

CDD.1095: Split Files

Category: Child Care Financial Assistance Program (CCFAP)

Authority: 33 V.S.A. §3512

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Overview

This policy is discontinued for new Child Care Financial Assistance Program (CCFAP) applicants. A split file will only be available upon redetermination for families that currently have a split file as of February 2025.

Updates

This document has been updated to reflect the new CCFAP policy formatting, including reorganization and a plain language review. Additional changes include:

1. Discontinuation of this policy for new CCFAP applicants as of February 14, 2025.
2. Extension for the use of split files for current CCFAP families who still benefit from this option upon redetermination.
3. Rewritten processes.
4. Removal of examples.

All changes highlighted below in gray.

Policy

This policy is no longer available to new CCFAP applicants as of February 14, 2025. Current CCFAP recipients whose case file is managed as a split file may continue to have a split file if, upon redetermination, the Child Development Division (CDD) determines that the family will continue to benefit from split file case management. When a family with a split file submits their redetermination as a split file (two applications), the Eligibility Specialist will consult with the CDD Grant Monitor for guidance on processing. When a family's case ceases to be managed as a split file, future CCFAP redeterminations or applications will be processed as a single household.

All new CCFAP applications will be processed as a single household.

Definition: Split File - Unmarried caretakers who have children in common and one or more children who are the legal responsibility of only one of the caretakers in the household. Determination can be based on the way most beneficial to the family if both applications have at least one child in child care and eligible for subsidy. Split files **must**

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have two separate applications, one from each caretaker. Both applications **must** have the same determination year and be held by the same Eligibility Specialist.

Procedure

A. General Information

1. All new CCFAP applications will be processed as a single household. **This policy is no longer available to new CCFAP applicants as of February 14, 2025.** Current CCFAP recipients whose case file is managed as a split file may continue to have a split file if, upon redetermination, CDD determines that the family will continue to benefit from this process.
2. If a split file has been closed for more than 30 days, the application will be determined as a single household upon reapplication.
3. If a current split file CCFAP recipient submits two applications to continue to be managed as a split file upon redetermination, the Eligibility Specialist will:
 - a. Calculate gross monthly income for both applicants as a single household. Determine family share based on household size and income.
 - b. If family share is zero, a split file will **not** be more beneficial for the family.
 - i. The Eligibility Specialist will contact both applicants to tell them they will be determined as a single household.
 - ii. The Eligibility Specialist will work with the family to determine which applicant will be the primary applicant.
 - iii. Both applications will be combined and processed as a single household application in CDDIS under the determined primary applicant.
 - c. If the family share is greater than zero, contact the Grant Monitor for guidance on how to process the applications.
 - d. Determine if a family will benefit from a split file by following the steps below.
 - i. Children who are the legal responsibility of only one of the caretakers will remain as household members on the responsible caretaker's application.
 - ii. All other split file household configurations will stay the same from the previously processed split file.
 - iii. **Note:** The application with the children in common will be referred to as Caretaker A.
 - iv. Add any new children in common to Caretaker A's application.

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- v. Determine the household size for Caretaker A's application and Caretaker B's application.
 - vi. Determine the income from Caretaker A's application and Caretaker B's application.
 - 1. **Note:** Income that is solely associated with a child (ex: Child support) from either application is **not** included at this step.
 - vii. All of Caretaker A's income will remain in Caretaker A's application, as this application will hold all the children in common.
 - viii. Determine the Support Denominator by adding the number of children in common, Caretaker B, and all of Caretaker B's children.
 - ix. Divide Caretaker B's income by the Support Denominator (number from line viii). This number will be Caretaker B's Split Income.
 - x. Take Caretaker B's Split Income and multiply it by the number of children in common. This amount will be added to Caretaker A's application.
 - xi. Subtract the amount added to Caretaker A's application (number from line x) from Caretaker B's original income. This amount will be Caretaker B's new income.
 - xii. Any income solely associated with a child will remain in total in the application with the child(ren) it is intended for.
- e. **Note:** To ensure all household income is accounted for, add together all income from both applications and verify it is equal to the amount determined if processed as a single household.
 - f. If the benefit for the family to process as a single household or as a split file has the same total family share, the applicants will be processed as a single household.
- 4. If both files are processed, the Eligibility Specialist will make case comments in each file in CDDIS indicating the need to cross reference both files which will include the case and application numbers for each file.
 - 5. If either caretaker has a change in income that puts them over current income guidelines, the application that is over income will be redetermined to generate a denial.
 - 6. If one application has a change in income that reduces the family share, both applications will be redetermined.
 - 7. **Note:** The Eligibility Specialist will contact the Grant Monitor to determine if any reported change that effects either application should result in redetermination of both applications.

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