

CDD.1090: Adoption

Category: Child Care Financial Assistance Program

Authority: 33 V.S.A. §3512

Last revised date: 07/03/2022

Effective date: 11/22/2024

Overview

This policy describes the process to ensure that children adopted through the Family Services Division of the Department for Children and Families (DCF) may receive financial assistance through Child Care Financial Assistance Program (CCFAP) if the adoptive families have an eligible service need.

Updates

This document has been updated to reflect the new CCFAP Policy formatting, including rewriting and reorganizing the previous policy's content and completing a plain language review. Additional changes include:

1. Replace 'parent' with 'primary caretaker' when appropriate.
2. Expand Protective Services Agreement exceptions.

All changes are highlighted in gray below.

Policy

The Child Care Financial Assistance Program (CCFAP) defines primary caretaker to include adoptive parents. Adoptive parents **must** meet all eligibility criteria for establishment of a service need. Income eligibility and family share are waived for adoptive parents with a signed Adoption Assistance Agreement.

Procedure

A. Eligibility Waivers

1. Income eligibility and family share waivers apply only to child care financial assistance for the child adopted through the DCF Family Services Division with a signed Adoption Assistance Agreement from the State of Vermont.
 - a. To be eligible for child care financial assistance for any other children in the family, primary caretaker(s) **must** meet all eligibility criteria and are subject to family share as established by the Child Care Financial Assistance Income Guidelines.

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- b. **Note:** The family is responsible to pay any additional payment amount charged by the provider above the state reimbursement rate (co-payment) for adopted and non-adopted children.
2. If a child's adoption occurred in Vermont but the Adoption Agreement and Interstate Compact is from a state other than Vermont, the Adoption Agreement and Interstate Compact **must** stipulate that the family is eligible for Vermont child care financial assistance.
 - a. If the stipulation is **not** present, the family **must** meet the income eligibility requirements of the Child Care Financial Assistance Program.
3. When a primary caretaker of a child adopted through the Vermont Family Services Division with an approved Adoption Agreement applies under the service need of self-employment, the hours of child care will be authorized based on the number of hours stated on the Self-Employment Business Plan.
 - a. The self-employment business may show zero income.
 - b. If the Business Plan shows extended care hours, these hours **must** be approved by CDD.
 - c. Self-Employment taxes **must** be submitted yearly and a Business Plan **must** be in the file.

B. Case Management

1. The primary caretaker will complete a CCFAP application and **must** submit a signed copy of the Vermont Adoption Assistance Agreement with the application.
 - a. The adopted child may have a new name and Social Security Number. At the adoptive parent's request, the child will **not** be connected to their previously known name and Social Security Number in the Child Development Division Information System (CDDIS).
 - i. The Eligibility Specialist will include a case comment in CDDIS if a name change is applicable to a Protective Services Authorization (PSA) but **must not** identify the new name and Social Security Number.
2. Income standards are **not** applied. The primary caretaker(s) **must** establish an acceptable service need for child care services, the adopted child is eligible for child care financial assistance at the zero Family Share level.
3. When a child with a Protective Services Authorization (PSA) is adopted during a current authorization period, the primary caretaker may choose to submit a new application to have the Child Care Financial Assistance Program eligibility under their name before the PSA is due to end or wait until the PSA ends to submit a new application.
 - a. If the primary caretaker submits a new application prior to the end of PSA eligibility, and there was an associated co-pay (the difference between the

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provider rate and the state rate when the provider rate is higher than the state rate), the Eligibility Specialist **must** inform the primary caretaker that they will be responsible for the associated co-pay if the child is no longer under a PSA.

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