
 VERMONT		
DEPARTMENT FOR CHILDREN AND FAMILIES Child Care Financial Assistance Program		
Regulation:	ELIGIBILITY CRITERIA – II B 1 Service Need	
Subject:	Seeking Employment	
Approved:	Janet McLaughlin, Deputy Commissioner	Updated: 05/15/2023

POLICY

The Commissioner has determined that Seeking Employment may be authorized for up to 12 weeks (3 Months) for an income eligible parent/caretaker. In addition, if a client requests to use the service need of Seeking Employment more than once during their 12-month eligibility period or at redetermination, the request will be granted.

Additional qualifications are as follows:

- At initial application, a client applying under Seeking Employment will be required to have a service need at the end of 3 months or the case will be closed. If the client reports at any time during the 3 months that they have obtained a new service need of employment, education, training, or special health need, the file is redetermined to place the family under the appropriate service need. The eligibility percentage remains the same unless the family reports income that will reduce the family share.
- At initial application, eligibility will be denied if both primary caretakers are requesting the service need of Seeking Employment. However, if 12-month eligibility is in place and both parents lose their job simultaneously, seeking employment may be authorized for both.
- A client that permanently loses their job during their 12-month eligibility period may utilize the service need of Seeking Employment for a period of 3 months. Eligibility will be redetermined, the service need will be changed to Seeking Employment and the income from the job will be removed. If the client reports at any time during the 3 months that they have obtained a new service need of employment, education, training, or special health need, the file is redetermined to place the client under the appropriate service need. The eligibility percentage remains the same unless the family reports income that would reduce the family share.
- A client receiving part time child care financial assistance for their school age child may continue to receive a part time certificate if they lose their job during their 12-month eligibility period.
- If a client loses their job at the end of their 12-month eligibility and is unable to use all 3 months of seeking employment, their seeking employment eligibility will be extended under their current eligibility until the full 3 months are complete.
- CDD may request proof of prior employment/training activities from any client that repeatedly uses seeking employment child care for summer or school breaks only.

PROCEDURES

- When a parent/primary caretaker is seeking employment and is applying to receive child care financial assistance, mail a Seeking Employment form allowing 10 days for its return.
- A client applying under Seeking Employment receives a 12-month authorization. A certificate is created for 3 months and follow up by the Eligibility Specialists is required at the end of the 3-month period to determine on-going eligibility.
- If at any time during the 3 month seeking employment period, the client reports that they have a new service need, request the appropriate documentation based upon the requirements for that service need. This documentation should include any new income information. Redetermine the file to change the service need but do not enter the new

income unless it benefits the family. Only change the authorized hours if the change would benefit the family. The 12 month authorization end date remains the same as previously determined. Place a note in CDDIS acknowledging the family's income and inform the client that their eligibility will remain the same for the remainder of their 12-month authorization but will be counted at redetermination.

- If, at any time during their 12-month eligibility period the client reports a change in income that exceeds 85% of the state median income (SMI), the certificate is terminated one service period from date of notice. An end enrollment notice is sent to both the family and child care provider.

Seeking Employment documentation requirements: A completed Seeking Employment Plan form, an application within the past year and documentation of countable income is required, including unemployment compensation (2 current consecutive unemployment pay stubs). If there is a second caretaker in the family, verify service need and hours. The applicant(s) must meet income eligibility standards.