

Job Search

Rule Reference: Staff Manual Volume III regulation 3.905.1 (G) (3)

- a. Job search child care is available to eligible adult caretakers or teen parents that met the eligibility criteria on the most recent eligibility determination for no fewer than thirteen (13) weeks of child care for each instance of non-temporary cessation of activity (per section 3.905.2, c).
- b. If the job search activity is reported within the four (4) week reporting period, the activity shall begin the day that the change in activity was reported. If the job search activity is reported outside of the four (4) week reporting period, the activity shall begin the date that activity cessation occurred.
- c. Job search shall continue until the adult caretaker or teen parent gains employment, enters into another eligible activity, or when all of the allotted job search time has been utilized. Any day utilized in a week is considered one (1) week used toward the time limited activity.
- d. Regular consistent child care must be provided during the job search period.
- e. The amount of care authorized each day shall, at a minimum, be commensurate with the amount needed to complete the job search tasks.
- f. Job search child care shall be approved in each instance of non-temporary job loss or when adult caretakers or teen parents end their eligible activity while enrolled in the Low-Income program.
- g. An adult caretaker or teen parent shall be determined ineligible once they have utilized their allotted job search time and have not reentered into an eligible activity.
- h. If at the time of re-determination, the adult caretaker or teen parent remains in a job search activity, has not utilized the remainder of their allotted job search time, and has provided the required re-determination documentation, the county shall place the case into a post-eligibility stabilization period for the duration of the remaining job search time.
 - 1) If during the post-eligibility stabilization period the adult caretaker or teen parent reports that they have gained employment or reentered into another eligible activity, the county shall process this change, continue care, and assess a parent fee.
 - 2) The adult caretaker or teen parent shall be determined ineligible if they have not reentered into an eligible activity and the post-eligibility stabilization period has expired.
- i. Subject to available appropriations, an adult caretaker or teen parent who is not employed at the time of application and meets all other eligibility criteria is eligible to receive a minimum of thirteen (13) weeks of job search child care.

Process: El Paso County will authorize approved ongoing cases according to the rules referenced above. Job search at initial application is not an eligible activity in El Paso County.

El Paso County Low Income CCCAP (Colorado Child Care Assistance Program)
Business Processes and Procedures

Procedure:

1. A maximum of 13 weeks of job search child care at each non temporary cessation of activity is available for ongoing cases. Job search is not available to initial applicants.
2. If an ongoing case is in a job search activity at redetermination, the post-eligibility stabilization period will be utilized.
3. Job search child care will be authorized on the days requested by the adult caretaker on a full time daily rate for non-school aged children and part time and/or full time daily rate for school aged children.
4. Authorizations will be established for the full period of available days of job search.
5. Job search week count and the child care authorization will cease upon the earlier of the following;
a) 13 week maximum has been exhausted. b) Adult caretaker requests case to be closed. c) Adult caretaker reports and verifies a new activity of work or school.
6. Child Care Technicians will enter applicable tracking dates/tasks into CHATS to ensure proper future case closure.
7. Child Care Technicians will be responsible to ensure that the CHATS system has properly tracked and updated job search usage in the primary activity screens of CHATS at time of authorization closure. Case notes will also be entered.

Education

Rule Reference: Staff Manual Volume III regulation 3.905.1 (G) (4)

Subject to available appropriations, an adult caretaker(s) or teen parent(s) who is enrolled in a regionally accredited post-secondary education program or a workforce training (vocational/technical job skills training) program is eligible for CCCAP for at least two years (104 weeks) of the post-secondary education or workforce training program, provided all other eligibility requirements are met during those two years (104 weeks). A county may give priority for services to a working adult caretaker(s) or teen parent(s) over an adult caretaker(s) or teen parent(s) enrolled in postsecondary education or workforce training.

Counties' child care staff may refer adult caretakers and teen parents to community employment and training resources for assistance in making a training and postsecondary education decision.

- a. Adult caretaker educational programs include post-secondary education for a first bachelor's degree or less, or workforce/vocational/technical job skills training when offered as secondary education, which result in a diploma or certificate, for at least one-hundred-four (104) weeks and up to two-hundred-eight (208) weeks per lifetime. This is limited to coursework for the degree or certificate.
- b. In addition to the weeks of assistance available for post-secondary and vocational or technical training, up to fifty-two (52) weeks of assistance is allowable for basic education.
- c. Any week in which at least one (1) day is utilized for child care is considered one (1) week used toward the time limit

Process: El Paso County will authorize approved cases for a maximum of 104 weeks in a lifetime of child care for post-secondary/workforce training activities. El Paso County will also authorize a maximum of 52 weeks in a lifetime for adult basic education activities such as GED, high school and English as a Second Language.

Procedure:

1. A maximum of 104 weeks of post-secondary education for the first bachelor degree or less and up to 52 weeks of adult basic education is available.
2. Education child care will be authorized based on a combination of the adult caretaker's actual schedule and the needs of the child.
3. Authorizations will be established until the earliest of the following durations; a) the next redetermination date. b) up to the verified graduation date.
4. Child Care Technicians will enter applicable tracking dates/tasks into CHATS to ensure proper future case closure.
5. Child Care Technicians will be responsible to track and update education usage in the primary activity screens of CHATS at time of authorization closure and/or redetermination. Case notes will also be entered.

Pre-Eligibility

Rule Reference: Staff Manual Volume III regulation 3.912

An Early Care and Education provider may provide services to the household prior to the final determination of eligibility and shall be reimbursed for such services only if the county determines the household is eligible for services and there is no need to place the household on the waiting list. The start date of eligibility is defined in Section 3.911, R. If the household is found ineligible for services, the Early Care and Education provider shall not be reimbursed for any services provided during the period between his/her pre-eligibility determination and the county's final determination of eligibility.

The Early Care and Education provider or county may conduct a pre-eligibility determination for child care assistance for a potential program participant to facilitate the determination process.

Process: El Paso County will accept applications from the general population as well as from contracted licensed providers, on behalf of the general population. If there is not a waiting list for CCCAP services, the applicant is found eligible for CCCAP services, all supporting documentation is received within 30 days of the application date, and care was used prior to approval, El Paso County will authorize and pay for contracted and licensed child care as far back as the current application date. If the applicant is found ineligible and child care services were used, El Paso County will not reimburse the child care provider and the applicant will be solely responsible for the cost of the child care services used.

Procedure:

1. Applications will be accepted from the general population and from contracted licensed providers on behalf of the general population.
2. The application date is the date the application is received at the county office.
3. El Paso County will approve or deny an application within 15 calendar days of receipt.
4. If the application is denied, the applicant will receive written notice of the decision and will have an opportunity to turn in additional documentation to potentially reverse the decision made by the county.
5. All additional documentation should be received by the county within 30 days of the application date. If the applicant fails to turn in additional documentation or turns in partial documentation, the application will remain in a denied status, the child care provider will not be reimbursed for any child care used and the applicant will be responsible for the cost of the child care received.
6. If documentation is received between the 31st and 60th day and eligibility is established, care will be set up as of the date the last required document was received. Care used prior to that date will be the responsibility of the applicant.
7. If approved and the adult caretaker is currently using care, El Paso County will authorize and pay for contracted and licensed child care back to the later of a) the start date of child care b) the application date (if all verifications are received prior to day 30) or c) the date the last document needed to establish eligibility was received (if verifications are received between day 31 and 60)
8. If approved, adult caretakers should approve care as far back as possible on the ATS machine located at their chosen provider. It may be necessary for the child care provider to manually bill the county for approved child care services that cannot be approved in the past for authorized days.

Child Care Provider Tiered Absences and Holidays

Rule Reference: Staff Manual Volume III regulation 3.914.1 (E) (3)

Counties shall pay for absences in accordance with the policy set by the county. Any absence policy set by the county shall address when the child is not in care to include, but not limited to, payments for scheduled school breaks, absences, and holidays.

1. Counties have the discretion to roll payments for absences and holidays into their regular daily child care provider reimbursement rates or may pay for absences and holidays with a daily rate as they occur and pursuant to the county policies.

2. Tiered Absences and Holidays

a. Whether a county rolls their absences and holidays in addition to their child care provider base reimbursement rate, or they pay them separately, and if a child utilizes care at multiple child care providers, counties shall reimburse child care providers proportionate to the quantity of care provided overall or in accordance with the child's actual use of care.

b. Counties shall reimburse child care providers for absences and holidays per twelve (12) months of continuous eligibility based on the following schedule:

c. For child care providers in the first level of the department's quality rating and improvement system, no fewer than six (6) absences or holidays;

d. For child care providers in the second level of the department's quality rating and improvement system, no fewer than ten (10) absences or holidays;

e. For child care providers in the top three levels of the department's quality rating and improvement system, no fewer than fifteen (15) absences or holidays.

Process: El Paso County pays all contracted and licensed providers 1 absence per month and 3 holidays per year, regardless of quality rating. This equals 15 absences or holidays per year. In order to align with child care private pay practices, a generous absence procedure will be implemented by El Paso County. Absences are paid via the CHATS computer system, on a monthly basis, for the first day a child is authorized and does not attend. These reasons may include but are not limited to personal choice of the parent, child illness, vacations, holidays the county does not pay for, snow days, other closures, emergency closures etc.

Procedure:

1. For all contracted and licensed providers, 1 absence per month is allowed. These absences are paid separately and are not rolled into the daily rate.
2. If a child is authorized for care, the provider cannot charge the adult caretaker for the first absent day per month/per child.
3. For contracted and licensed providers, 3 holidays per year are allowed, which are July 4th, Christmas and New Year's. These holidays are paid separately and are not rolled into the daily rate.
4. The child care provider cannot charge the adult caretaker for the 3 holidays per year paid by the county.

Posting of County Processes

Rule Reference: Staff Manual Volume III regulation 3.911 (M)

Counties must post eligibility, authorization, and administration policies and procedures so they are easily accessible and readable to the layperson. The policies must be sent to the State Department for compilation.

Process: El Paso County will post CCCAP rules and regulations and applicable county CCCAP processes. The general public can access this information via the El Paso County DHS website, dhs.elpasoco.com

Procedures:

1. The general public can access the El Paso County website at, dhs.elpasoco.com
2. The CCCAP page is located under “assistance programs”, then “child care assistance”.
3. County contact information will be posted on the main page.
4. Current CCCAP income guidelines will be posted on the main page.
5. An overview of general eligibility and answers to general questions will be posted on the main page.
6. If a “wait list” is implemented in El Paso County, information pertaining to the status of the “wait list” will be posted on the main page.
7. El Paso County will provide a link on the CCCAP page to the rules and regulations of the program located on the Secretary of State’s website.
8. El Paso County will provide a link on the CCCAP page to applicable county CCCAP processes.
9. El Paso County will provide links on the CCCAP page to a printable version of the CCCAP application and redetermination.
10. El Paso County will provide a link on the CCCAP page to the You Tube video regarding CCCAP card usage.

11. Updates to and archiving of these documents will occur within one week of any approved change.

Decoupling of Schedules

Rule Reference: Staff Manual Volume III regulation 3.911 (HH)

Counties must authorize care based on verified need, by establishing an authorization to cover the maximum amount of units needed to ensure care is available based on the client's participation in an eligible activity, and must not be linked directly to an adult caretaker's or teen parent's employment, education, job search, or workforce training schedule, and should not be tied to the client's activity schedule and should be based on the child's need for care.

Process: El Paso County will establish child care authorizations based upon a combination of the verified activity schedule of the adult caretaker and the needs of the child. The authorization will cover the maximum amount of units needed to ensure the adult caretaker can participate in their approved activity and that the child will have access to consistent, quality child care.

Procedure:

1. Child Care Technicians will assess and authorize the maximum amount of child care needed, based upon a combination of the verified schedule of the adult caretaker and the units of care needed by the child to promote access to quality care, school readiness and/or continuity of care. Case notes will be entered to clarify the decisions made.
2. Adult caretakers may make a parenting decision to use limited child care. If the request for child care is less than the activity schedule, the parenting decision will be honored by the county.
3. In the case of a split parenting situation, care may only be authorized on days the adult caretaker has physical custody of the child. The 2nd parent would be responsible for the child care needs during the 2nd parent's custody period.
4. The need of the child may be verified in numerous ways. This includes but is not limited to the written declaration of the adult caretaker on the CCCAP application or redetermination, information received on the child and provider information forms, emails, written notes and faxes from adult caretakers and child care providers.
5. Generally, child care will be authorized in applicable daily unit increments of part time (PT) or full time (FT). The child care provider will only be paid if the child is authorized and attends care or if the provider is eligible for an absence or holiday payment. Also, there must be an approved transaction on the ATS machine or an approved reason for a manual billing.
6. For data entry and consistency purposes in the computer system CHATS, technicians will enter a series of numbers for part time or full time care. These data entry decisions will have no bearing on the amount of time or the time of the day that the child may attend child care on authorized days. The unit of care authorized (PT or FT) will indicate the amount of potential payment the provider can expect from the county.
7. Part time child care is care authorized and used for 1 second – 5 hours. Full time child care is care authorized and used 5 hours 1 second – 12 hours.

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8. An example of decoupling; Adult caretaker works four full time days a week but the provider requires five full time days of care for the child to enroll in their program. El Paso County will authorize five full time days with proper documentation