

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Child Care Financial Assistance Manual		<b>IV</b>
Chapter:	<b>Eligibility Determination – Case Management</b>	
Subject:	<b>Child Support Documentation</b>	
Approved:	Miranda Gray, Deputy Commissioner	Effective: 07/03/2022

## PURPOSE

Ensure consistent practice statewide in the child care eligibility determination process

## PROCEDURES

When a parent/caretaker submits a Child Care Financial Assistance Application and they are divorced, legally separated, separated, single or receiving child support from a previous relationship, Section 7 of the application must be completed. The following guidelines apply:

### Divorced/Legally Separated/Separated

- Applicant must submit a Court Order showing the amount of child support received monthly or a 6-12 month payment history from the Office of Child Support (OCS).
- If applicant states that they are not yet divorced or legally separated, section 7 of the child care financial assistance application must be filled out completely. Determine eligibility for 12 months and inform the client that at re-determination, a divorce decree, legal separation paperwork or payment history from OCS is required. If this information is not provided at time of re-determination, then income and service need is required for both parents/caretakers.
- Refer client to the Office of Child Support to fill out a Child Support Service application.
- The client may submit an OCS confirmation letter (see #1 under additional information) as proof of separation.

### Single Parent (never married to second parent of child)

- If the client is receiving court ordered support, a 6-12 month payment history from the Office of Child Support is required.
- If the client is not receiving court ordered child support they must document, in section 7 of the application, the amount of support (if any) received monthly. In order for eligibility to be determined, section seven of the application must be complete.
- Determine eligibility for 12 months.

### Additional Eligibility Information

- When a client completes a Child Support Service application, an OCS confirmation letter is sent to the client within 5 business days. This letter may be submitted to the Child Care Financial Assistance program as proof of Child Support Services application submission.
- If a client states that they are escaping from an abusive situation and do not want to pursue child support, a waiver from the requirements above may be granted by CDD.
- Clients receiving Reach Up/Medicaid are automatically referred to the Office of Child Support for services and do not need to reapply. When the client's Reach Up ends and they apply under a new service need, follow up on child support information is required.

### General Information

- The Office of Child Support does not charge an application filing fee.
- The Office of Child Support may be contacted by calling 1-800-786-3214. Additional information may be found at [www.dcf.vermont.gov/ocs](http://www.dcf.vermont.gov/ocs).