
 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Child Care Financial Assistance Manual		
Regulation:	ELIGIBILITY CRITERIA – Service Need	
Subject:	Protective Services – Children’s Integrated Services	
Approved:	Janet McLaughlin, Deputy Commissioner	Updated: 05/15/2023

PURPOSE

To help ensure that children who have an active case with the Family Services Division of the Department for Children and Families (DCF) receive and participate in wholesome care and education experiences while attending child care.

REGULATION

Personalized child care that includes a planned child development intervention strategy authorized by the DCF Family Services Division Family Services Worker and must be part of the family plan as a safety strategy.

POLICY

Children who have an open case with the Family Services Division (FSD) of the Department for Children and Families where child care is part of the safety plan may only receive Protective Services (PS) child care with an approved Specialized Services child care provider. If a child care provider known to the child wishes to provide PS child care, the Family Services Worker must work with the Children’s Integrated Services Child Care Coordinator in the local Community Child Care Support Agency to determine whether the provider may be approved.

For those children whose needs cannot be met in a regulated group setting, the Family Services Worker may request an exception to use Approved Relative Child Care (ARCC) to provide child care in their home and or in the child’s home. The Child Development Division reserves the right to screen and approve or deny these requests and to require certain conditions for approval. Co-payment requests will not be authorized for Approved Relative Child Care providers.

The Child Care Financial Assistance (CCFAP) program will make full payment for child care services delivered to Protective Services children where the Family Services Worker has determined the need for services. Licensed providers caring for these children may be reimbursed at the provider rate recorded in the Child Development Division Information System (CDDIS) or the amount stated in the parent/guardian contract, whichever is lower. Please Note: Co-payments under \$2.00 per week will not be processed.

PROCEDURE

- Family Services Worker completes a 12-month Protective Services Authorization (PSA).
- The CIS Child Care Coordinator processes the PSA and generates a 12-month certificate. The Statement of Eligibility is emailed or mailed to the Family Services Worker. Confirm with the Family Services Worker if the parent or guardian should also receive the Statement of Eligibility.
- To initiate payment of co-pay, Co-pay Request Form is sent to child care provider by the Child

Care Coordinator. Provider completes Section 1 and returns form to the CIS Child Care Coordinator. Coordinator completes Section 2 and submits form to CCFAP for processing.

Please note: Certificates for school aged children with co-pays paid by CDD must be fixed full time or part time certificates, with the Co-Pay Request Form completed to indicate each full time and part time certificate number. This is necessary to allow the correct overriding of the copayment based on different rates for full or part time attendance.

- Redetermination letters are emailed or mailed to the child's parent/guardian and the Family Services Worker.
- Prior to redetermination CIS CCC's should directly contact the Family Services Worker to determine if the child's PSA will be re-authorized. Contact with the worker should be reflected in CDDIS.
- If the PSA is ending, the CIS CCC will work with the parent/guardian to support the transition out of Protective Services child care,

ADDITIONAL POLICY REQUIREMENTS

1. When Family Services opens a case for a child and is authorizing child care, a Protective Services Authorization (PSA) is submitted by FSD. If the child is currently attending child care, the PSA begins on the first service period date after the case is opened. If the PSA does not cover this period, the CIS Child Care Specialist must request a new PSA.
2. Protective Services Authorizations may be backdated up to 30 days. Any PSA, backdated beyond 30 days, must receive approval by CDD prior to validation by the CIS Child Care Specialist. Child Care Financial Assistance Regulations stipulate that child care providers must submit invoices within 60 days of service, therefore Protective Services Authorizations backdated beyond 60 days will not be accepted.
3. If the eligibility specialist is notified of a new open FSD case, and the family is currently receiving financial assistance under the service needs of Employment, Self-Employment, Seeking Employment, Education/Training, Reach Up, Special Health Need Adult and Child or Family Support, the child's certificate should be closed immediately. Per service period procedures, certificates must close on a Saturday. Therefore, if notification occurs mid-week, the certificate is closed on the following Saturday.
4. When a child transitions to Protective Services child care, no payments or holds may occur under the previous service need.
5. If a child has an open case and the Family Services Worker or Eligibility Specialist is having trouble processing the PSA, notify the Child Development Division. During this period, the child may not be placed under a different service need in order to generate a child care financial assistance payment.
6. All communication with the Family Services Worker should be noted in the client's CDDIS case file. Date of contact must be provided.