
Care 4 Kids Program



Program Operations TRANSMITTAL

Transmittal Number: C4K-POL-16-02- Revised Date: July 18, 2016 (revised March 16, 2023 & July 1, 2025)

To: Sherri Sutera, Program Director
Care 4 Kids Program

From: Julie Giaccone, CCDF Administrator
Office of Early Childhood

CC: Distribution List

Subject: 12 Month Eligibility

A handwritten signature in blue ink that reads "Julie Giaccone".

Program Issue: Effective January 1, 2016, certain program eligibility rules will change for current recipients due to the result of the Child Care and Development Block Grant (CCDBG) Reauthorization Act of 2014. This transmittal serves as notification of changes in the 12 month eligibility period.

Background: In Connecticut, the SMI standards are used to determine income eligibility and parent/family fees for applicants and recipients of the Care 4 Kids program. Current regulations require the family fee remain the same until the next redetermination, unless an ongoing decrease in income occurs that is expected to last for at least two or more months. However, as a result of the Child Care and Development Block Grant Act of 2014 (42 U.S.C§ 9858c), federal law requires the following: a family must remain eligible during the 12 month eligibility cycle if income is at or below 85% SMI, a family need only report limited changes, and family fees may not increase but may decrease.

Implementation: Effective January 1, 2016, the following changes will occur for the Care 4 Kids program. The Office of Early Childhood (OEC) and the United Way of Connecticut (UWC) will ensure that families whose 12 month certificate was discontinued for benefits effective 1/1/2016 due to income interim changes reported will have their certificate reinstated. Only families whose income is at or above 85% SMI will remain discontinued.

Income Eligibility at Application:

1. At initial application, parent (s) will need to be either working or in an approved activity and will be placed in applicable priority group and payment will be authorized based on available funding. The family fee will be based on the household's gross income and family size.

Income Eligibility at Redetermination:

1. At redetermination, parent (s) will need to be either working or in an approved activity and will be placed in applicable priority group and payment will be authorized based on available funding. The family fee will be based on the household's gross income and family size.

A non-temporary change is defined as:

- cessation of an approved work, education, or training activity.

A temporary change is defined as:

- any time-limited absence from work for employed parents due to reasons such as periods of family leave or sick leave;
- any interruption in work for a seasonal worker;
- any student holiday or break for a parent participating in training or education;
- any reduction in work, training or education hours, as long as the parent is still working or attending training or education;
- any change in age, including turning 13 years old during the eligibility period;
- any change in residency within the State, Territory, or Tribal service area; and
- any cessation of work or attendance in an approved training or education program that does not exceed three months.

Interim changes during the 12 Months eligibility period will be effective April 1, 2016:

1. Families must report any non-temporary cessation of an approved work, education, or training activity.
2. Families with a non-temporary change will be given a 3-month job search period and a reduction in the family fee.
3. Families experiencing a temporary change will continue their 12-month eligibility period.
4. Families must report household income that exceeds the program's income threshold of 85% of the State Median Income. If family income exceeds the program's income threshold the family will be discontinued.
5. Families must report changes in family size if those changes result in the household income exceeding the program's income threshold.
6. Parents must report a change in provider.
7. Parents or providers may request to reduce the care level or discontinue their certificates.
8. If a parent reports a temporary change that results in a reduction in the family fee, the fee should be reduced. Once the temporary period ends and the activity is resumed the family fee will be reinstated.
9. Any changes to household composition will not affect the need for care unless requested.
10. Families must report if a child who is receiving a subsidy is no longer in the household.

If a parent is experiencing a change in their need for child care resulting in excessive absences, child care services should not be discontinued. The authorized level of care should remain at least at the level set at the most recent determination or redetermination. The level of authorized care shall not be reduced based on excessive absences. Section 17b-749-17 (a) of the Regulations is inconsistent with and therefore preempted by 45 C.F.R. 98.21.ⁱ

If a parent adds an additional eligible child to the family size (e.g., siblings) and requests care for that child, the eligibility period of all children will be reestablished for a minimum of 12 months of eligibility. The program administrator shall not place an undue reporting burden on families.ⁱⁱ

Directives: Care 4 Kids is instructed to implement standards in accordance with the requirements described in this transmittal.

JG/kd

ⁱ Revised 3/16/23

ⁱⁱ Revised and effective 7/1/25