

CDD.1115: Employment

Category: Child Care Financial Assistance Program (CCFAP)

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

Last revised date: 07/03/2022

Effective date: 02/14/2024

Overview

This policy outlines the service need of employment to be eligible for child care financial assistance. The purpose of this service need is to support self-sufficiency in Vermont's working families.

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. Expansion of the employment verification process in section B.

All changes are highlighted in gray below.

Policy

To be eligible for the service need of employment, the primary caretaker(s) **must** demonstrate involvement in an activity, either in or out of the home, through which they receive hourly compensation that meets federal, state, or local minimum wage requirements applicable to the activity. Child care is available for hours of employment plus reasonable travel and sleep time, if applicable.

Procedure

A. Qualifications

1. A primary caretaker(s) **must** provide acceptable verification of compensated activity.
2. Volunteer work is **not** an allowable child care service need.
3. Travel time is allowable up to two (2) hours a day for travel time between the child care facility and the place of employment.

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Child Development Division

4. Sleep time is allowable up to eight (8) hours within a twenty four (24) hour period when a primary caretaker is working an alternative shift schedule.
 - a. Sleep time includes reasonable hours following or preceding 2nd or 3rd shift employment or training, enabling a person to rest from or for such employment or training.
5. If the primary caretaker is employed and receiving a TANF grant, their Reach Up case manager may be able to authorize child care.
 - a. The primary caretaker **must** request a child care referral from their Reach Up case manager for training activities. See CDD.1145 Reach Up policy for more information.

B. Verification

1. Acceptable verification of compensated activities includes one of the following:
 - a. Two current, consecutive pay stubs; OR
 - i. If pay stubs are **not** available or hours are **not** shown on the pay stubs, an Employment Verification form is required followed by two current, consecutive pay stubs within the first four service periods (8 weeks.)
 1. The employer will complete the Employment Verification form on behalf of the primary caretaker(s). This form will allow Eligibility Specialists to determine eligibility for the first four service periods (8 weeks.)
 2. If the submitted pay stubs reflect a different income than the income on the Employment Verification form impacting the assigned family share, the Eligibility Specialist **must** redetermine the application with the new income information.
 - a. **Note:** This process is only used for initial eligibility determinations.
 - b. If the Employment Verification form is used to verify a change in employment, the Eligibility Specialist will follow CDD.1060 Reporting Changes policy for updated income.
 3. If there is no change in family share, the Eligibility Specialist **must** include a comment in CDDIS stating that pay stubs have been received and the new income does **not** change

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the household's family share amount. Redetermination is **not** necessary if the family share amount does **not** change.

- b. Pay stub alternative.
 - i. Contract: If a household member receives an income determined by a contracted employment rate, the household member will submit the employment contract to verify income. A contract **must** include start and end dates, annual compensation, and expected hours of employment.
 - ii. Payroll Record: The primary caretaker may submit a payroll record that documents gross wages and tax deductions if the employer does **not** have pay stubs.
2. If the primary caretaker does **not** have a form of acceptable employment verification but does participate in a compensated activity that requires child care, they may be eligible for child care financial support through the Family Support Child Care Program. The Eligibility Specialist may refer the family, with their consent, to a Specialized Child Care Coordinator.
3. The primary caretaker may request income to be spread over a year if a primary caretaker works on a seasonal basis, on a limited contracted basis, or if the income fluctuates on a monthly basis.
 - a. The Eligibility Specialist may request a copy of the contract or 12 month payroll record which states the annual income that can be used to calculate gross monthly income.

C. Case Management

1. The Eligibility Specialist **must** conduct annual redetermination of eligibility for child care services if the eligibility qualification is based on employment.
2. **Note:** If the child care start date is prior to the employment start date, the eligibility may begin up to two service periods (up to 30 days) prior to the employment start date.
3. Child care services will continue during a temporary change in employment participation up to 3 months.
 - a. Eligibility may be closed if the primary caretaker does **not** have a different service need at the end of the 3 month period.