

CDD.1135: Family Support Child Care Program

Category: Child Care Financial Assistance Program

Authority: 33 V.S.A. § 3513; 33 V.S.A. § 3514

Last revised date: 07/03/2022

Effective date: 06/30/2024

Overview

The Family Support Child Care (FSCC) Program assists qualifying families by providing time-limited childcare financial assistance. This support ensures children up to age 13 receive safe and consistent care in high-quality childcare settings. By providing access to child care, caretakers can focus on their goals while receiving case management to address stressors that qualify them for this limited service. This policy serves to set the expectation for the FSCC Program standards, though CDD recognizes that this Program requires variability and discretion from the staff who support it.

The program is administered through the Child Care Financial Assistance Program (CCFAP) in partnership with the Children's Integrated Services Program.

Updates

The Family Support Child Care policy includes the following changes:

1. Updated format. All changes highlighted in gray.
2. Creation of Family Support Child Care Program policy from the previous Family Support for Refugee Families, including information for two categories under FSCC:
 - a. General Family Support Child Care; and
 - b. Family Support Child Care for Families in Resettlement.

Policy

The Family Support Child Care Program (FSCC) provides prevention and intervention services to reduce stress for families and their children up to age 13. The Children's Integrated Services Specialized Child Care Coordinator (CIS SCCC) will work with the family to complete a risk assessment to determine a family's eligibility. Financial assistance may be available for up to 12 months of full-time or part-time care provided through the Child Care Financial Assistance Program (CCFAP).

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Procedure

A. Categories of Family Support Child Care

General Family Support Child Care	Family Support Child Care for Families in Resettlement
Families who have significant stress or risk factors that may be alleviated by child care financial assistance.	Families who are supported through the State Refugee Office or seeking Asylum may qualify for Family Support Child Care for Families in Resettlement.
A Children’s Integrated Services Specialized Child Care Coordinator (CIS SCCC) or the CIS Primary Service Coordinator for the family will complete the CIS Family Support Supplemental intake form (CIS –02) with the family to gather the necessary information.	A Children’s Integrated Services Specialized Child Care Coordinator (CIS SCCC) must verify connection with external support agency.
Eligibility is approved through the CIS Referral and Intake Team meeting.	Eligibility is approved through verification of connection with Vermont’s nonprofit voluntary resettlement agencies (USCRI and ECDC) or the family’s asylee assistance program of choice. See <i>Section E for more details.</i>

General Family Support Child Care	Family Support Child Care for Families in Resettlement
<p>Documents required in file:</p> <ol style="list-style-type: none">1. CCFAP application and supporting documentation.2. CIS 01 - Referral Form.3. CIS 02 - Initial Intake Form.4. CIS 02 - FS Supplemental Intake Form.5. CIS 03 - Authorization Form.6. Permission to Bill Public Insurance.7. One Plan or Simplified One Plan. <i>See Section D for more details.</i>8. Family Support Score Sheet (signed and dated with names of participants, results of scoring, date of meeting, and the decision made by the team.)9. Contact notes.	<p>Documents required in file:</p> <ol style="list-style-type: none">1. CCFAP application and supporting documentation.2. CIS 01 - Referral Form.3. CIS 02 – Initial Intake Form.4. Verification of external support agency connection.5. Refer to the CIS Specialized Child Care Guidance for Billing Requirements for further information.6. Contact notes.

B. Qualifications

1. A family can access the Family Support Child Care Program through various pathways. Examples of possible pathways include, but are **not** limited to:
 - a. A CCFAP application with the box checked box for Family Support Child Care.
 - b. An Eligibility Specialist may refer a family to a CIS SCCC if a family indicates they are experiencing homelessness.
 - c. An Eligibility Specialist may refer a family to Children’s Integrated Services Specialized Child Care Coordinator (CIS SCCC) if a family has indicated a child’s citizenship status as ‘Qualified Immigrant’ or ‘none of the above’ and the family indicates they are experiencing stress.

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- d. An Eligibility Specialist may refer a family to a CIS SCCC if the CCFAP application is denied due to income and the family indicates significant stress.
 - e. An Eligibility Specialist may refer a family to a CIS SCCC if the CCFAP application is approved and the family indicates significant stressors that prevent them from covering the approved family share costs.
 - f. A community partner may make a referral on behalf of a family.
 - g. A family may contact a CIS Coordinator or CIS SCCC to make a referral for Family Support Child Care.
2. Depending on the pathway a family is referred to FSCC:
- a. The Eligibility Specialist will work with the CIS SCCC to transfer the application in a manner that best supports the family.
 - i. The Eligibility Specialist **must** obtain verbal consent from the family to transfer the file to a CIS SCCC and complete a CIS Referral Form.
 - ii. The Eligibility Specialist will transfer the CCFAP application with all necessary documentation to a CIS SCCC and note this transfer in the CDDIS case comments.
 - b. The CIS SCCC will work with the family to complete the CCFAP application and any required Family Support Child Care documents.
3. A family will complete and submit the following documents with the help of a CIS SCCC, another CIS service provider, or a community partner.
- a. A Child Care Financial Assistance Program application.
 - b. Supporting eligibility documentation.
 - i. The CIS SCCC will note any exceptional reason why documentation could **not** be submitted in the CDDIS case comments.
 - ii. The CIS SCCC will follow up with the family to collect any missing documents that may support eligibility.
 - c. A Family Support Supplemental Intake Form (CIS 02).
 - i. *Exception:* The Family Support Supplemental Intake Form (CIS 02) is **not** required to determine eligibility for Family Support Child Care for Families in Resettlement.
 - d. Information regarding external support agency connections for Families in Resettlement.
4. The CIS SCCC will present the family support applications at the weekly CIS Referral and Intake Team meeting.

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- a. *Exception:* A CIS Referral and Intake team meeting is **not** needed to determine eligibility for Family Support Child Care for Families in Resettlement.
5. The CIS SCCC will facilitate and review the process with the CIS Weekly Referral and Intake Team. Each CIS support team member will respect the family's dignity and consider their strengths and resources, as well as their needs and difficulties.
6. The CIS SCCC will be responsible for notifying the family of the eligibility determination and recording it in CDDIS case comments.
7. Family Support Child Care financial assistance is paid directly to the child care provider and may not cover the entire cost of care. The approved family is responsible for any additional child care costs.

C. Determining eligibility

The Children's Integrated Services Specialized Child Care Coordinator (CIS SCCC) will

1. Coordinate a meeting with the family and document stress indicators and risk factors utilizing the CIS 02 – FS Supplemental Intake form.
2. Facilitate the CIS Referral and Intake team meeting using the 'A Measure of How Families are Doing' rubric to determine the right score for each item. The score is determined along the continuum based on the family's needs and the community's resources.
3. Bring required documents to determine eligibility for General Family Support Child Care Program at the CIS Referral and Intake Team meeting, including:
 - a. A completed Child Care Financial Assistance Program application.
 - b. Supporting CCFAP eligibility documentation.
 - i. This may include pay stubs or tax information.
 - c. CIS 01 Referral Form.
 - d. CIS 02 Initial Intake Form.
 - e. CIS 02 Family Support Child Care Supplemental Intake Form.
 - f. CIS 03 Authorization Form.
 - i. A family must review and sign this form prior to information being shared at the CIS Referral and Intake Team meeting.
 - g. Permission to Bill Public Insurance.
4. Present the family's information to the CIS Referral and Intake Team in coordination with the CIS provider, if applicable.
5. Take additional notes for both meetings that include:

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- a. Supporting information for the eligibility determination process.
 - b. The date of the meetings.
 - c. A list of all participating members.
6. Include the completed score sheet in the family's Family Support CCFAP file.
7. Notify the family of the eligibility determination by phone and follow up with a written notification. The criteria for approving eligibility for General Family Support Child Care include:
- a. A family must receive a score of 40 or higher, with appropriate justification for each score documented on the score sheet.
 - b. The family receives <40, but the Team's justification for the award is clearly articulated using the score sheet.
 - c. The family is experiencing homelessness and there is evidence of their homelessness included in the CCFAP file or documentation related to their current situation.
 - i. *Example:* A family's self-attestation describing their housing insecurity, an eviction notice, a letter from the homeless shelter verifying the family's participation in their programs, etc.
 - d. **Note:** There are no 'automatic eligibility' criteria. All families seeking General Family Support Child Care support must have the documentation described above.
8. Notify any supporting service provider of the eligibility determination, with primary caretaker consent, in writing.
- a. *Example:* Head Start Home Visitor, Housing Support Services, Reach Up Case Manager, etc.
9. Record the decision and any applicable notes in CDDIS case comments.

D. Case management

The Children's Integrated Services Specialized Child Care Coordinator (CIS SCCC) will

1. Develop a One Plan with the family within 45 days from the date of the CIS Referral.
 - a. The CIS SCCC will support the family to reach their identified goals using the following benchmarks:
 - i. Strengthen family and community connections and support.
 - ii. Establish links with community support systems.
 - iii. Respect the integrity of the family.

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- iv. Create opportunities for parents to feel empowered to act on their behalf.
2. Connect with the approved family once every three (3) months, at a minimum, to review progress on identified goals.
3. Verify the coordination of additional assistance providers who may be helping the family address primary risk factors.
 - a. The CIS SCCC will note any correspondence or additional plan information from other providers within the Family Support Child Care case file.
 - b. *Example:* If a family is working with an additional assistance provider such as the Head Start Home Visitor, Housing Support Services, mental health coordinator, etc., a simplified One Plan may be created to capture the goals held within the additional assistance provider plan.
4. Ensure required documents are included in a Family Support Child Care case file prior to determining eligibility with the CIS Referral and Intake Team.

Documents include:

- a. CIS 01-Referral Form
- b. CIS 02-Intake Form
- c. CIS 02-FS Supplemental Intake Form
- d. CIS-03 Authorization
- e. Permission to Bill Public Insurance
- f. Consent to Initiate One Plan Services
- g. CIS Intake and Referral Team Meeting notes
 - i. Family Support Score sheet
 1. This sheet must be signed and dated with the names of meeting participants, results of scoring, date of meeting and the decision made by the team.
- h. One Plan, developed with the family, which includes at a minimum:
 - i. Your Resources and Supports
 - ii. Adult and Child Health Information (when applicable)
 - iii. Outcomes Page
 - iv. One Plan Service Grid
 - v. Services/Family Plan Transition Page
 - vi. Plan Review – should be used to document 6 month and annual review

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vii. Transition Plan

viii. Summary Page

1. An additional summary page must be included for each additional approved year under the Family Support Child Care Program. Each additional summary page will summarize accomplishments from the prior year and the need for additional support.
 - i. A simplified One Plan may be included in the family's file if the CIS SCCC is not the Primary Service Coordinator for the family. This modified plan **must** include:
 - i. Consent
 - ii. Outcomes
 - iii. Service Grid
 - j. Contact Notes-must be dated and related to the SCCC's work with the family
5. Conduct a review of the family's progress in reducing the identified risk factors after 6 months. The CIS SCCC will work with the family to begin the transition to another service need if child care financial assistance is still beneficial.

E. Families in Resettlement

1. Family Support Child Care for Families in Resettlement is a modified benefit to help facilitate migrating or refugee families' successful transition to life in Vermont and to help them attain self-sufficiency.
2. A family may qualify for Family Support Child Care for Families in Resettlement if:
 - a. They have indicated on the CCFAP application that the primary child's citizenship status is either 'Qualified Immigrant' or 'None of the Above;'
 - b. They are working with a Vermont's nonprofit voluntary resettlement agencies (U.S. Committee for Refugees and Immigrants (USCRI) and Ethiopian Community Development Council, Inc. (ECDC)); OR
 - c. They are working with an asylee assistance program.
3. A Children's Integrated Services Specialized Child Care Coordinator (CIS SCCC) will verify the family's connection with Vermont's nonprofit voluntary resettlement agencies (USCRI and ECDC) or the family's asylee assistance program of choice (referred to as 'external support agency') by written confirmation.
 - a. Asylee assistance programs vary depending on the region a family may reside in Vermont. Examples of these agencies include, but are not limited to:

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- i. Community Asylum Seekers Project
 - ii. Chittenden Asylum Seekers Assistance Network
 - iii. Central Vermont Refugee Action Network
 - iv. Northeast Kingdom Asylum Seekers Assistance Network
 - v. Randolph Area Asylum Assistance Network
 - vi. Bridge 2 Rutland
 - vii. Supporting and Helping Asylees and Refugees
 - viii. Migrant Justice
 - ix. Vermont Asylum Assistance Project
 - x. Bennington County Open Arms
- b. A CIS SCCC will note confirmation in the CDDIS case comments and include written confirmation in the family's file.
4. A CIS SCCC will approve eligibility for Family Support Child Care for Families in Resettlement once written confirmation of the family's connection with an external support agency is received.
 5. A CIS SCCC will notify the family of the eligibility determination first by phone and follow up with a notification in writing.
 6. A CIS SCCC will notify any supporting service provider, with family consent, of the eligibility determination in writing.
 - a. *Example:* Head Start Home Visitor, Housing Support Services, Reach Up Case Manager, etc.
 7. A CIS SCCC will record the decision and any applicable notes in CDDIS case comments.
 8. A CIS SCCC will ensure required documents are included in a Family Support Child Care for Families in Resettlement file. Documents include:
 - a. CCFAP application and accompanying documentation.
 - b. CIS 01-Referral Form.
 - c. CIS 02- Initial Intake Form.
 - d. Verification of external support agency connection.
 - e. Case notes.
 9. A CIS SCCC will refer to the Required Paperwork Guidance for CCFAP CIS Service Needs for further information.
 10. **Note:** Families in Resettlement do **not** require eligibility determination through a CIS Referral and Intake Team meeting and are **not** required to submit a CIS 02 - Child Care Family Support Financial Assistance Supplemental Intake form.

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F. Reapplication

1. Family Support Child Care beyond the initial 12 months should be considered the exception to the rule.
2. If a family needs an additional 12 months of Family Support Child Care, a primary caregiver may submit a request to the CIS SCCC up to 3 months prior to the end date of the initial authorization.
3. A Children's Integrated Services Specialized Child Care Coordinator (CIS SCCC) may approve additional time under Family Support Child Care if a family has completed and submitted the following:
 - a. A 6 month review.
 - b. A new Child Care Financial Assistance Program application.
 - c. Supporting eligibility documentation.
4. The CIS SCCC will review requests with a CIS Referral and Intake Team meeting to determine eligibility. The Team will use the current One Plan, a new Family Support Score Sheet, and any additional resources or referrals to support the determination.
5. The CIS SCCC will document the Team's decision and the meeting date in CDDIS case comments.
6. Requests to approve Family Support Child Care financial assistance beyond 24 months **must** go through the CIS State Team for review and approval. The request **must** be received by the CIS Child Care Administrator 30 days prior to the end of the 12-month child care authorization and should include:
 - a. An updated review of the file by the CIS State Team
 - b. A new Family Support Score Sheet
 - c. A new CCFAP application
 - d. An updated One Plan.
7. The CIS Referral and Intake Team will determine eligibility by assessing the family's progress toward their established One Plan goals.