



Child Care Assistance Program overview & working with families with Employment Plans

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m DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

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Objectives

- Child Care Assistance Program
 - Overview
 - Family Eligibility Requirements
 - CCAP subprograms
 - Expedited CCAP for Families experiencing homeless
 - Provider Types
 - CCAP Payments
- Activity requirements based on household composition
- Determining authorized hours
- Tips for working with families with Employment Plans
- Communication between Employment Services and Child Care Assistance

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Overview: Child Care Assistance Program

<p>Goals:</p> <ul style="list-style-type: none"> • Helps families pay for child care so parents can work or go to school • Help ensure that children are well cared for and can thrive as learners 	<p>Administration:</p> <ul style="list-style-type: none"> • Administered by county, tribal and subcontracted agencies • DCYF helps local Child Care Assistance Program agencies and makes sure federal and state laws are followed. • Approximately 30,000 children from 15,000 families served each month.
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Family Eligibility Requirements

- File an application and provide verifications
- Have children age 12 or younger or 13 or 14 with special needs
- Cooperate with child support
- Meet income limits
- Participate in authorized activities (such as work, school, job search, or employment plan)
- Have children who meet citizenship and immigration status requirements
- Pay the family copayment fee (based on income and family size)

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Child Care Assistance Program: Subprograms

MFIP/DWP child care	Transition Year child care	Basic Sliding Fee (BSF) child care
<ul style="list-style-type: none"> • For families receiving MFIP/DWP • Forecast: No waiting list for eligible families 	<ul style="list-style-type: none"> • For families after MFIP/DWP case closes • Forecast: No waiting list for eligible families 	<ul style="list-style-type: none"> • For other low-income families • Capped: Some agencies have waiting lists

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Expedited Child Care for Families experiencing homelessness

<p>Expedited Application</p> <p>Application processed within 5 working days. Have up to 3 months to submit verifications.</p> <p>Activity Exemption</p> <p>Have up to 3 months to find work, start school, or set up Employment Plan.</p>	<p>Eligible Families</p> <ul style="list-style-type: none"> • Lack a fixed, adequate night time residence. Includes, but is not limited to, families living in shelters, cars, outside, public spaces, or motels due to lack of accommodation and families doubling up due to loss of housing, hardship or other reasons. • The living situation reported on the CCAP application by the family is used.
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Provider Types

- Licensed family child care provider 
- Licensed child care centers 
- Certified license exempt providers 
- Legal nonlicensed providers (LNL) 

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Payments

- Made directly to program
- Must be made within 21 days
- Typically made for two-week periods
- Based on maximum rates, hours authorized, billing and provider charge

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12 month eligibility period

Close CCAP

- No eligible children
- Copay not paid
- Fraud
- Parent request

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Family Reporting Types

Schedule Reporters	12 Month Reporters
<ul style="list-style-type: none">• Employed by DHS licensed child care center• Authorized with legal nonlicensed provider• Two or more providers per child	<ul style="list-style-type: none">• Not a Schedule Reporter

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Copayment fees

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><small>During eligibility period</small></p> <p>Copay will not increase</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><small>At redetermination</small></p> <p>Copay is reset based on current income</p>
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12 month eligibility period

Additional policies to help families maintain CCAP eligibility and maintain stable child care arrangements include:

- Extended Eligibility
- Temporary break in authorized activity
- Medical Leave policy for Schedule Reporters

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Child Care Assistance Program Overview

What questions do you have?

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Working with families with Employment Plans

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    graph TD
      A[Meets with Parents on MRE/over] --> B[Creates Employment Plan]
      B --> C[Communicates Plan with CCAP Case Worker]
      C --> D[CCAP Worker Authorizes Child Care]
      D --> A
  
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How does CCAP support families with Employment Plans?

- Removes barriers to economic stability
- Reduces costs of care for families
- Supports all activities within an Employment Plan

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How do Employment Counselors support a family's CCAP case?

- Communicate Employment Plan information to CCAP workers
- Update CCAP Workers within 10 days when activities or schedules change
- Group activities within Employment Plan to work with child care schedules

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How do CCAP workers support Employment Plans?

- Authorizes care needed for activities within Employment Plan
- Acts on information received from Employment Counselor in a timely manner
- Collects required verifications, including:
 - Schedule verification (if schedule is not provided by Employment Counselor)
 - Income verification for employment activities


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Activity requirements based on household composition



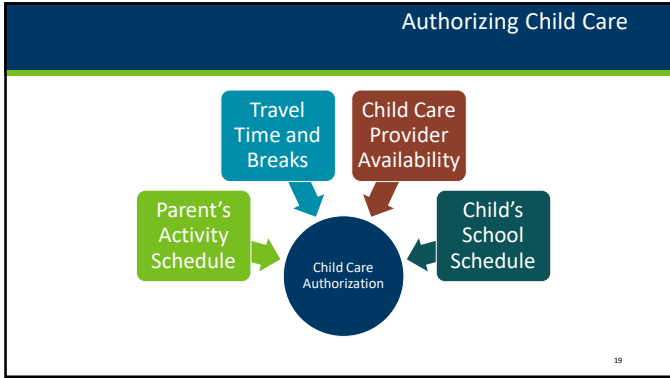
One-parent family



Two-parent family

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Communication policy

Best practices when developing communication policy between Employment Counselors and CCAP workers:

- Identify who is responsible for verifying schedule information?
- Identify who is responsible for determining authorized care hours?
- Are there other practical issues to consider in your agency?
- Know what information needs to be communicated?

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Communication Methods

- Fax
- Email
- Phone call (case noted)
- Employment Plan
- DWP/MFIP Status Update Form (DHS- 3165)
- Agency-specific form
- MFIP/DWP Employment Services Child Care Request Form (DHS-7054)

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Worker Resources

The screenshot shows the Minnesota Department of Human Services website. The main content area is titled "CCAP Manual" with a sub-header "ISSUE DATE: 06/2022". The left-hand navigation menu includes a link for "CCAP Guides and Tip Sheets" which is highlighted by a blue arrow. The main content area contains sections for "Updates and Notices", "CCAP Manual Update", and "CCAP Guides and Tip Sheets".

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DEPARTMENT OF HUMAN SERVICES

Thank You!

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