendance at child care vendors.

"Eligible" means that the family has met all of the criteria to be approved for receipt of child care services.

"Ethnicity" is defined by the Department of Health and Human Services (HHS) as Hispanic or non-Hispanic.

"Family" means any individual, adult or adult(s) and/or children related by blood, marriage, adoption, or an expression of kinship who function as a family unit.

"Family day home" means a child day program offered in the residence of the vendor or the home of any of the children in care for one through 12 children under the age of 13, exclusive of the vendor's own children and any children who reside in the home, when at least one child receives care for compensation.

Family day homes serving six through twelve children, exclusive of the vendor's own children and any children who reside in the home, shall be licensed. However, no family day home shall care for more than four children under the age of two, including the vendor's own children and any children who reside in the home, unless the family day home is licensed or voluntarily registered. A family day home where the children in care are all grandchildren of the vendor shall not be required to be licensed (*Code of Virginia* 63.2-100).

"Family day system" means any person who approves family day homes as members of its system; who refers children to available family day homes in that system; and who, through contractual arrangement, may provide central administrative functions including, but not limited to, training of operators of member homes; technical assistance and consultation to operators of member homes; inspection, supervision, monitoring, and evaluation of member homes; and referral of children to available health and social services. Currently "Infant/Toddler Family Day Care" serving Northern Virginia is the only licensed family day system in the state.

"Federally regulated vendor" means a vendor regulated by the federal government**,** such as child care vendors operated by the Department of Defense on military bases.

"Federal Poverty Guidelines" means the income levels by family size, determined by the federal Department of Health and Human Services, to be used as guidelines in determining at what level families in the country are living in poverty.

"Fee" means a charge for a service and may include, but is not limited to, co-payments, charges above the Maximum Reimbursable Rate (MRR), or charges for registration or transportation.

"Fee Child Care" means the program that provides child care subsidy to low-income parents from the Child Care Development Fund that usually requires a parental co-payment.

"File Clearance" is the process initiated by the worker that allows the VaCMS to check SPIDeR for basic information to determine if a client is known to any other systems which also publish to SPIDeR.

"Finding of child care fraud" means the conviction of child care fraud by a court of appropriate jurisdiction.

"Fiscal year" for the purposes of calculations in the VaCMS is June 1 through May 31.

"Fraud" means the knowing employment of deception or suppression of truth in order to receive services one is not entitled to receive.

"Full-time employment" means regularly scheduled activities that engage a participant in employment for 30 or more hours per week.

"Good cause" means a valid reason why, in a two-parent household, a parent or any other person under Virginia law responsible for the support of the children cannot provide the needed child care.

"Head Start" means the comprehensive federal child development programs that serve children from birth through age five, pregnant women, and their families (as established by the Head Start Act (42 USC §9840)).

"Head Start Wrap-Around" means the subsidy program that pays for additional hours beyond those provided by Head Start/Early Head Start in order to provide full day/full year child care services for Head Start/Early Head Start enrolled children.

"In loco parentis" means an adult(s) with whom the child is living who has assumed responsibility for the day-to-day care and supervision of the child.

"Income eligible" means that eligibility for child care subsidy is based on income and family size.

"In-home" means child care provided in the home of the child and parent when all the children in care reside in the home and the vendor does not live in the home.

"Intake" is the process of obtaining and of recording the information necessary to determine if a family is eligible to receive child care services.

"Interactive Voice Recognition" (IVR) is the means by which clients record attendance using the telephone.

"Job Search" means (for VIEW) a structured, time-limited period during which the participant is required to search for and/or obtain employment. In order to complete the job search, the participant is required to apply for a set number of jobs or find employment.

"LEARNFARE" means child care services provided to a TANF minor parent to enable them to attend school in compliance with compulsory school attendance laws.

"Level 1 Maximum Reimbursable Rates" means the rates paid to a child care vendor who is not licensed, approved by a licensed family day system, or approved under local ordinance according to §15.2-914 of the *Code of Virginia.*

"Level 2 Maximum Reimbursable Rates " means the rates paid to a child care vendor who is licensed by the Virginia Department of Social Services, approved by a licensed family day system, or approved under local ordinance according to §15.2-914 of the *Code of Virginia*

"Local department" means the local department of social services of any county or city in the Commonwealth of Virginia.

"Local department web site" means the intranet web site for the Department. Also referred to as SPARK at: http://spark.dss.virginia.gov/

"Local government-approved recreation program" means a program of recreational activities offered by local governments, staffed by local government employees, attended by school-age children, and subject to safety and supervisory standards established by local governments.

"Local ordinance approved provider" means a child care program approved under local ordinance according to § 15.2-914 of the *Code of Virginia*. Currently, three localities (Fairfax, Alexandria, and Arlington) approve providers under local ordinance.

"Maximum Reimbursable Rate" (MRR) means the maximum rate paid for child care services through the subsidy program that is established by the Department and set out in the state Child Care and Development Fund plan filed with the United States Department of Health and Human Services.

"Memorandum of Agreement (Agreement)" means an Agreement between a local department and a child care vendor that must be signed by all vendors before child care payments can be authorized.

"Non-fraud overpayment" means an overpayment that was caused by the local department or by an inadvertent household or vendor error.

"Notice of Action" (NOA) is a form mailed to clients providing information related to eligibility, co-payment or the amount of services authorized.

"On-the-Job Training" means training that is provided by an employer during routine performance of a job.

"Parent" means a parent by blood, marriage or adoption and also means a legal guardian, person cohabiting (as man and wife) with the natural or adoptive parent of a minor child(ren), or other person standing in loco parentis.

"Participant" means a TANF or TANF-UP recipient who is participating in the VIEW program.

"Part-time employment" means any regularly scheduled activity that engages a participant in employment for a minimum of eight hours but less than 30 hours per week.

"Pending" is a case status that could mean, but is not limited to, that the eligibility determination is in process.

"Point of Service" (POS) is the swipe card device installed at the vendor which clients use to record attendance in ECC and which vendors can use to access information about attendance.

"Provider" means a person, entity, or organization providing a child care program. Also referred to as Vendor. Multiple facilities/sites operated by the same person, entity or organization are considered separate vendors.

"Purchase of Service Order" (POSO) means a form/certificate sent to a vendor to authorize the delivery of services to a customer.

"Registration" means the recording of the receipt of an application or Waiting List screening in VaCMS.

"Reinstate" is a case action taken to approve a previously closed case. Cases may be reinstated when the case is closed in error or when a case is closed because the client wins an appeal but did not appeal within the required 10 day timeframe so that services would continue during the appeal. If the appeal decision is in favor of the local department, the case shall be closed.

"Relative vendor" means a child care vendor related to the parent or child by blood, marriage or adoption.

"Religiously exempt center" means a child day center operated by a religious institution exempt from licensure.

"Resource and referral" means services that provide information to parents to assist them in choosing child care and may include assessment of the family's child care needs, collection and maintenance of information about child care needs in the community and efforts to improve the quality and increase the supply of child care.

"Sanction" means to reduce or suspend a participant's TANF grant and/or food stamp allotment for noncompliance with regulations or statutes.

"Satisfactory progress" means that the participant in any educational or training activity is meeting, on a periodically measured basis of less than one year, such as a term or quarter, a consistent standard of progress based on written policy developed by the educational institution or training agency.

"Screening Date" means the date of the request to be screened for the Waiting List. This date determines a family's position on the Waiting List.

"Service plan" means the written, mutually agreed upon activities and responsibilities between the local department and the parent in the provision of child care services.

"SNAPET" means Virginia's Supplemental Nutrition Assistance Program Employment and Training (SNAPET) a multi-component employment and training program that provides Job Search, Job Search Training, Education, Training, and Work Experience to certain SNAP recipients

"System Partnering In a Demographic Repository" (SPIDeR) is a web-based system which facilitates communication between applications (systems).

"Subsidy programs" means the Department's programs that assist low income eligible families with the cost of child care, including the TANF, SNAPET, Head Start-Wrap-Around, Fee and Transitional child care programs.

"SPARK" (Services-Programs-Answers-Resources-Knowledge) means the Department's intragency web site at http://spark.dss.virginia.gov/.

"Suspend" is an authorization status that means that authorization for child care is suspended because there is no need for care for up to 90 days.

"Sworn Statement or Affirmation for Unregulated Providers" (032-02-0094-01-eng) (Sworn Statement or Affirmation) means the statement signed by a child care **vendor** disclosing whether or not he/she has ever been (i) the subject of a founded case of child abuse or neglect or (ii) convicted of a crime or is the subject of pending action within the Commonwealth or any equivalent offense outside the Commonwealth.

"TANF" means Temporary Assistance for Needy Families, the program administered by the Department through which a relative can receive monthly cash assistance for the support of his eligible children.

"TANF assistance unit" means a household composed of an individual or individuals who meet all categorical requirements and conditions of eligibility for TANF.

"TANF-capped child" means a child who the TANF worker has determined to be ineligible for inclusion in the TANF Assistance Unit because the child was born more than 10 full months after the mother's initial TANF payment was issued.

"TANF-UP program" means the program that provides aid to dependent children who are deprived of parental support or care by reason of the unemployment of the parents.

"Temporarily absent from the home" means a member of the family unit who is away from the family residence for reasons of employment, education, training, shared custody or military deployment and who returns regularly or is expected to return as a member of the household.

"Training leading to employment" means the development of specific work attitudes, behaviors, or skills leading to job readiness as well as the development of specific technical or vocational skills that lead to employment in a recognized occupation and results in other than a baccalaureate or advanced degree.

"Transitional child care" means the program that provides child care subsidy to eligible former TANF recipients after the TANF case closes.

"Unregulated vendor" means any child care vendor who is not state licensed, Department of Education approved, licensed family day system approved, local ordinance approved, voluntarily registered, religiously exempt, or a certified pre-school and is not required to be regulated.

"USDA Child and Adult Care Food Program" means the United States Department of Agriculture program that reimburses participating, eligible child care vendors for nutritious meals and snacks served to children in care while parents work.

"VaCMS" means the Virginia Case Management System which is the system of record for the Child Care Program and into which all child care transactions are entered.

"Vendor" means a provider who can sell services. Multiple facilities/sites operated by the same person, entity or organization are considered separate vendors.

"Vendor portal" means the web site in which vendors can inquire about certain information stored in ECC relating only to them.

"Verifiable act of compliance" means (for VIEW) the beginning of, continuance in, or completion of an assigned activity during a VIEW sanction, as specified in the TANF Manual, Chapter 1000, Section 13, Compliance.

"Verification Checklist" is a form provided to clients detailing information the client must provide in order to process an application or a redetermination.

"VIEW" means Virginia Initiative for Employment Not Welfare, the Job Opportunities and Basic Skills (JOBS) Training Program as implemented in the Commonwealth of Virginia.

"Virginia Case Management System" (VaCMS) is the system of record into which data related to the Child Care program is entered.

"Virginia Department of Education-approved child care" means child care programs operated in public schools by local school divisions. A list of these child care programs is available through the SPARK web site under the Division of Child Care and Early Childhood Development at "CCD Documents."

"Virginia Preschool Initiative for At-Risk Four-Year-Old Children" means the joint state-local program operated by the Virginia Department of Education to benefit four-year-old children who are at risk of educational failure and who are not being served by Head Start.

"Voluntarily Registered Family Day Home" means a family day home serving fewer than six children, exclusive of the vendor's own children and any who reside in the home, that becomes state registered on a voluntary basis using approved standards.

"Waiting List" means a roster of those families who are potentially eligible for Fee child care, but for whom there are not funds available to authorize those services.

"Waiting List Screening" means the process of registering and recording basic case information so that an applicant or client can be determined to meet the minimal eligibility requirements for receipt of child care services in order to be placed on the Waiting List.

"Withdrawal" is a reason for manual case closure. Example: applicant says they do not wish to complete the application process.

I. LEGAL BASE

- The Child Care Development Block Grant Act of 1990 (42 USC 9801 *et seq*.), as amended by the Personal Responsibility and Work Opportunity Act of 1996 (Public Law 104-193) and the Balanced Budget Act of 1997, as implemented in regulation at 45 CFR Parts 98 and 99.
- *Code of Virginia*, Sections 63.2-217, 63.2-319, 63.2-510, 63.2-611, 63.2-616
- Food Stamp Act of 1977, as amended

II. GOALS

Child care services are child-centered, family-focused services that support the family goals of economic self-sufficiency and child development by providing for the supervision, protection and well-being of the child while the parent is participating in an approved activity. The purpose of the Child Care and Development Fund is to increase the availability, affordability, and quality of child care services.

Toward this end, policies and service strategies shall be designed to meet the following goals:

- To provide low-income families with the financial resources to find and afford quality child care for their children.
- To ensure that the family child care program contributes to the broader objective of self-sufficiency.
- To provide child care to children whose parents are trying to achieve independence from public assistance.
- To promote parental choice in the selection of child care.
- To empower working parents to make their own decisions about the child care that best suits their family's needs.
- To provide consumer education to help parents make informed choices about child care.
- To ensure that subsidy dollars are provided to the neediest families.
- To enhance the quality and increase the supply of child care for all families.
- To improve the coordination among child care programs and early childhood development programs.

III. CONFIDENTIALITY

Federal law requires that client information be kept confidential. The local department may not release information about the client without their written consent except for purposes directly connected with the administration of social service programs or by court order.

A. Legal Basis for Confidentiality

1. Federal Privacy Act

Information from all federal agencies must be kept confidential. Local departments may not release information to any outside source, except as required for purposes of program administration.

2. Virginia Freedom of Information Act

The legal base for this guidance is § 63.2-104 of the *Code of Virginia*, the Virginia Freedom of information Act (§ 2.2-3700 et seq. of the *Code of Virginia*), the Government Data Collection and Dissemination Practices Act (§ 2.2-3800 of the *Code of Virginia*, § 32.1-127.1:03 of the *Code of Virginia* and by regulation (22VAC40-910) promulgated by the State Board of Social Services.

B. Release of Information

1. Release of Information to a Non-Government Agency

The Confidentiality Form (032-01-0040-03-eng) must be completed by the client prior to the release of case information to an outside agency other than an agency of federal, state, or local government.

2. Written Permission for Release of Information

With certain exceptions, the client must give written permission before information may be obtained from other sources or given to an individual or agency. Form 032-01-0005-02-eng, Consent to Exchange Information, should be used.

NOTE: The title of this form is “Authorization to Use and Exchange Information” when it is accessed by a link to SPARK.

3. Local, state, or federal law enforcement officials may request information to investigate an alleged violation of the child care program by submitting a written request to the local department. The written request must include:

a. The identity of the individual requesting the information and the authority to do so;

b. The violation being investigated; and

c. The identity of the person on whom the information is requested.

C. Release of Information Without Written Permission

Based on the client’s signature on the Child Care Application and Redetermination Form, information related to the child care case may be given out or obtained without separate permission from the client in order to carry out the administration of the program.

NOTE: Never send a copy of the NOA to the vendor or other parties.

D. Client Access to Records

Clients, or their representative, may read information about themselves contained in their own case records except for mental reports when the physician who wrote them recommends against it.

E. Penalty for the Unauthorized Release of Confidential Information

The disclosure, directly or indirectly, of confidential information contained in a case record by any officer, agency, or employee of the local department shall be considered a Class 1 misdemeanor.

F. Ownership of Records

All client information contained in the local department's records is the property of the local department. Employees of the local department shall protect and preserve such information from dissemination except as necessary for the administration of the case.

Original client records are not to be removed from the premises by individuals other than authorized staff of the state or the local department, except by court order. The local department may destroy records pursuant to record retention schedules.

G. Sending Confidential Information through e-mail

Confidential information is not to be sent through email unless it is encrypted. This includes customer specific information. It is never acceptable to send customer information such as, but not limited to, name, address, or social security number, through e-mail unless it is encrypted. All e-mail communication about clients must use identifiers such as case numbers and/or client ID's.

Local departments should work with local security personnel and Central Office Security personnel to resolve any encryption or security issues.

H. Non-Discrimination

Local departments must ensure that child care services are delivered without discrimination.

I. Correcting Inaccurate information

Local departments must provide means for inaccurate information to be corrected.

J. ***Inquiring Client Information in the VaCMS***

Workers should only perform client inquiries if such inquiries are directly related to case management.

VII. CHILD CARE SUBSIDY PROGRAMS

Child care subsidy, to the extent of available funding, is provided through the following programs:

A. TANF Child Care

1. Eligibility Criteria

   a. Child care subsidy and services are made available to recipients of TANF (VIEW and non-VIEW) who meet the non-financial eligibility requirements.

   b. Recipients of TANF (VIEW and non-VIEW) are considered income eligible for child care subsidy and services without a determination of the family's income eligibility.

2. Supporting Approved or Assigned Activity

   a. Child care is provided to support an approved activity of a TANF recipient including:

      (1) Full-time employment and part-time employment;

      (2) Education leading to employment or training leading to employment as long as participants show they are making satisfactory progress (see definition of satisfactory progress);

      NOTE: Payment for child care for the attainment of post baccalaureate education **must not be authorized unless** local only funding **is used**.

      (3) Child protective services (CPS). Child care subsidy may be paid for children whose family(ies) is receiving CPS in cases open through the family assessment track, through the investigation track, or open as CPS ongoing.

   b. Child care can be provided to support an assigned activity for VIEW participants (see definition of assigned activity). A current copy of the VIEW Activity and Service Plan must be in the child care file to document the need for care. "Current" means that the VIEW and SNAPET forms cover the period of child care service delivery.

   EXCEPTION: If the appropriate application has not been received at the time authorization must be determined, the child care worker can contact the VIEW or SNAPET worker to confirm the need for child care services. This contact must be documented in the child care case record and may serve as documentation until the appropriate form is received. The form must be received and made a part of the case record within two weeks of the telephone verification.

3. TANF Child Care for Additional Children

Child care subsidy and services are also made available for needed child care for:

a. a TANF-capped child;

b. a child who receives Supplemental Security Income (SSI), if the parent is on the TANF grant and if the child would have been in the public assistance unit were it not for the receipt of SSI;

c. children who are not in the TANF Assistance Unit but who are financially dependent upon the parent who is in the TANF Assistance Unit; and

d. children of a parent who is a minor in a TANF public assistance unit to enable the minor parent to attend school in compliance with compulsory school attendance laws (LEARNFARE). This assumes the parent of the minor cannot provide the care because of work, education/training, disability, or another hardship exemption.

4. VIEW Sanction

A VIEW participant who has been sanctioned may receive child care subsidy if such subsidy is necessary to maintain employment or to perform a verifiable act of compliance. **This determination is made by the VIEW worker and communicated to the child care worker. The VIEW worker determines the reason for the sanction, determines the need for child care and determines when the sanction ends. Written verification from the VIEW worker is preferable via the VIEW communication form. If a communication form is not available, the child care worker must record the determination of the VIEW worker in the case narrative to substantiate provision of child care during a VIEW sanction.**

5. VIEW Participant in **a Non-Active Component**

A VIEW participant who has been placed in an inactive status due to a family crisis not of the participant's own making may continue to receive child care subsidy in order to assist in returning to an active status (see VIEW policy). **This determination is made by the VIEW worker and communicated to the child care worker.** T**he VIEW worker determines the reason for inactive, assigns the participant to inactive, determines the need for child care and determines the end of the inactive status. Written verification from the VIEW worker is preferable via the VIEW communication form. If a communication form is not available, the child care worker must record the determination**

of the VIEW worker in the case narrative to substantiate provision of child care during a VIEW inactive status.

Payment continues to be **authorized** using the VIEW child care budget line (871). See Child Care Program Budget Lines (Appendix B) and Child Care Program Budget Lines' Descriptions (Appendix C).

6. TANF Recipient Working and in Education/Training

If a TANF **non-VIEW** recipient is both working and in education/training, the agency may choose to **authorize** pay**ment** for the child care from both of the applicable budget lines with the **authorized** payment separated based upon the hours spent in each activity, or the agency may provide child care from the budget line for which the majority of hours are committed.

B. Supplemental Nutrition Assistance Program Employment And Training (SNAPET) Child Care

1. Eligibility Criteria

Child care subsidy and services are made available to children of parents in Virginia's SNAPET program if:

a. the family meets the non-financial eligibility requirements in this guidance; and

b. the family meets the income eligibility requirements in this guidance.

2. Supporting Approved Activity

Child care is provided to support the parent's participation in an assigned SNAPET component listed on the SNAPET Plan of Participation. A current copy of the Plan of Participation must be in the child care file to document the need for care **as determined by the SNAPET worker**. Current means that the plan covers the period of child care service delivery.

EXCEPTION: If the appropriate application has not been received at the time authorization must be determined, the child care worker can contact the VIEW or SNAPET worker to confirm the need for child care services. This contact must be documented in the child care case record and may serve as documentation until the appropriate form is received. The form must be received and made a part of the case record within two weeks of the telephone verification.

C. Transitional Child Care

1. Eligibility Criteria

Up to 12 consecutive months of child care subsidy and services are made available to eligible children of former TANF recipients if:

a. the family meets the non-financial eligibility requirements in this guidance;

b. the child received TANF (VIEW or non-VIEW);

c. the TANF case is closed; and

d. the family meets the income eligibility requirements in this guidance.

EXCEPTION: If a VIEW participant is determined to be ineligible for Transitional child care due to income, the local department may provide child care subsidy for three months immediately following the TANF case closure. VIEW funds (budget line 872), not CCDF funds, are to be used for payment and no co-payment is assessed. The client will not have to pay the 10% co-payment but can be required by the vendor to pay any amount over the MRR.

The VIEW worker is responsible for determining if the former participant meets the VIEW requirements to receive these child care subsidies. The child care worker is responsible for assuring that all other applicable child care guidance is followed, including, but not limited to non-financial eligibility requirements, vendor requirements, MRR (Appendices H and I), etc.

Such **authorized** payments count against the 12-month Transitional period if the former VIEW participant is income eligible for Transitional child care after this 90-day period. If the former participant is determined to be income eligible for the remainder of the 12-month Transitional period, a co-payment is assessed.

Eligibility for and authorization of Transitional child care must be evaluated in the VaCMS prior to approval. Changes must be made to the appropriate sections of the VaCMS and eligibility must be run under the category of Transitional child care. A NOA must be sent to the client.

2. Supporting Approved Activity

Child care is provided to support an approved activity including:

a. For former TANF recipients (VIEW or non-VIEW), full-time employment or part-time employment of parents.

b. For former VIEW participants, training as approved and monitored by the VIEW worker as part of VIEW Transitional Employment and Training.

3. Child Care for Children Not in TANF Assistance Unit

Transitional child care services include needed child care for children who were not in the TANF assistance unit but who are dependent upon the parent, including:

a. TANF-capped child;

b. a child who receives Supplemental Security Income (SSI), if the parent was on the TANF grant and if the child would have been in the public assistance unit were it not for the receipt of SSI;

c. children who were not in the TANF Assistance Unit but who are financially dependent upon the parent who was in the TANF Assistance Unit; and

d. children of a parent who was a minor in a TANF public assistance unit to enable the minor parent to attend school in compliance with compulsory school attendance laws (LEARNFARE). This assumes the parent of the minor cannot provide the care because of work, education/training, disability, or another hardship exemption.

4. Notice of Transitional Child Care

The local department must inform the former TANF recipient that Transitional child care is available. This information shall be made available at the time of initial TANF eligibility and at the time of notification of ineligibility for TANF. An automated letter is generated by the ADAPT system and is sent by the local department to each parent whose TANF case is closed. The letter informs the parent of potential eligibility for Transitional child care.

5. Transitional Eligibility Period

The Transitional eligibility period for eligible children of former TANF recipients starts the first day of the month following closure of the TANF case and ends 12 months later.

The CMS validates that the Transitional period is not greater than 12 months from the begin date.

Ninety days before the end of the Transitional period, the worker will receive an alert. The worker must send the client a Client Communication form to let them know that their eligibility for Transitional child care will end and the date that it will end. The worker must send an application for Fee child care or a Waiting List Screening form depending on whether or not the local department has a waiting list.

The worker will dispose of the alert after receiving the required information from the client regarding their request to continue

child care under the Fee category or their request to be placed on the waiting list. If the alert is not disposed of 60 days before the Transitional end date, it will be escalated to the Supervisor.

The worker must set a manual alert for themselves to run eligibility 30 days before the Transitional end date. The CMS will close the Transitional case after the Transitional period ends. The worker will certify the case closure and mail the closure NOA.

If funds are available, the worker will take an application for Fee child care and run eligibility under the rules for Fee child care. The worker will certify the eligibility result, initiate and complete a new Authorization selecting Fee as the funding category, approve the Authorization, and generate a POSO.

If funds are not available, the worker will complete the data collection for the waiting list screening, which can happen no earlier than 60 days before the Transitional end date, associate the application to the closed Transitional case, and verify the eligibility result as waiting list. A new waiting list authorization must be completed for the children on the case, and Fee is the selected funding program.

At the beginning of the month the eligibility for Transitional child care ends, the worker will conduct an eligibility certification review for Fee child care or a waiting list screening. If the local department does not have a waiting list and the client is employed, Fee child care will be authorized to begin the first of the month after the eligibility for Transitional child care ends. If the local department has a waiting list and the client is employed, the worker can assign the client to the waiting list 60 days prior to eligibility for Transitional child care ending as allowed in guidance. Refer to the Waiting List section of this guidance.

A NOA will be generated when this determination is made.

EXAMPLE: A customer's TANF case is closed. She does not find employment for two months. She can apply for Transitional child care at the point she is employed for her remaining months of Transitional eligibility (in this case 10 months).

EXAMPLE: A client's eligibility for Transitional child care ends September 30. Alert is triggered to worker on July 1 with due date of August 1. The worker sends a Client Communication form with an application or a Waiting List Screening form, which will be due back in time for the worker to act on it by August 1. If the alert is not

acted on by August 2, it will be escalated to the supervisor.

The worker conducts an eligibility certification review for Fee child care the beginning of September. Based on the results of this eligibility determination, the client is placed on the waiting list 60 days prior to the end of the Transitional period or the case is authorized for Fee child care beginning October 1.

Since the information will be received from the client by August 1, the client can be placed on the waiting list as of August 1, giving them the 60 days allowed by guidance.

6. Funding

a. If parents meet the eligibility criteria for Transitional child care, Transitional funding shall be used, except in situations where Notices of Action do not permit payment **to be authorized** in a timely manner. In these cases TANF/Working funding may be used for one month to give the local department time to set up Transitional funding. **This does not change the transitional period.**

b. If there is a delay between the last TANF check and closure of the TANF case and the family is income eligible, **authorized** child care subsidy payments are made using TANF child care funds (budget line 871) until the TANF case is closed. Such **authorized** payments do not count against the 12-month Transitional period.

7. Diversionary Assistance

Receipt of Diversionary Assistance does not qualify an individual for Transitional Child Care.

D. Head Start Wrap-Around Child Care

This program is for extended day and extended year child care beyond times covered by federally funded Head Start core hours. **References to Head Start include Early Head Start and home based Head Start.**

1. Eligibility Criteria

Head Start Wrap-Around child care subsidy and services are made available to families with Head Start-enrolled children if:

a. the family meets the non-financial requirements in this guidance; and

b. the family meets the income eligibility requirements in this guidance.

2. Supporting Approved Activity

Child care is provided to support an approved activity for parents of Head Start-enrolled children including:

a. Full-time employment and part-time employment;

b. Education leading to employment or training leading to employment as long as participants show they are making satisfactory progress (see definitions). Verification of satisfactory progress **could include a grade report, a letter from the education/training program indicating satisfactory progress or a progress report from the education/training program;**

NOTE: Payment for child care for the attainment of post baccalaureate education **must not be authorized unless** local only funding **is used**.

c. Child protective services (CPS). Child care subsidy may be paid for children whose family(ies) is receiving CPS in cases open through the family assessment track, through the investigation track, or open as CPS ongoing.

3. Verification of Enrollment

Verification of a child's enrollment in Head Start is required in order to receive Head Start Wrap-Around child care subsidy. Confirmation by telephone from the program in which the child is enrolled is sufficient verification. Documentation of the confirmation of enrollment shall be recorded in the **CMS**.

4. **Authorization** for Siblings

If a local department has a Waiting List for Fee Child Care, Head Start Wrap-Around funds may be used to pay for child care for eligible siblings of an enrolled Head Start/Early Head Start child.

If there is no local department Waiting List, child care for the siblings of the enrolled Head Start child will be **authorized** from Fee child care budget line 881 or 883.

A co-payment is assessed to the family when non-Head Start children receive child care subsidy.

5. **Authorization for** Summers

Head Start Wrap-Around funds (budget line 878) may be used for child care subsidy for families with a child enrolled in a Head Start/Early Head Start program for the summer prior to attendance in a part-year Head Start/Early Head Start program and for the summer following the end of a part-year Head Start/Early Head Start program.

6. Eligibility Redetermination

See policy for Head Start Wrap-Around eligibility redetermination in this guidance.

Changes to Head Start eligibility must be run under the new category of Fee child care. A NOA must be sent.

The CMS validates the end of Head Start eligibility. Ninety days before the end of the Head Start eligibility period, the worker will receive an alert. The worker must send the client a Client Communication form to let them know that their eligibility for Head Start wrap-around care will end and the date that it will end. The worker must send an application for Fee child care or a Waiting List Screening form depending on whether or not the local department has a waiting list.

The worker will dispose of the alert after receiving the required information from the client regarding their request to continue child care under the Fee category or their request to be placed on the waiting list. If the alert is not disposed of 60 days before the Head Start end date, it will be escalated to the Supervisor.

The worker must set a manual alert for themselves to run eligibility 30 days before the end date. The CMS will close the Head Start case after the Head Start period ends. The worker will certify the case closure and mail the closure NOA.

If an application is received and funds are available, the worker will run eligibility under the rules for Fee child care. The worker will certify the eligibility result, initiate and complete a new Authorization selecting Fee as the funding category, approve the Authorization, and generate a POSO.

If an application is received and funds are not available, the worker will complete the data collection for the waiting list screening, which can happen no earlier than 60 days before the Head Start end date, associate the application to the closed Head Start case, and verify the eligibility result as waiting list. A new waiting list authorization must be completed for the children on the case, and Fee is the selected funding program.

At the beginning of the month the eligibility for Head Start child care ends, the worker will conduct an eligibility certification review for Fee child care or a waiting list screening. If the local department does not have a waiting list and the client is employed, Fee child care will be authorized to begin the first of the month after the eligibility for Head Start

child care ends. If the local department has a waiting list and the client is employed, the worker can assign the client to the waiting list 60 days prior to eligibility for Head Start child care ending as allowed in guidance. Refer to the Waiting List section of this guidance.

A NOA will be generated when this determination is made.

E. Fee Child Care Program

1. Eligibility Criteria

Fee child care subsidy and services are made available to children in eligible low income families to the extent of available funding if:

a. the family meets the non-financial requirements in this guidance; and

b. the family meets the income eligibility requirements in this guidance.

2. Supporting Approved Activity

Child care is provided to support an approved activity including:

a. Full-time employment and part-time employment;

b. Education leading to employment or training leading to employment as long as the **student can verify and document that** they are making satisfactory progress (see definitions) **by providing, but not limited to, a progress report, a statement from the institution/program, or a grade report**;

NOTE: Payment for child care for the attainment of post baccalaureate education **must not be authorized**, **unless** local-only funding **is used**.

NOTE: When parents are involved in educational web-based or correspondence learning from accredited universities or colleges and are enrolled in at least two courses with a minimum of six credit hours, child care can be approved if any of the following circumstances exists:

(1) the class is offered at a regularly scheduled time only. Web-based classes that the parent may take at any time do not fit this criteria

(2) the child(ren) in need of care are not eligible to attend public school, are not enrolled in and attending Head Start/Early Head Start or a pre-school program which does not require the parent to pay

(3) the classes are offered only outside traditional public school hours

(4) there is not another parent in the home available to take care of the child(ren),

(5) the parent must leave the home to have access to a computer, and the children in need of care are not eligible to attend public school, are not enrolled in and attending Head Start/Early Head Start or a pre-school program.

c. Child protective services (CPS).

Child care subsidy may be paid for children whose family(ies) is receiving CPS in cases open through the family assessment track, through the investigation track, or open as CPS ongoing.

3. Subsidy-Capped Child

At the option of the local department, a child born to a family 10 months or more after the initial date of **authorization for** Fee child care subsidy may receive Fee child care subsidy or be placed on the agency Waiting List.

4. Five-Year Limit

Localities may limit receipt of Fee child care subsidies to a maximum of five years. The 60 months do not have to be consecutive. Each family receiving a Fee child care subsidy shall be given at least 12 months notice before the five-year limit is imposed. Receipt of Fee child care subsidy in another locality may impact the total number of months of receipt of child care subsidy in the present locality. Receipt of Transitional, Head Start Wrap Around, SNAPET, or TANF child care does not count toward the five years.

A case inquiry provides local departments with read-only access to information regarding receipt of child care in other local departments on an as needed basis. Workers should only access client information as necessary for case management.

5. Waiting List

a. Waiting List Policy

In the Fee Child Care program, it may become necessary to place a family on a local department Waiting List due to lack of funds. Prior receipt of TANF or Head Start Wrap-Around services shall not be a reason for preferential placement on a Waiting List.

b. Screening

(1) Customers may go to the Customer Portal to complete screening information to get a general idea if they might be eligible to qualify for child care services. This can be completed anonymously using the "Am I Eligible" section of the VaCMS Customer Portal.

(2) Customers go to the Customer Portal to apply for child care services at "Apply for Assistance."

(3) If funds are not immediately available to provide services, the family must be screened **in the CMS** prior to being placed on the Waiting List. Screening may be done by telephone **or** by a face-to-face interview. Verification of eligibility criteria is not required to screen a family for the Waiting List. The family's declaration regarding eligibility criteria, such as, but not limited to, employment, income, and ages of children, is acceptable.

(4) During the registration process, workers indicate that a Waiting List screening is registered rather than a complete application. When a Waiting List screening is selected by the worker, the CMS queues a shortened set of screens to collect the minimum amount of information necessary to determine if the family qualifies to be placed on the Waiting List.

(5) If a full application registration is completed and then the worker determines there are no funds to serve the family, the family needs to be placed on the Waiting List. The application serves as the Waiting List screening form. The completed application is denied, and a Waiting List screening is registered for the family using the application date associated with the application registration. The family must be given the opportunity to decline placement on the Waiting List.

(6) Certain information is required about the families who are placed on the Waiting List so that the VaCMS can accurately calculate when funds become available to serve the family.

(7) Once a request is registered as a Waiting List screening, application Intake for the Waiting List

occurs. If the family is potentially eligible, the worker completes the process to authorize the family to go on the Waiting List. During the Waiting List authorization process, the worker collects predicted income, work and education schedules for adults and children.

(8) Once a family is placed on the Waiting List, the CMS calculates the anticipated cost of care for the family on an on-going basis. Therefore, the local department can determine how many families can be served from the Waiting List at any given time. The CMS accurately reflects the amount of funds available to serve families on the Waiting List in real time.

(9) ***If a family is receiving child care services and funding runs out to pay for the care authorized, the case must be closed, and a Waiting List application registration completed. This family is a priority group for the Waiting List. The application date associated with the newly closed case is the screening date for the Waiting List.***

c. Placement on Waiting List

(1) If the **Waiting List screening** indicates the family may be eligible for assistance, they **may** be placed on the Waiting List **at their request**.

(2) All families must be put on the Waiting List using the **Waiting List screening process**.

(3) Families who are receiving Transitional child care may, **at their request,** be placed on the Waiting List no earlier than 60 days prior to the end of their Transitional eligibility.

(4) Families who are receiving Head Start Wrap-Around child care may**, at their request,** be placed on a Waiting List no earlier than 60 days prior to the end of their child's Head Start enrollment.

d. ***Priority on the Waiting List***

Families are placed on the Waiting List by Waiting List priority and Waiting List screening/application date. There are five priority groups which will be grouped together and placed at the beginning of the Waiting List. Within the priority group, families will be ordered based on application/screening date. The priority groups are:

(1) Special needs child in family unit for whom child care is requested

(2) Family experiencing homelessness

(3) Family involved in CPS or Foster Care Prevention

(4) Teen Parent 18 or younger and in High School

(5) Case discontinued due to lack of funds

e. Updating Waiting List

(1) Each local department shall update its Waiting List each April and October.

(2) **A report is available at any time for workers to see families who have been on the Waiting List for 90 days or more.** The agency may use this tool to update its Waiting List.

(3) Updated family information may be obtained by letter, telephone call, or in-person. The worker should assess continued interest in being on the Waiting List and obtain a current address and telephone number. The local department shall not require a face-to-face interview to update a family's Waiting List status.

(4) Families are removed from the Waiting List **using the process set up in the CMS.**

f. ***Notification after Waiting List Screening***

A NOA must be sent to the applicant once assignment to the Waiting List is determined in the following circumstances:

(1) ***When a full application is processed and there are no funds available to serve the family, the family will be added to the Waiting List, and a NOA must be sent to deny the application and to let the family know they are going to be placed on the Waiting List. The family will be advised to contact the worker who signs the NOA if they do not want to be placed on the Waiting List.***

(2) ***When a Waiting List screening is processed and the family is found to be ineligible, a NOA must be sent informing the family they are not eligible.***

(3) ***When a Waiting List screening is processed and the family will be placed on the Waiting List, a NOA must be sent to inform the family they have been added to the Waiting List.***

g. ***Assignment to the Waiting List is a registration for child care services. The screening process to assign an applicant to the Waiting List does not have to be face to face. An interview must be conducted. A signature is required to process a Waiting List screening. An electronic signature is required for applications which come through the Customer Portal. An original signature is required for paper applications.***

h. Family's Right to Apply for Services

Families must be advised that they have the right to apply for services rather than be screened for the Waiting List. If they apply and are determined to be eligible for child care assistance but funds are not available to serve them immediately, they are to be placed on the Waiting List. The Child Care Notice of Action to deny the application must advise the applicant that they are being placed on the Waiting List and why. **Families must be given the opportunity to decline placement on the Waiting List.**

i. Referral to Community Resources

When sufficient funds are not available to provide immediate assistance, families should be advised of other community resources that may be available to help them. These resources may include, but are not limited to, Head Start, the Virginia Preschool Initiative for At-Risk Four-Year-Old Children, and programs that offer scholarships or services based on a sliding fee scale, including YMCA/YWCA programs, church programs and local not- for-profit programs. Clients should be told about the Department's 2-1-1 helpline as well as the Department's public web site at www.dss.virginia.gov.

6. ***Recording of case information***

All information regarding eligibility determination and payment authorization is recorded in the CMS in accordance with this guidance. The CMS provides calculations wherever possible.

VIII. CASE MANAGEMENT PROCESS

A. Application And Assessment

1. Application Form

a. Parents who request child care services must sign a Child Care Subsidy Service Application and Redetermination Form* (032-02-0109-eng) (service *application/application) and cooperate with an

assessment by the local department. The date the signed application is received by the local department must be noted in the CMS. For applications submitted through the Customer Portal, an electronic signature is acceptable.

If an application submitted through the Customer Portal is received outside of business hours, the effective date of service is the next business day. If the application is not received through the Customer Portal, the local department must time and date stamp the application.

b. The VIEW Activity and Service Plan (032-02-0302-04) serves as the application for child care for VIEW participants. The SNAPET Plan of Participation (032-02-0075-03) serves as the application for child care for SNAPET participants. Current copies of these forms must be filed in the child care case record. Current means that the forms cover the period of child care service delivery.

EXCEPTION: If the appropriate application has not been received at the time authorization must be determined, the child care worker can contact the VIEW or SNAPET worker to confirm the need for child care services. This contact must be documented in the child care case record and may serve as documentation until the appropriate form is received. The form must be received and made a part of the case record within two weeks of the telephone verification.

Former VIEW or SNAPET participants who apply for Transitional, Fee, or Head Start Wrap-Around child care must complete and sign a child care service application.

2. ***Submission of Application***

The Child Care Application for the Fee subsidy program may be submitted in person at a local department, by mail, by FAX or through the Customer Portal. The date of application is the date on which the signed application is received. For applications submitted through the Customer Portal, an electronic signature is acceptable.

If the client submits a duplicate application, the second application must be denied and a NOA sent to that effect. If a client submits an application to the wrong local department, a denial NOA must be sent informing the client to which local department they must apply.

The application date for VIEW or SNAPET participants is the date the child care worker receives the signed VIEW Activity and Service Plan or the SNAPET Plan of Participation or the

date the corroborating information is received from the VIEW worker.

3. Intake

1. Intake is the process of obtaining and of recording the information necessary to determine if a family is eligible to be authorized for receipt of child care services and the verification and documentation of the information. Receipt of required verification and documentation must be recorded in the CMS. Local departments that have scanning capabilities can use this method of recording verifications.

2. At the end of the Intake process, information has been gathered and verified, and eligibility can be determined. Information recorded during the Intake process will be stored and will populate corresponding data fields on subsequent screens.

3. Intake involves the gathering of information including, but not limited to:

(1) Financial information

(2) Non-financial information

(3) Residence/Address

(4) Household Status

(5) Alias names

(6) Education

(7) Immunizations

(8) Other state benefits

4. Local departments must explain to applicants for child care:

(1) how eligibility is determined**;**

(2) the importance of providing accurate and thorough information; and

(3) the rights and responsibilities of applicants

5. Assessment of Needs

The family's need for child care shall be assessed at the time of application **and recorded in the CMS**.

Parents shall be informed of the full range of services offered by the local department. If the family identifies other needs, an assessment of those needs shall be **recorded**.

Details of the assessment and service planning must be documented in the **CMS.**

6. Opening Case

A case shall be opened **in the CMS** for all **applicants who are determined eligible for** child care services, and appropriate case management procedures **defined in this guidance** shall be followed.

An application or Waiting List screening becomes a case when intake case action is initiated.

B. Non-Financial Eligibility Requirements

Child care services are provided to children in eligible families that meet the following criteria:

1. Need for Child Care/Good Cause

   1. Families served must have an established need for child care subsidy to support **employment, education/training,** and an approved or assigned activity **or to support receiving CPS**.
   2. In two-parent households, there must be good cause why either parent cannot provide the needed child care before **authorization** for child care will be **initiated**.
   3. ***This documentation must be recorded in the VaCMS.***

2. Citizen/Qualified Alien

   1. Children served must be citizens of the United States or qualified aliens. The worker must deny child care subsidy if the child's citizenship or alien status cannot be verified. The legal basis for these procedures is set forth in Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. P.L. 104-193, as amended. The procedures are found in Federal Register notice 62 FR 61344 (November 17, 1997).

   NOTE: The following requirements do not apply to current or former TANF or Transitional child care recipients. Their citizenship or alien status has been determined in order for them to receive TANF. **This is not true for all clients in the Medicaid program; therefore, citizenship or qualified alien status must be verified.** The case file must contain documentation of the child's former receipt of TANF. A print out of a SPIDeR inquiry can serve as documentation.

   NOTE: In the case of a newborn, the proof-of-birth letter furnished by the hospital to the parent is sufficient documentation to authorize child care. The birth certificate must be provided as soon as it is available, but no longer than three months

after the authorization, or child care can no longer be authorized.

2. Procedures for Verifying Citizenship or Alien Status

Accept only original documents or copies certified by the issuing agency to verify the child's citizenship or alien status. Do not accept photocopies of original documents or notarized copies. There is no requirement to verify the citizenship or alien status of a parent or person acting in loco parentis who is applying for a child, and verification must not be requested for these individuals.

(1) Make a copy of the original document.

(2) Write the following information on the copy:

- the date the original was seen and
- the name and title of the individual who saw the original

EXCEPTION: A copy of a birth certificate from a local department's record is acceptable. The case file must document the source of the copy, **and the guidance in (2) above shall be followed**.

3. Documentation of U.S. Citizenship

The local department must verify that the child is a U.S. citizen. The methods of verifying U. S. citizenship are listed below.

4. U.S. Citizenship

The worker may use the following documents to verify the child is a U.S. citizen:

(1) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands, (unless the child was born to foreign diplomats residing in such a jurisdiction);

(2) United States passport;

(3) FS-240 form issued by the Department of State to U.S. citizens to verify the birth abroad of a U.S. citizen;

(4) FS-545 Certificate of Birth issued by a Foreign Service post or DS-1350 Certification of Report of Birth. Copies are available from the Department of State;

(5) Form N-561, Certificate of Citizenship;

(6) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (This statement is given to an individual born outside the United States who derives citizenship through a parent but does not have an FS-240, FS-545, or DS-1350); or

(7) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

(8) Foreign-born children adopted by a U. S. Citizen

A foreign-born child who has been adopted by a U.S. citizen does not automatically acquire citizenship. If the applicant cannot provide evidence of the child's citizenship, have them contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship.

5. Documentation for Qualified Aliens

The agency must verify that a child falls into one of the qualified alien statuses if they are not a U. S. citizen. The status of qualified aliens must be checked at least annually. The methods of verifying the status are listed below.

6. An Alien Lawfully Admitted for Permanent Residence

Accept the following documentation to establish the child is an alien lawfully admitted for permanent residence:

(1) Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or

(2) An unexpired Temporary I-551 stamp in foreign passport or on a Form I-94

7. An Asylee

Accept the following documentation to establish the child is an asylee:

(1) Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA; or

(2) Form I-688B (Employment Authorization Card) annotated "274a.12(a)(5)"; or

(3) Form I-766 (Employment Authorization Document) annotated "A5"; or

(4) Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or

(5) Order of an immigration judge granting asylum.

8. A Refugee

Accept the following documentation to establish the child's status as a Refugee:

(1) Form I-94 annotated with stamp showing admission under § 207 of the INA; or

(2) Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or

(3) Form I-766 (Employment Authorization Document) annotated A3"

9. An Alien Paroled Into the U.S. for a Least One Year

Accept the following documentation to establish that the child is an alien paroled into the U.S. for at least one year:

(1) Form I-94 with stamp showing admission for at least one year under section 212(d) (5) of the INA.

(2) The requirement cannot be met by combined periods of admission that total one year.

10. An Alien Whose Deportation or Removal Was Withheld

Accept the following documentation to establish that the child is an alien whose deportation or removal was withheld:

(1) Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)"; or

(2) Form I-766 (Employment Authorization Document) annotated "A10"; or

(3) An Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b) (3) of the INA.

11. An Alien Granted Conditional Entry

Accept the following documentation to establish the child is an alien granted conditional entry into the U.S.:

(1) Form I-94 with stamp showing admission under §203(a)(7) of the INA; or

(2) Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or

(3) Form I-766 (Employment Authorization Document) annotated "A3."

12. A Cuban/Haitian Entrant

Accept the following documentation to establish that the child is a Cuban/Haitian entrant:

(1) Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6; or

(2) An unexpired temporary I-551 stamp in foreign passport or on Form I-94 with the code CU6 or CU7; or

(3) Form I-94 with a stamp showing parole as “Cuba/Haitian Entrant” under Section 212(d)(5) of the INA.

13. An Alien Declared as a Battered Alien or Alien Subjected to Extreme Cruelty

Accept a U.S. Citizenship and Immigration Service petition and supporting documentation to establish the child has been declared a battered alien or an alien subjected to extreme cruelty.

14. A Nonimmigrant

Accept a Form I-94 with stamp showing authorized admission as nonimmigrant to establish that the child is a nonimmigrant.

3. Residence

Children served must reside in the locality where application for child care subsidy and services is made. **Proof of residency must be provided for the applicant. This proof may be, but is not limited to, a lease, a driver’s license, a landlord’s written statement or utility bills. Workers must not copy a driver’s license. They must note in the case record that they have looked at the driver’s license if that is the form of verification used.**

4. Age of Children

Children served must be under age 13 or under the age of 18 if they are physically or mentally incapable of caring for themselves (see definition of Children with Special Needs), or subject to court supervision. **Care for children 13 and older requiring court supervision will be paid at the school age rate.**

5. School Attendance

Child care must not be purchased for children who are eligible to attend public kindergarten or for older children during that portion of a day when appropriate public education is available, unless there are valid and documented reasons the children must be out of school.

6. Immunization Requirements for Children

All children receiving services under the CCDF must be age-appropriately immunized according to requirements of the State Board of Health before child care services can be authorized. The current form required by the Virginia Department of Health, ("School Entrance Health Form" MCH-213 F, Rev 04/07), a physician's form, the Childhood Immunization Certification form (032-03-960/2) or other Health Department form shall be accepted as documentation.

a. Initial Documentation

(1) Parents must provide documentation of immunizations at the time of application **or redetermination** for child care subsidy and services unless the child is exempt from this requirement (see b. below).

(2) Documentation shall include the date the immunizations were received and shall be signed by a physician, his/her designee, or an official of a local health department. Copies of this verification must be maintained by the caseworker to assist in verifying that children continue to be age-appropriately immunized.

b. Exemptions from Immunization Requirement

Documentation of immunization is not required for any child:

(1) whose parent submits an affidavit to the vendor, on the "Certification of Religious Exemption" (CRE) stating that the administration of immunizing agents conflicts with the parent's or child's religious tenets or practices;

(2) whose physician or a local health department states on the "Childhood Immunization Certification" form that one or more of the required immunizations may be permanently or temporarily detrimental to the child's health. The statement shall include an estimated date for when immunizations can be safely administered;

(3) who receives TANF, for as long as that TANF eligibility continues. Children not on the TANF grant are required to provide proof of immunization prior to authorization for child care services unless another exemption exists;

(4) who is currently enrolled in Head Start/Early Head Start, for as long as that enrollment continues;

(5) whose vendor is a state licensed child day center, a licensed family day system-approved family day home, a licensed or voluntarily registered family day home, or a religiously exempted child day center. Immunization documentation requirements for these children are waived as of the date of a signed purchase order with a state licensed center or licensed, system-approved, or voluntarily registered family day home and for as long as the child is cared for by this vendor or another state licensed center or licensed, system-approved, or voluntarily registered family day home; or

(6) who attends a public school in Virginia or a private school that is accredited by the Virginia Department of Education.

(7) who is placed with a local ordinance approved vendor.

c. Form

The current form required by the Virginia Department of Health ("School Entrance Health Form" - MCH-213 F Rev.04/07) may be downloaded from the Virginia Department of Health web site. Instructions for this form may also be found at the Virginia Department of Health web site. The Childhood Immunization Certification form (032-03-960/2) may be downloaded from **SPARK.**

d. Subsequent Documentation

Parents must provide documentation of additional immunizations once every six months for children under the age of two years, once between each child's fourth and sixth birthday and as indicated by a physician or designee.

7. Children of Owners/Operators of Family Day Home

A child of an owner or operator of a family day home shall not be eligible to receive a child care subsidy if that child will be cared for in the home of the owner or operator.

C. Income Eligibility Requirements

1. State Income Eligibility Scale

The Department establishes the income scale for determining financial eligibility for Transitional, Fee, SNAPET, and Head Start Wrap-Around child care subsidy.

The income eligibility scale established by the Department must be used for determining financial eligibility for the Transitional, Fee, SNAPET, and Head Start Wrap-Around child care programs. See State Income Eligibility Scale for Child Care – Appendix A.

2. Metropolitan Statistical Area Groupings

Localities are grouped by local median income with some adjustments made for actual cost of care. In using the State Income Eligibility Scale, the **CMS will** determine into which group the local department falls.

3. Determining Family Unit

The following individuals living in the household must be included in the family unit:

a. Parents including:

(1) biological parents including the father of a child born out-of-wedlock, if paternity can be established;

(2) adoptive parents;

(3) stepparent;

(4) legal guardian(s);

(5) adult(s) standing in loco parentis for children under age 18; and

(6) person cohabiting (as man and wife) with the natural or adoptive parent of a child(ren) under age 18.

(7) All the parents' children under age 18.

b. ***The CMS will determine the family unit based on family demographics entered into the system. The applicant will be considered the head of the household.***

4. Determining Income Eligibility

The VaCMS will determine income eligibility by measuring the family unit's countable gross monthly income and family size against the percentage of the federal poverty guidelines for their locality listed in Appendix A.

Families whose countable gross monthly income for their family size is at or below the percentage of the federal poverty guidelines for their locality are income eligible for child care subsidy.

EXCEPTION: If the applicant or current recipient is an individual who is not financially responsible for the child under Virginia law, income eligibility is determined **in the VaCMS** by measuring the family unit's countable gross monthly income and family size against 250% of the federal poverty guidelines. Biological parents (including the father of a child born out-of-wedlock, if paternity can be established), adoptive parents, stepparents, and a person cohabiting with a natural or adoptive parent as man and wife are financially responsible for the child under Virginia law.

5. Countable Income

Income is considered countable if it is not on the list of disregarded incomes or deductions

a. Count only income, not resources.

b. In determining income eligibility, **the CMS will** include all gross earned and unearned income received by the family unit except certain types of disregarded income listed in 7. below.

The CMS will count net income from self-employment, farm, or non-farm. This is gross receipts minus expenses. **It will not** count the value of goods consumed by the family.

If the client indicates that they are self-employed, they must provide documentation to show they are legitimately engaged in self-employment. The proof could include, but is not limited to, income tax records or other proof of earnings, a business license, or rent receipts for office space. The client must earn at least minimum wage for actual hours worked.

If the client has been self-employed for a year, in order to be eligible for child care subsidy, they must provide proof of earnings, preferably tax return information.

If the client has been self-employed for less than a year, they must provide proof of earnings equivalent to minimum wage for actual hours worked within **90 days** after approval. If they are unable to provide such proof of earnings, they will no longer be eligible for child care subsidy.

The worker can track the 90 days by setting a manual task and reminder to themselves to update the minimum wage field after 90 days.

c. **The CMS will allow for the recording of verification of** income. The parent must assist in obtaining the verification. If pay stubs are the type of verification, the most recent pay stubs available must be used. **On-line pay stubs or letters from employers are acceptable.** The reason for using pay stubs over two months prior to income verification needs to be documented in the **CMS.**

d. Record income **on the appropriate screen of the CMS.**

e. Accept a parent's written statement that there is no income unless there is reason to doubt the statement.

f. When an applicant or client appears to be working but is not paid directly, the worker must determine whether there is an identifiable amount that must be considered as income. Such arrangements must be evaluated using the following guidance:

If the client performs services but receives no pay directly, and there is an identifiable amount of income that could be paid directly to the client, count the identifiable amount as income.

If the client performs services but is not paid directly, and there is no identifiable amount of income that could be paid to the client, no income is counted.

EXAMPLE:

A client works for an employer and, in lieu of wages paid directly to the client, the employer pays an expense on behalf of the client. In this situation, there is an identifiable wage and, even though it is not paid to the client, it must be counted as earned income.

6. Disregarded Income

The CMS will disregard the following types of income received by any member of the family unit **in** determining income eligibility and co-payment amounts for Transitional, Head Start Wrap-Around, SNAPET, and Fee child care subsidies:

a. Supplemental Security Income;

b. TANF benefits, including TANF match payments;

c. Transitional payments of $50.00 per month to former VIEW participants;

d. Diversionary Assistance payments;

e. General Relief benefits;

f. Value of SNAP benefits;

g. Value of USDA donated food;

h. Any benefits received under Title VII, Nutrition Program for the Elderly, of the Older Americans Act of 1965;

i. Value of supplemental food assistance under the Child Nutrition Act of 1966 and lunches provided under National School Lunch Act;

j. Earnings of a child under the age of 18 years;

k. Earned income tax credit (EITC);

l. Lump sum child support payments;

m. Any scholarships, loans, or grants for education except any portion specified for child care;

n. Payment to AmeriCorps volunteers;

o. Tax refunds;

p. Lump sum insurance payments;

q. Monetary gifts for identifiable one time occasions or normal annual occasions;

r. Vendor payments made by non-financially responsible persons, unless this payment is made in lieu of wages;

s. Loans and other money borrowed;

t. Money received from sale of property such as stocks, bonds, a house, or a car (unless the person was engaged in the business of selling such property in which case the net proceeds would be counted as income from self-employment);

u. Earnings of less than $25.00 a month;

v. Capital gains;

w. Withdrawals of bank deposits;

x. GI Bill benefits;

y. Reimbursement, such as for mileage;

z. Foreign government restitution payments to Holocaust survivors;

aa. Payments from the Agent Orange Settlement Fund or any other fund established for settlement of Agent Orange product liability litigation;

bb. Monetary benefits provided to the children of Vietnam Veterans as described in 38 U.S.C. 1823 (c).

7. **Disregarded deductions or payments are:**

a. **Garnisheed wages;**

b. **Basic Allowance for Housing (BAH) for military personnel if individual is living on base and entire BAH deducted on leave and earning statement;**

c. **Clothing Maintenance Allowance for military;**

d. **Child support paid to another household (verification could be by written statements from the other parent/household or cancelled checks);**

8. Converting Income to a Monthly Amount

The VaCMS will convert recorded income to a monthly amount by *multiplying the weekly income by 4.3, the bi-weekly income by 2.15 or semi-monthly* ***income*** *by 2.*

When projecting earned income, the worker must determine the weekly earnings and multiply them by 4.3. When earned income is verified by and documented with pay stubs, the calculations outlined in the paragraph above are used.

The worker must identify any income documented by the client that is not used in the calculation and the reason for disregarding it **in the VaCMS**.

Example:

The client provides four pay stubs. One of the pay stubs covers a period of time when the employer was closed so the client either was not paid or the pay stub reflected a reduced pay amount. This pay stub is not indicative of the client's usual income. Therefore, the worker only uses the three pay stubs which are indicative of the client's usual income in the income calculation. The worker must record, in the case narrative or in the comments box on the payment calculation screen, why all four pay stubs were not used.

9. Income Averaging

If income fluctuates, **the VaCMS will** average the amount over a period sufficient to take the fluctuations into consideration. Usually three months is sufficient, however, for farm income or seasonal employment, a year may be necessary.

D. Co-Payments

1. Co-payment scales are established by the Department.

2. Co-Payment Amounts

All families receiving child care subsidy have a co-payment responsibility of 10% of their countable monthly gross income except:

a. TANF recipients;

b. Participants in the SNAPET program whose countable gross monthly income is at or below 100% of the monthly federal poverty guidelines; and

c. Families in the Head Start Wrap-Around program whose countable gross monthly income is at or below 100% of the monthly federal poverty guidelines if all the children receiving a subsidy are enrolled in a Head Start/Early Head Start program.

EXCEPTION: If siblings of a Head Start/Early Head Start enrolled child are receiving a subsidy through the Head Start Wrap-Around program because the local department has a Waiting List for the Fee child care, a co-payment is assessed even if the family's countable gross monthly income falls at or below 100% of the monthly federal poverty guidelines.

d. Co-payment amounts **must be** rounded down to the nearest dollar so as not to exceed 10% of the family unit's gross countable income.

e. ***The VaCMS will calculate family co-payment amounts. The co-payment will begin the first full month of authorized child care and the full co-payment must be assessed for the last month, whether it is a full month or a partial month, of authorized child care. The effective begin date of the co-payment is recorded on the POSO, a copy of which the client receives.***

VaCMS will apply the total family co-payment to the first child whose authorization is created. Workers have the option to split co-payments among different children attending different vendors as long as the total family co-payment is applied.

If more than one child from a family goes to the same vendor, the co-payment is assigned to children by the VaCMS. The total amount for the family for that vendor is applied regardless of individual children's attendance.

f. ***The family co-payment amount is shown on the POSO as is the effective beginning date.***

3. Countable Income

In determining co-payments, income **that will be used** includes all earned and unearned income received by the family unit except certain types of disregarded income listed in this guidance.

Initiation of and changes to co-payments must be made effective at the beginning of the month following the month the **co-payment is initiated or the** change is reported. The co-payment will be effective at the beginning of the month following the 10-day period of notification of the NOA. The reduction of a client's co-payment is not considered an adverse action **and may be implemented as soon as the beginning of the month after which the change occurs regardless of the NOA period**.

4. Assistance with Co-payments

Local departments have the option of assisting parents with the payment of the child care co-payment using local only funds. Local policy for the subsidy of parent co-payments shall be approved by the local board of social services and recorded in the minutes. Local policy governing subsidy for parent co-payments shall be applied uniformly.

E. Service Plan

A service plan **must** be completed for every child care case.

If parents are active in VIEW, the VIEW Activity and Service Plan (032-02-0302-07-eng) will serve as the service plan. If the parents are SNAPET participants, the SNAPET Plan of Participation (032-02-0075-03) will serve as the service plan. Once a client is no longer a VIEW or SNAPET participant, a Child Care Subsidy Service Application must be completed **and eligibility determined** prior to **authorization** of Transitional or Fee Child Care.

During the development of the service plan, the worker shall discuss with the parent the responsibilities outlined in G**.** below and also outline the agency and vendor responsibilities. Service plans **must** be updated at least annually. **The service plan is a part of redetermination. The local department will mail it to the client in the redetermination package.**

The VaCMS provides a place to record service planning information. This information must be completed/updated before eligibility determination/redetermination can be made and authorization for child care services can be initiated. The Child

Care Service Plan must be signed by the client and the worker. A signed copy must be given to the client. The Service Plan can be printed by transmitting from a button on the service plan page of the VACMS.

F. Consumer Education

Local departments must advise families who receive child care subsidy that they have full parental choice of all legally operating child care vendors who meet the vendor requirements of the subsidy program. **Vendors who fail to meet all vendor requirements are not eligible to receive subsidy payments.**

Appropriate consumer education shall be provided by the local department, or a recognized resource and referral agency, to parents to assist them in gaining needed information about child care services, about the availability of vendors and about how to identify and monitor quality child care. Local departments are responsible for informing parents about **the ECC operations and the availability of the Customer Portal. Such information will be recorded in the VaCMS.**

Characteristics that affect program quality include:

- Staff qualifications and training
- Staff/child ratios
- Appropriate child development curriculum
- Group size
- Provisions for health, safety and nutrition
- Evaluation procedures
- Parental involvement

Other recognized components include stability of care, shared values and approaches to child rearing, staff-child interactions, and physical, emotional, and social environment. Compliance with all regulatory standards is no guarantee of a quality child care program, given the varying meaning of quality to different individuals. As a result, parents are responsible for ensuring that their children's care meets their family's criteria for quality care.

Consumer education would include providing the client with information about **the** 2-1-1 helpline, **the pamphlets "Choosing Quality Child Care Guide"** and the Department's public web site at www.dss.virginia.gov.

G. Parental and Local Department Responsibilities

1. Local departments must inform parents of the following responsibilities:

a. Parents must be informed of their responsibility to report changes specified on the Child Care Parent Responsibilities form (032-02-0420-04-eng) to the local department within **5** calendar days of when they occur.

b. Parents must also be informed that failure to report changes specified on the Child Care Parent Responsibilities form may result in case closure **and that parents are required to repay child care costs for which they are not eligible.**

Changes that need to be reported include:

(1) changes to the family's gross monthly income that would cause the total amount to exceed the maximum monthly income level allowed for a family of its size in the locality where the child care services have been authorized;

(2) **household no longer has income**;

(3) changes in household members **or head of household**;

(4) change of address;

(5) change in education/training activity (including class days/hours and curriculum);

(6) change of **vendor**;

(7) child receiving child care services reaches his/her 13th birthday; and

(8) change in the number of hours child(ren) need child care

(9) change in employment (including schedule, employer and/or income)

c. The parent and the worker must sign the Child Care Parent Responsibilities form that outlines the responsibilities listed above. By reading and signing this form, parents become informed about their responsibilities and obligations. The worker must review the contents of this form with applicants and provide clarification.

A copy must be given to the applicant.

d. Responsibility to Cooperate in Eligibility Determination Process

It is the parent's responsibility to cooperate fully in the assessment and eligibility determination process including providing documentation of immunization.

e. Responsibility for Use of Child Care

Parents shall use child care only for activities that have been authorized.

f. Responsibility to Pay Fees

It is the parent's responsibility to pay all fees owed directly to the vendor. Parental failure to pay fees (e.g., co-payments, charges above the MRR, non-covered registration fees, etc.) and/or any back fees owed may result in case closure **if the vendor reports it**. **The responsibility to pay fees is a business arrangement between the client and the vendor.**

g. Responsibility to Choose and Monitor Child Care

It is the parent's responsibility to choose **a** vendor and to monitor **the** care.

h. Responsibility to Vendors

It is the responsibility of parents to deliver the child to the child care setting clean and well; to pick the child up promptly at the agreed upon time; to inform the vendor when the child will not be coming due to illness; to pick up the child during the day if the child becomes ill; and if transportation is being provided, to get the child safely and promptly to the pick-up site and to meet the child promptly at the discharge point.

i. Responsibility to Repay Overpayments

It is the parent's responsibility to pay fraud-related overpayments or non-fraud overpayments according to the repayment schedule entered into with the local Department. Parental failure to pay overpayments may result in case closure.

j. Responsibility to Respond to Correspondence

The parent must be told to respond to all agency correspondence within specified timeframes.

H. Local Department Contacts

1. Initial Application and Eligibility Determination

A face-to-face interview with the applicant is required during the initial eligibility determination process. At the time of this interview, the service application and the Child Care Parent Responsibilities form, ***which are combined and printed together in the CMS****, must be reviewed with the applicant.* ***These forms are part of the CMS process and require a***

client signature. **A copy of the signature page of the application and the entire responsibilities form must be given to the client.** ***These forms, either entirely or in part, can be printed from the appropriate page in the CMS.***

The Parent Responsibilities form provides the client with a list of changes that they are required to report. The form must be reviewed with the applicant to assure they understand changes that must be reported. A copy of the signed form must be given to the client, and the **signed** original must be in the **case file**. **If a local department has the ability to scan documents into the case file, this scanned document shall serve as the verification of the client's signature.**

At the initial interview, the child care worker must review the service application with the applicant to confirm the correctness of the information. The worker must review household members' relationships and how they are pertinent to eligibility for child care services. Information must be revised as necessary during this initial assessment process. Any changes made to the service application by the worker must be **recorded.**

The following information must be verified as part of the eligibility determination process **and recorded**:

a. all **countable** income;

Income for the last 30-day period must be verified. If income verification for the last 30 day period is not available or is not reflective of the client's income, the worker must document in the **VaCMS** why and explain what income verification was used and why.

b. enrollment in an education/training program if this is the reason child care is needed;

Enrollment can be verified by, but is not limited to, a grade report, a copy of the client's class schedule, a letter from the education/training program or a progress report from the education/training program.

If the applicant is a VIEW participant and the education/training is an approved VIEW activity, verification of enrollment in education/training is the responsibility of the VIEW worker and does not have to be re-verified for child care. The worker must document in the **VaCMS** that the verification was performed by the VIEW worker. At redetermination, the child care worker must document in the **VaCMS** that the verification was performed by the VIEW worker.

c. Head Start enrollment if any of the children receiving a subsidy are enrolled in Head Start;

d. Special needs of any child for whom subsidy payment is above the MRR;

e. Prior receipt of TANF;

The Parent Responsibilities form provides the client with a list of changes that they are required to report. The form must be reviewed with the applicant to assure they understand changes that must be reported. A copy of the signed form must be given to the client, and the **signed** original must be in the **case file**. **If a local department has the ability to scan documents into the case file, this scanned document shall serve as the verification of the client's signature.**

The following documentation is required and must be **recorded in the VaCMS** for initial eligibility determination:

Child Care Forms:

- Child Care Subsidy Service Application and Redetermination Form (or current VIEW Activity and Service Plan or SNAPET Plan of Participation) and Parent Responsibilities Form
- Notice of Action Form
- **Child Care Communication Form**

Verification:

- Case Narrative
- Childhood Immunization Certification Form
- Service Plan (or VIEW Activity and Service Plan or SNAPET Plan of Participation)
- Assessment of Need
- Income Verification
- Verification of Employment
- Verification of Education/Training
- Verification of citizenship
- Other information necessary to determine eligibility and verify need

Note: If a local department has the ability to scan documents into the case file, this scanned document shall serve as the

verification of the client's signature for any forms requiring a signature. ***Child Care forms are generated from the VaCMS and are assigned a correspondence ID number by the VaCMS. When a form is provided to the client, the worker must record the correspondence ID number and date sent to the client in the case narrative as verification the client was provided the form either in person or by mail.***

2. Additional Required Contact

   In addition to the annual eligibility determination, one additional contact must be made with the client during the year.

   The purpose of this contact is to evaluate whether the child care services authorized are meeting the needs of the child and parent. In some cases, other services will be needed by the family and will be provided directly or arranged for by the service worker.

3. **Reported Changes**

   a. **When a change is reported, the worker must determine if the change impacts current or continuing eligibility and if a recalculation of co-payment and/or a change in the amount of services authorized is necessary. Revisions to the service application,** the **service plan, and notations in the child care case narrative must be made accordingly. This is not a redetermination.** Regardless of any changes made to the case **during the 12 months of eligibility**, the full annual redetermination must be conducted.

   b. For reported changes, the worker must update the appropriate screens and print the pages of the application, which includes the parent responsibilities form on which the change occurs. The worker must initial and date the bottom of the page on which the change occurs and send it to the client with a NOA, if applicable. This action must be recorded in the VaMS, including the correspondence ID number and date.

   c. ***The worker must evaluate, when a change is reported, whether or not a change to the authorization is necessary including the need for a new POSO. If a new POSO must be generated, a completed copy must be sent to the client. The POSO conveys to the client the co-payment amount and the amount of care authorized.***

   d. **Changes which involve a reduction in services must be made effective as of the first of a month. The change must be made effective at the beginning of the month following**

the month the change is reported or at the beginning of the month following the 10-day period of notification of the NOA.

e. **If a local department has the ability to scan documents into the case file, this scanned document shall serve as the verification of the client's signature.**

4. Eligibility Redetermination

An eligibility redetermination is required every 12 months for child care cases. The 12-month cycle begins with the effective date of the child care case approval **and is calculated in the VaCMS**. Eligibility redetermination means that all eligibility criteria must be evaluated. Refer to the list under Section H.1 above for criteria that must be evaluated. A service application and **Child Care Service Plan must be completed** at redetermination unless **the client is a participant in** VIEW or SNAPET, in which case there will be a current Activity and Service Plan or Plan of Participation on file. Current means that the forms cover the period of child care service delivery.

EXCEPTION: If the appropriate application has not been received at the time authorization must be determined, the child care worker can contact the VIEW or SNAPET worker to confirm the need for child care services. This contact must be documented in the case record and may serve as documentation until the appropriate form is received. The form must be received and made a part of the case record within two weeks of the telephone verification.

5. Redetermination Package

A redetermination package will be mailed by the local department to the client 45 days before redetermination is due. This package will include the service application, the parent responsibilities form, the service plan, and the Verification Checklist, which lists information required from the client, to be returned to the local department. The VaCMS will assist with assembling this package for mailing by the local department.

The worker will mail the packet to the client with a Child Care Communication form explaining what is expected from the client and when it is expected. The correspondence ID numbers of these forms and the date sent must be recorded in the case narrative.

Redetermination may be conducted by telephone or in person.

a. Details of this redetermination must be recorded in the **VaCMS.** This documentation must include, but is not limited to, verification of:

1. all income;

NOTE: Earned income for the last 30-day period must be verified. If income verification for the last 30-day period is not available or is not reflective of the client's income, the worker must document why and must explain what income verification was used and why.

2. enrollment in an education/training program if this is the reason child care is needed;

Examples of verification of enrollment:

A copy of the client's class schedule, a grade report, a copy of enrollment information from the education/training program, a letter from the education/training program indicating satisfactory progress or a progress report from the education/training program may be used.

NOTE: If the applicant is a VIEW participant and the education/training is an approved VIEW activity, verification of enrollment in education/training is the responsibility of the VIEW worker and does not have to be re-verified for child care. The worker must document that the verification was performed by the VIEW worker.

3. Head Start enrollment if any of the children receiving a subsidy are enrolled in Head Start;

4. Special needs of any child for whom **authorization** is above the MRR;

5. Prior receipt of TANF;

b. For Head Start Wrap-Around child care, eligibility shall be redetermined every 12 months as for other Fee subsidy cases.

1. If the family income is greater than 100% of the federal poverty level, a co-payment is assessed.

2. If the family income is 100% of the federal poverty level or below and all children in the family who are receiving a subsidy are enrolled in Head Start, no co-payment will be assessed.

3. If non-Head Start siblings are also receiving a subsidy, a co-payment will be assessed regardless of income.

4. **The VaCMS will perform these calculations.**

c. If information is received prior to the date of the annual redetermination that affects eligibility, the local department must evaluate the information, **record it in the VaCMS** and act on any need for change within 30 days of receipt of that information. **This is not a redetermination.** Regardless of any changes made to the case **during the 12 months of eligibility**, the full annual redetermination must be conducted.

d. **A NOA must be sent to the client upon completion of the redetermination.**

Note: All contacts must be recorded either on the screen designed to collect the information or on the case narrative.

I. Notice Of Action (NOA)

1. Due Process

Every time a case action affecting eligibility, co-payment or the amount of services authorized is taken a NOA must be sent. *A copy of the NOA* ***will be generated from and retained in the VaCMS each time Eligibility Certification is run.*** Such notice shall include the reason for the action and the notice of appeal rights and procedures, including the right to a fair hearing if the applicant or recipient is aggrieved by the local department's action or failure to act on an application. **The NOA may be sent for more than one reason.** Never send a copy of the client's NOA to the Vendor.

The worker must evaluate whether the case action for which the NOA is sent affects the case authorization. If so, a revised POSO must be completed, and a completed copy must be sent to the client. The POSO conveys to the client the amount of their co-payment and the amount of child care authorized.

The NOA is not to be used to request information from a client. The Child Care Communication Form is used for that purpose.

If a NOA is sent to close a case and the client takes no steps to comply, the case is closed. If the client complies with the action stated as the reason for case closure within the 10 day NOA period, another NOA is not necessary unless another change occurs.

The Child Care Client Communication form instead of a NOA must be used for such requests that do not affect eligibility, co-payment or the amount of services authorized.

Example:

It would not be appropriate to use the NOA to request income verification. However, if the client does not provide the requested income verification, it would then be appropriate to send the NOA.

2. Application

The application must be acted on by the local department within 30 days of receipt. Once eligibility is determined, a NOA **must be sent to the applicant** to inform them if the application has been approved, denied **or if no action has been taken**.

If the application was approved, the NOA must indicate the date the application was approved.

The beginning date of service payment:

a. Eligibility Determined within 30 Days

The beginning date of service payment is the date the signed application is received by the local department if the family is determined eligible within 30 days.

b. Eligibility Determined after 30 Days

If the eligibility determination is made more than 30 days after the signed application is received by the local department, payment may begin only on the date eligibility is actually determined, except in the case of administrative delay. (See definition of administrative delay).

3. Change

1. If the local department proposes to **change an authorization for** child care subsidy such as to reduce child care subsidy or to increase the amount of the co-payment, a NOA **must be generated for the local department to send to** the parent at least 10 days (14 days is suggested) in advance of the date the action is to become effective.

A copy of the completed POSO reflecting this change must be mailed to the client. If administratively possible, the POSO and the NOA should be sent to the client at the same time. *The completed POSO shows the final co-payment amount and the authorized amount of care. The correspondence ID numbers and date must be recorded in the case narrative.*

2. The local department must **generate** the NOA in enough time before the date the action is to become effective (14 days is suggested) to ensure that the parent has a 10 day notice. ***The VaCMS will generate the form and make it a part of the case***

record. The local department will complete it and mail it. The worker must record the correspondence ID number and date and verify the mailing of the form in the case narrative.

3. When **eligibility for** TANF **is due to terminate**, **ADAPT generates a letter to be sent to the client. The client is told to contact child care if they wish to apply for Fee subsidy care.**

4. Right to Fair Hearing

If the parent disputes the decision made by the local department on their child care case, they are entitled to a fair hearing. Local departments must send copies of all hearing decisions to their appropriate child care consultant.

Note: ***NOA's will be stored in and generated from the VaCMS. Each form generated in the VaCMS, including NOA's, has a correspondence ID number. Each time a form is mailed, a notation as to that number and the mailing date of the form must be made in the case narrative for verification. If the information communicated in the NOA is related to a change in the POSO, a copy of the completed POSO should be mailed with the NOA if administratively possible. A termination POSO must be sent to the vendor to let them know the previous authorization was terminated.***

J. **Closure**

1. Reasons for **Closure**

a. **Authorization for** Transitional Child Care shall be **closed** when the 12 month eligibility period ends. **The client can immediately apply for Fee child care. If the client is eligible for Fee child care, and the funds are available, there should not be a break in care. If there are no funds to authorize Fee child care for the client, they will be assigned to the Waiting List at their request.**

b. Other reasons for **closing the authorization for** child care include:

(1) discontinuation of employment or other approved or assigned activity;

(2) the parent no longer meets the non-financial or financial eligibility requirements;

(3) failure to pay required fees;

(4) failure to make satisfactory arrangements to pay back fees owed;

(5) failure to make satisfactory progress in education/training;

(6) failure to provide necessary verifications/information **needed to determine eligibility;**

(7) at the parent's request **for which the case can be closed immediately**;

(8) moved from locality **for which the case can be closed immediately** ;

(9) children no longer in home **for which the case can be closed immediately**;

(10) failure to report changes specified on the Child Care Parent Responsibility form;

(11) disqualification;

(12) lack of funds;

(13) Non-compliance with the repayment agreement;

(14) Fraud, if found guilty and/or convicted;

(15) Death of head of household for which the case can be closed immediately;

(16) Unable to locate for which the case can be closed immediately;

(17) Failure to select a vendor;

(18) Filed in error for which the case can be closed immediately; and

(19) Duplicate case for which the case can be closed immediately

2. Documentation of **Closure** Reasons

Adequate documentation supporting the reasons for **closure** must be **recorded.**

If the local department runs out of funds, the client must be given the option of being added to the Waiting List.

A NOA must be sent to notify the client of the intent to close a case or an authorization.

3. Planning and Assessment

Closure of **the authorization** for child care services shall be planned by the local department jointly with the parent **whenever possible**. The local department shall determine if continued services are needed and assist the family with appropriate

referrals. The local department shall discuss with the parent the importance of preparing the child in advance, if at all possible, for any change in child care. Planning and preparation of the child is especially important when care is terminated for school-age children who are moving from supervised child care into being alone for a portion of the day.

Once child care subsidy is **no longer authorized,** continuing social services may be needed by the family and/or a referral to another service agency. The local department shall complete an assessment of need.

Details of this planning and assessment must be recorded in the child care case narrative.

K. Suspension

1. ***Suspension is an authorization status.*** **Authorized c**hild care payments may be considered suspended for up to **90 days** if a temporary interruption in child care is necessary, and the **reason for the** interruption can be resolved within **90 days**. A child care case for which **authorization is** temporarily suspended is not considered closed, and the family **must not** be placed on the Waiting List. ***During the suspension period, funds associated with the suspended case are encumbered. A NOA is generated when the authorization status goes to Suspended.***

Examples:

A parent who works for the school system is not actively employed during the summer or a parent whose place of employment is seasonally closed.

When the suspension period ends, the authorization status is changed from Suspended to Authorized. A client contact must occur and be recorded in the case narrative to assure that all relevant changes which could affect eligibility are known and recorded. A NOA must be sent to the client. Since the authorization status change back to Authorized is not an adverse action, the change can take place without waiting for the 10 day notice to take effect.

A suspension would not be appropriate in an instance such as, but not limited to, a college student who is not taking courses for a semester.

A new POSO is required if it is revised. A termination POSO must be sent to the vendor to let them know that the previous authorization was terminated.

L. Required Documentation

Local departments shall assure that case records are maintained accurately **in the VaCMS** in accordance with case management guidance in this chapter. **Any required documentation or verification not provided for in the VaCMS must be kept in a case file.**

M. Forms Used In Service Planning

1. Required Child Care Forms

a. Child Care Service Application and Redetermination form (032-02-0109) **(service application/application), which includes the parent responsibilities form**: used for all applicants for Fee, Head Start/Early Head Start, and Transitional child care services to provide documentation of eligibility requirements for subsidy services and assessment **of** need.

This information must be completed at initial application, at redetermination, or when a case must be screened under another category.

b. **Child Care Parent Responsibilities Form (032-02-0420-04-eng)** (responsibilities form)**: part of the application which is completed at initial application and at redetermination and used to inform customers of their responsibilities to cooperate with eligibility determination, what constitutes fraud and also the consequences of fraud.**

c. Sworn Statement or Affirmation (032-02-0094-01-eng)

2. Optional Child Care Forms

Emergency Medical Authorization Card (032-02-057/1): used for family day care or in-home care, regulated or unregulated. This card is used by the parent to give the vendor of family or in-home care authority to obtain emergency medical care for a child when the parent or another designated person cannot be located. It should be documented in the record if the card was given to parents.

N. Financial Management Of Child Care Cases

1. Funding Plan

For each active child care case, the worker should develop a funding plan with a goal of providing continued child care for the family as they pursue self-sufficiency.

The VaCMS will assist with this planning.

2. Monitoring Expenditures

   a. Tracking expenditures in relation to allocations is the most effective method of managing annual allocations and continuing cases without interruption. The local department should make adjustments in the planned monthly allocations for those times of the year when costs for care fluctuate.

   b. The local department should regularly monitor encumbrances and expenditures **in the VaCMS** to **see** how billed charges compare to funds encumbered for each case. As case changes occur, unused funds **will** be unencumbered **in the VaCMS** to maximize the use of allocations.

   c. ***The VaCMS will track expenditures and project encumbrances for all child care cases. The VaCMS will indicate the projected cost through the end of the fiscal year (June 1 – May 31) for families on the Waiting List.***

   d. ***Current*** *expenditure* ***details*** *and other statistical reports are available* ***at any time in the VaCMS. The local department does not need to wait until the end of a month to access this information.***

3. Mandated Programs

   Payment of child care subsidies for children in the following programs is mandated:

   a. Budget line 871

      (1) VIEW

      (2) Transitional

      (3) TANF Working

      (4) Learnfare

      (5) SNAPET

   b. Budget line 878

      Head Start Wrap-Around: See Child Care Programs Budget Lines (Appendix B) and Child Care Program Budget Lines' Descriptions (Appendix C).

4. Requesting Additional Funding

   In rare instances, local departments will have caseloads that cannot be continued within fiscal year allocations. If this occurs, local departments may request additional funding. Justifiable requests for additional funding in non-mandated

budget lines will be approved only to the extent of available funds.

A "Request for Supplemental Funding-Child Care Subsidy Program" (032-02-0098-01-eng) must be completed when requesting additional funds that require local matching funds.

5. Reducing Caseloads

If additional funding is not provided for Fee child care or TANF child care for (non-VIEW) education and training, local departments should reduce cases through attrition, if possible, until the appropriate caseload and expenditure levels are attained. No new cases should be added during this time. If caseloads cannot be reduced through attrition, local departments may close cases to reduce expenditures to funding levels. When the proper expenditure levels are attained, cases may be added to the caseload as other cases are closed.

The VaCMS tracks expenditures and encumbrances. Current information is available to local departments.

6. Case management activities must be **recorded for all categories of child care cases, such as, but *not limited to, Fee cases, VIEW cases or Head Start cases. This information must be completed before an eligibility determination can be made and before authorization for child care services can be initiated. The VaCMS provides for recording of all case information as well as any calculations that must be made. The applicant is considered the head of the household.* If the applicant in a two parent household leaves the household, a new application must be processed to determine eligibility for the new family unit. If determined to be eligible, this family must not be placed on the Waiting List.**

The service application includes the Parent Responsibilities form. *These forms are generated together. The forms are generated by transmitting from a button on an eligibility screen after running eligibility and certifying the results or automatically 45 days before a redetermination due date.* The applicant and the worker sign the printed service application and the parent responsibilities form.

Child care case records cannot be transferred to another local department due to the funding allocation process. **If a local department receives an application, case information can be viewed as read-only to determine if the case is open in**

another local department. If an applicant/case is already open, the worker must contact the other locality to discuss the appropriate disposition of the case. *This contact must be recorded in the case narrative by the local department in which the case is currently open.*

IX. FRAUD

The *Code of Virginia* (63.2-522) deems guilty of larceny any person who obtains assistance or benefits by means of a willful false statement or who knowingly fails to notify of a change in circumstances that could affect eligibility for assistance. Welfare fraud is larceny, and recipients deemed guilty of larceny, upon conviction, are subject to penalties as specified in the *Code of Virginia*, Chapter 5 18.2-95 *et seq*.

When it is suspected that there has been deliberate misrepresentation of facts in order to receive child care subsidy, the local department must determine whether or not fraud was committed. There must be clear and convincing evidence that demonstrates that the household or vendor committed or intended to commit fraud.

Suspected instances of child care fraud shall be referred to the fraud staff for investigation. Local departments shall send copies of fraud investigation final reports to their appropriate child care consultant.

X. REPAYMENT

A. Overpayment Due To Fraud

In addition to any criminal punishment, anyone who causes the local department to make an improper vendor payment by withholding required information or by providing false information will be required to repay the amount of the improper payment.

B. Non-Fraud Overpayment

In cases of non-fraud overpayment, the parent and the vendor may continue to participate in the subsidy program as long as a repayment schedule is entered into with the local department and payments are made according to that schedule.

C. Overpayment Due To Local Department Error

If an overpayment related to eligibility for services or related to co-payment amount was made as a result of an error by the local department, the local department will not seek to recoup those funds from the parent or the vendor.

D. Repayment Agreement and Schedule

1. **The VaCMS provides** a tracking system to ensure that **repayments** are established and satisfied.

2. Clients may be required to enter into a repayment agreement for failure to pay required fees; failure to make satisfactory arrangements to pay back fees owed; discontinuation of employment or other approved or assigned activity; failure to report changes to non-financial or financial eligibility requirements; failure to make satisfactory progress in education/training; failure to provide necessary verifications/information; failure to report changes specified on the Child Care Parent Responsibility form; or being disqualified.

3. In establishing the repayment schedule for a parent, local departments must not require monthly repayment amounts that exceed 5% of the family's gross monthly income.

4. Repayment will be in either a lump sum or according to a written repayment schedule between the responsible person and the local department. The repayment schedule must be signed by the responsible person and an authorized local department representative.

E. Right To Appeal

1. Clients have the right to appeal **decisions made about their eligibility for and the authorization of child care including, but not limited to, case approval,** the determination of an overpayment or the amount of the overpayment. **Appeal information is included on the service application and on the NOA.**

2. If the client appealed timely and payment for child care services is authorized during the period of an appeal, re-payment for child care services cannot be required even if the appeal decision favors the local department.

3. Once the agency receives the decision from the hearings officer, the agency must take action on the case based on the decision received. The local agency must ensure that administrative action to implement the hearing officer's decision is taken no later than 10 working days following the date of the decision. After corrective action is taken, the local department must notify the appellant and the hearing officer in writing that the local department has complied with the decision. This information must be recorded in the VaCMS.

F. Disqualification **for Parents**

1. Parents will be disqualified from participating in the child care subsidy program for three months upon the first finding of child care fraud, 12 months upon the second finding, and

permanently upon the third finding (see definition of finding of child care fraud).

2. Parents who fail to enter into a written repayment schedule with the local department for overpayment due to fraud or for non-fraud overpayment will be disqualified from participating in the child care subsidy program until entering into a written repayment schedule.

3. Parents who fail to make payments according to the written repayment schedule with the local department for overpayment due to fraud or for non-fraud overpayment will be disqualified from participating in the child care subsidy program until all delinquent payments are made.

   If a client agrees to make monthly payments, they are out of compliance the first month a payment is missed.

   Upon payment of all delinquent payments according to the written repayment schedule, child care subsidy payments will resume for parents who are otherwise eligible and who are not disqualified.

NOTE: ***The VaCMS provides a way to record and to track this information.***

XI. COMMUNITY COORDINATION

Local departments shall coordinate child care services with existing child care resource and referral agencies, early childhood education programs, schools, private for-profit and non-profit child care vendors, and other groups in the community involved in child care and early childhood development. This will be done in order to ensure understanding of the department's program, to enhance parental choice, to increase the availability and quality of child care services, and to maximize coordination of child care services in the community.

Local departments may contract with other local governmental or non-profit agencies for the management of certain child care services.

The Department must give prior approval to any such contract, review the contract annually, and monitor the local department's administration of said contract. The local department shall assure that the contractor meets all department guidance and reporting requirements and provides the services specified in the contract. The local department will follow local procurement procedures.

This information must be recorded in the VaCMS.

XII. COMPLAINTS IN THE CHILD CARE SETTING

A. Child Abuse Or Neglect

All complaints regarding possible child abuse or neglect occurring in a child care setting must be referred to the Child Protective Services (CPS) unit at the local department serving the area where the child care service is located. Information regarding the complaint shall be shared with the worker responsible for licensure or approval.

In situations when parents select a vendor for whom there are child protective services concerns, local departments must weigh the vendor's right to confidentiality with the parent's right to be informed and the child protected. If parents have been informed and continue to place their child in an unsafe environment, a referral to CPS may be in order.

B. Other Complaints

All other complaints should be referred to the approval authority. In the case of licensed day care centers or licensed family day homes, the complaint would go to the licensing unit at the Department's office serving that area. In the case of local department approved child care vendor, the complaint would go to the unit that approved the vendor at the local department. The toll free information Hot Line for the Division of Licensing Programs may be used to report concerns regarding current child care arrangements (1-800-543-7545).

XIII. 801 REPORT

The Child Care and Development Block Grant Act requires states to collect, on a monthly basis, case-level data on families and children receiving child care subsidy in the ACF- 801 Report. Data required to be collected and reported to the federal **Office of Child Care** include demographics, family income and co-payments, and the type of vendor.

XIV. VENDOR MANAGEMENT AND AUTHORIZATION

A. Vendor Management

Vendor management is handled by the state. Vendor Procedures are included in another section of the CCD web site so that local workers understand the vendor management processes.

All child care vendors must sign a Memorandum of Agreement (Agreement) in order to receive authorized payments. This Agreement serves to document that vendors are aware of requirements they must meet to receive these payments. This Agreement must be signed **by all parties** before a POSO can be issued **by the local department**. **Processing of the MOA is part of the vendor coordination process handled by the state.**

Vendors will not be reimbursed for services rendered prior to approval.

B. *Authorization*

Once a child is determined eligible for child care services, the amount of services the child requires must be recorded in the VaCMS and approved. The authorization process allows the worker to approve the receipt of child care services for a specific amount from a specific vendor.

Authorization for child care and the completion of the Child Care POSO are the responsibility of the local worker. Calculations are performed by the VaCMS based on the information entered by the worker. A POSO must be initiated by the local worker and approved to complete the authorization of child care services.

A termination POSO must be sent to the vendor with a copy to the client when a child's authorization is discontinued before the POSO termination date. The vendor does not need to return a signed termination POSO.

The POSO is generated from the VaCMS for the local department to print, for all local department representatives to sign and for the local department to mail to the vendor. The POSO serves as the contract for payment between the state and the vendor. The POSO is used to communicate authorization information to the vendor and the family.

The local department must record in the case narrative the date that the signed POSO is received from the vendor.

The client must receive a copy of the completed POSO as the co-payment and authorized amount of care are on the POSO.

The POSO with the signature of the local department representatives may be sent to the client without waiting for the vendor to return the POSO with their signature. If the POSO signed by the vendor is not received by the next payment closure date of the authorization, the POSO must be terminated by discontinuing the authorization. This POSO must be sent to the vendor. The vendor will be paid for services provided.

ECC provides information on attendance which takes the place of paper invoices in most instances. Calculation of payments to a vendor is done by the VaCMS based on information from ECC. The Department will pay only Level 2 vendors for up to 24 absent days per child per fiscal year (June 1 – May 31). The total number of allowable absent days will be prorated at 2 days per month, based on the beginning month of services for the child.

Reported attendance will be accepted in ECC only during the dates of the authorization on the POSO. If a client tries to use their ECC card to claim child care outside of the authorization period or for an unauthorized time period, the transaction will be denied.

The following information is recorded during the authorization process:

- ***The child care vendor***
- ***Whether the special needs rate is authorized or if in home care is provided***
- ***The funding program for the services authorized***
- ***The authorized co-payment***
- ***The child care schedule***
- ***The Registration Fee***

C. Maximum Reimbursement Rates

The MRR is the default Reimbursement rate and is to be used unless a lower rate is posted in the system. These rates are stored in the CMS to perform calculations. Rate tables can be accessed in the CMS. The CMS will calculate the rates automatically based on the MRR information stored in the system.

Rates for children with special needs may be paid up to twice the MRR.

D. Age Range Definitions

In applying the appropriate MRR, the local department must use age range definitions used by the Division of Licensing Programs (Licensing) for child day centers.

The age range definitions used by Licensing for child day centers are:

a. Infants - children from birth up to 16 months,

b. Toddlers - children from 16 months up to 24 months

c. Preschool - children from 24 months up to the age of eligibility to attend public school (five years by September 30). Children turning five after September 30 are considered pre-school until they start school the following year;

d. School age - children eligible to attend public school, age five or older by September 30 of that same year. Children turning five after September 30 are considered pre-school until they start school the following year. ***The School Age rate is effective starting the first Monday in September for all children who turn age 5 before September 30th. If the child turns age 5 after September 30th, the school age rate will be effective starting the first Monday in September of the following year.***

Example 1: A five year old child who is not currently eligible to attend public school is a Preschool child.

Example 2: A five year old child who is currently eligible to attend public school is a School age child.

E. Annual Registration Fee

1. A single annual registration fee will be paid to Level 2 vendors only and only if they charge this as a separate fee to the general public.

   Child care subsidy funds **shall** be used to pay up to $100 for the annual registration fee per fiscal year (June 1 – May 31). If the requirement for payment of another registration fee is beyond the control of the client or due to extenuating circumstances, such as a vendor closing or the family moving, payment may be made. This decision must be documented in the case record. The vendor's decision to charge an additional registration fee is not an extenuating circumstance.

2. No child care subsidy funds may be used to pay vendor activity fees.

F. Unit Price

The unit price for services shall be based on a full day or a part day. ***Less than five hours is considered a part day (PD). A full day (FD) is between 5 and 11.99 hours, a FD and a PD is between 12 and 16.99 hours and two FD's are between 17 and 24 hours.***

The full day rate is used when care is needed to support an approved activity for five or more hours a day. The part day rate is used when care is needed for fewer than five hours for a day.

The VaCMS calculates the amount of the authorization based on information entered by the worker.

Note: If a Level 2 vendor requires the general public to pay for the full day when only a partial day of care is needed and no part-day care is available within a 30-minute commute one way for the client, subsidy shall be authorized for the full day. This applies to Level 2 vendors only. The vendor's requirement for a full week of payment must be documented. Documentation could be a copy of the vendor's definition of full-time care.

G. Additional Payments

Payments will be made in the following instances for individuals participating in an approved activity for TANF, Transitional, Head Start Wrap-Around or Fee child care or in an assigned activity for VIEW or in an assigned SNAPET component:

1. For up to two weeks prior to the start of employment or training if child care arrangements would otherwise be lost.

2. For up to one month during a break in employment or training if child care arrangements would otherwise be lost.
3. For up to one month during a break in employment or training if a subsequent activity is scheduled to begin within that period and if child care arrangements would otherwise be lost.
4. For up to four weeks in a twelve-month period if the parent is ill or incapacitated for justifiable reasons as set forth in a service plan or in the child care case narrative and labeled as such. A doctor's statement shall be used to document the nature of the illness or incapacity and the length of time the doctor projects it will exist. This time period may be extended for justifiable reasons documented in writing in the case record.
5. For ten (10) holidays (as outlined in the MOA) to licensed, religiously exempt and voluntarily registered vendors and certified pre-schools when the vendor is closed and only if the general public is charged the same.
6. For a vendor other than the primary vendor if the child is sick. A second POSO covering the same time period as the first is allowable. The details of this arrangement must be recorded in the case record in addition to the purchase information. All information must be clearly labeled.
7. For care while a parent sleeps in situations where the parent works non-traditional hours and must sleep for some of the hours while the children are awake. The total number of hours covered will not exceed the number that would have been needed for work only. The details of this arrangement must be recorded in the case record in addition to the purchase information and clearly identifiable as such.

H. Parental Choice

Families have full parental choice of child care vendors. However, authorized payments shall be made to only those vendors who meet the vendor requirements of the subsidy program. Local departments must not establish policies that limit parental choice of vendors.

XV. *VIRGINIA CASE MANAGEMENT SYSTEM*

The Virginia Case Management System (VaCMS) is the system of record for information related to child care cases funded through the CCDF grant. This guidance provides the framework around which the VaCMS is designed. All case management and authorization information is entered into the VaCMS. The VaCMS provides information about and tracking for child care case management, child care expenditures and encumbrances and child care accounts receivable.

The VaCMS interfaces with ECC to facilitate timely and accurate transmission of child care authorization, attendance and payment data.

SPIDeR interface helps ensure data accuracy through the file clearance process in the VaCMS. As new clients are added to the VaCMS, SPIDeR provides a list of potential matching client information from within the VaCMS and other state systems.

VaCMS client demographic information is also published to SPIDeR as clients and cases are added to or updated in the VaCMS. Authorized SPIDeR users can query the VaCMS for detailed client information.

H. Case Status

Case applications registered in and approved in the VaCMS are assigned certain case statuses. These are defined in the VaCMS on the appropriate screen. Example: Approved, Pending, Denied, or Closed.

A case is established and a status is assigned by VaCMS once intake is initiated for an application or a Waiting List screening. Initially case status could be, but is not limited to, Pending until the case is approved or denied. An approved case remains an approved case until it becomes a closed case. Cases assigned to the Waiting List are in Waiting List status.

I. Authorization Status

Once a case is determined eligible, an Authorization is established and a POSO is generated indicating the amount of care authorized. The worker assigns the authorization status. Example: Authorized, Discontinued, Suspended or Waiting List.

J. Registration

1. ***This means that the receipt of an application is recorded in the VaCMS. The registration process consists of entering basic demographic information for the applicant and case members.***
2. ***The worker uses the VaCMS to verify that the applicant is applying to the correct FIPS through a locality look up system. This feature uses geographical information system (GIS) technology.***
3. ***The worker uses the VaCMS to complete file clearance to establish whether or not the applicant is known to the VaCMS or to any other system published in SPIDeR.***
4. ***This process helps prevent duplicate client records and multiple client ID numbers. Workers can see if the applicant or any family member is part of an active or closed child care case or application. The information is also published to***

SPIDeR to determine if the client is already known to the Department.

XVI. ELECTRONIC CHILD CARE (ECC)

This is the system of record for attendance at child care vendors. ECC interfaces with the VaCMS to provide attendance by means of entering information into the Electronic Payment Processing and Information Control (EPICC) system. This information is recorded by use of a Point of Service (POS) device or by use of a telephone to engage Interactive Voice Recognition (IVR) or by manual entry.

APPENDICES FOR CASE MANAGEMENT

A. State Income Eligibility Scale For Child Care

B. Child Care Program Budget Lines

C. Child Care Program Cost Code Descriptions

D. Barrier Crimes

E. Maximum Reimbursable Rates Per Type Of Provider

F. Child Care Subsidy Service Application And Redetermination Form (032-02-0420-07-Eng) Instructions

G. Waiting List Screening Form Instructions

H. Request for Supplemental Funding Child Care Subsidy Program (032-02-0098-01) Instructions

I. Notice of Action Instructions

J. Child Care Client Communication Form (032-05-18-00-eng) Instructions

K. Child Care Verification Checklist (032-05-0541-00-eng) Instructions

L. Childhood Immunization Certification (032-03-960)

M. Level 1 Maximum Reimbursable Rates

N. Level 2 Maximum Reimbursable Rates

O. Metropolitan Statistical Area Groupings

Appendix A

State Income Eligibility Scale for Child Care Subsidy

Maximum Monthly Income Level
10/01/2010 – 05/30/2012

Family Size	100% of Federal Poverty Guidelines	GROUP I 150% of Poverty	GROUP II 160% of Poverty	GROUP III 185% of Poverty	250% of Poverty
1	$903	$1,354	$1,444	$1,670	$2,257
2	$1,214	$1,822	$1,943	$2,247	$3,036
3	$1,526	$2,289	$2,442	$2,823	$3,815
4	$1,838	$2,757	$2,940	$3,400	$4,594
5	$2,149	$3,224	$3,439	$3,976	$5,373
6	$2,461	$3,692	$3,938	$4,553	$6,153
7	$2,773	$4,159	$4,436	$5,130	$6,932
8	$3,084	$4,627	$4,935	$5,706	$7,711
9	$3,396	$5,094	$5,434	$6,283	$8,480
10	$3,708	$5,562	$5,932	$6,859	$8,661

Appendix B

Child Care Program Budget Lines

					FUNDING PERCENTAGES			
LANCER CODE	**COST CODE**	**COST CODE DESCRIPTION**	**BUDGET LINE**	**CO-PAYMENT**	**FEDERAL**	**STATE**	**LOCAL**	**ARRA**
540	87101	VIEW Working (all VIEW cases)	871	No	47.50%	42.50%	5%	5%
541	87102	VIEW Transitional (former VIEW)	871	Yes	47.50%	42.50%	5%	5%
517	87103	TANF Transitional (not a former VIEW case)	871	Yes	47.50%	42.50%	5%	5%
529	87104	TANF Working (non-VIEW)	871	No	47.50%	42.50%	5%	5%
543	87105	Learnfare	871	No	47.50%	42.50%	5%	5%
507	87106	SNAPET	871	Yes (if income is above federal poverty guidelines)	50%	40%	10%	
544	87801	Head Start Wrap-Around	878	Yes (if income is above federal poverty guidelines or paying for siblings not enrolled in Head Start))	100%			
521	88102	Fee Program	881	Yes	47.50%	42.50%	5%	5%
527	88103	TANF Education/Training (non-VIEW)	881	No	47.50%	42.50%	5%	5%
545	88302	Fee Program (100% Federal)	883	Yes	90.60%			9.40%
547	88304	TANF Education/Training (non-VIEW)	883	No	90.60%			9.40%
378	89001	Quality Initiative Grant	890	N/A	50%	34.50%	15.50%	

Appendix C

Child Care Program Cost Code Descriptions

Cost Code 87101	VIEW Working Child Care is mandated in the *Code of Virginia* and all justifiable requests for supplemental funding will be approved. TANF recipients enrolled in VIEW are eligible for child care to support an assigned activity. For VIEW Working Child Care there is no co-payment.
Cost Code 87102	Parents may receive up to 12 months of child care subsidy to support employment (or training when approved by VIEW for Transitional Employment and Training) if they have received TANF (former VIEW case), the TANF case is closed, and they are found to be income eligible. This includes needed child care for children who are not on the assistance unit, but dependent on the parent. For Transitional Child Care there is a co-payment of 10% of gross income.
Cost Code 87103	Parents may receive up to 12 months of Transitional Child Care subsidy to support employment if they have received TANF (not a former VIEW case), the TANF case is closed, and they are found to be income eligible. This includes needed child care for children who are not on the assistance unit, but dependent on the parent. For Transitional Child Care there is a co-payment of 10% of gross income.
Cost Code 87104	TANF Working Child Care subsidy assists (VIEW exempt) working families receiving TANF benefits. If there is a need for child care and all eligibility requirements are met, recipients of TANF are eligible for needed child care to support employment. For TANF Working Child Care there is no co-payment.
Cost Code 87105	Learnfare Child Care is for children of a minor/teen parent in a TANF public assistance unit to enable them to attend school and comply with compulsory school attendance laws. Priority shall be given for child care subsidy to teen parents engaged in completing high school. This assumes the parent of the minor teen cannot provide care because of work, education/training, disability, or another hardship exemption. For Learnfare Child Care there is no co-payment.
Cost Code 87106	SNAP Child Care is considered a federally mandated service. This type of child care subsidy is available for children of recipients of Virginia's Supplemental Nutrition Assistance Program Employment and Training (SNAPET) program while participating in an activity approved by a SNAPET worker. For SNAPET Child Care, there is no co-payment if the family's income is at or below 100% of the federal poverty guidelines.
Cost Code 87801	The Head Start Wraparound program is mandated in the Appropriations Act and all justifiable requests for supplemental funding will be approved. This is a child care subsidy program that pays for additional hours beyond those provided by Head Start in order to provide full day/full year child care services for Head Start enrolled children. There is no co-payment for families with income at or below the federal poverty guidelines if all children are enrolled in Head Start. Families must be found to be income eligible and must pay a co-payment of 10% of their gross income if their income exceeds the federal poverty guidelines or if the siblings of a Head Start enrolled child also need child care subsidy.
Cost Code 88102	Same as Budget Line 88302 except this budget line requires a 5% local match.
Cost Code 88103	Same as Budget Line 88304 except this budget line requires a 5% local match.

Cost Code 88302	Fee Child Care program provides child care subsidies to income eligible clients who are employed, in approved education/training activities, or in need of protective services. For Fee Child Care there is a co-payment of 10% of gross income. It is the same as budget line 88102 except this budget line is 100% federally funded.
Cost Code 88304	The TANF Education and Training Child Care program provides child care services for TANF families in education or training. For TANF Education and Training Child Care there is no co-payment. It is the same as budget line 88103 except this budget line is 100% federally funded.
Cost Code 89001	These are funds that are available to local departments of social services to enable the implementation of initiatives to develop, enhance, and strengthen the quality of care delivered to children.

Appendix D

BARRIER CRIMES

for

- **Licensed child day centers**
- **Religiously exempt child day centers**
- **Certified pre-schools**
- **Licensed family day homes**
- **Voluntarily registered family day homes**
- **Licensed family day systems**
- **Licensed system-approved family day homes**
- **The following if receiving federal, state, or local child care funds:**
  - **Local ordinance-approved family day homes**
  - **Programs of recreational activities offered by local governments**
  - **Unregulated family day homes (including in-home care)**

(§§ 63.2-1717 D. 7., 63.2-1719, 63.2-1720, 63.2-1721, 63.2-1724, 63.2-1725 of the Code of Virginia)

In addition to the offenses listed below, also included as barrier crimes are: 1) the conviction of any other felony unless 5 years have elapsed since the conviction; and 2) a founded complaint of child abuse or neglect within or outside the Commonwealth. **Convictions include prior adult convictions, juvenile convictions and adjudications of juvenile delinquency if offenses involved would be a felony if committed by an adult within or outside the Commonwealth.**	**63.2-1719**

OFFENSE *** Or Equivalent Offense in Another State**	**CODE SECTION**
Abduction (Kidnapping)	**18.2-47 A**
Abduction with Intent to Extort Money or for Immoral Purpose	**18.2-48**
Abuse and Neglect of Children	**18.2-371.1**
Abuse and Neglect of Incapacitated Adults	**18.2-369**
Adulteration of Food, Drink, Drugs, Cosmetics, etc.	**18.2-54.2**
Aggravated Malicious Wounding	**18.2-51.2**

Allowing a child to be present during manufacture or attempted manufacture of methamphetamine	**18.2-248.02**
Assault or Assault and Battery (Exception: Child day center may hire individual convicted of not more than one misdemeanor offense if 10 years have elapsed following the conviction, unless the person committed such offense while employed in a child day center or the object of the offense was a minor. § 63.2-1720 C)	**18.2-57**
Assault and Battery Against a Family or Household Member	**18.2-57.2**
Assisting individuals in unlawfully procuring prescription drugs (Felony Convictions)	**18.2-258.2**
Attempted Aggravated Sexual Battery	**18.2-67.5**
Attempted Forcible Sodomy	**18.2-67.5**
Attempted Object Sexual Penetration	**18.2-67.5**
Attempted Rape	**18.2-67.5**
Attempted Sexual Battery	**18.2-67.5**
Attempts to Poison	**18.2-54.1**
Bodily Injuries Caused by Prisoners, Probationers or Parolees	**18.2-55**
Breaking and Entering Dwelling House with Intent to Commit Other Misdemeanor	**18.2-92**
Burglary	**18.2-89**
Burning Building or Structure While in such Building or Structure with Intent to Commit Felony	**18.2-82**
Burning or Destroying any Other Building or Structure	**18.2-80**
Burning or Destroying Dwelling House, etc.	**18.2-77**
Burning or Destroying Meeting House, etc.	**18.2-79**
Burning or Destroying Personal Property, Standing Grain, etc.	**18.2-81**
Carelessly Damaging Property by Fire	**18.2-88**
Carjacking	**18.2-58.1**
Carnal Knowledge of Certain Minors	**18.2-64.1**
Carnal Knowledge of Child Between 13 and 15	**18.2-63**
Carnal Knowledge of an Inmate, Parolee, Probationer or Pretrial or Posttrial Offender	**18.2-64.2**
Causing, Inciting, etc. Threats to Bomb or Damage Buildings or Means of Transportation; False Information as to Danger to such Buildings, etc.	**18.2-84**
Certain Premises Deemed Common Nuisance (Felony Convictions)	**18.2-258**

Crimes Against Nature Involving Children	**18.2-361**
Delivery of Drugs, Firearms, Explosives, etc. to Prisoners	**18.2-474.1**
Disarming a Law Enforcement or Correctional Officer	**18.2-57.02**
Distribution of Certain Drugs to Persons Under Eighteen (Felony Convictions)	**18.2-255**
Drive-By Shooting	**18.2-286.1**
Drug Attempts (Felony Convictions)	**18.2-257**
Drug Conspiracy (Felony Convictions)	**18.2-256**
Electronic Facilitation of Pornography	**18.2-374.3**
Employing or Permitting Minor to Assist in Obscenity and Related Offenses	**18.2-379**
Entering Bank, Armed, with Intent to Commit Larceny	**18.2-93**
Entering Dwelling House, etc. with Intent to Commit Larceny, Assault and Battery or Other Felony	**18.2-91**
Entering Dwelling House, etc. with Intent to Commit Murder, Rape, Robbery or Arson	**18.2-90**
Escape from Jail	**18.2-477**
Failing to Secure Medical Attention for Injured Child	**18.2-314**
Felonies by Prisoners	**53.1-203**
Firearms – Allowing Access by Children	**18.2-56.2**
Hazing of Student at School, College, or University	**18.2-56**
Hazing of Youth Gang Members	**18.2-55.1**
Homicide	**18.2-33**
Illegal Stimulants and Steroids	**18.2-248.5**
Incest	**18.2-366 B**
Involuntary Manslaughter	**18.2-36.1**
Involuntary Manslaughter; Operating a Watercraft While Under the Influence	**18.2-36.2**
Killing a Fetus	**18.2-32.2**
Maiming, etc. of Another Resulting from Driving While Intoxicated	**18.2-51.4**
Maiming, etc. of Another Resulting from Operating a Watercraft While Intoxicated	**18.2-51.5**
Maintaining a Fortified Drug House (Felony Convictions)	**18.2-258.02**

Malicious Bodily Injury by Means of any Caustic Substance or Agent or Use of any Explosive or Fire	**18.2-52**
Malicious Bodily Injury to Law Enforcement Officers	**18.2-51.1**
Malicious Wounding by Mob	**18.2-41**
Manufacture, Possession, Use, etc. of Fire Bombs or Explosive Materials or Devices	**18.2-85**
Manufacturing, Selling, Giving, or Distributing a Controlled Substance or an Imitation Controlled Substance (Felony Convictions)	**18.2-248**
Manufacturing, Selling, Giving, or Distributing or Possessing with Intent to Manufacture, Sell, Give, or Distribute Methamphetamine (Felony Convictions)	**18.2-248.03**
Manufacturing, Selling, Giving, or Distributing or Possessing with Intent to Manufacture, Sell, Give, or Distribute Any Anabolic Steroid (Felony Convictions)	**18.2-248.5**
Murder, Capital	**18.2-31**
Murder, First and Second Degree	**18.2-32**
Murder of a Pregnant Woman	**18.2-32.1**
Obscenity Offenses	**18.2-374.1**
Obtaining Drugs, Procuring Administration of Controlled Substances, etc. by Fraud, Deceit or Forgery (Felony Convictions)	**18.2-258.1**
Pandering	**18.2-355**
Pointing Laser at Law Enforcement	**18.2-57.01**
Possession and Distribution of Flunitrazepam (Felony Convictions)	**18.2-251.2**
Possession and Distribution of Gamma-Butyrolactone or 1, 4 – Butanediol (Felony Convictions)	**18.2-251.3**
Possession of Burglarious Tools, etc.	**18.2-94**
Possession of Child Pornography	**18.2-374.1:1**
Possession of Drugs (Felony Convictions)	**18.2-250**
Possession of Infectious Biological Substances	**18.2-52.1**
Possession or Use of a Sawed-Off Shotgun or Rifle in a Crime of Violence	**18.2-300 A**
Production, Publication, Sale, Possession with Intent to Distribute, Financing etc. of Sexually Explicit Items Involving Children	**18.2-374.1**
Rape	**18.2-61**
Reckless Endangerment	**18.2-51.3**

Reckless Handling of Firearms; Reckless Handling While Hunting	**18.2-56.1**
Robbery	**18.2-58**
Sale of Drugs on or near Certain Properties (Felony Convictions)	**18.2-255.2**
Setting Fire to Woods, Fences, Grass, etc.	**18.2-86**
Setting off Chemical Bombs Capable of Producing Smoke	**18.2-87.1**
Setting Woods, etc. on Fire Intentionally Whereby Another is Damaged or Jeopardized	**18.2-87**
Sexual Battery	**18.2-67.4**
Sexual Abuse of a Child Under 15 Years of Age	**18.2-67.4:2**
Sexual Battery - Aggravated	**18.2-67.3**
Sexual Battery - Infected	**18.2-67.4:1**
Sexual Penetration - Object	**18.2-67.2**
Shooting, etc. in Committing or Attempting a Felony	**18.2-53**
Shooting, Stabbing, etc. with Intent to Maim, Kill, etc.	**18.2-51**
Sodomy - Forcible	**18.2-67.1**
Stalking (Felony Convictions)	**18.2-60.3**
Taking, Detaining, etc. Person for Prostitution etc. or Consenting Thereto	**18.2-355**
Taking Indecent Liberties with Child by Person in Custodial or Supervisory Relationship	**18.2-370.1**
Taking Indecent Liberties with Children	**18.2-370**
Threats of Death or Bodily Injury	**18.2-60**
Threats to Bomb or Damage Buildings or Means of Transportation; False Information as to Danger to Such Buildings, etc.	**18.2-83**
Transporting Controlled Substances into the Commonwealth (Felony Convictions)	**18.2-248.01**
Use of a Machine Gun in a Crime of Violence	**18.2-289**
Use of a Machine Gun for Aggressive Purpose	**18.2-290**
Use or Display of Firearm in Committing Felony	**18.2-53.1**
Voluntary Manslaughter	**18.2-35**

Appendix E

Maximum Reimbursable Rates Per Type of Vendor

LEVEL 1 MAXIMUM REIMBURSABLE RATE	LEVEL 2 MAXIMUM REIMBURSABLE RATE
Unregulated Vendors including In-Home Vendors (In-Home Vendors are paid minimum wage not to exceed Level 1 MRR for # of children in care)	Licensed Family Day Homes
Voluntarily Registered Family Day Homes	Licensed Child Day Centers (including Short-Term Child Day Centers)
	Local Ordinance Approved Vendors (that meet or exceed *Minimum Standards for Licensed Family Day Homes)**
Religiously-Exempt Child Day Centers	Licensed Family Day System-Approved Family Day Homes
Local Government-Approved Recreation Programs	Department of Education-Approved Child Care Programs
Certified Preschools	Child Care Centers run by the United States Department of Defense

* Localities that approve providers by local ordinances (in accordance §15.2-914 of the *Code of Virginia)* must have guidelines that meet or exceed the *Minimum Standards for Licensed Family Day Homes* to pay at Level 2 MRR. To pay at Level 2 MRR, local departments must certify and provide written documentation to their appropriate child care consultant that their local ordinance approval process does meet or exceed *Minimum Standards for Licensed Family Day Homes.*

Appendix F

CHILD CARE SUBSIDY SERVICE APPLICATION AND REDETERMINATION FORM
Instructions

NUMBER: 032-02-0109-07-eng

PURPOSE: To record all eligibility related information provided by an applicant for child care subsidy payments **in the VaCMS**. To be completed by the applicant at application, at redetermination **or when a case becomes a transitional case**. Form may be completed by the client in the Customer Portal or submitted in writing to the local department. **Information must be recorded in the VaCMS.**

USE: To provide a record of new applications, redeterminations, **the beginning of a transitional case** and changes reported by a client that would affect their eligibility for child care subsidy **in the VaCMS**. For reported changes, the worker must record the change(s) in the **VaCMS**, initial and date the page on which the change appears at the bottom of the page and send it to the client. **The revised information will be stored in the VaCMS.**

This form is available on the Customer Portal in the VaCMS. The form is available on the Child Care and Development web site and the VDSS public web site. Printed copies may be distributed at the local department, or the form can be printed from the VDSS public web site by the applicant.

COPIES: **The information will be stored in the VaCMS. A copy of the signature page must be given to the client.** The **signature page of the form**, signed by the applicant and the worker, must be kept in the child care case record. A copy may be given to the applicant.

INSTRUCTIONS FOR PREPARING THE FORM:

General Information about the form:

This form is to be completed by an applicant for child care services. It is the responsibility of the worker to discuss all information with the applicant to ensure accuracy. It is the responsibility of the worker to evaluate all information provided by the applicant and to verify eligibility requirements. If the worker changes information completed by the applicant, both the worker and the applicant must initial the change and indicate the date the change was made.

Box for Office Use Only — Provides space for the worker to record local department and case specific information. **Forms submitted to the local department must be time and date stamped.**

Rights of Applicants For Child Care Subsidy Services	Outlines for applicants their responsibilities related to their application for child care subsidy or their continued eligibility for child care subsidy.
Section A	The applicant must provide their contact information
Sections B – D	The applicant must indicate the reason they are applying for child care assistance. They may request information about any additional programs or services in which they are interested, and they must indicate if a vendor has been selected.
Section E	The applicant must provide information regarding receipt of prior benefits or services.
Section F	The applicant must provide general information about all members of their household.
Section G	The applicant must provide the income sources and the dollar amounts for all household members.
Section H.	The applicant must provide employment information for up to three household members. A supplementary sheet is available for additional household members who are employed.
Section I.	The applicant must provide education/training information for up to three household members. A supplementary sheet is available for additional household members in education or training.
Section J - L	The applicant must provide information related to eligibility about children for whom care is requested.
Responsibilities of Child Care Services Workers	Outlines duties an applicant for child care can expect a child care worker to fulfill.
Appeal Instructions	Outlines the steps an applicant for or recipient of child care services must take to appeal an adverse agency decision.
Acknowledgements of	Applicant's Responsibilities Provides guidance for the worker and the applicant to discuss the application process, the information provided by the applicant and the responsibilities of the worker and the applicant. Provides a space for the applicant to initial each point of discussion. Provides space for the applicant and the worker to sign indicating that all required information has been submitted or requested.
Worker's Initials/Date	This space would not be used at the initial interview. If there are revisions to the client's submission at the initial interview, the child care worker will make the revision on

the form completed by the client, initial the revision and have the client initial the revision.

Provides space for a worker to indicate any changes/updates to the application after the initial interview. It is the responsibility of the worker to update information when it becomes known and to update the section of the application form that pertains to the change. The worker must print the page of the application from the CCD Forms web page, complete the page, initial and date the page and place it in the case record.

Child Care Parent Responsibilities Instructions

Purpose: To inform customers of their responsibilities to cooperate with eligibility determination and to report all changes that might affect that eligibility. To assure that customers understand what constitutes welfare fraud and the consequences of fraud.

Use: **This information will be recorded in the VaCMS as part of the service application.** The local department service worker will review the information with customers, sign, and date the page along with the applicant/recipient both at initial eligibility determination and at redetermination.

Copies/Disposition: One copy is given to the customer. One copy is retained in the record.

INSTRUCTIONS:

Reporting Changes – Item 1 – Worker must fill in the amount of the family's gross monthly income that would cause the total amount to exceed the maximum monthly income level allowed for a family of its size in the locality where the child care services have been authorized.

Appendix G

CHILD CARE WAITING LIST SCREENING FORM Instructions

Purpose:	To screen customers for placement on a child care Waiting List.
Use:	The local department worker will use the information on this form to **screen** applicants onto the Waiting List. **Once this screening for the Waiting List is complete in the VaCMS, the worker will add the family to the Waiting List.**
Copies/Disposition:	A copy will be retained **in the VaCMS**.

Appendix H

REQUEST FOR SUPPLEMENTAL FUNDING CHILD CARE SUBSIDY PROGRAM

Form Number: 032-02-0098-01-eng

PURPOSE: To document that a local department has local match funds available for a submission into the Budget Request System (BRS) for Child Care Budget Lines 881 and 890.

USE: To submit at the time of an entry in the Budget Request System (BRS) for Child Care Budget Lines 881 and 890.

COPIES: The original must be mailed to the Virginia Department of Social Services at the address on the form. A copy must be kept in the local department.

INSTRUCTIONS FOR PREPARING FORM:

The local department must complete this form indicating the name and FIPS code of the local department as well as the budget line for which a request has been made in the BRS. A separate form must be completed for each entry in the BRS. The Director of the local department and the Financial Representative of the county or city must both sign the form. Original signatures are required for this request to be processed. A FAX transmission of this form is not acceptable.

Appendix I

Notice of Action Instructions

PURPOSE OF FORM: To notify an applicant/recipient of child care subsidy of an action to be taken on their child care case.

USE OF FORM: To give the applicant/recipient of child care subsidy a ten-day notice before an action is taken. **More than one action may be indicated on a single NOA. This form is generated from the VaCMS to be printed by the worker and sent to the client. The Correspondence ID # of the form and the mailing date must be recorded in the case narrative to verify the form was mailed to the client.**

COPIES: One copy **will be stored in the VaCMS,** and one copy must be mailed to the client.

INSTRUCTIONS FOR PREPARATION OF THE FORM

A NOA completed in and generated from the VACMS must be sent 10 days in advance of the action when a case action affecting eligibility, co-payment or the amount of services authorized is taken. A copy of the client's NOA must never be sent to a Vendor.

Information will be preprinted on the form that is generated from the VaCMS.

The back of the form provides information on the fair hearings and appeal process.

Appendix J

CHILD CARE CLIENT COMMUNICATION FORM INSTRUCTIONS

FORM NUMBER: **032-05-0518-00-eng (11/10)**

PURPOSE OF FORM: **To notify applicant for/client of child care subsidy of a change in their application/case which does not affect eligibility, co-payment or the amount of services authorized.**

USE OF FORM: **To communicate information to the applicant/client of an action to be taken.**

COPIES: **One copy for the applicant/client. Copy is saved in the VaCMS for the case record.**

INSTRUCTIONS FOR PREPARATION OF FORM

A Child Care Client Communication form is used to communicate to an applicant/client information related to their child care case that does not affect eligibility, co-payment or the amount of services authorized. This form is intended for the applicant/client and should not be sent to anyone else.

The VaCMS will pre-fill the identifying information for the applicant/client the worker contact information.

The bottom of the form provides space for the worker to type in the information to be communicated.

This form is available in the VaCMS. Completing this form in the VaCMS automatically saves a copy of the form in the case record. The form is printed and sent to the applicant/client. The Correspondence ID# and mailing date must be recorded in the case narrative.

Appendix K

CHILD CARE VERIFICATION CHECKLIST Instructions

NUMBER: **032-05-0541-00-eng**

PURPOSE OF FORM: **To notify applicant/client as to information they must provide in order for determination/redetermination of eligibility**

USE OF FORM: **To provide applicant/client with a list of items to be submitted in order to verify and to document required documentation for eligibility to be determined.**

COPIES: **One copy for the case record. One copy must be sent to the applicant/client.**

INSTRUCTIONS FOR PREPARATION OF FORM

Any time a requirement for determination of eligibility needs to be verified or to be documented, a verification checklist must be provided to the applicant/client.

This form will be included in the redetermination package sent to the client.

A copy must be generated to send to the applicant/client. The worker will complete the form after printing it. A copy must be kept in the case record. The worker must record in the case narrative that the form was provided to the client as verification.

Appendix L

Childhood Immunization Certification

COMMONWEALTH OF VIRGINIA DEPARTMENT OF SOCIAL SERVICES

Childhood Immunization Certification

Temporary Assistance for Needy Families (TANF) & Child Care Subsidy

Parents: Children need shots at about 2, 4, 6, 12-15 months of age, before kindergarten, and at 11-12 years of age. You must show that your child has the shots he/she needs or you could lose some of your TANF benefits/child day care subsidy. To avoid losing benefits/subsidy:

- Take this form and shot records with you each time you take your child to the doctor or health department.
- Have your doctor or nurse sign below each time your child gets shots.
- Take this form with you each time you see your eligibility worker or child day care worker.

CHILD'S NAME	SSN	DOB	CASE NO.
PARENT/GUARDIAN NAME			

Doctor/Providers: Children who receive TANF benefits and who are not in school or in licensed daycare are required to have certification that they are up-to-date for all recommended immunizations, that they are being brought up-to-date or that they are medically exempt. All children who receive a child day care subsidy are required to be age-appropriately immunized. Failure to document immunizations may result in the child losing a portion of his/her TANF benefits or child day care subsidy.

Please complete one visit section of this form each time you screen immunization records for or immunize the child named above.

1. FIRST VISIT	
Please check the correct box. □ The above-named child is age-appropriately immunized, as of the date of this visit. □ The child has received at least one dose of each of the vaccines to make him/her appropriately immunized, as of the date of this visit. □ The child is medically exempt from these vaccines, as of the date of this visit. This contraindication is permanent □ This contraindication is temporary □ Please name the vaccines: _____	Medical Provider Name: Address: Phone: Signature/Stamp: Visit Date:
Month/Day/Year next Immunization Due: _____	

2. SECOND VISIT	
Please check the correct box. □ The above-named child is age appropriately immunized, as of the date of this visit. □ The child has received at least one dose of each of the vaccines to make him/her appropriately immunized, as of the date of this visit. □ The child is medically exempt from these vaccines, as of the date of this visit. This contraindication is permanent □ This contraindication is temporary □ Please name the vaccines:	Medical Provider Name: Address: Phone: Signature/Stamp: Visit Date:
Month/Day/Year next Immunization Due:	

CHILD'S NAME	SSN	DOB	CASE NO.

3. THIRD VISIT	
Please check the correct box. □ The above-named child is age appropriately immunized, as of the date of this visit. □ The child has received at least one dose of each of the vaccines to make him/her appropriately immunized, as of the date of this visit. □ The child is medically exempt from these vaccines, as of the date of this visit. This contraindication is permanent □ This contraindication is temporary □ Please name the vaccines:	Medical Provider Name: Address: Phone: Signature/Stamp: Visit Date:
Month/Day/Year next Immunization Due:	
4. FOURTH VISIT	
Please check the correct box. □ The above-named child is age appropriately immunized, as of the date of this visit. □ The child has received at least one dose of each of the vaccines to make him/her appropriately immunized, as of the date of this visit. □ The child is medically exempt from these vaccines, as of the date of this visit. This contraindication is permanent □ This contraindication is temporary □ Please name the vaccines:	Medical Provider Name: Address: Phone: Signature/Stamp: Visit Date:
Month/Day/Year next Immunization Due:	
5. FIFTH VISIT	
Please check the correct box. □ The above-named child is age appropriately immunized, as of the date of this visit. □ The child has received at least one dose of each of the vaccines to make him/her appropriately immunized, as of the date of this visit. □ The child is medically exempt from these vaccines, as of the date of this visit. This contraindication is permanent □ This contraindication is temporary □ Please name the vaccines:	Medical Provider Name: Address: Phone: Signature/Stamp: Visit Date:
Month/Day/Year next Immunization Due:	
6. SIXTH VISIT	
Please check the correct box. □ The above-named child is age appropriately immunized, as of the date of this visit. □ The child has received at least one dose of each of the vaccines to make him/her appropriately immunized, as of the date of this visit. □ The child is medically exempt from these vaccines, as of the date of this visit. This contraindication is permanent □ This contraindication is temporary □ Please name the vaccines:	Medical Provider Name: Address: Phone: Signature/Stamp: Visit Date:
Month/Day/Year next Immunization Due:	

For immunization information, please call your local Health Department or the Virginia Department of Health, Bureau of Immunization at 1-800-568-1929.

Appendix M

Level 1 Maximum Reimbursable Rates

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1
CENTRAL
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	**FIPS**	**Infant**	**Toddler**	**Pre-School**	**School Age**	**Infant**	**Toddler**	**Pre-School**	**School Age**
Amelia	007	17	16	13	13	12	11	9	9
Buckingham	029	17	16	13	13	12	11	9	9
Caroline	033	26	25	15	15	18	18	11	11
Charles City	036	20	19	16	17	14	13	11	12
Chesterfield/ Colonial Hghts	041	28	27	23	22	20	19	16	15
Cumberland	049	17	16	12	12	12	11	8	8
Essex	057	18	18	16	16	13	13	11	11
Fluvanna	065	29	25	21	20	20	18	15	14
Goochland	075	25	24	19	19	18	17	13	13
Hanover	085	27	25	20	19	19	18	14	13
Henrico	087	31	28	23	21	22	20	16	15
Hopewell	670	20	20	16	15	14	14	11	11
King & Queen	097	21	21	15	16	15	15	11	11
King William	101	20	20	17	16	14	14	12	11
Lancaster	103	21	21	17	17	15	15	12	12
Lunenburg	111	17	16	13	13	12	11	9	9
Middlesex	119	21	19	19	19	15	13	13	13
New Kent	127	21	21	18	17	15	15	13	12
Northumberland	133	21	21	16	17	15	15	11	12
Nottoway	135	17	16	15	13	12	11	11	9
Petersburg	730	18	19	17	15	13	13	12	11
Powhatan	145	23	21	18	17	16	15	13	12
Prince Edward	147	18	16	16	16	13	11	11	11
Richmond	760	26	26	20	19	18	18	14	13
Richmond Co.	159	21	21	17	17	15	15	12	12
Westmoreland	193	24	22	18	17	17	15	13	12

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1
CENTRAL
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Amelia	007	20	18	17	17	14	13	12	12
Buckingham	029	12	12	12	10	8	8	8	7
Caroline	033	17	16	14	13	12	11	10	9
Charles City	036	16	16	14	14	11	11	10	10
Chesterfield/ Colonial Heights	041	21	20	19	17	15	14	13	12
Cumberland	049	14	14	13	13	10	10	9	9
Essex	057	16	14	14	14	11	10	10	10
Fluvanna	065	20	19	20	18	14	13	14	13
Goochland	075	19	18	15	15	13	13	11	11
Hanover	085	20	20	17	16	14	14	12	11
Henrico	087	22	20	20	17	15	14	14	12
Hopewell	670	16	16	14	14	11	11	10	10
King & Queen	097	16	16	14	14	11	11	10	10
King William	101	16	15	14	14	11	11	10	10
Lancaster	103	16	16	14	14	11	11	10	10
Lunenburg	111	16	17	13	12	11	12	9	8
Middlesex	119	16	16	15	15	11	11	11	11
New Kent	127	17	17	15	15	12	12	11	11
Northumberland	133	16	16	14	14	11	11	10	10
Nottoway	135	12	12	14	12	8	8	10	8
Petersburg	730	17	16	15	13	12	11	11	9
Powhatan	145	17	17	15	14	12	12	11	10
Prince Edward	147	14	13	13	12	10	9	9	8
Richmond	760	18	18	15	14	13	13	11	10
Richmond Co.	159	16	16	14	14	11	11	10	10
Westmoreland	193	16	14	13	14	11	10	9	10

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1
EASTERN
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Accomack	001	17	16	15	13	12	11	11	9
Brunswick	025	13	13	10	10	9	9	7	7
Chesapeake	550	27	25	20	18	19	18	14	13
Dinwiddie	053	21	21	15	15	15	15	11	11
Franklin City	620	22	21	16	16	15	15	11	11
Gloucester	073	20	21	17	18	14	15	12	13
Greensville/ Emporia	081	21	21	13	13	15	15	9	9
Hampton	650	25	21	18	16	18	15	13	11
Isle Of Wight	093	22	20	15	13	15	14	11	9
James City	095	25	25	22	19	18	18	15	13
Mathews	115	17	15	15	12	12	11	11	8
Newport News	700	24	24	20	17	17	17	14	12
Norfolk	710	25	24	20	18	18	17	14	13
Northampton	131	17	14	14	13	12	10	10	9
Portsmouth	740	26	19	17	17	18	13	12	12
Prince George	149	23	20	19	17	16	14	13	12
Southampton	175	19	15	13	11	13	11	9	8
Suffolk	800	22	20	17	16	15	14	12	11
Surry	181	21	21	18	16	15	15	13	11
Sussex	183	21	21	12	12	15	15	8	8
Virginia Beach	810	28	26	21	20	20	18	15	14
Williamsburg	830	27	27	23	21	19	19	16	15
York/ Poquoson	199	24	23	18	18	17	16	13	13

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1
EASTERN
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Accomack	001	14	14	14	13	10	10	10	9
Brunswick	025	15	14	13	13	11	10	9	9
Chesapeake	550	18	17	17	15	13	12	12	11
Dinwiddie	053	16	16	14	14	11	11	10	10
Franklin City	620	15	14	14	20	11	10	10	14
Gloucester	073	16	16	14	13	11	11	10	9
Greensville/ Emporia	081	18	13	12	12	13	9	8	8
Hampton	650	17	17	15	15	12	12	11	11
Isle Of Wight	093	16	15	15	15	11	11	11	11
James City	095	20	20	17	17	14	14	12	12
Mathews	115	16	16	15	14	11	11	11	10
Newport News	700	17	16	14	15	12	11	10	11
Norfolk	710	18	16	15	14	13	11	11	10
Northampton	131	15	15	15	15	11	11	11	11
Portsmouth	740	15	15	14	13	11	11	10	9
Prince George	149	16	16	14	13	11	11	10	9
Southampton	175	16	14	14	14	11	10	10	10
Suffolk	800	16	15	15	15	11	11	11	11
Surry	181	16	15	12	12	11	11	8	8
Sussex	183	15	15	14	14	11	11	10	10
Virginia Beach	810	19	17	16	15	13	12	11	11
Williamsburg	830	20	17	17	16	14	12	12	11
York/ Poquoson	199	18	16	16	15	13	11	11	11

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1
NORTHERN
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Alexandria	510	38	36	29	29	27	25	20	20
Arlington	013	40	40	34	33	28	28	24	23
Clarke	043	22	19	15	16	15	13	11	11
Culpeper	047	18	18	15	15	13	13	11	11
Fairfax Co./ City & Falls Church	059	38	37	33	30	27	26	23	21
Fauquier	061	27	26	20	20	19	18	14	14
Frederick/ Winchester	069	18	17	16	15	13	12	11	11
Fredericksburg	630	27	26	20	19	19	18	14	13
Greene	079	22	20	15	15	15	14	11	11
King George	099	25	24	17	16	18	17	12	13
Loudoun	107	36	34	28	27	25	24	20	19
Louisa	109	22	20	21	18	15	14	15	13
Madison	113	19	19	16	16	13	13	11	11
Manassas	683	33	30	26	23	23	21	18	16
Manassas Park	685	38	36	27	20	27	25	19	14
Orange	137	21	21	18	17	15	15	13	12
Page	139	22	20	17	16	15	14	12	11
Prince William	153	31	31	26	25	22	22	18	18
Rappahannock	157	23	23	20	20	16	16	14	14
Rockingham/ Harrisonburg	165	24	23	19	19	17	16	13	13
Shenandoah	171	15	15	14	14	11	11	10	10
Spotsylvania	177	26	25	20	20	18	18	14	14
Stafford	179	26	26	22	20	18	18	15	14
Warren	187	20	17	15	15	14	12	11	11

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1
NORTHERN
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Alexandria	510	28	28	27	26	20	20	19	18
Arlington	013	29	30	28	29	20	21	20	20
Clarke	043	18	16	16	16	13	11	11	11
Culpeper	047	16	15	16	16	11	11	11	11
Fairfax Co./ City & Falls Church	059	31	30	29	27	22	21	20	19
Fauquier	061	22	23	20	19	15	16	14	13
Frederick/ Winchester	069	18	17	16	16	13	12	11	11
Fredericksburg	630	19	17	17	17	13	12	12	12
Greene	079	20	18	18	16	14	13	13	11
King George	099	20	18	18	17	14	13	13	12
Loudoun	107	30	30	28	26	21	21	20	18
Louisa	109	15	15	15	15	11	11	11	11
Madison	113	15	13	13	12	11	9	9	8
Manassas	683	29	26	25	25	20	18	18	18
Manassas Park	685	27	26	24	22	19	18	17	15
Orange	137	18	18	16	22	13	13	11	15
Page	139	12	11	11	11	8	8	8	8
Prince William	153	27	26	23	20	19	18	16	14
Rappahannock	157	21	18	18	17	15	13	13	12
Rockingham/ Harrisonburg	165	18	16	15	15	13	11	11	11
Shenandoah	171	15	14	13	12	11	10	9	8
Spotsylvania	177	21	16	16	16	15	11	11	11
Stafford	179	23	21	19	20	16	15	13	14
Warren	187	19	18	17	17	13	13	12	12

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1
PIEDMONT
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	**FIPS**	**Infant**	**Toddler**	**Pre-School**	**School Age**	**Infant**	**Toddler**	**Pre-School**	**School Age**
Albemarle/ Charlottesville	003	29	29	23	23	20	20	16	16
Alleghany/ Covington	005	21	18	18	17	15	13	13	12
Amherst	009	17	17	12	12	12	12	8	8
Appomattox	011	17	14	12	13	12	10	8	9
Augusta/ Staunton/ Waynesboro	015	23	21	18	18	16	15	13	13
Bath	017	22	20	16	13	15	14	11	9
Bedford Co./ City	019	19	19	14	14	13	13	10	10
Botetourt	023	21	20	15	14	15	14	11	10
Campbell	031	17	13	13	13	12	9	9	9
Charlotte	037	17	16	13	13	12	11	9	9
Craig	045	18	14	14	14	13	10	10	10
Danville	590	20	18	13	13	14	13	9	9
Franklin Co.	067	22	17	14	12	15	12	10	8
Halifax/ South Boston	083	17	16	13	13	12	11	9	9
Henry/ Martinsville	089	20	18	13	12	14	13	9	8
Highland	091	22	20	17	16	15	14	12	11
Lynchburg	680	18	17	14	13	13	12	10	9
Mecklenburg	117	16	16	14	13	11	11	10	9
Nelson	125	22	17	15	17	15	12	11	12
Pittsylvania	143	14	14	13	13	10	10	9	9
Roanoke	770	25	23	18	17	18	16	13	12
Roanoke Co.	161	29	29	22	20	20	20	15	14
Rockbridge/ Buena Vista/ Lexington	163	22	19	19	15	15	13	13	11

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1
PIEDMONT
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Albemarle/ Charlottesville	003	22	22	20	20	15	15	14	14
Alleghany/ Covington/ Clifton Forge	005	16	16	15	15	11	11	11	11
Amherst	009	12	12	12	12	8	8	8	8
Appomattox	011	16	15	14	14	11	11	10	10
Augusta/ Staunton/ Waynesboro	015	17	16	16	16	12	11	11	11
Bath	017	18	16	16	15	13	11	11	11
Bedford Co./ City	019	18	16	15	13	13	11	11	9
Botetourt	023	16	16	16	13	11	11	11	9
Campbell	031	14	13	12	12	10	9	8	8
Charlotte	037	14	14	13	13	10	10	9	9
Craig	045	15	13	13	12	11	9	9	8
Danville	590	12	12	10	10	8	8	7	7
Franklin Co.	067	15	14	14	13	11	10	10	9
Halifax/ South Boston	083	16	15	15	13	11	11	11	9
Henry/ Martinsville	089	13	12	12	12	9	8	8	8
Highland	091	15	13	12	12	11	9	8	8
Lynchburg	680	17	18	16	13	12	13	11	9
Mecklenburg	117	15	13	13	13	11	9	9	9
Nelson	125	12	16	16	15	8	11	11	11
Pittsylvania	143	11	11	11	11	8	8	8	8
Roanoke City	770	17	16	15	14	12	11	11	10
Roanoke Co.	161	16	16	16	15	11	11	11	11
Rockbridge/ Buena Vista/ Lexington	163	20	20	18	18	14	14	13	13

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1
WESTERN
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Bland	021	16	16	14	15	11	11	10	11
Bristol	520	19	19	16	15	13	13	11	11
Buchanan	027	16	16	14	15	11	11	10	11
Carroll	035	14	14	12	12	10	10	8	9
Dickenson	051	16	16	14	15	11	11	10	11
Floyd	063	20	18	14	14	14	13	10	10
Galax	640	15	15	13	13	11	11	9	9
Giles	071	16	16	15	15	11	11	11	11
Grayson	077	16	16	13	13	11	11	9	9
Lee	105	16	15	15	15	11	11	11	11
Montgomery	121	21	21	18	16	15	15	13	11
Patrick	141	15	13	13	13	11	9	9	9
Pulaski	155	20	18	15	13	14	13	11	9
Radford	750	20	19	15	14	14	13	11	10
Russell	167	14	14	13	13	10	10	9	9
Scott	169	14	14	13	14	10	10	9	10
Smyth	173	16	13	12	12	11	9	8	8
Tazewell	185	15	14	13	14	11	10	9	10
Washington	191	17	18	15	15	12	13	11	11
Wise/ Norton	195	16	16	13	13	11	11	9	9
Wythe	197	17	16	13	13	12	11	9	9

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1
WESTERN
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	**FIPS**	**Infant**	**Toddler**	**Pre-School**	**School Age**	**Infant**	**Toddler**	**Pre-School**	**School Age**
Bland	021	13	12	12	11	9	8	8	8
Bristol	520	13	13	13	13	9	9	9	9
Buchanan	027	18	18	18	18	13	13	13	13
Carroll	035	12	12	10	10	8	8	7	7
Dickenson	051	16	16	15	14	11	11	11	10
Floyd	063	11	12	11	10	8	8	8	7
Galax	640	12	12	12	11	8	8	8	8
Giles	071	14	12	12	12	10	8	8	8
Grayson	077	12	12	10	9	8	8	7	6
Lee	105	14	14	15	11	10	10	11	8
Montgomery	121	17	17	15	14	12	12	11	10
Patrick	141	10	10	10	10	7	7	7	7
Pulaski	155	12	12	12	12	8	8	8	8
Radford	750	20	15	14	11	14	11	10	8
Russell	167	12	12	12	12	8	8	8	8
Scott	169	14	14	14	14	10	10	10	12
Smyth	173	11	11	11	11	8	8	8	8
Tazewell	185	15	15	12	12	11	11	8	8
Washington	191	16	13	12	12	11	9	8	8
Wise/ Norton	195	14	13	12	12	10	9	8	8
Wythe	197	12	13	13	13	8	9	9	9

Appendix N

Level 2 Maximum Reimbursable Rates

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2
CENTRAL
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	**FIPS**	**Infant**	**Toddler**	**Pre-School**	**School Age**	**Infant**	**Toddler**	**Pre-School**	**School Age**
Amelia	007	21	18	18	13	15	13	13	9
Buckingham	029	19	16	14	13	13	11	10	9
Caroline	033	35	30	18	15	25	21	13	11
Charles City	036	24	22	19	17	17	15	13	12
Chesterfield/ Colonial Heights	041	39	33	27	22	27	23	19	15
Cumberland	049	19	17	15	12	13	12	11	8
Essex	057	24	22	21	16	17	15	15	11
Fluvanna	065	34	29	26	20	24	20	18	14
Goochland	075	38	35	31	19	27	25	22	13
Hanover	085	38	31	24	19	27	22	17	13
Henrico	087	38	33	26	21	27	23	18	15
Hopewell	670	24	22	17	15	17	15	12	11
King & Queen	097	24	21	16	16	17	15	11	11
King William	101	25	25	19	16	18	18	13	11
Lancaster	103	24	23	19	17	17	16	13	12
Lunenburg	111	21	18	16	13	15	13	11	9
Middlesex	119	24	22	22	19	17	15	15	13
New Kent	127	24	24	18	17	17	17	13	12
Northumberland	133	24	21	17	17	17	15	12	12
Nottoway	135	21	18	17	13	15	13	12	9
Petersburg	730	21	20	18	15	15	14	13	11
Powhatan	145	37	28	25	17	26	20	18	12
Prince Edward	147	21	20	19	16	15	14	13	11
Richmond	760	30	29	23	19	21	20	16	13
Richmond Co.	159	24	21	18	17	17	15	13	12
Westmoreland	193	30	27	19	17	21	19	13	12

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2
CENTRAL
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Amelia	007	20	18	17	17	14	13	12	12
Buckingham	029	17	16	15	10	12	11	11	7
Caroline	033	20	17	16	13	14	12	11	9
Charles City	036	19	17	17	14	13	12	12	10
Chesterfield/Colonial Hghts	041	25	25	23	17	18	18	16	12
Cumberland	049	15	15	15	13	11	11	11	9
Essex	057	18	18	17	14	13	13	12	10
Fluvanna	065	24	22	22	18	17	15	15	13
Goochland	075	25	24	21	15	18	17	15	11
Hanover	085	30	25	22	16	21	18	15	11
Henrico	087	30	25	22	17	21	18	15	12
Hopewell	670	20	17	16	14	14	12	11	10
King & Queen	097	19	17	17	14	13	12	12	10
King William	101	19	19	17	14	13	13	12	10
Lancaster	103	19	17	17	14	13	12	12	10
Lunenburg	111	17	17	15	12	12	12	11	8
Middlesex	119	20	18	18	15	14	13	13	11
New Kent	127	19	18	17	15	13	13	12	11
Northumberland	133	19	17	17	14	13	12	12	10
Nottoway	135	15	13	14	12	11	9	10	8
Petersburg	730	19	18	16	13	13	13	11	9
Powhatan	145	25	24	21	14	18	17	15	10
Prince Edward	147	17	17	15	12	12	12	11	8
Richmond	760	25	22	19	14	18	15	13	10
Richmond Co.	159	19	17	17	14	13	12	12	10
Westmoreland	193	19	17	17	14	13	12	12	10

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2
EASTERN
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Accomack	001	26	19	16	13	18	13	11	9
Brunswick	025	21	18	16	10	15	13	11	7
Chesapeake	550	34	28	24	18	24	20	17	13
Dinwiddie	053	24	23	16	15	17	16	11	11
Franklin City	620	26	23	18	16	18	16	13	11
Gloucester	073	27	26	22	18	19	18	15	13
Greensville/ Emporia	081	24	21	14	13	17	15	10	9
Hampton	650	33	28	21	16	23	20	15	11
Isle Of Wight	093	30	23	18	13	21	16	13	9
James City	095	32	26	24	19	22	18	17	13
Mathews	115	24	19	18	12	17	13	13	8
Newport News	700	29	25	23	17	20	18	16	12
Norfolk	710	30	26	21	18	21	18	15	13
Northampton	131	26	17	15	13	18	12	11	9
Portsmouth	740	31	28	25	17	22	20	18	12
Prince George	149	27	24	21	17	19	17	15	12
Southampton	175	26	23	18	11	18	16	13	8
Suffolk	800	27	23	19	16	19	16	13	11
Surry	181	26	23	19	16	18	16	13	11
Sussex	183	24	21	14	12	17	15	10	8
Virginia Beach	810	35	29	25	20	25	20	18	14
Williamsburg	830	35	34	28	21	25	24	20	15
York/ Poquoson	199	31	27	22	18	22	19	15	13

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2
EASTERN
Full Day, Part Day Rate

Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Accomack	001	18	15	15	13	13	11	11	9
Brunswick	025	17	15	15	13	12	11	11	9
Chesapeake	550	25	20	19	15	18	14	13	11
Dinwiddie	053	20	17	15	14	14	12	11	10
Franklin City	620	16	15	15	20	11	11	11	14
Gloucester	073	21	20	18	13	15	14	13	9
Greensville/ Emporia	081	19	17	15	12	13	12	11	8
Hampton	650	20	19	18	15	14	13	13	11
Isle Of Wight	093	20	19	17	15	14	13	12	11
James City	095	25	20	19	17	18	14	13	12
Mathews	115	19	17	17	14	13	12	12	10
Newport News	700	22	20	18	15	15	14	13	11
Norfolk	710	22	19	18	14	15	13	13	10
Northampton	131	20	19	17	15	14	13	12	11
Portsmouth	740	22	19	17	13	15	13	12	9
Prince George	149	20	18	17	13	14	13	12	9
Southampton	175	20	19	17	14	14	13	12	10
Suffolk	800	20	19	17	15	14	13	12	11
Surry	181	17	16	14	12	12	11	10	8
Sussex	183	20	16	15	14	14	11	11	10
Virginia Beach	810	27	22	20	15	19	15	14	11
Williamsburg	830	23	20	19	16	16	14	13	11
York/ Poquoson	199	28	22	20	15	20	15	14	11

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2, NORTHERN
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	**FIPS**	**Infant**	**Toddler**	**Pre-School**	**School Age**	**Infant**	**Toddler**	**Pre-School**	**School Age**
Alexandria	510	63	46	38	29	44	32	27	20
Arlington	013	58	41	38	33	41	29	27	23
Clarke	043	33	30	23	16	23	21	16	11
Culpeper	047	35	27	16	15	25	19	11	11
Fairfax Co./ City & Falls Church	059	56	45	39	30	39	32	27	21
Fauquier	061	42	32	27	20	29	22	19	14
Frederick/ Winchester	069	30	24	18	15	21	17	13	11
Fredericksburg	630	35	33	25	19	25	23	18	13
Greene	079	27	20	20	15	19	14	14	11
King George	099	35	27	19	16	25	19	13	13
Loudoun	107	57	42	38	27	40	29	27	19
Louisa	109	31	28	23	18	22	20	16	13
Madison	113	35	22	19	16	25	15	13	11
Manassas	683	40	34	29	23	28	24	20	16
Manassas Park	685	52	43	38	20	36	30	27	14
Orange	137	35	27	22	17	25	19	15	12
Page	139	31	28	20	16	22	20	14	11
Prince William	153	41	36	30	25	29	25	21	18
Rappahannock	157	35	26	22	20	25	18	15	14
Rockingham/ Harrisonburg	165	31	26	21	19	22	18	15	13
Shenandoah	171	27	18	14	14	19	13	10	10
Spotsylvania	177	35	29	25	20	25	20	18	14
Stafford	179	37	31	26	20	26	22	18	14
Warren	187	27	21	19	15	19	15	13	11

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2
NORTHERN
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Alexandria	510	32	30	30	26	22	21	21	18
Arlington	013	39	34	32	29	27	24	22	20
Clarke	043	20	17	17	16	14	12	12	11
Culpeper	047	25	19	19	16	18	13	13	11
Fairfax Co./ City & Falls Church	059	37	35	33	27	26	25	23	19
Fauquier	061	32	30	26	19	22	21	18	13
Frederick/ Winchester	069	27	20	19	16	19	14	13	11
Fredericksburg	630	25	24	22	17	18	17	15	12
Greene	079	21	19	18	16	15	13	13	11
King George	099	20	19	19	17	14	13	13	12
Loudoun	107	40	35	33	26	28	25	23	18
Louisa	109	22	20	18	15	15	14	13	11
Madison	113	26	19	19	12	18	13	13	8
Manassas	683	41	28	27	25	29	20	19	18
Manassas Park	685	40	37	35	22	28	26	25	15
Orange	137	22	19	18	22	15	13	13	15
Page	139	17	16	15	11	12	11	11	8
Prince William	153	31	28	27	20	22	20	19	14
Rappahannock	157	26	24	22	17	18	17	15	12
Rockingham/ Harrisonburg	165	25	25	18	15	18	18	13	11
Shenandoah	171	21	16	16	12	15	11	11	8
Spotsylvania	177	27	22	20	16	19	15	14	11
Stafford	179	30	25	24	20	21	18	17	14
Warren	187	20	18	17	17	14	13	12	12

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2
PIEDMONT
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Albemarle/ Charlottesville	003	39	31	28	23	27	22	20	16
Alleghany/ Covington/ Clifton Forge	005	22	19	18	17	15	13	13	12
Amherst	009	21	17	16	12	15	12	11	8
Appomattox	011	21	17	13	13	15	12	9	9
Augusta/ Staunton/ Waynesboro	015	27	25	21	18	19	18	15	13
Bath	017	31	28	20	13	22	20	14	9
Bedford Co./ City	019	28	21	15	14	20	15	11	10
Botetourt	023	27	27	19	14	19	19	13	10
Campbell	031	18	15	14	13	13	11	10	9
Charlotte	037	20	18	18	13	14	13	13	9
Craig	045	20	17	17	14	14	12	12	10
Danville	590	23	19	16	13	16	13	11	9
Franklin Co.	067	27	27	16	12	19	19	11	8
Halifax/ South Boston	083	20	18	18	13	14	13	13	9
Henry/ Martinsville	089	21	19	14	12	15	13	10	8
Highland	091	31	26	20	16	22	18	14	11
Lynchburg	680	25	20	16	13	18	14	11	9
Mecklenburg	117	19	16	14	13	13	11	10	9
Nelson	125	27	18	17	17	19	13	12	12
Pittsylvania	143	20	15	14	13	14	11	10	9
Roanoke	770	39	31	25	17	27	22	18	12
Roanoke Co.	161	39	31	22	20	27	22	15	14
Rockbridge/ Buena Vista/ Lexington	163	33	33	28	15	23	23	20	11

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2
PIEDMONT
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Albemarle/ Charlottesville	003	25	25	25	20	18	18	18	14
Alleghany/ Covington	005	18	17	16	15	13	12	11	11
Amherst	009	17	16	15	12	12	11	11	8
Appomattox	011	17	16	15	14	12	11	11	10
Augusta/ Staunton/ Waynesboro	015	20	17	16	16	14	12	11	11
Bath	017	20	18	17	15	14	13	12	11
Bedford Co./ City	019	20	17	16	13	14	12	11	9
Botetourt	023	20	18	18	13	14	13	13	9
Campbell	031	20	20	16	12	14	14	11	8
Charlotte	037	17	16	15	13	12	11	11	9
Craig	045	16	15	15	12	11	11	11	8
Danville	590	15	15	15	10	11	11	11	7
Franklin Co.	067	20	15	15	13	14	11	11	9
Halifax/ South Boston	083	18	16	16	13	13	11	11	9
Henry/ Martinsville	089	13	15	13	12	9	11	9	8
Highland	091	20	18	17	12	14	13	12	8
Lynchburg	680	19	18	18	13	13	13	13	9
Mecklenburg	117	17	15	15	13	12	11	11	9
Nelson	125	20	16	16	15	14	11	11	11
Pittsylvania	143	16	14	12	11	11	10	8	8
Roanoke City	770	18	18	17	14	13	13	12	10
Roanoke Co.	161	20	20	20	15	14	14	14	11
Rockbridge/ Buena Vista/ Lexington	163	21	21	19	18	15	15	13	13

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2
WESTERN
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	**FIPS**	**Infant**	**Toddler**	**Pre-School**	**School Age**	**Infant**	**Toddler**	**Pre-School**	**School Age**
Bland	021	18	17	15	15	13	12	11	11
Bristol	520	22	20	18	15	15	14	13	11
Buchanan	027	18	17	15	15	13	12	11	11
Carroll	035	18	16	14	12	13	11	10	9
Dickenson	051	18	17	15	15	13	12	11	11
Floyd	063	21	19	16	14	15	13	11	10
Galax	640	18	23	23	13	13	16	16	9
Giles	071	21	18	15	15	15	13	11	11
Grayson	077	18	16	14	13	13	11	10	9
Lee	105	18	18	18	15	13	13	13	11
Montgomery	121	26	24	21	16	18	17	15	11
Patrick	141	20	14	14	13	14	10	10	9
Pulaski	155	21	19	17	13	15	13	12	9
Radford	750	23	19	16	14	16	13	11	10
Russell	167	18	14	13	13	13	10	9	9
Scott	169	18	17	16	14	13	12	11	10
Smyth	173	18	13	12	12	13	9	8	8
Tazewell	185	19	15	13	14	13	11	9	10
Washington	191	18	19	16	15	13	13	11	11
Wise/ Norton	195	18	17	15	13	13	12	11	9
Wythe	197	18	17	15	13	13	12	11	10

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2
WESTERN
Full Day, Part Day Rate

		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Bland	021	15	14	13	11	11	10	9	8
Bristol	520	15	13	13	13	11	9	9	9
Buchanan	027	19	19	19	18	13	13	13	13
Carroll	035	14	13	12	10	10	9	8	7
Dickenson	051	20	16	16	14	14	11	11	10
Floyd	063	20	17	15	10	14	12	11	7
Galax	640	14	13	13	11	10	9	9	8
Giles	071	16	15	15	12	11	11	11	8
Grayson	077	13	12	12	9	9	8	8	6
Lee	105	15	15	16	11	11	11	11	8
Montgomery	121	19	18	17	14	13	13	12	10
Patrick	141	12	12	12	10	8	8	8	7
Pulaski	155	17	15	15	12	12	11	11	8
Radford	750	20	15	15	11	14	11	11	8
Russell	167	18	16	15	12	13	11	11	8
Scott	169	17	17	16	14	12	12	11	12
Smyth	173	13	12	12	11	9	8	8	8
Tazewell	185	15	15	15	12	11	11	11	8
Washington	191	16	14	14	12	11	10	10	8
Wise/ Norton	195	18	18	18	12	13	13	13	8
Wythe	197	14	13	13	13	10	9	9	9

Appendix O

Metropolitan Statistical Area Groupings

FIPS	LOCALITY	INCOME CAP GROUP
001	Accomack	I
005	Alleghany	I
007	Amelia	I
009	Amherst	I
011	Appomattox	I
015	Augusta	I
017	Bath	I
019	Bedford County/City	I
021	Bland	I
023	Botetourt	I
520	Bristol	I
025	Brunswick	I
027	Buchanan	I
029	Buckingham	I
031	Campbell	I
033	Caroline	I
035	Carroll	I
037	Charlotte	I
580	Covington	I
045	Craig	I
049	Cumberland	I
590	Danville	I
051	Dickenson	I
057	Essex	I
063	Floyd	I
067	Franklin County	I

FIPS	LOCALITY	INCOME CAP GROUP
620	Franklin City	I
069	Frederick County	I
640	Galax	I
071	Giles	I
077	Grayson	I
081	Greensville/Emporia	I
083	Halifax	I
660	Harrisonburg	I
089	Henry	I
091	Highland	I
097	King & Queen	I
101	King William	I
103	Lancaster	I
105	Lee	I
109	Louisa	I
111	Lunenburg	I
680	Lynchburg	I
113	Madison	I
690	Martinsville	I
117	Mecklenburg	I
119	Middlesex	I
121	Montgomery	I
125	Nelson	I
131	Northampton	I
133	Northumberland	I
720	Norton	I
135	Nottoway	I
137	Orange	I

FIPS	LOCALITY	INCOME CAP GROUP
139	Page	I
141	Patrick	I
143	Pittsylvania	I
147	Prince Edward	I
155	Pulaski	I
750	Radford	I
157	Rappahannock	I
159	Richmond County	I
770	Roanoke	I
161	Roanoke County	I
163	Rockbridge/Buena Vista/Lexington	I
165	Rockingham	I
167	Russell	I
169	Scott	I
171	Shenandoah	I
173	Smyth	I
175	Southampton	I
790	Staunton	I
181	Surry	I
183	Sussex	I
185	Tazewell	I
191	Washington	I
820	Waynesboro	I
193	Westmoreland	I
840	Winchester	I
195	Wise	I
197	Wythe	I
003	Albemarle	II

FIPS	LOCALITY	INCOME CAP GROUP
036	Charles City	II
540	Charlottesville	II
041	Chesterfield/Colonial Heights	II
550	Chesapeake	II
053	Dinwiddie	II
065	Fluvanna	II
073	Gloucester	II
075	Goochland	II
079	Greene	II
650	Hampton	II
085	Hanover	II
087	Henrico	II
670	Hopewell	II
093	Isle of Wight	II
095	James City	II
115	Mathews	II
127	New Kent	II
700	Newport News	II
710	Norfolk	II
730	Petersburg	II
740	Portsmouth	II
145	Powhatan	II
149	Prince George	II
760	Richmond City	II
800	Suffolk	II
810	Virginia Beach	II
830	Williamsburg	II
199	York-Poquoson	II

FIPS	LOCALITY	INCOME CAP GROUP
510	Alexandria	III
013	Arlington	III
043	Clarke	III
047	Culpeper	III
059	Fairfax City/County	III
061	Fauquier	III
630	Fredericksburg	III
099	King George	III
107	Loudoun	III
683	Manassas City	III
685	Manassas Park	III
153	Prince William	III
177	Spotsylvania	III
179	Stafford	III
187	Warren	III