


**Care 4 Kids Program**  
**Policy Transmittal**  
**Transmittal Number: C4K-POL-21-07 Revised**  
**Transmittal Date: July 14, 2021 (Revised May 3, 2022)**



Connecticut Office  
of Early Childhood

**To:** Sherri Sutera, Program Director  
Care 4 Kids Program

**From:** Julie Giaccone, CCDF Administrator  
Office of Early Childhood 

**CC:** Distribution List

**Subject:** Expanding Eligibility for Education and Workforce and Addition of Priority Groups 8, 9 and 10 (Revised)

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**Program Issue:** Prior to the passage of the recent state and federal legislation detailed below, higher education, private occupational schools, job training or employment programs administered by Regional Workforce Development Boards, apprenticeship programs administered by the Labor Department's Office of Apprenticeship Training, certification programs approved by the State Board of Education, adult education programs, or local Even Start programs were not included as approved activities that allow families to be eligible to receive child care assistance through the Care 4 Kids program.

**Background:** Section 17b-749-04(e) (2) of the Regulations of Connecticut State Agencies (RCSA) lists the approved activities that allow parents to participate in the Care 4 Kids program but does not include parents or caregivers seeking higher education in an undergraduate program, private occupational schools, job training or employment programs administered by Regional Workforce Development Boards, apprenticeship programs administered by the Labor Department's Office of Apprenticeship Training, certification programs approved by the State Board of Education, adult education programs, or local Even Start programs. Parents who are engaged in an approved activity and meet all other requirements will be placed into a corresponding priority group (PG) in accordance with RCSA § 17b-749-08(a). RCSA § 17b-749-08(c) allows the Commissioner to create new priority groups for exceptional public need. With the passing of H.R. 1391, the American Rescue Plan Act (ARPA) and the Coronavirus State Fiscal Recovery Fund, the Federal government has given additional funding to States so they may, "respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households." H.R. 1319 Subdivision M of Title IX Sec. 603 (C)(1)(a). Following this increased funding, the Legislative Commissioner approved Substitute House Bill No. 6558, An Act Concerning Issues Relating to the Provision of Early Childhood Education and Services in Connecticut, which instructs the Office of Early Childhood (OEC) to expand coverage to parents or caregivers participating in:

- (i) a public or independent institution of higher education,
- (ii) a private occupational school authorized pursuant to sections 10a-22a to 10a-22o, inclusive,
- (iii) a job training or employment program administered by a regional workforce development board,
- (iv) an apprenticeship program

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administered by the Labor Department's office of apprenticeship training, (v) an alternate route to certification program approved by the State Board of Education, (vi) an adult education program pursuant to section 10-69 or other high school equivalency program, or (vii) a local Even Start program or other adult education program approved by the Commissioner of Early Childhood.”

In response, upon approval of this legislation by Governor Lamont, the OEC will amend its definition of approved activities to create three new priority groups, PGs 8, 9, and 10. These new priority groups will be available to parents for up to 24 months, or until the additional funds have been depleted, to help stimulate the recovery of Connecticut citizens and the state's workforce due to the impacts of the COVID-19 pandemic.

**Policy Directive:** Effective August 1, 2021 within the available federal funding referenced above, the Care 4 Kids program will offer three new priority groups (PG 8, 9, and 10) which will consist of the following:

**a. New Priority Groups**

**PG8:** GED or High School Equivalence- Families who are enrolled in General Education Diploma (GED /or High School Equivalence diploma that are 20 years of age and older).

**PG9:** Workforce Training- Families who are participating in Workforce job training programs as defined below:

- Job Training or Employment Program through Workforce Investment Board (WIB) or Workforce Development Board (WDB);
- Apprenticeship Program through Department of Labor (DOL) and Office of Apprenticeship Training (OAT);
- Alternate Certification Program through the State Board of Education;
- Private Occupational School as defined in Connecticut General Statutes § 10a-22a; or
- Other Workforce Development as approved by the Commissioner of Early Childhood.

**PG10:** Higher Education– Families who are participating in higher education degree programs in a public or independent institution of higher education accredited by a regional or national organization recognized by the United States Department of Education or the Council for Higher Education Accreditation and pursuing an undergraduate degree (baccalaureate or associate).

Care level shall be determined as outlined in Policy Transmittal C4K-POL-21-03. Travel time from the child care facility to a location where the parent or caregiver is attending an approved activity remotely shall be approved in the same manner as outlined in C4K-POL-21-03.

**b. Verification**

For verification of all of the above-referenced activities, parents or caregivers shall submit documentation to Care 4 Kids that contains the following information:

- Name of the institution;
- Number of hours per week (or course credit hours);
- Parent/Caregiver name; and
- Contact person name and phone number.

Examples of verification can include, but are not limited to, a letter from the workforce or education program, class schedule, or other documentation from the program that includes the above items.

**c. Authorizing Payments Prior to August 1, 2021**

RCSA § 17b-749-09 (g) (1) states “For families approved without assignment to the wait list, including families whose applications are reopened pursuant to subsection (e) of this section, eligibility shall be granted eligibility retroactive for up to fifteen days prior to the date of application if the family is otherwise eligible and using child care services as of that date.”

Although these changes will be effective August 1, 2021, Care 4 Kids may, in accordance with the above-cited Regulation, approve benefits prior to August 1, 2021, but no sooner than July 17, 2021, if the family is eligible.

**d. Approval of Other Adult Education Programs**

House Bill 6558 allows the Commissioner of the Office of Early Childhood to approve other adult education programs.

If Care 4 Kids receives an application or redetermination listing an activity or program that is not defined in House Bill No. 6558, Care 4 Kids shall submit information for the listed training or education program to be reviewed for approval by the OEC. Care 4 Kids shall do the following:

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- Request a letter from the training program that describes the activity and if it leads to a certificate of completion or a license;
- Submit to the OEC the training program's letter for review and approval;
- Once approval or denial is received from OEC, C4K shall record all approved programs on a master list to use for future reference.

JG:kd

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