
 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Child Care Financial Assistance Resource Manual		
Chapter:	<b>ELIGIBILITY DETERMINATION - Case Management</b>	
Subject:	<b>Military Files</b>	
Approved:	Miranda Gray, Deputy Commissioner	Updated – 07/03/2022

**PURPOSE**

To assist military families with a parent/primary caretaker called to active duty.

**POLICY**

The Child Development Division will grant special consideration to military families when a parent/caretaker has been deployed outside the state of Vermont. Military wages are not counted as income. Family must fall within the income guidelines without the military wages and the service need requirements must be met.

**Definition:** Day of deployment is any day on which, pursuant to orders, the member is performing service in a training exercise or operation at a location or under circumstances that make it impossible or infeasible for the member to spend off-duty time caring for their own child in Vermont.

**PROCEDURE**

- Family completes the regular application process, including income verification.
- Military personnel must provide a copy of active duty orders indicating deployment outside the state of Vermont
- Calculate family income. If the family falls within the income guidelines, without the military income, override all income for the family. If the family is over the Child Care Financial Assistance income guidelines, once the military income is removed, the family is not eligible for child care financial assistance.
- In a two parent family, hours of eligibility are based upon the non-deployed parent's service need.
- In a single parent family, where the parent is deployed, a service need of Full Time is established.
- Eligibility for child care services for all military families will be re-determined annually.
- When the deployed parent returns from active duty, a 3-month transition period is given and no change in eligibility occurs. The family share will remain the same during this time.
- At the end of the transition period, the military parent must have a service need. If a service need exists, no change in eligibility is needed. If no service need exists, the file is closed.
- If the re-determination date occurs during the 3-month transition period, the remaining portion/months left on the transition period carries over and the family share and certificate hours remain the same. Once the 3-month transition period is fully complete, re-determine the family based upon service need and income.
- The application notes in CDDIS must identify this case as a Military file and notes should specify the start and end date of the 3-month transition period.
- Financial Assistance may be authorized for a two-week period prior to deployment while the military parent is being processed in this state.

All military income will be counted unless we have active duty orders showing deployment outside of Vermont. Income is not waived for the National Guard summer training period.