

CDD.1045: Application Denial Process

Category: Child Care Financial Assistance Program (CCFAP)

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

Last revised date: 11/22/2024

Effective date: 01/25/2026

Overview

This policy ensures consistent practice statewide in the Child Care Financial Assistance Program (CCFAP) eligibility determination and denial processes.

Updates

This document has been updated to reflect the following changes:

1. Replaced “reject” with “deny” throughout policy
2. Removed different scenarios for when an eligibility specialist will reject or deny an application
3. Fixed grammatical errors

All changes are highlighted in gray below.

Policy

CCFAP provides financial assistance to eligible families to support the cost of child care upon application review. Ineligible families receive a notice of CCFAP denial.

Procedure

A. General Information

1. The primary caretaker will submit a Child Care Financial Assistance Program (CCFAP) application, and all necessary documentation needed to make an eligibility determination, to the Community Child Care Support Agency (CCCSA) serving the applicant’s region.
2. If the household is found ineligible, an **eligibility specialist** will generate a **denial** in the **Child Development Division Information System (CDDIS)** and send a letter to the primary caretaker.

Approved: Deputy Commissioner 01/25/2026

Page 1 | CDD.1045: Application Denial Process

State of Vermont, Department for Children and Families
Child Development Division

3. An application will be denied if:
 - a. The household is over income;
 - b. The household members are not residents of Vermont;
 - i. A resident of Vermont is defined as a person who lives in Vermont permanently or on a long-term basis.
 1. **Exception:** A person may be considered a Vermont resident if they are temporarily staying out of state due to experiencing homelessness or housing instability. The following must be verified:
 - a. A statement that they intend to make Vermont their permanent or long-term home and
 - b. Verification of paying taxes as a Vermont resident or verification of eligibility for another State of Vermont benefit program.
 - c. A service need **cannot** be established;
 - d. The requested information needed to process the application is **not** submitted;
 - e. No children in the household are age eligible or meet the criteria for a child with special health needs; or
 - f. The household has more than \$1M in assets as self-attested on the application.

B. Case Management

1. If an eligibility specialist sends a Missing Document Notice to the primary caretaker and the requested information is **not** received by the specified due date (10 business days from the date of notice creation), the eligibility specialist will deny the application within 5 business days of the due date.
2. If an eligibility specialist sends a Missing Document Notice and the requested documentation is received before the application is denied, the eligibility specialist may continue the eligibility determination process if the information received completes the file and a determination can be made.
 - a. **Note:** An additional Missing Document Notice may be created if the response to the original Missing Document Notice requires follow up that was not originally requested. The eligibility specialist will record the justification for the additional Missing Document Notice or extension of the due date in the CDDIS case comments.

Approved: Deputy Commissioner 01/25/2026

State of Vermont, Department for Children and Families
Child Development Division

- ~~3. An Eligibility Specialist will “deny” an application if the household does not meet the CCFAP income requirements.~~
- ~~4. An Eligibility Specialist will “reject” an application if the household is ineligible for any other reason.~~
3. Once an application is denied, a family may reapply with all new information to have eligibility redetermined.
 - a. An eligibility specialist may request the primary caretaker to resign and date the original application instead of submitting a new application if the primary caretaker confirms all information is still relevant and accurate.
 - b. The eligibility specialist **must** date stamp the resigned application. This new date becomes the **new** application date.
 - c. Any documentation required for income or service need verification must be submitted by the primary caretaker within 30 days of the new signature date.