

CDD.1130: Training and Education

Category: Child Care Financial Assistance Program (CCFAP)

Authority: 33 V.S.A. § 3512; 33 V.S.A. § 3514

Last revised date: 10/07/2024

Effective date: 11/22/2024

Overview

This policy describes the process to allow eligibility for the Child Care Financial Assistance Program (CCFAP) if the primary caretaker is engaged in a **training or education** program that may lead to employment.

Updates

This document has been updated to include the following changes:

1. Clarification in the verification process in Section B.2.
2. Consistency in naming training and education programs.

All changes are highlighted in gray below.

Policy

To be eligible for the Child Care Financial Assistance Program (CCFAP) through the service need of **Training and Education**, the primary caretaker(s) must demonstrate participation in a **training or education** program intended to lead to employment within one year after completion of the program or that is required to maintain employment.

Procedure

A. Qualifications

1. Primary caretaker(s) must provide acceptable documentation of enrollment in a **training or education** program.
2. Approved **training or education** program activities include:
 - a. Vocational/ technical job skills training;
 - b. Apprenticeship, internship, work study, or other on-the-job training;
 - c. Training programs approved by Department for Children and Families (DCF's) Economic Services Division (ESD) as part of the caretaker's Family Development Plan;

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- d. Work for training programs approved by the Department of Labor (DOL),
- e. English as a Second Language training;
- f. High school, public or private, and high school equivalency programs such as Adult Basic Education (ABE), Adult High School Diploma, General Equivalency Diploma (GED), and Families Learning Together (FLT);
- g. Post-secondary courses at an accredited or recognized institution of higher education offering certification, associate, bachelor, master, or doctoral course work;
- h. One hour of child care is allowed for each credit hour enrolled in a **training or education** program;
 - i. **Note:** If credit hours are **not** assigned or do **not** match the training schedule, a letter from the **training or education** program designating the hours of class and study time is acceptable;
 - i. Time for travel to and from classrooms, lab experiences, study groups, or other activities directly related to a **training or education** program;
 - j. Time for outside class study, completion of homework, and hours required for associated activities such as study groups and lab experiences. One hour of study time is granted for each credit hour or equivalent outlined in the school registration or letter from the training program. Study time hours for child care requested during the day are allowed for primary caretakers taking classes in the evening;
3. **Note:** On-line classes with assigned credits follow the same qualifications as in person classes.
4. Eligibility for child care on the basis of **training or education** will be authorized for 12 months with certificates for child care.
5. The primary caretaker(s) with the service need of **training or education** must maintain a cumulative average of 2.0 within a graded system, a 'passing' in a pass / fail system, or written verification from supervisor of successful work for individuals approved to participate in on-the-job training.
 - a. **Exception:** Eligibility Specialists may send a request for an exception to their Grant Monitor.
6. Volunteer work **not** associated with a **training or education** program is **not** an allowable child care need.

B. Verification

1. A Training Plan form **must** accompany the primary caretaker's initial CCFAP application. This form is **not** needed with a redetermination application.

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2. A copy of the training or education registration form and course schedule, including days and times of classes, the name of the person participating in the program, and the training or education organization is required to determine if the primary caretaker(s) and their family is eligible for CCFAP under this service need.
 - a. If a training or education registration form and course schedule is **not** available, the primary caretaker will submit a letter from the training or education organization on the organization's letterhead that includes the name of the person participating in the program, the training or education schedule, amount of time needed for additional study, and the start and end date or necessary hours for completion.

C. Case management

1. Additional semester schedules during the 12 month eligibility period for a family are **not** required to be submitted.
2. The primary caretaker **must** report if they are no longer enrolled in a training or education program during their 12 month authorization period to their Eligibility Specialist. The Eligibility Specialist will follow up with the primary caretaker with new documentation requirements needed to maintain eligibility.
3. No interruption of services will occur based upon a temporary change (no more than 3 months) in educational or training activities.
4. The primary caretaker **must** provide proof at redetermination of successful completion of previous course work and new training or education registration and course schedule.
5. If a change in training or education needs occur during the 12 month eligibility period, refer to CDD.1060 Reporting Changes policy.