

 <b>VERMONT</b>		
<b>DEPARTMENT FOR CHILDREN AND FAMILIES</b> Child Care Financial Assistance Manual		
Regulation:	<b>ELIGIBILITY CRITERIA - Service Need</b>	
Subject:	<b>Employment</b>	
Approved:	Miranda Gray, Deputy Commissioner	Effective: 07/03/2022

**PURPOSE**

To support self-sufficiency in Vermont’s working families.

**REGULATION**

The primary caretaker(s) must demonstrate involvement in an activity, either in or out of the home, through which they receive hourly compensation of a least minimum wage. Child care is available for hours of employment plus reasonable travel and sleep time if applicable. Travel may include not more than two hours a day travel time between the child care facility and the place of employment.

**PROCEDURE**

- Eligibility for child care services on the basis of employment will be re-determined annually
- No interruption of services will occur based upon a temporary (up to 3 months) change in employment participation. During off season periods when the parent/caretaker is no longer employed, they may remain eligible for a period of 3 months to engage in job search, resume work, or enroll in an education or training program. Following the 3-month period, if the client does not resume work or is not attending an education/training program, their eligibility may be closed.
- If the primary caretaker is receiving a TANF grant, the Reach Up worker may be able to authorize child care. The primary caretaker must request a child care referral from her Reach Up worker for Training activities.

Acceptable verification of employment:

- Verification of Employment form completed by the employer. The completed employment verification form only determines eligibility for two pay periods. The EV form **must** be followed up with two (2) **current consecutive** pay stubs. If the pay stubs change the financial assistance family share, resubmit the application with the new income information. If the family share amount does not change, put a note in CDDIS stating that pay stubs have been received and the new income does not change the client’s family share amount therefore redetermination is not necessary.
- Two (2) **current consecutive** pay stubs.
- If the employer does not have pay stubs you may accept a payroll record that documents gross wages and tax deductions.
- When a primary caretaker works on a seasonal basis or on a limited contracted basis (i.e.: paraprofessional in school system), or if the income fluctuates on a monthly basis, the income, at the parent’s request, may be spread over a year. Request a copy of the contract, taxes or payroll record which states the annual salary in order to calculate gross monthly income.

Additional qualifications

- Volunteer work is **NOT** an allowable child care service need
- If a client states that they do not receive checks and are paid under the table, they are not eligible for child care financial assistance.
- Sleep time is not to exceed eight hours per day when a client is working the night shift. If the work hours are not 11:00PM to 7:00 AM please contact your Grant Monitor.