

CDD.1120: Seeking Employment

Category: Child Care Financial Assistance Program (CCFAP)

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

Last revised date: 05/15/2023

Effective date: 10/01/2026

Overview

This policy outlines the service need of seeking employment to be eligible for child care financial assistance. The purpose of this service need is to support families who may be in the process of seeking employment, or activities that will lead to employment, and are in need of child care.

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. Separated seeking employment periods into transitional seeking employment (12 weeks) and initial seeking employment (26 weeks)
2. Extended initial seeking employment to 26 weeks
3. Added ability for both primary caretakers to apply using initial seeking employment at the time of application
4. Clarified parameters around repeated use of the seeking employment service need

All changes are highlighted in gray below.

Policy

A person is considered seeking employment if they are actively looking for employment, self-employment, or a training or education program that may lead to employment. A primary caretaker may be authorized for seeking employment for up to 12 weeks when they transition from another service need within the 12-month eligibility period. A primary caretaker may be authorized for seeking employment for up to 26 weeks when using seeking employment as the initial service need on a new application or at redetermination. This service need may be used more than once non-consecutively during the 12-month eligibility period. A primary caretaker may only be found eligible under seeking employment as an initial service need once within a 12-month period without another approved service need in between applications.

Approved: Deputy Commissioner 10/01/2026

Procedure

A. Initial Seeking Employment

1. Initial seeking employment is when a primary caretaker applies for CCFAP with a service need of seeking employment upon initial application or at redetermination.
2. Initial seeking employment may be authorized up to 26 weeks. If the primary caretaker does not have another service need at the end of this period, eligibility will be denied.
3. A primary caretaker(s) **must** submit a Seeking Employment Form when using the service need of seeking employment.
4. Both primary caretakers may utilize seeking employment as a service need at the time of application.
5. When a non-temporary change in employment, self-employment, education, or training is reported within the 26 weeks of initial seeking employment, the eligibility specialist will follow CDD.1060 Reporting Changes policy to determine service need.
6. A primary caretaker(s) will be denied eligibility if they have used seeking employment at the time of initial application within 12 months of applying without another service need in between applications.

B. Transitional Seeking Employment

1. Transitional seeking employment is when a primary caretaker transitions from another approved service need to seeking employment due to a reported change after the initial application determination.
2. Transitional seeking employment may be authorized for 12 weeks. If the primary caretaker does **not** have another service need at the end of this period, eligibility may be denied. The primary caretaker may reapply with an initial use of seeking employment.
3. When a non-temporary change in employment, self-employment, education, or training is reported, the eligibility specialist will follow CDD.1060 Reporting Changes policy to change the service need to seeking employment when applicable.
 - a. If a non-temporary change in a service need is reported over 30 days after the change occurs, the eligibility specialist will contact a CDD grant monitor to determine if a retroactive start date for seeking employment is reasonable.

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4. Both primary caretakers may utilize transitional seeking employment as a service need at any time within the eligibility period.
5. If a primary caretaker is unable to use all 12 weeks of transitional seeking employment before the end of their 12-month eligibility period, their eligibility period will be extended and their annual redetermination will occur at the end of the 12-week period of transitional seeking employment.
 - a. The eligibility specialist will request an extension of the enrollment determination end date and authorizations through CDDIS help desk to extend the eligibility period.
 - b. If there is another primary caretaker in the household their service need will be extended with no additional documentation or verification required.
6. If the primary caretaker(s) does not have another approved service need at the end of the 12-week transitional seeking employment eligibility period, the eligibility specialist will offer the option of reapplication with an initial service need of seeking employment.

C. Case Management

1. Eligibility will be denied if
 - a. The 12 weeks of transitional seeking employment has ended and the primary caretaker does not have a new service need.
 - i. **Note:** The primary caretaker may reapply with an initial service need of seeking employment for additional time, if needed.
 - b. The 26 weeks of initial seeking employment has ended and the primary caretaker does not have a new service need.
 - c. The primary caretaker has applied for CCFAP with an initial service need of seeking employment within the last 12 months without another service need between applications.
2. Primary caretakers that are furloughed or temporarily working without pay may qualify for CCFAP under seeking employment.
3. Seeking employment may be combined with another service need for a full-time authorization.
 - a. The 12-month full time authorization hours will remain in place at the end of the seeking employment service need period as long as the other service need is still effective.