

CDD.1098: Military Deployment

Category: Child Care Financial Assistance Program (CCFAP)

Authority: 33 V.S.A. §3512

Last revised date: 07/03/2022

Effective date: 04/01/2026

Overview

This policy describes the support provided to military families through CCFAP when a primary caretaker is deployed outside the State of Vermont.

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. Changed the name of the policy from 'Military Files' to 'Military Deployment'
2. Replaced 'parent' or 'client' with 'primary caretaker' or 'caretaker' when appropriate
3. Updated policy to waive income requirements for households with a caretaker on active duty outside the State of Vermont
4. Clarified the transition period process for when deployed caretakers return from active duty

All changes highlighted in gray.

Policy

The Child Development Division (CDD) will grant special consideration to military families when a primary caretaker has been deployed outside the State of Vermont. During deployment time, household income eligibility requirements will be waived. Service need requirements **must** be met to determine hours of eligibility.

Procedure

1. The primary caretaker will complete the regular CCFAP application process.
2. Household income eligibility requirements are waived and the family share is zero when a military caretaker is deployed on active duty outside the State of Vermont.

Approved: Deputy Commissioner 04/1/2026

Page 1 | CDD.1098: Military Deployment

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

- a. The eligibility specialist will enter the household income and follow the Child Development Division Information System (CDDIS) guidelines for overriding income.
3. The military caretaker **must** provide a copy of active-duty orders indicating deployment outside the State of Vermont, including the start and end date of deployment.
 - a. If the location is listed as confidential, the eligibility specialist will connect with a CDD grant monitor.
 - b. If the child care start date is prior to the deployment start date, the eligibility may begin up to two service periods (up to 30 days) prior to the deployment start date.
 - c. **Note:** The National Guard summer training period is **not** considered deployment outside of the State of Vermont.
4. The eligibility specialist **must** make a case comment including the start and end date of deployment in CDDIS.
5. If a household has one primary caretaker and they are deployed outside the State of Vermont, they may remain the primary applicant and the household will be authorized for full time care. The certificate will be issued based on the child care schedule.
6. If a household has two primary caretakers, hours of eligibility are based on the non-deployed primary caretaker's service need.
7. The eligibility specialist will contact the household 30 days prior to the end of the deployment period to request updated documentation for a service need and notify the household of the 12-week transition period.
 - a. A 12-week transition period is granted when the deployed caretaker returns from active duty. The eligibility specialist **must** note the start and end date of this transition period in the CDDIS case comments.
 - b. If the deployment end date is extended, the eligibility specialist will request updated deployment documentation.
8. If at the end of the 12-week transition period the military caretaker
 - a. Does have a new service need, no changes to eligibility will be made.
 - b. Does **not** have another approved service need, eligibility may be denied.
9. If at annual redetermination the military caretaker is unable to use all 12 weeks of the transition period, their eligibility will be extended and their annual redetermination will occur at the end of the 12-week period.
 - a. The eligibility specialist will request an extension of the enrollment determination end date and authorizations.

Approved: Deputy Commissioner 04/01/2026