
Care 4 Kids Program POLICY TRANSMITTAL




DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-POL-02-05

Date: August 30, 2002

To: Nancy Wiggett, Program Director
Care 4 Kids

From: 
Rita M. Pacheco, Deputy Commissioner of Programs
Department of Social Services

CC: Policy Distribution List

Subject: **Extended Program Eligibility**

Program Issue: New regulations for the child care assistance program, now known as Care 4 Kids, became effective January 1, 2002. This transmittal gives clarification on extended program eligibility and payment eligibility for recipients.

Policy Directive: In order to receive extended program eligibility, a parent must report the loss or interruption of employment, interruption of an approved Jobs First Employment Services Activity, or interruption of attendance in a high school program within ten days of the date of the interruption. Parents must also report the loss of the need for care during the summer months within ten days of the start date of temporary no cost alternative child care, such as summer camp. This will result in a suspension of child care assistance payments during the period of extended eligibility. Extended program eligibility protects the status of a recipient so that if funding for the program is limited, a new application would not have to be filed to resume eligibility for Care 4 Kids.

Implementation Requirements: The period of time for extended program eligibility varies depending on the circumstances of the interruption. If employment is terminated or leave is taken due to pregnancy, four months of extended program eligibility can be granted if the parent self-declares the intent to return to work by the end of the four month period. If employment is terminated or leave is taken due to an extended illness or other circumstances covered under the Family and Medical Leave Act, three months of extended program eligibility can be granted if the parent self-declares the intent to return to work on a regular basis by the end of the three month period. If school attendance is interrupted due to closure during summer vacation, extended program eligibility can be granted for the period of time that the school is closed. If temporary no cost child care is provided during the summer months, extended program eligibility can be granted for up to three months if there will be a need for care at the end of the summer period.

No child care assistance payments will be made for the period of extended program eligibility in these instances.

In all other circumstances where the parent reports an interruption in employment or an approved Jobs First Employment Services Activity within ten days of the date of interruption, one month of program eligibility can be granted if the parent is capable of resuming the activity and is expected to resume the activity by the end of the month following the month in which the interruption occurred. However, if the employment is terminated, the parent must be actively seeking a new job or show a bona fide offer of employment. Also, if the Jobs First Employment Services Activity is interrupted, the parent must remain on the state cash assistance (Temporary Family Assistance) program. In these instances only, the parent may receive child care assistance payments for one month during the period of extended program eligibility. However, in order to receive child care payments, the parent must verify that the child is continuing to attend child care and that payment is needed to prevent the loss of a slot in a school-based child care program or a licensed child care setting. In no circumstances will payments be made for a period of time beyond one calendar month during a period of extended eligibility.

RMP:eph