

Par.1. **Material Transmitted and Purpose** – Transmitted with this Manual Letter are changes to Service Chapter 400-28, Child Care Assistance Program. This manual letter also incorporates changes made with:

- IM 5406 School Hours
- IM 5421 ARSEN Changes for CCAP

Par. 2. **Effective Date** – Changes included in the manual letter are effective April 1, 2021.

Items that include a change in policy are indicated.

1. 400-28-05 – Definitions. A new definition of “Alternative Response for Substance Exposed Newborns (ARSEN) was added with IM 5421.

Definitions 400-28-05

Alternative Response for Substance Exposed Newborns (ARSEN) - Alternative Response for Substance Exposed Newborns (ARSEN) means a child protection response involving substance exposed newborns which is designed to provide referral services to and monitor support services for a person responsible for the child's welfare and the substance exposed newborn; and develop a plan of safe care for the substance exposed newborn. Participation in an ARSEN is voluntary and depends on the cooperation of the caregivers. (NDCC 50-25.1)

2. 400-28-15-10 Discriminatory Practices Prohibited. Updated terminology.

Discriminatory Practices Prohibited 400-28-15-10

The North Dakota Department of Human Services and county social service boards, directly or through contractual or other arrangements, on the basis

of race, color, religion, sex, national origin, age, or ~~handicap~~ **disability**, shall not:

1. Deny any individual aid, care, services, or other benefits provided under this program
2. Provide any aid, care, services, or other benefits to an individual which is different or is provided in a different manner from that provided to others under the program
3. Subject an individual to segregation or separate treatment in any manner related to receipt of any aid, care, services, or other benefits provided under the program
4. Restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any aid, care, services, or other benefits provided under the program
5. Treat an individual differently from others in determining whether the individual satisfies any eligibility or other requirement or condition which individuals must meet in order to receive any aid, care, services, or other benefits provided under the program
6. Deny any individual an opportunity to participate in the program through the provision of services or afford the individual an opportunity to do so which is different from that afforded others under the program (including the opportunity to participate in the program as an employee where the primary objective of the federal financial assistance to the program is to provide employment, including a program under which the employment is provided to reduce unemployment)

3. 400-28-35-02 Eligible Children. Updated terminology.

Eligible Children 400-28-35-02

An eligible child in the household is a child who needs child care and:

1. Is under age 13.

A child who is age 12 in the month of application or review and turns 13 during the ~~certificate~~ **eligibility** period, will remain eligible through the ~~certificate~~ **eligibility** period. If the child turns age 13 in the month of application or review, the child is ineligible.

Example

Household was approved for child care with a ~~certificate~~ **eligibility** starting in April. At the time of approval the child was age 12. On June 9th, the child turned 13. The child remains eligible for CCAP for the remainder of the ~~certificate~~ **eligibility** period.

2. Is at least age 13, but under age 19, and who is physically or mentally incapable of caring for themselves as verified in writing by a physician or a licensed /certified psychologist.
3. Is at least age 13, but under age 19, and is in need of supervised care as specified in a court order.

A child is considered "under age 13 or 19" through the month of the child's 13th or 19th birthday.

North Dakota foster care children placed in a licensed foster home are not eligible for the Child Care Assistance Program (CCAP) as ND Foster Care funding will support reimbursement. Children who are placed in an unlicensed foster care setting (ex: relative care) may be eligible for CCAP.

Note: Children in foster care under the custody of another state, placed in North Dakota must receive documentation detailing if the sending state will

reimburse for child care expenses. If the sending state will not reimburse for child care, CCAP will review the households income for eligibility.

All eligibility information must be provided for each child for whom assistance is requested. Any child for whom all information is not provided is not eligible for CCAP. However, that child is included in the filing unit size and their unearned income is considered. If at a later date the requested verifications are provided for the child, the child's eligibility begins the month the verifications are received, and all other eligibility criteria is met.

3. 400-28-38-02 Application and Review Processing for Homeless Households. Updated Terminology.

Application and Review Processing for Homeless Households 400-28-38-05

Households who indicate on the application or review that they are [homeless](#) must be approved eligible for CCAP after an initial eligibility determination, but before mandatory verifications are received per policy at 'Non-Financial Eligibility Requirements [400-28-50](#)'. The household must be allowed a 30 day grace period from the date of application to supply all necessary verifications. The application or review must be approved for a one month **eligibility period** certificate effective the month the application or review was submitted.

Example:

Household submits an application on September 5th. The household indicates on the application that they are homeless. Because the household indicates that they are homeless the household is issued **authorized** a one month **eligibility period** certificate for September and the household is sent a notice requesting all necessary verifications that are due October 5th.

If it is determined that eligibility did not exist in the initial 30 day grace period, overpayments **WILL NOT** be established for that timeframe, unless:

- The household intentionally withheld information that affected eligibility.

4. 400-28-38-10 Allowable Activities for Homeless Households. Updated Terminology.

Allowable Activities for Homeless Households 400-28-38-10

Households may be participating in an allowable activity; however, they may self-certify their allowable activity and the number of hours they are participating in their allowable activity, if they are unable to provide income and hours verification during the grace period to provide verifications.

Self-certified income is used to determine the household's co-pay for ~~a the~~ one month ~~certificate~~ **eligibility period**. Self-certified income is budgeted the same as other CCAP cases. Refer to Converting Income 400-28-70 and Budgeting for the Child Care Assistance Program 400-28-75.

Homeless households are subject to all allowable activity requirements per policy at Allowable Activities [400-28-55-05](#), with the following exceptions:

- Homeless households can be approved for CCAP for activity search at time of application and review. Activity search may also include activities required to find housing. When a homeless 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.

In households with two caretakers, if one caretaker is in an allowable activity and the other is not, the case can be approved for ~~a the~~ one month ~~certificate~~ **eligibility period** and the caretaker without an allowable activity will be allowed 15 hours of allowable activity per week.

If neither caretaker has an allowable activity, both can be allowed up to 15 hours of allowable activity per week.

The schedule of the caretaker(s) must be compared to the schedule of the child as per policy at 'Determining the Level of Care [400-28-80-50](#)'. The lesser of the hours when all schedules are compared will be approved. The household may self-certify all schedules of all household members during the grace period.

5. 400-28-38-15 Verifications for Homeless Households. Updated Terminology.

Verifications for Homeless Households 400-28-38-15

Verifications Provided Timely

If verifications are provided within the 30 day grace period, and the household remains eligible for CCAP based on all other eligibility criteria, the household is then issued **authorized for** a 12 month **certificate eligibility period**.

The household may remain eligible for CCAP based activity search if no other allowable activity exists. In these situations, the household will be allowed up to three full consecutive months of activity search starting the first month of **a** the 12 month **certificate eligibility** period.

Example:

Household submitted an application on September 5th and was approved eligible based on homelessness for a one month **certificate eligibility period** for the month of September. The household was approved for activity search for **a** the one month **eligibility period** **certificate**. The household timely provided all necessary verifications and remains eligible based on all other required eligibility requirements. However, the household's only allowable activity remains activity search. The household is **determined eligible** ~~issued a certificate~~ for 12 months starting October and is approved for a maximum of 15 hours per week. The household remains eligible for CCAP at the part time level of care with activity search as the allowable activity for the months of October, November and December.

Refer to policy at 'Allowable Activities [400-28-55-05](#)' for processing of activity search as an allowable activity in ongoing cases.

Verifications Not Provided Timely

If verifications are not provided within the 30 day grace period, the case must be closed at the end of the month grace period ends.

If the family reapplies for CCAP and self-certifies homelessness after the initial denial, the household is now subject to all regular CCAP requirements.

Example:

A household applies for CCAP and self-certifies homelessness on July 10th. The household is **determined eligible for** issued a one month certificate on July 13th without providing required verifications. The certificate **Eligibility** is effective July 1 through July 31. The household has 30 days from the date of application (July 10th) to submit required verifications (August 13). The household does not provide the required verifications. A 12 month **eligibility period** certificate is not **authorized** issued and the case remains closed.

The household reapplies for CCAP on August 25. Since the household did not provide the required verifications during their initial 30 day grace period, the household is now subject to all regular CCAP requirements and will not be issued **approved for** another one month **eligibility period** certificate. On September 10, the household provides all required verifications for eligibility. The household is issued **determined eligible for** a 12 month **eligibility period** certificate.

6. 400-28-40-10-05 – Initial Crossroads Application/Initial Child Care Assistance Program Application. Terminology has been updated.

Initial Crossroads Application/Ongoing Child Care Assistance

Program 400-28-40-10-10

A Crossroads applicant who has an ongoing Child Care Assistance Program (CCAP) **eligibility** case must have their certificate **be** updated to a Crossroads-Waived Co-pay case effective the month Crossroads is approved. Child care expenses for months prior to Crossroads approval would be covered using the existing **eligibility** certificate.

7. 400-28-45-05 – Waived Co-pay for TANF Recipients. Policy has been updated to include clarification on kinship care households.

Waived Co-Pay for TANF Recipients 400-28-45-05

The Co-pay requirement is waived for child care that is a result of participation in an approved activity of a caretaker in receipt of or deemed in receipt of TANF or Diversion. This includes child care for an SSI or ineligible child whose caretaker is receiving TANF, TANF Transition or Diversion Benefits.

Note: Payment of child care is subject to Co-pay when the child care is a result of an activity for a TANF caretaker who is:

- In receipt of SSI
- A Disqualified Alien or
- An ineligible non-legally responsible caretaker
- **An ineligible Kinship Care caretaker with non-kinship children**

Families not subject to the Co-pay requirements are not subject to the income requirements for the Child Care Assistance Program. ~~These families do not have to provide verification of their income in order for their eligibility to be determined.~~

8. 400-28-45-15 Non-Recipient Caretakers of TANF (SSI, Disqualified Alien or Non-Legally Responsible Caretakers). Policy has been updated to include clarification on kinship care households.

Non-Recipient Caretakers of TANF (SSI, Disqualified Alien, ~~or~~ Non-legally Responsible Caretakers, or ineligible Kinship Care caretakers) 400-28-45-15

The Child Care Assistance Program (CCAP) can pay child care for allowable activities in which an SSI, disqualified alien, ~~or~~ non-legally responsible caretaker, **or ineligible Kinship Care caretaker with non-kinship children are** is participating in. However, these cases are subject to Co-pay requirements.

Income of the household members is **are** counted and the household size must include all caretakers and all children, including the TANF **and kinship** children. The TANF benefit for the child(ren) is disregarded as income. All other CCAP requirements must be met.

9. 400-28-45-40 Child Care for TANF Recipients. Policy was updated with IM 5421 for ARSEN. Policy has been updated to include clarification on kinship care households.

Child Care for TANF Recipients 400-28-45-40

The Child Care Assistance Program (CCAP) will pay child care for TANF recipients only if the allowable activity is identified on the JOBS or Tribal New Employability plan. Child care for any allowable activity not identified on the employability plan cannot be paid through CCAP.

When a TANF recipient who is required to participate in the JOBS Program is not participating, child care will be paid for any activity the individual is participating in that is listed on the latest employability plan until the TANF case closes.

Example: Mom is required to participate in the JOBS Program in Job Search but fails to provide information to her case manager. The case manager completes the 'good cause' process and a sanction is imposed for October.

If Mom submits child care expenses for the months of September and October while searching for a job, since the latest employability plan lists her activity as Job Search and the Mom continues to be a JOBS participant through October 31st, the child care expenses for September and October while searching for a job can be paid.

Should the child care expenses for the month of September and October be a result of an activity not listed on the employability plan, those child care expenses cannot be paid unless Mom begins participating in the JOBS program and a new employability plan is received that includes these activities.

TANF recipients who are not required to participate in the JOBS or Tribal NEW programs must volunteer to participate in the program in order for their child care costs to be paid through CCAP, **except when the recipient is participating in Alternative Response for Substance Exposed Newborn (ARSEN) program. ARSEN households receiving TANF are not required to participate or volunteer in the JOBS or Tribal New Program to have their child care costs paid through CCAP.**

TANF households may choose to use child care expenses as a TANF earned income disregard up to the TANF maximum allowable costs or they may receive assistance under CCAP. Households may not receive the disregard and have child care paid under CCAP in the same month.

If a minor parent in the TANF household needs child care to complete high school or its equivalent, the minor parent should be informed of and referred to the Crossroads Program. (Refer to section 400-28-40, Crossroads Families).

Eligible children under Kinship Care are not eligible to have their child care costs paid through CCAP as these costs are covered under TANF Kinship

Care Supportive Services.

10.400-28-55 Allowable Activities. Policy was updated with IM 5421 for ARSEN.

Allowable Activities 400-28-55

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:

1. Work – Work is an activity in which an individual is engaged through employment or self-employment. Work must entail personal involvement and effort on the part of the applicant or recipient.

The following are allowable work activities:

- Paid employment
 - Paid work studies, internships or assistantships (this includes when an individual is in a non-allowable postsecondary education program).
- Self-employment

Note: Child care providers must be licensed, self-declared or registered by a tribe in order to be considered an allowable activity. Approved relative

providers are not considered to be in an allowable activity.

2. Education or Training - Child care relating to an allowable education or training activity.

Allowable postsecondary education includes:

- Certificate
- Associate's degree
- Bachelor's degree

CCAP may pay eligible child care costs for individuals pursuing a certificate, Associate's degree or Bachelor's degree provided the individual has not already earned a Bachelor's degree.

NOTE: Payment of postsecondary educational related child care costs incurred by an individual who already has earned a Bachelor's degree is prohibited.

Required activities related to the pursuit of a post-secondary degree (student teaching, internships, etc.) may be considered allowable activities.

If an individual has already earned a certificate or Associate's degree, eligible child care costs are allowed if the individual is continuing to pursue another allowable education activity and has not earned a Bachelor's degree.

Attending high school or alternative high school or pursuing a GED is an allowable activity even if the individual is not participating in Crossroads.

Traditional high school "attendance" is defined by the Department of Public Instruction (DPI) as:

- Full-time - 4 or more classes
- Part-time - less than 4 classes

- Attendance in an alternative high school setting for full-time/part-time as identified by the school

GED may be full time/part-time.

If a high school diploma or GED is not required to receive a certificate, it is considered training and is not considered postsecondary education.

Example: A Certified Nurse Assistant (CNA) certificate is NOT considered postsecondary education as a high school diploma is not required to receive a CNA certificate.

Allowable Training includes but is not limited to:

- Basic remedial education
- Training designed to assist an individual to achieve basic literacy
- Training needed to secure or retain employment which includes skills and technology training
- Vocational Training (trade school or career school)
- Individuals who are participating in classes for English as a second language.
- Internet Classes – Child care related to completing on-line computer classes that meets the allowable education or training requirements is an allowable activity.
- Vocational Rehabilitation education plans must follow CCAP education requirements.

3. Alternative Response for Substance Exposed Newborns (ARSEN) –
Child care needed for a parents participation in ARSEN.

11. 400-28-55-25 Allowable Activities for Alternative Response for Substance Exposed Newborn Recipients. This is a new section was added with IM 5421 for ARSEN.

Allowable Activities for Alternative Response for Substance Exposed Newborn Recipients 400-28-55-30

The Child Care Assistance Program (CCAP) can pay child care while the parent works with the Alternative Response for Substance Exposed Newborn (ARSEN) program.

Verification of the caretaker's participation in the ARSEN program must be provided from their case manager. SFN 640 is required to be completed by the Child Protection Service (CPS)/case manager and sent to the eligibility worker. The SFN 640 must be submitted to the CCAP State Determination Team for approval. If approved, the CCAP State Determination Team will determine the length of the approval.

The child's hours from the SFN 640 will be used to determine allowable hours for the child and the parent participating in the ARSEN program.

In households with two caretakers, if one caretaker is participating in the ARSEN program, the other is subject to all allowable activity requirements per policy at Allowable Activities 400-28-55-05.

12. 400-28-80-10-05 Calculating a Child's Allowable Child Care Hours. Policy updated with IM 5406.

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.

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.

13. 400-28-90-20 Waived Co-Pay Families. Policy was updated with IM 5421 for ARSEN. Policy was updated for clarification on Kinship Care households.

Waived Co-pay Families 400-28-90-20

The Co-pay requirement for certain families with very low income will be waived and their child care paid up to the State Rate. These include:

- Families receiving services through the Crossroads Program
- Ineligible/SSI children whose caretaker is receiving TANF or Diversion
- Families receiving TANF or Diversion

Note: Payment of child care is subject to Co-pay when the child care is a result of an activity for a TANF caretaker who is:

- In receipt of SSI
- A Disqualified Alien or
- An ineligible non-legally responsible caretaker
- **An ineligible Kinship Care caretaker with non-kinship children**

- Families participating in the Alternative Response for Substance Exposed Newborns (ARSEN) program

Families who are not subject to the Co-pay requirements are not subject to the income requirements. Since these families are not subject to co-pay or income requirements, child care may be paid up to the maximum State Rate.

14. 400-28-105-20 Approved Relative. **This is new policy** for approved relative providers to meet healthy and safety requirements.

Approved Relative 400-28-105-20

Approved relatives must be approved to provide care for specific children. Child Care Assistance Program (CCAP) will only make payment for children who are identified on the approved relative's approval letter.

An Approved Relative is a provider, whose relationship to the child by marriage, blood, or court degree, is a:

- Grandparent (including step-grandparents)
- Great-grand parent (including great step-grandparents)
- Aunt or uncle (including step-aunt or uncle)
- Sibling (including step-siblings) when the sibling lives at a separate residence form the child(ren).

Approved relatives must apply to become eligible. The following items are required as part of the application process:

- SFN 23, Application for Approval for Relative Child Care Provider
- W-9, Request for Taxpayer Identification Number and Certificate

- SFN 433, Child Abuse and Neglect Background Inquiry for each household member age 18 and over
- Verification of SSN or Employer Identification Number (EIN)
- Verification of relationship to the children that care will be provided for. Acceptable verification includes but is not limited to:
 - Birth certificates
 - Adoption papers
 - Court records

To assure the health and safety of children, the approved relative and all adult household members (18 and over) will be subject to the following background checks:

- North Dakota Supreme Court website
- North Dakota State's Attorney's Sex Offender website
- Children and Family Services criminal back ground check

In addition, Approved Relatives are required to complete the Getting Started training offered by Growing Futures. This basic child care course must be completed within 90 days of approval. If the training is not completed within 90 days, the approval will be ended. Approved Relatives will be eligible to receive up to 3 months of payments before completion of the training. If the 90th day falls into the 4th month, no payment will be allowed for this month. Overpayments will not be established for the 3 months of temporary approval if the provider does not complete the training.

Example: An application for relative provider is approved January 15th. The Approved Relative has 90 days from January 15th to complete the required training. On April 16th, state office staff determine the Approved Relative has not completed the required training, which was due April 15, the 90th day, the providers approval is no longer valid. Payments will be allowed for January, February, and March, but not for April.

If a prior approval has been ended for failure to complete the training, and the provider reapplies, the training must be completed within 30 days of the application being submitted in order to be re-approved.

Completion of the training must be completed once every 4 years. If a provider was formerly licensed and has completed the training within the past 4 years, the training would not need to be completed at application.

Example: An application was received on June 1, 2021. The applicant provides verification of the completed training with a date of June 15, 2017. Approval of the application does not occur until June 22, 2021. As the date of approval is 4 years past the date of the training completion, the approved relative will be required to complete the training within 90 days from the approval.

An Approved Relative's request to be a provider will be denied or will be terminated in an ongoing case when the applicant or household members have been found guilty of, pled guilty to, or pled no contest to any offense described in section 75-02-01.3.05 of North Dakota Administrative Code (N.D.A.C.).

Approved relative applicants must reside in North Dakota. Approved relatives can only provide care in the provider's own home. Approved relative providers cannot be approved to provide care in the child's home unless the child is subject to policy at 400-28-35-30, In Home Care Due to Illness/Disability. If an approved relative provider applicant is living in the same home as the child(ren) they are applying to care for, and separate living quarters do not exist, the approved relative application is denied. The approved relative provider applicant must apply to become licensed or self-declared in order to receive payment from CCAP.

An approval or denial letter will be sent to the applicant upon determination. An applicant may appeal the decision by submitting a signed written request to the agency within 30 days from the date of the notice of the letter. During an appeal process, payments will not be made by the CCAP.

- A request for verification notice will be sent in situations when more information is needed. The applicant or approved provider has 10 days to respond to the notice. If the applicant does not respond to the notice within 10 days, the application will be denied. In ongoing approvals, the approval must end at the end of the month after the 10 days have passed.

Once approved, a provider number will be assigned by the state CCAP office.

Approved relative providers must renew the approval every year in order to continue to receive CCAP. The provider must also submit a W-9 yearly with their renewal application.

If the approved relative provider moves, the approval becomes invalid and the provider must reapply.

Approved relative providers are required to maintain attendance records for each child in their care. Records should include the child's name, the date, and check-in/check-out times. All attendance records must be made available at the request of the state or county social services office. The attendance records must be handled in a manner that protects the identity of CCAP families.

15. 400-28-165 -85 SFN 640 Verification of Participation in Alternative Response for Substance Exposed Newborns (ARSEN). This is new policy section added in IM 5421.

Appendix 400-28-165

SFN 640 Verification of Participation in Alternative Response for Substance Exposed Newborns (ARSEN) 400-28-165-90

SFN 640, Verification of Participation in Alternative Response for Substance

Exposed Newborns (ARSEN).

The SFN 640, Verification of Participation in Alternative Response for Substance Exposed Newborns (ARSEN) form is used by the Child Protective Service (CPS)/case manager when an applicant or recipient is applying for CCAP based on participation in ARSEN.

The SFN 640 is provided by the CPS/case manager to the eligibility worker who forwards the SFN 640 to State CCAP Policy.

This form is available through the Department of Human Services and may also be obtained electronically via E-Forms.

E-Forms are presented in Adobe Acrobat and require the Adobe Acrobat reader. If you do not currently have Adobe Acrobat reader installed, you may download a free copy by clicking the Get Adobe Reader icon below.