

# Child Care Assistance Program Policy Manual

## What's New: Issued January 2026

This document shows new and revised chapter updates throughout the manual. The Table of Contents ([Chapter 01](#)) have been updated to reflect all changes. Changes fall under three general categories:

- Legal references
- CCAP Guides and Tip sheets
- Other chapter updates

### Legal references

Legal references have been updated for programs that transitioned from DHS to DCYF. Legal references for CCAP policy have been updated from 119B to 142E. Legal references for MFIP policy have been updated from 256J to 142G. Child Care Assistance Program policy manual chapters will continue to be updated with these changes as chapters are revised moving forward.

### CCAP Guides and Tip Sheets

The CCAP Guides and Tip sheets page contains links to resources for financial workers and provider workers. [Guides and Tip sheets](#).

### Other chapter updates

The following chapters have been updated for readability, plain language, clarity and may include clarification of previous policy.

#### [4.9 Cooperation with Child Support](#)

- Minor edit. Adds hyperlink to MEC<sup>2</sup> User Manual for “Child Support Cooperation and Good Cause Safety Concerns (GCSC)” guidance under subheading “Determining cooperation status for all other minor children with an absent parent.”

#### [4.9.6 Child Support Good Cause Claim](#)

- Minor edit. Revises content in the “note” section under subheading “Good cause redetermination” to clarify guidance for workers when permanent good cause is approved.

#### [4.9.9 Child Support Cooperation at Application](#)

- Minor edit. Adds hyperlink to MEC<sup>2</sup> User Manual for “Child Support Cooperation and Good Cause Safety Concern (GCSC)” under subheading “Application Processing.”

#### [4.9.12 Child Support Cooperation at Redetermination](#)

- Minor edit. Adds hyperlink to MEC<sup>2</sup> User Manual for “Child Support Cooperation and Good Cause Safety Concern (GCSC)” under subheading “Redetermination processing.”

## [6.6 Earned / Unearned Income](#)

- Minor edit. Adds content under subheading “Earned income,” bullet “other profit including,” to include housing in the first sub-bullet.

### [6.15.18 Annualizing Seasonal and Temporary Income](#)

- Minor edit. Retitles examples to read as example 1, example 2 and adds content for a third example.

### [6.15.24 Annualizing RSDI](#)

- Minor edit. Adds chart to display Social Security Insurance benefit for calendar years 2024-2026 to ensure proper allocation.

## [7.24 Verification – State Systems](#)

- Minor edit. Revises content in bullet referencing “Relationship information” to remove PRISM references for panels BCRD, BCRM, and ROPD. Adds content to case note.

## [9.1 Authorizing Child Care](#)

- Minor edit. Adds a fifth bullet to include travel time under subheading “Determine the schedule of care needed.”

### [9.1.18 Authorizing Care with a Legal Nonlicensed Provider](#)

- Substantial edits throughout. **Review in entirety.**

## [9.3 Payments to Providers](#)

- Minor edit. Adds content to subheading “Receiving an incomplete or incorrect bill” clarifying when a bill is considered complete.

### [9.15.3 Care During Temporary Breaks from Authorized Activities](#)

- Minor edit. Revises second paragraph under heading to provide clarity that a temporary break can occur at application or redetermination if verification of the break in activity is received.

## [10.6.8 Case Actions Around Redetermination](#)

- Minor edit to remove a duplicate sentence.

## [11 Providers](#)

- Substantial edits throughout. **Review in entirety.**

### [11.9 Legal Nonlicensed \(LNL\) Providers](#)

- Adds new content. See subheading “Other information.” **Read in entirety.**

### [15.9 Appeal Requests](#)

- Minor edit. Adds detail to refer all appeal requests to the DHS Appeals Division “within 5 days of receiving the request” under subheading “Family appeal requests.”