

 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Child Development Division Policy Manual		
Chapter:	Eligibility Determination - Case Management	
Subject:	Adoption	
Approved:	Miranda Gray, Deputy Commissioner	Updated: 07/03/2022

PURPOSE

To help ensure that children adopted through the Family Services Division of the Department of Children and Families (DCF) receive and participate in wholesome care and education experiences while attending child care. To assist families who adopt children through the Family Services Division of the DCF to pay for child care services.

POLICY

The definition of a primary caretaker the Child Care (CC) Financial Assistance program includes adoptive parents. Generally, adoptive parents must meet all eligibility criteria for establishment of a service need and income standards as identified on the Child Care Financial Assistance Program Income Guidelines.

Exceptions to income criteria will be made in the case of children living in Vermont and adopted through the Family Services Division of the DCF with a signed Adoption Agreement with the state of Vermont.

When a parent identified as adoptive applies for child care financial assistance and does not have an Adoption Assistance Agreement with the state of Vermont, he/she must meet eligibility requirements of the Child Development Division, Child Care Financial Assistance Program without exception (income standards as identified on the Child Care Financial Assistance Income Guidelines and service need).

If a child’s adoption occurred in Vermont but the Adoption Agreement and Interstate Compact is from a state other than Vermont, the Adoption Agreement and Interstate Compact must stipulate that the family is eligible for Vermont child care financial assistance. If the stipulation is not present, the family must meet the income eligibility requirements of the Child Care Financial Assistance Program.

When a parent of a child adopted through Vermont Family Services Division of the Department of Children and Families, with an approved Vermont Adoption Agreement, applies for child care financial assistance, the income standard requirement is waived. The child is eligible for child care financial assistance at 100% benefit, at the maximum rate established by the CDD, regardless of family income. The Family Share is waived however the family is responsible to pay any additional co-payment amount charged by the provider above the zero assigned family share. The family is required to meet service need eligibility requirements

When a parent of a child adopted through the Vermont Family Services Division of the DCF with an approved Adoption Agreement applies under the service need of self-employment, the hours of child care will be authorized based on the number of hours stated on the Self-Employment Business Plan. The self-employment business may show zero income. If the Business Plan shows extended care hours, these hours must be approved by CDD. Self-Employment taxes and Business Plan must be submitted yearly.

PROCEDURE

1. The family completes an application and must submit a signed copy of the Vermont Adoption Assistance Agreement with the application.
2. Income standards are not applied. As long as the parent(s) establishes an acceptable service need for child care services, the adopted child is eligible for child care financial assistance at the zero Family Share level.
3. If the parent is self-employed and the business shows zero income or a loss, child care hours will be based upon hours stated on the Self-Employment Business Plan. Extended care hours must be approved by CDD.
4. If a child was formerly approved under Protective Services as a child only case, that file must be closed. A new file under the adoptive parent's name is then opened.
5. In the event of additional children in the family, the income and self-employment service need criteria are waived for the adopted child but is applied for all other children in the family.

Additional Information

These exceptions apply only to child care financial assistance for the child adopted through the Family Services Division of the DCF with a signed Adoption Assistance Agreement from the State of Vermont. In order to get child care financial assistance for any other children in the family, parents must meet all eligibility criteria and are subject to cost sharing in accordance with the Child Care Financial Assistance Income Guidelines.