

Service Chapter: Child Care Assistance Program 400-28

Effective Date: June 1, 2024

Overview

Effective June 1, 2024, households who have at least one caretaker employed as a child care employee can be eligible for CCAP with their income excluded and a waived co-payment as long as they meet the requirements identified in 400-25-20-40 as a part of the CCAP Workforce Benefit pilot program. Employees already receiving CCAP can receive a waived co-pay for June if they turn in an SFN 354 which verifies their employment and work hours of at least 25 per week.

A new payment will be available for eligible providers who are caring for CCAP infant and toddlers. The first payment for providers will be processed on July 5th for eligible June and July payments.

Description of Changes

1. Basic Eligibility Alignment 400-28-20-40 - New

The CCAP Workforce Benefit will allow child care employees to receive CCAP benefits while excluding income and receiving a waived co-payment.

2. Allowable Activities 400-28-55-05 – Change

Policy is being clarified that temporary changes are not time limited.

2. Basis for Allowable Child Care Rate of Payments 400-28-100-30

Eligible providers can receive an additional payment for CCAP infants and toddlers.

Policy Section Updates

1. Basic Eligibility Alignment 400-28-20-40

CCAP Workforce Benefit

Households who have at least one caretaker participating in employment as an employee in a ND licensed or ND tribally licensed or registered child care setting can be eligible for CCAP with a waived co-payment. Households applying for CCAP who have verified employment in a licensed or certified child care program are eligible to have all household income excluded, if they meet all other eligibility requirements. In households with two caretakers, the second caretaker does not need to be in an allowable activity.

Child Care employees must work at least 25 hours per week at a ND licensed child care program or ND tribally licensed program. The employee must have their employer complete a SFN 354, which will serve as verification of their employment. Providers who are Approved Relatives, Self-Declared, or out-of-state licensed are not eligible to have employees who would qualify. Employees cannot care for their own children.

Owners of a licensed child care program do not qualify for the CCAP Workforce Benefit, unless their children attend a different licensed child care program.

At the time employment ends, or the license for the child care program ends, it must be reported within 5 days by the household or the employer. Income will no longer be waived for these households, and co-payments will be determined the month following the month of employment ending. If there is no other known allowable activity the household must be allowed three months of continued assistance. The three months of continued assistance begins in the month following the month of the employment ending. CCAP will be closed for any household with monthly gross income, minus allowable deductions over 85% SMI for the household size.

Example 1: A two caretaker household applies for CCAP in July. An SFN 354 is turned in for one caretaker. The other caretaker is not in an allowable activity. The SFN 354 is reviewed and it is determined that one caretaker is employed with a ND licensed child care program with 30 hours a week. CCAP is approved for an eligibility period of 18 months from July through December of the next year.

Example 2: A two caretaker household applies for CCAP in July. An SFN 354 is turned in for one caretaker. The other caretaker is employed and provides income verification. The SFN 354 is reviewed and it is determined that this caretaker is only employed for 20 hours per week. The household must meet all CCAP eligibility

requirements as they do not meet the minimum work hour requirement for the CCAP Workforce Benefit.

Example 3: A household is approved under the CCAP Workforce Benefit for an eligibility period of 18 months from July through December of the next year. In October it is reported that the child care program's license has ended October 17th. Starting November, income is evaluated and it is determined the household is over 85% SMI. The CCAP case closes October 31.

Example 4: A household is approved under the CCAP Workforce Benefit for an eligibility period of 18 months from July through December of the next year. In February the household reports that they are no longer employed with the child care program. The household will be allowed three full months of activity search beginning March.

2. Allowable Activities 400-28-55-05

Caretakers must be participating in an allowable activity to be eligible for assistance under the Child Care Assistance Program (CCAP).

The following are allowable CCAP activities at application, review and after initial eligibility has been established:

Temporary Changes

A temporary change in a caretakers ongoing activity of **work, education, or training** is allowable **and is not time limited**. A temporary change can include, but is not limited to:

- Any time-limited absence from work for an employed caretaker for an illness or to care for a family member.
- Any interruption in work for a seasonal worker who is not working between regular industry work seasons.
- Any student holiday or break for a caretaker participating in training or education.
- Any reduction in work, training, or education hours, as long as the caretaker is still working or attending training or education.
- Any other break of work or attendance at a training or education program ~~that does not exceed three months.~~

3. Basis for Allowable Child Care Rate of Payments 400-28-100-30

The allowable amount of child care is based on:

- Type of provider
- Household income
- Household size
- [Level of Care](#)
- Child's Age
 - Infant care - birth through the month they turn 18 months
 - Toddler - 18 months to 2 years through the month of their third birthday
 - Preschool - 3-5 years through the month of their sixth birthday
 - School age - 6 to 13 years through the month of their thirteenth birthday
 - Youth ages 13-19 years of age who are special needs children or court order child care.
- A child who meets the definition of [disability](#) and who is attending a provider with a [Quality Rating Improvement System \(QRIS\)](#) rating of a step 2 or higher will be eligible to receive an additional 10% of the [state max rate \(SMR\)](#).
 - Written verification is required and should state the nature of the special needs and if for a child age thirteen (13) under age
 1. A qualified health professional, a physician, physician's assistant, advanced registered nurse practitioner, qualified mental health professional as defined by KRS 600.020 (48) or registered nurse defined by KRS 314.011(5).
 2. A court order or similar documentation indicating the child is under court supervision.
 3. An Individual Education Program (IEP) provided by the school.
- **Note:** A child that is receiving SSI would still need the written verification explained above.
- Verification is not mandatory and is only required to receive the additional 10% of the state max rate.
- Providers with a current QRIS rating of a step 2 or higher are eligible to receive an additional payment at a tiered rate. These payments are separate from the service month payments issued for a child's child care costs, and are not intended to be used for a child's billed amount. QRIS payments will be issued on the 5th of the month for all payments processed prior to the 5th. If the 5th

does not fall on a business day, the batch will run the next available business day.

- An additional 5% of the SMR will be paid to providers with a current step 2 Quality Rating.
- An additional 10% of the SMR will be paid to providers with a current step 3 Quality Rating.
- An additional 15% of the SMR will be paid to providers with a current step 4 Quality Rating.

Example:

Provider ABC Kids has a QRIS rating of 2 for the month of December. ABC Kids received 4 CCAP payments for the service month of December for 1 infant, 1 toddler, and 2 preschool age children on December 1st. On December 5th, the QRIS payments will calculate, and ABC Kids will receive 10% of the SMR for each of these payments.

- North Dakota Licensed, tribally licensed or military licensed providers who are caring for CCAP infants and toddlers are eligible to receive an additional payment. These payments are separate from the service month payments issued for a child's child care costs, and are not intended to be used for a child's billed amount. The infant/toddler payments will be issued on the 5th of the month for all payments processed prior to the 5th. If the 5th does not fall on a business day, the batch will run the next available business day.