

Service Chapter: Child Care Assistance Program 400-28

Effective Date: May 1, 2024

Overview

Effective May 1, 2024, determining the level of care will be simplified to reduce burden on the households and make processing CCAP cases easier. A simplified verification of time spent in allowable activities rather than a “schedule” will be used to determine level of care when possible.

Description of Changes

1. Calculating a Caretaker's Allowable Child Care Hours 400-28-80-10 – Change

This section is being reorganized and simplified when calculating a caretaker's allowable hours.

2. Calculating a Child's Allowable Child Care Hours 400-28-80-10-05 – Change

Clarification is being added when a school aged child only needs care on days when there is no school. School schedules are not needed when determining a school-aged child's allowable hours.

3. Determining the Level of Care 400-28-80-50 – Change

This section is being simplified on how to determine the level of care.

Policy Section Updates

1. Calculating a Caretaker's Allowable Child Care Hours 400-28-80-10 – Change

~~When calculating a household's child care need, the hours allowed must be based on the individual caretaker's allowable activity schedule compared to the schedule of the child, when applicable.~~

~~In two-caretaker households, the allowable child care hours must be the least amount of hours needed when the two schedules are compared.~~

Example:

~~Mom works 40 hours a week. Dad works 30 hours a week. The maximum allowable child care hours are 30 hours per week.~~

~~To calculate any type of activity hours, activity schedules from the following timeframes must be verified and documented at application or review:~~

- ~~• Activity hours from the month prior to the application or review month, and~~
- ~~• Activity hours from the month of application or review through the date the application or review is received by the Human Service Zone office.~~

~~If the activity schedules from the specified timeframes are NOT reflective of anticipated allowable hours for the eligibility period, the household must verify their anticipated activity schedule for all activities.~~

~~**Note:** If an employer verifies a range of work hours, the average number of work hours verified will be used as the allowable activity hours for the caretaker.~~

~~Activity search and parental leave hours are not used when calculating the level of care as these are not considered allowable activities at the time of application or review.~~

~~-~~

~~To calculate allowable hours for Diversion, TANF or Transition, refer to 400-28-45, Eligibility for TANF Families.~~

Employment

Weekly work hours are determined by using verified paystubs, employer's statements, etc. If paystubs are available, a work schedule is not needed.

To calculate the number of weekly work hours when paid **biweekly, semimonthly, monthly or irregularly**, add the total number of verified work hours for a month and divide by 4.

Note: The hours used do not need to be from a full calendar month.

Example:

A household applies February 12th and verifies that they are paid biweekly. The household received a check on January 22nd with a total of 72 hours worked. Another check was received on February 5th with a total of 70 hours worked. Total monthly hours add up to 142, which is divided by 4 to average the total weekly hours. Average weekly hours are 35.5 before the allowance of travel and break time.

To calculate the number of weekly work hours when paid weekly add the total number of verified work hours and divide by the number of checks used to verify the hours.

Example:

A household applies February 12th and verifies that they are paid weekly. The household verifies that they received a check on January 8th, January 15th, January 22nd, January 29th, and February 5th. The total hours from all paystubs adds up to 176 hours, which is then divided by 5. Average weekly hours are 35.2 before the allowance of travel and break time.

For individuals who are self-employed, the individual must provide a schedule completed by the individual, listing the hours the individual will participate in their self-employment activity for the month of application and the month prior to the month of application. The total monthly hours are divided by 4 to determine the weekly hours.

Education and Training

Students enrolled in GED, high school or postsecondary education or training which is not based on credit hours must have their allowable activity hours determined by the time they attend their education or training activity.

Example:

Caretaker attends high school Monday through Friday from 8 a.m. to 3 p.m. based on the verified school schedule. Total allowable activity hours of 35, before travel and break time calculation, will be allowed.

Students enrolled in postsecondary education which is based on credit hours must have their allowable activity hours determined by multiplying the verified credit hours by 2.

Note: Students who are enrolled in accelerated degree programs must also have their allowable activity hours determined by the time they attend class, not by the number of credit hours.

Example: A student's class schedule verifies 12 credit hours. Multiplying each credit by 2 results in 24 hours per week as the student's allowable child care hours, before the travel and break time calculation.

If a student applies for CCAP during a break in school attendance, verification of the anticipated school schedule must be used to determine the allowable activity hours.

Travel and Break Time

Travel and break time must be allowed for caretakers who are participating in work, education or training. For these activities, the calculated allowable activity hours must be multiplied by 25%. The additional time must be added to the allowable activity hours. Total allowable hours must be rounded up.

Example:

A caretaker has 17 allowable activity hours per week. 17 hours is multiplied by 25%, which equals an additional 4.25 hours per week. Total allowable hours are now 21.25 hours per week, which is rounded up to 22 hours per week.

In certain situations, the caretaker's travel time may exceed the 25% calculation; additional time may be allowed. The reason and needed time for travel must be documented.

Night Shift Work

Caretakers who work night shifts must be allowed sleep time. Up to 6 hours of sleep time after each shift must be allowed.

Example:

Caretaker works night shifts Tuesdays, Wednesdays and Thursdays from 6:00 p.m. to 6:00 a.m. When determining the allowable child care hours, the caretaker must be allowed an additional 6 hours for each day of work. A total of 18 hours must be allowed per week.

Activity Search

When a household applies and only has activity search as an allowable activity, up to 15 hours per week (part time level of care) can be approved for the caretaker. Travel and break time hours are not allowed.

Parental Leave

Parental leave hours are not used when calculating the level of care as this is not considered an allowable activity at the time of application or review.

Employment

-

~~Weekly work hours are determined by using verified paystubs, employer's statements, etc.~~

-

~~To calculate the number of weekly work hours when paid **biweekly, semimonthly, monthly or irregularly**, add the total number of verified work hours for a month and divide by 4.~~

-

Example:

~~A household applies February 12th and verifies that they are paid biweekly. The household received a check on January 22nd with a total of 72 hours worked. Another check was received on February 5th with a total of 70 hours worked. Total monthly hours add up to 142, which is divided by 4 to average the total weekly hours. Average weekly hours are 35.5 before the allowance of travel and break time.~~

-

~~To calculate the number of weekly work hours when paid weekly add the total number of verified work hours and divide by the number of checks used to verify the hours.~~

-

Example:

~~A household applies February 12th and verifies that they are paid weekly. The household verifies that they received a check on January 8th, January 15th, January 22nd, January 29th, and February 5th. The total hours from all paystubs adds up to 176 hours, which is then divided by 5. Average weekly hours are 35.2 before the allowance of travel and break time.~~

-

~~For individuals who are self-employed, the individual must provide a schedule completed by the individual, listing the hours the individual will participate in their self-employment activity for the month of application and the month prior to the month of application. The total monthly hours are divided by 4 to determine the weekly hours.~~

Education and Training

~~-~~

~~Students enrolled in GED, high school or postsecondary education or training which is not based on credit hours must have their allowable activity hours determined by the time they attend their education or training activity.~~

Example:

~~Caretaker attends high school Monday through Friday from 8 a.m. to 3 p.m. based on the verified school schedule. Total allowable activity hours of 37.5, before travel and break time calculation, will be allowed.~~

~~-~~

~~Students enrolled in postsecondary education which is based on credit hours must have their allowable activity hours determined by multiplying the verified credit hours by 2.~~

Note: ~~Students who are enrolled in accelerated degree programs must also have their allowable activity hours determined by the time they attend class, not by the number of credit hours.~~

Example: ~~A student's class schedule verifies 12 credit hours. Multiplying each credit by 2 results in 24 hours per week as the student's allowable child care hours, before the travel and break time calculation.~~

~~If a student applies for CCAP during a break in school attendance, verification of the anticipated school schedule must be used to determine the allowable activity hours.~~

2. Calculating a Child's Allowable Child Care Hours 400-28-80-10-05 – Change

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. **If the hours a child attends child care before or after school is not known, part-time care can be approved for the school aged child.** 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. **If school age children only need care for days when there is no school, they can be eligible for the additional 9 hours, even if there are no days of need in the month they apply.**

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.

~~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.~~

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.

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.~~

3. Determining the Level of Care 400-28-80-50 - Change

The level of care is used to determine if a child needs full-time or part-time child care and is based on the calculation of allowable child care hours of the caretaker and the child.

The Level of Care must be determined in the following situations:

- application
- review
- increasing monthly child care hours
- adding a child to the household
- adding a second provider

- ~~changing or adding a provider~~

A child may have no more than two providers. The Level of Care must be determined for each provider based on the number of hours the child needs care while the caretaker(s) is participating in an allowable activity.

NOTE: A child may only have one full time provider, if approved for a full-time level of care.

To determine the Level of Care:

- Determine the allowable child care hours of each caretaker based on policy at 400-28-80-10, Calculation of Allowable Child Care Hours.
- Determine the child's allowable child care hours based on the policy at 400-28-80-10-05.
- Compare the caretaker's allowable hours to the child's allowable hours, **when applicable**. ~~‡The~~ lesser of the hours when all schedules are compared will determine the level of care.
- **Compare the caretaker's allowable hours to the hours the household is requesting. If the caretakers' allowable hours match or are above the requested hours, the requested hours can be used to determine the level of care.**

Example 1:

~~Household consists of one caretaker and one child. It is determined that the caretaker has 35 allowable activity hours per week. The child is determined to have a need of only 16 hours of care a week. 16 hours will be used to determine the level of care.~~

-

Example 2:

~~Household consists of two caretakers and one school age child. Total allowable hours of the first caretaker are 22 per week. Total allowable hours of the second caretaker are 35 per week. The child attends school Monday through Friday and will be in child care after school for 3 hours per day (15 hours per week). An additional 9 hours per week are allowed for all school age children. The child's need is determined to be 24 hours per week. After comparing all schedules, it is determined that 22 hours per week will be allowed. This is because CCAP allows for the least amount of hours needed when determining the level of care.~~

Once this information is determined:

- If the weekly hours calculated for a child average 25 or more per week, the child falls into the full time Level of Care.

- If the weekly hours calculated for a child average from 1 to less than 25 hours per week, the child falls into part-time Level of Care.

Once a level of care is established for a child:

- The level of care is not decreased for the remaining certificate period regardless if the caretaker has a decrease in hours which would result in the child needing a lower Level of Care.
- The level of care can be increased during the certificate period when the caretaker has an increase in allowable activity hours.

Example 1:

Household consists of one caretaker and one child. It is determined that the caretaker has 35 allowable activity hours per week. The child is determined to have a need of 35 hours a week based on the caretaker's allowable hours and is approved for a full-time level of care.

Example 2:

Household consists of two-caretakers and one school age child. Total allowable hours of the first caretaker are 22 per week. Total allowable hours of the second caretaker are 35 per week. The child attends school Monday through Friday and will be in child care after school for 3 hours per day (15 hours per week). An additional 9 hours per week are allowed for all school age children. The child's need is determined to be 24 hours per week and is approved for a part-time level of care.

Example 3:

Household consists of one caretaker, and one school age child. It is determined the caretaker has 30 allowable activity hours per week. The child attends school Monday through Friday and only needs care on days when there is no school. The child is allowed 9 hours of care per week and is approved for a part-time level of care.

Example 4:

Household consists of two caretakers and one child. Total allowable hours of the first caretaker are 40 per week. Total allowable hours of the second caretaker are 35 hours per week, and they are working night shift. The household is requesting 40 hours per week for the child. As one caretaker's allowable hours are at least 40, this child is approved for a full-time level of care.