

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
BISMARCK, NORTH DAKOTA  
September 10, 2020**

**IM 5406**

**TO:** Human Service Zones  
Policy and System Support  
Economic Assistance Policy Quality Control Reviewers

**FROM:** Michele Gee, Director, Economic Assistance

**SUBJECT:** **School Hours**

**PROGRAMS:** **Child Care Assistance Program (CCAP)**

**EFFECTIVE:** **Immediately**

**SECTIONS  
AFFECTED:** **Calculating a Child's Allowable Child Care Hours 400-  
28-80-10-05**

**Calculating a Child's Allowable Child Care Hours**

A child's allowable child care hours are based on the child's schedule and the caretaker's allowable child care hours.

**Non-School Age Child**

Children who do not attend any type of schooling during the day must have their allowable child care hours based on the time the child needs care as determined by the caretaker's allowable child care hours.

**School Age Child**

Children that attend school (including any type of preschool or head start where the school hours are considered separate from the child care hours) must have their allowable child care hours based on the time before and after school in which they need care. **CCAP cannot be paid to fund any instruction or services associated with academic credit or a school's program. This includes care provided to students enrolled in school during**

the regular school day and care while a child is participating in distance learning when the child has the option to attend school.

Children that have the option to attend school, but choose distance learning will not have virtual hours included in their allowable child care hours. If the child is choosing distance learning due to a health condition, or a health condition of a household member, these hours can be included. The medical need of the child/household member must be verified.

Children that attend a hybrid version where they attend school in person and participate in distance learning can have their virtual hours included in their allowable child care hours, if the option for distance learning is not a choice, but mandated by the school.

All school age children receive an additional 9 hours of care per week (36 hours per month) to accommodate any days there is no school.

**Example 1:**

A child attends elementary school Monday through Friday for 8 hours a day. The child needs child care 1 hour before school and 3 hours after school and does not need child care on the weekends. The child needs a total of 20 hours per week. The child is then allowed an additional 9 hours per week, for a total of 29 allowable hours per week.

**Example 2:**

A child is enrolled in a facility that provides both child care and preschool services. Child care is provided from 8 a.m. to 10 a.m. and again from 1 p.m. to 5 p.m. From 10 a.m. to 1 p.m. the child is attending the preschool setting. The hours from 10 – 1 are not considered allowable child care hours. A total of 6 child care hours would be allowed per day. The child is then allowed an additional 9 hours per week, for a total of 39 allowable hours per week.

**Example 3:**

A child attends elementary school Monday, Wednesday, and Friday, and distance learning Tuesday and Thursday. The child attends daycare Tuesdays and Thursdays. There is no option for the child to attend school in person every day, therefore these virtual hours are allowable.

**Example 4:**

A child attends elementary school through distance learning 5 days a week at daycare, however the school has given families a choice to attend in person or through distance learning. There is no medically verified reason for the child to attend virtually, therefore these hours are not allowable.

A copy of the child's most recent school schedule or calendar must be provided as verification. If an application or review is received during a summer month, verification for the upcoming school year must be provided, however, it must not be used to determine the child's allowable child care hours.

**Note:** It is the responsibility of the caretaker to report when additional child care hours are needed.

**Example:**

Review is received June 5th. The child's summer break is from the beginning of June to the end of August. The child will be attending child care full-time over the summer, based on the caretaker's schedule. Verification of the child's upcoming school schedule or calendar must be provided, however school hours will not be considered in the calculation of allowable child care hours for the month of review.