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NOTE: New material displays as bold font. VaCMS-related information, as well as the words *Code of Virginia*, display as *italic font*. Section titles which are not capitalized in the Table of Contents indicate narrative sections of the manual without formal titles.

DEFINITIONS

“Absence” means a day for which child care has been authorized, and a child is expected to be in attendance, but is not.

“Administrative delay” means either the parent or the vendor does not provide needed information for eligibility purposes to the local department within the 30-day application-processing period due to circumstances beyond their control.

“Applicant” means a person who has applied for child care services and the disposition of the application has not yet been determined.

“Application date” means the date the signed application is received by the local department. For applications received through the Customer Portal after office hours, on weekends or holidays, the application date is considered to be the next business day. Applications not received through the Customer Portal must be time and date stamped upon receipt.

“Approved” is a case status that means case eligibility has been established.

“Approved Activity” means the reason identified in the service plan for which child care subsidy and services are needed. An approved activity may be the parent’s full-time or part-time employment, the parent’s education or training leading to employment, or the children’s need for child protective services.

“Assigned Activity” for VIEW means participation in, but not limited to, job search, employment (subsidized or unsubsidized), Community Work Experience, on-the-job training, job skills training, job readiness training, education, internships, or a practicum in conjunction with work; for SNAPET means participation in a component listed on the SNAPET Plan of Participation. A list of core work activities is found in Chapter 1000 of the TANF manual.

“Authorization” means a payment for child care services has been approved and funds have been encumbered for the child care services.

“Authorized payment” means that a family has been found eligible to receive child care services, a POSO has been initiated and signed by all parties, and payment may be made to the vendor for child care provided.

“Background Checks” means a sworn statement or affirmation as may be required by the *Code of Virginia*, the Criminal History Record Check, the Sex Offender and Crimes Against Minors Registry check, and the Central Registry Child Protective Services check.

“Case status” defines the status of a case in the VaCMS. Examples would be, but are not limited to, Approved, Pending, or Closed.

“Case Management Services” means services that include, but are not limited to, application, assessment, eligibility determination, notices of action, consumer education and/or service planning.

“Case Manager” means the worker designated by the local departments of social services, a private sector contractor or a private community-based organization

including non-profit entities, churches, or voluntary organizations that provide case management services.

“CCD web site” means the intranet web site for Child Care and Early Childhood Development at: <http://SPARK.dss.virginia.gov/divisions/cc/index.html>

“CCDF” means Child Care and Development Fund, the federal block grant for child care that was authorized by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193).

“Certified preschools” means preschool or nursery school programs operated by private schools that are accredited by a statewide accrediting organization (or another accrediting organization recognized by the Board of Education) and are certified by the Virginia Department of Social Services, Division of Licensing Programs.

“Child Care Communication form” is used to request or to disseminate information to clients for which it is not appropriate to use the Child Care Notice of Action.

“Child care services” means those activities that assist eligible families in the arrangement for and/or purchase of authorized child care for children for care that is less than a 24 hour day. It also means activities that promote parental choice, that provide consumer education to help parents make informed choices about child care, that enhance health and safety standards established by the state, and that increase and enhance child care and early childhood development resources in the community.

“Child care subsidy” means authorized payments to vendors to assist eligible families with the cost of child care.

“Child day center” means a child day program offered to two or more children under the age of 13 in a facility that is not the residence of the vendor or of any of the children in care or 13 or more children at any location.

“Child day program” means a regularly operating service arrangement for children where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of 13 for less than a 24-hour period.

“Child protective services (CPS)” means the identification of, receipt of, and immediate response to complaints and reports of alleged child abuse or neglect for children under 18 years of age. It also includes assessment, and arranging for and providing necessary protective and rehabilitative services for a child and his family when the child has been found to have been abused or neglected or is at risk of being abused or neglected.

“Children who have Special Needs” means children with documented developmental disabilities, mental retardation, emotional disturbance, sensory or motor impairment, or significant chronic illness who require special health surveillance or specialized programs, interventions, technologies, or facilities.

“Closed” is a case status that means authorization has been terminated and the case is no longer eligible to receive child care services beyond the NOA period.

“Co-payment” means a specific fee that is a portion of a household’s income that is contributed toward the cost of child care.

“Current VIEW Activity and Service Plan or SNAPET Plan of Participation” means that the form covers the period of child care service delivery.

“Customer Portal” means the web site through which clients can screen for potential program eligibility, can submit a child care application, can work on their child care application or can view information about the child care program. The client can choose from several options: “Am I Eligible,” “Check My Status,” and “Apply for Assistance.”

“Denial” is a case action used, but not limited to, when a client is found ineligible, when an application is filed in error or voluntarily withdrawn by an applicant, when an applicant moves from the locality, fails to complete the application process or submits a duplicate application.

“Department” means the Virginia Department of Social Services.

“Disqualification” means the time period that clients or vendors are disqualified from participating in the subsidy programs due to a finding of fraud or due to failure to repay an overpayment according to the repayment schedule entered into with the local department.

“Diversionary Assistance” means a one-time lump sum payment to an individual or third party vendor to prevent long-term receipt of TANF.

“Division of Child Care and Early Childhood Development” is the title of the division that administers the Child Care Development Subsidy Program.

“Early Head Start” means a family-focused child development program serving children from birth to three years of age under Section 645A of the Head Start Act.

“Earned Income Disregard” means a certain amount of earned income that is not taken into consideration when determining eligibility for TANF benefits.

“Education leading to employment” means the pursuit of basic remedial instruction to achieve a basic literacy level, instruction in English as a second language, preparation for GED or Adult Education, the completion of high school, associate degree or certificate, work at the college level or bachelor degree from a college or university if the course of instruction is limited to a curriculum directly related to the fulfillment of an individual's educational goal to obtain useful employment in a recognized profession or occupation.

“Electronic Child Care” (ECC) means the automated system used to record attendance at child care vendors.

“Eligible” means that the family has met all of the criteria to be approved for receipt of child care services.

“Ethnicity” is defined by the Department of Health and Human Services (HHS) as Hispanic or non-Hispanic.

“Family” means any individual, adult or adult(s) and/or children related by blood, marriage, adoption, or an expression of kinship who function as a family unit.

“Family day home” means a child day program offered in the residence of the vendor or the home of any of the children in care for one through 12 children under the age of 13, exclusive of the vendor’s own children and any children who reside in the home, when at least one child receives care for compensation.

Family day homes serving six through twelve children, exclusive of the vendor’s own children and any children who reside in the home, shall be licensed. However, no family day home shall care for more than four children under the age of two, including the vendor’s own children and any children who reside in the home, unless the family day home is licensed or voluntarily registered. A family day home where the children in care are all grandchildren of the vendor shall not be required to be licensed (*Code of Virginia* 63.2-100).

“Family day system” means any person who approves family day homes as members of its system; who refers children to available family day homes in that system; and who, through contractual arrangement, may provide central administrative functions including, but not limited to, training of operators of member homes; technical assistance and consultation to operators of member homes; inspection, supervision, monitoring, and evaluation of member homes; and referral of children to available health and social services. Currently “Infant/Toddler Family Day Care” serving Northern Virginia is the only licensed family day system in the state.

“Federally regulated vendor” means a vendor regulated by the federal government, such as child care vendors operated by the Department of Defense on military bases.

“Federal Poverty Guidelines” means the income levels by family size, determined by the federal Department of Health and Human Services, to be used as guidelines in determining at what level families in the country are living in poverty.

“Fee” means a charge for a service and may include, but is not limited to, co-payments, charges above the Maximum Reimbursable Rate (MRR), or charges for registration or transportation.

“Fee Child Care” means the program that provides child care subsidy to low-income parents from the Child Care Development Fund that usually requires a parental co-payment.

“File Clearance” is the process initiated by the worker that allows the VaCMS to check SPIDeR for basic information to determine if a client is known to any other systems which also publish to SPIDeR.

“Finding of child care fraud” means the conviction of child care fraud by a court of appropriate jurisdiction.

"Fiscal year" for the purposes of calculations in the VaCMS is June 1 through May 31.

"Fraud" means the knowing employment of deception or suppression of truth in order to receive services one is not entitled to receive.

"Full-time employment" means regularly scheduled activities that engage a participant in employment for 30 or more hours per week.

"Good cause" means a valid reason why, in a two-parent household, a parent or any other person under Virginia law responsible for the support of the children cannot provide the needed child care.

"Head Start" means the comprehensive federal child development programs that serve children from birth through age five, pregnant women, and their families (as established by the Head Start Act (42 USC §9840)).

"Head Start Wrap-Around" means the subsidy program that pays for additional hours beyond those provided by Head Start/Early Head Start in order to provide full day/full year child care services for Head Start/Early Head Start enrolled children.

"In loco parentis" means an adult(s) with whom the child is living who has assumed responsibility for the day-to-day care and supervision of the child.

"Income eligible" means that eligibility for child care subsidy is based on income and family size.

"In-home" means child care provided in the home of the child and parent when all the children in care reside in the home and the vendor does not live in the home.

"Intake" is the process of obtaining and of recording the information necessary to determine if a family is eligible to receive child care services.

"Interactive Voice Recognition" (IVR) is the means by which clients record attendance using the telephone.

"Job Search" means (for VIEW) a structured, time-limited period during which the participant is required to search for and/or obtain employment. In order to complete the job search, the participant is required to apply for a set number of jobs or find employment.

"LEARNFARE" means child care services provided to a TANF minor parent to enable them to attend school in compliance with compulsory school attendance laws.

"Level 1 Vendor" means unlicensed and unregulated vendors including In-Home Vendors; Voluntarily Registered Family Day Homes; Religiously-Exempt Child Day Centers; Local Government-Approved Recreation Programs and Certified Preschools.

"Level 1 Maximum Reimbursable Rates" means the rates paid to a child care vendor who is not licensed, approved by a licensed family day system, or approved under local ordinance according to §15.2-914 of the *Code of Virginia*.

“Level 2 Vendor” means Licensed Family Day Homes; Licensed Child Day Centers; Local Ordinance Approved Vendors; Licensed Family Day System Approved Family Day Homes; Department of Education Approved Child Care Programs and Child Care Vendors approved by the United States Department of Defense.

“Level 2 Maximum Reimbursable Rates” means the rates paid to a child care vendor who is licensed by the Virginia Department of Social Services, approved by a licensed family day system, or approved under local ordinance according to §15.2-914 of the *Code of Virginia*.

“Local department” means the local department of social services of any county or city in the Commonwealth of Virginia.

“Local department web site” means the intranet web site for the Department. Also referred to as SPARK at: <http://spark.dss.virginia.gov/>

“Local government-approved recreation program” means a program of recreational activities offered by local governments, staffed by local government employees, attended by school-age children, and subject to safety and supervisory standards established by local governments.

“Local ordinance approved provider” means a child care program approved under local ordinance according to § 15.2-914 of the *Code of Virginia*. Currently, three localities (Fairfax, Alexandria, and Arlington) approve providers under local ordinance.

“Maximum Reimbursable Rate” (MRR) means the maximum rate paid for child care services through the subsidy program that is established by the Department and set out in the state Child Care and Development Fund plan filed with the United States Department of Health and Human Services.

“Non-fraud overpayment” means an overpayment that was inadvertently caused by the local department or by a household or vendor error.

“Notice of Action” (NOA) is a form mailed to clients providing information related to eligibility, co-payment or the amount of services authorized.

“On-the-Job Training” means training that is provided by an employer during routine performance of a job.

“Parent” means a parent by blood, marriage or adoption and also means a legal guardian, person cohabiting with the natural or adoptive parent of a minor child(ren), or other person standing in loco parentis.

“Participant” means a TANF or TANF-UP recipient who is participating in the VIEW program.

“Part-time employment” means any regularly scheduled activity that engages a participant in employment for a minimum of eight hours but less than 30 hours per week.

“Pending” is a case status that could mean, but is not limited to, that the eligibility determination is in process.

“Person cohabitating” means an arrangement in which two people who are not married live together in an emotional and/or intimate relationship on a long term or permanent basis.

“Point of Service” (POS) is the swipe card device installed at the vendor which clients use to record attendance in ECC and which vendors can use to access information about attendance.

“Provider” means a person, entity, or organization providing a child care program. Also referred to as Vendor. Multiple facilities/sites operated by the same person, entity or organization are considered separate vendors.

“Purchase of Service Order” (POSO) means a form/certificate sent to a vendor to authorize the delivery of services to a customer.

“Registration” means the recording of the receipt of an application or Waiting List screening in VaCMS.

“Reinstate” is a case action taken to approve a previously closed case. Cases may be reinstated when the case is closed in error or when a case is closed because the client wins an appeal but did not appeal within the required 10-day timeframe so that services would continue during the appeal. If the appeal decision is in favor of the local department, the case shall be closed.

“Relative vendor” means a child care vendor related to the parent or child by blood, marriage or adoption.

“Religiously exempt center” means a child day center operated by a religious institution exempt from licensure.

“Resource and referral” means services that provide information to parents to assist them in choosing child care and may include assessment of the family’s child care needs, collection and maintenance of information about child care needs in the community and efforts to improve the quality and increase the supply of child care.

“Sanction” means to reduce or suspend a participant’s TANF grant and/or food stamp allotment for noncompliance with regulations or statutes.

“Satisfactory progress” means that the participant in any educational or training activity is meeting, on a periodically measured basis of less than one year, such as a term or quarter, a consistent standard of progress based on written policy developed by the educational institution or training agency.

“Screening Date” means the date of the request to be screened for the Waiting List. This date determines a family’s position on the Waiting List.

“Service plan” means the written, mutually agreed upon activities and responsibilities between the local department and the parent in the provision of child care services.

“SNAPET” means Virginia’s Supplemental Nutrition Assistance Program Employment and Training (SNAPET) a multi-component employment and training program that provides Job Search, Job Search Training, Education, Training, and Work Experience to certain SNAP recipients

“System Partnering In a Demographic Repository” (SPIDeR) is a web-based system which facilitates communication between applications (systems).

“Subsidy programs” means the Department’s programs that assist low income eligible families with the cost of child care, including the TANF, SNAPET, Head Start-Wrap-Around, Fee and Transitional child care programs.

“SPARK” (Services-Programs-Answers-Resources-Knowledge) means the Department’s intragency web site at <http://spark.dss.virginia.gov/>

“Suspend” is an authorization status that means that authorization for child care is suspended because there is no need for care for up to 90 days.

“Sworn Statement or Affirmation for Unregulated Providers” (032-02-0094-01-eng) (Sworn Statement or Affirmation) means the statement signed by a child care vendor disclosing whether or not he/she has ever been (i) the subject of a founded case of child abuse or neglect or (ii) convicted of a crime or is the subject of pending action within the Commonwealth or any equivalent offense outside the Commonwealth.

“TANF” means Temporary Assistance for Needy Families, the program administered by the Department through which a relative can receive monthly cash assistance for the support of his eligible children.

“TANF assistance unit” means a household composed of an individual or individuals who meet all categorical requirements and conditions of eligibility for TANF.

“TANF-capped child” means a child who the TANF worker has determined to be ineligible for inclusion in the TANF Assistance Unit because the child was born more than 10 full months after the mother’s initial TANF payment was issued.

“TANF-UP program” means the program that provides aid to dependent children who are deprived of parental support or care by reason of the unemployment of the parents.

“Temporarily absent from the home” means a member of the family unit who is away from the family residence for reasons of employment, education, training, shared custody or military deployment and who returns regularly or is expected to return as a member of the household.

“Training leading to employment” means the development of specific work attitudes, behaviors, or skills leading to job readiness as well as the development of specific technical or vocational skills that lead to employment in a recognized occupation and results in other than a baccalaureate or advanced degree.

"Transitional child care" means the program that provides child care subsidy to eligible former TANF recipients after the TANF case closes.

"Unregulated vendor" means any child care vendor who is not state licensed, Department of Education approved, licensed family day system approved, local ordinance approved, voluntarily registered, religiously exempt, or a certified pre-school and is not required to be regulated.

"USDA Child and Adult Care Food Program" means the United States Department of Agriculture program that reimburses participating, eligible child care vendors for nutritious meals and snacks served to children in care while parents work.

"VaCMS" means the Virginia Case Management System which is the system of record for the Child Care Program and into which all child care transactions are entered.

"Vendor" means a provider who can sell services. Multiple facilities/sites operated by the same person, entity or organization are considered separate vendors.

"Vendor Agreement" means an Agreement between the state and a child care vendor that must be signed by all vendors before child care payments can be authorized.

"Vendor portal" means the web site in which vendors can inquire about certain information stored in ECC relating only to them.

"Verifiable act of compliance" means (for VIEW) the beginning of, continuance in, or completion of an assigned activity during a VIEW sanction, as specified in the TANF Manual, Chapter 1000, Section 21, Compliance.

"Verification Checklist" is a form provided to clients detailing information the client must provide in order to process an application or a redetermination.

"VIEW" means Virginia Initiative for Employment Not Welfare, is a program of employment opportunities to assist individuals receiving Temporary Assistance for Needy Families, in attaining the goal of self-sufficiency as implemented in the Commonwealth of Virginia.

"Virginia Case Management System" (VaCMS) is the system of record into which data related to the Child Care program is entered.

"Virginia Department of Education-approved child care" means child care programs operated in public schools by local school divisions. A list of these child care programs is available at <http://www.dss.virginia.gov/family/cc/index.cgi>

"Virginia Preschool Initiative for At-Risk Four-Year-Old Children" means the joint state-local program operated by the Virginia Department of Education to benefit four-year-old children who are at risk of educational failure and who are not being served by Head Start.

“Voluntarily Registered Family Day Home” means a family day home serving fewer than six children, exclusive of the vendor’s own children and any who reside in the home, that becomes state registered on a voluntary basis using approved standards.

“Waiting List” means a roster of those families who are potentially eligible for Fee child care, but for whom there are not funds available to authorize those services.

“Waiting List Screening” means the process of registering and recording basic case information so that an applicant or client can be determined to meet the minimal eligibility requirements for receipt of child care services in order to be placed on the Waiting List.

“Withdrawal” is a reason for manual case closure. Example: applicant says they do not wish to complete the application process.

I. LEGAL BASE

- A. The Child Care Development Block Grant Act of 1990 (42 USC 9801 *et seq.*), as amended by the Personal Responsibility and Work Opportunity Act of 1996 (Public Law 104-193) and the Balanced Budget Act of 1997, as implemented in regulation at 45 CFR Parts 98 and 99.
- B. *Code of Virginia*, Sections 63.2-217, 63.2-319, 63.2-510, 63.2-611, 63.2-616
- C. Food Stamp Act of 1977, as amended

II. GOALS

- A. Child care services are child-centered, family-focused services that support the family goals of economic self-sufficiency and child development by providing for the supervision, protection and well-being of the child while the parent is participating in an approved activity. The purpose of the Child Care and Development Fund is to increase the availability, affordability, and quality of child care services.
- B. Toward this end, policies and service strategies shall be designed to meet the following goals:
 - 1. To provide low-income families with the financial resources to find and afford quality child care for their children.
 - 2. To ensure that the family child care program contributes to the broader objective of self-sufficiency.
 - 3. To provide child care to children whose parents are trying to achieve independence from public assistance.
 - 4. To promote parental choice in the selection of child care.
 - 5. To empower working parents to make their own decisions about the child care that best suits their family's needs.
 - 6. To provide consumer education to help parents make informed choices about child care.
 - 7. To ensure that subsidy dollars are provided to the neediest families.
 - 8. To enhance the quality and increase the supply of child care for all families.
 - 9. To improve the coordination among child care programs and early childhood development programs.

III. CONFIDENTIALITY

Federal law requires that client information be kept confidential. The local department may not release information about the client without their written consent except for purposes directly connected with the administration of social service programs or by court order.

A. Legal Basis for Confidentiality

1. Federal Privacy Act

Information from all federal agencies must be kept confidential. Local departments may not release information to any outside source, except as required for purposes of program administration.

2. Virginia Freedom of Information Act

The legal base for this guidance is § 63.2-104 of the *Code of Virginia*, the Virginia Freedom of information Act (§ 2.2-3700 et seq. of the *Code of Virginia*), the Government Data Collection and Dissemination Practices Act (§ 2.2-3800 of the *Code of Virginia*, § 32.1-127.1:03 of the *Code of Virginia* and by regulation (22VAC40-910) promulgated by the State Board of Social Services.

B. Release of Information

1. Release of Information to a Non-Government Agency

The Confidentiality Form (032-01-0040-03-eng) must be completed by the client prior to the release of case information to an outside agency other than an agency of federal, state, or local government.

2. Written Permission for Release of Information

With certain exceptions, the client must give written permission before information may be obtained from other sources or given to an individual or agency. Form 032-01-0005-02-eng, Consent to Exchange Information, should be used.

NOTE: The title of this form is “Authorization to Use and Exchange Information” when it is accessed by a link to SPARK.

3. Local, state, or federal law enforcement officials may request information to investigate an alleged violation of the child care program by submitting a written request to the local department. The written request must include:

- a. The identity of the individual requesting the information and the authority to do so;
- b. The violation being investigated; and
- c. The identity of the person on whom the information is requested.

C. Release of Information Without Written Permission

Based on the client’s signature on the Child Care Application and Redetermination Form, information related to the child care case may be given out or obtained without separate permission from the client in order to carry out the administration of the program.

Never send a copy of the NOA to the vendor or other parties.

D. Client Access to Records

Clients, or their representative, may read information about themselves contained in their own case records except for behavioral health reports when the physician who wrote them recommends against it.

E. Penalty for the Unauthorized Release of Confidential Information

The disclosure, directly or indirectly, of confidential information contained in a case record by any officer, agency, or employee of the local department shall be considered a Class 1 misdemeanor.

F. Ownership of Records

All client information contained in the local department's records is the property of the local department. Employees of the local department shall protect and preserve such information from dissemination except as necessary for the administration of the case.

Original client records are not to be removed from the premises by individuals other than authorized staff of the state or the local department, except by court order. The local department may destroy records pursuant to record retention schedules.

G. Sending Confidential Information through E-mail

Confidential information is not to be sent through email unless it is encrypted. This includes customer specific information. It is never acceptable to send customer information such as, but not limited to, name, address, or social security number, through e-mail unless it is encrypted. All e-mail communication about clients must use identifiers such as case numbers and/or client ID's.

Local departments should work with local security personnel and Central Office Security personnel to resolve any encryption or security issues.

H. Non-Discrimination

Local departments must ensure that child care services are delivered without discrimination.

I. Correcting Inaccurate information

Local departments must provide means for inaccurate information to be corrected.

J. *Inquiring Client Information in the VaCMS*

Workers should only perform client inquiries if such inquiries are directly related to case management.

IV. CHILD CARE SUBSIDY PROGRAMS

Child care subsidy, to the extent of available funding, is provided through the following programs:

A. TANF Child Care

1. Eligibility Criteria

- a. Child care subsidy and services are made available to recipients of TANF (VIEW and non-VIEW) who meet the non-financial eligibility requirements.
- b. Recipients of TANF (VIEW and non-VIEW) are considered income eligible for child care subsidy and services without a determination of the family's income eligibility.

2. Supporting Approved or Assigned Activity

- a. Child care is provided to support an approved activity of a TANF recipient including:
 - (1) Full-time employment and part-time employment;
 - (2) Education leading to employment or training leading to employment as long as participants show they are making satisfactory progress (see definition of satisfactory progress);
NOTE: Payment for child care for the attainment of post baccalaureate education must not be authorized unless local only funding is used.
 - (3) Child protective services (CPS). Child care subsidy may be paid for children whose family(ies) is receiving CPS in cases open through the family assessment track, through the investigation track, or open as CPS ongoing.
- b. Child care can be provided to support an assigned activity for VIEW participants (see definition of assigned activity). A current copy of the VIEW Activity and Service Plan must be in the child care file to document the need for care. "Current" means that the VIEW and SNAPET forms cover the period of child care service delivery.

EXCEPTION: If the appropriate application has not been received at the time authorization must be determined, the child care worker can contact the VIEW or SNAPET worker to confirm the need for child care services. This contact must be documented in the child care case record and may serve as documentation until the appropriate form is received. The form must be received and made a part of the case record within two weeks of the telephone verification.

3. TANF Child Care for Additional Children

Child care subsidy and services are also made available for needed child care for:

- a. A TANF-capped child;
- b. A child who receives Supplemental Security Income (SSI), if the parent is on the TANF grant and if the child would have been in the public assistance unit were it not for the receipt of SSI;
- c. Children who are not in the TANF Assistance Unit but who are financially dependent upon the parent who is in the TANF Assistance Unit; and,
- d. Children of a parent who is a minor in a TANF public assistance unit to enable the minor parent to attend school in compliance with compulsory school attendance laws (LEARNFARE). This assumes the parent of the minor cannot provide the care because of work, education/training, disability, or another hardship exemption.

4. VIEW Sanction

A VIEW participant who has been sanctioned may receive child care subsidy if such subsidy is necessary to maintain employment or to perform a verifiable act of compliance. This determination is made by the VIEW worker and communicated to the child care worker. The VIEW worker determines the reason for the sanction, determines the need for child care and determines when the sanction ends. Written verification from the VIEW worker is preferable via the VIEW communication form. If a communication form is not available, the child care worker must record the determination of the VIEW worker in the case narrative to substantiate provision of child care during a VIEW sanction.

5. VIEW Participant in a Non-Active Component

A VIEW participant who has been placed in an inactive status due to a family crisis not of the participant's own making may continue to receive child care subsidy in order to assist in returning to an active status (see VIEW policy). This determination is made by the VIEW worker and communicated to the child care worker. The VIEW worker determines the reason for inactive, assigns the participant to inactive, determines the need for child care and determines the end of the inactive status. Written verification from the VIEW worker is preferable via the VIEW communication form. If a communication form is not available, the child care worker must record the determination of the VIEW worker in the case narrative to substantiate provision of child care during a VIEW inactive status.

Payment continues to be authorized using the VIEW child care budget line (871). See Child Care Program Budget Lines (Appendix B) and Child Care Program Budget Lines' Descriptions (Appendix C).

6. TANF Recipient Working and in Education/Training

If a TANF non-VIEW recipient is both working and in education/training, the agency may choose to authorize payment for the child care from both of the applicable budget lines with the authorized payment separated based upon the hours spent in each activity, or the agency may provide child care from the budget line for which the majority of hours are committed.

B. Supplemental Nutrition Assistance Program Employment And Training (SNAPET) Child Care

1. Eligibility Criteria

Child care subsidy and services are made available to children of parents in Virginia's SNAPET program if:

- a. The family meets the non-financial eligibility requirements in this guidance; and
- b. The family meets the income eligibility requirements in this guidance.

2. Supporting Approved Activity

Child care is provided to support the parent's participation in an assigned SNAPET component listed on the SNAPET Plan of Participation. A current copy of the Plan of Participation must be in the child care file to document the need for care as determined by the SNAPET worker. Current means that the plan covers the period of child care service delivery.

EXCEPTION: If the appropriate application has not been received at the time authorization must be determined, the child care worker can contact the VIEW or SNAPET worker to confirm the need for child care services. This contact must be documented in the child care case record and may serve as documentation until the appropriate form is received. The form must be received and made a part of the case record within two weeks of the telephone verification.

C. Transitional Child Care

1. Eligibility Criteria

Up to 12 consecutive months of child care subsidy and services are made available to eligible children of former TANF recipients if:

- a. The family meets the non-financial eligibility requirements in this guidance;

- b. The child received TANF (VIEW or non-VIEW);
- c. The TANF case is closed; and
- d. The family meets the income eligibility requirements in this guidance.

EXCEPTION: If a VIEW participant is determined to be ineligible for Transitional child care due to income, the local department may provide child care subsidy for three months immediately following the TANF case closure. VIEW funds (budget line 872), not CCDF funds, are to be used for payment and no co-payment is assessed. The client will not have to pay the co-payment but can be required by the vendor to pay any amount over the MRR.

The VIEW worker is responsible for determining if the former participant meets the VIEW requirements to receive these child care subsidies. The child care worker is responsible for assuring that all other applicable child care guidance is followed, including, but not limited to non-financial eligibility requirements, vendor requirements, MRR (Appendices H and I), etc.

- e. Such authorized payments count against the 12-month Transitional period if the former VIEW participant is income eligible for Transitional child care after this 90-day period. If the former participant is determined to be income eligible for the remainder of the 12-month Transitional period, a co-payment is assessed.

Eligibility for and authorization of Transitional child care must be evaluated in the VaCMS prior to approval. Changes must be made to the appropriate sections of the VaCMS and eligibility must be run under the category of Transitional child care. A NOA must be sent to the client.

2. Supporting Approved Activity

Child care is provided to support an approved activity including:

- a. For former TANF recipients (VIEW or non-VIEW), full-time employment or part-time employment of parents.
- b. For former VIEW participants, training as approved and monitored by the VIEW worker as part of VIEW Transitional Employment and Training.

3. Child Care for Children Not in TANF Assistance Unit

Transitional child care services include needed child care for children who were not in the TANF assistance unit but who are dependent upon the parent, including:

- a. TANF-capped child;
- b. A child who receives Supplemental Security Income (SSI), if the parent was on the TANF grant and if the child would have been in the public assistance unit were it not for the receipt of SSI;
- c. Children who were not in the TANF Assistance Unit but who are financially dependent upon the parent who was in the TANF Assistance Unit; and,
- d. Children of a parent who was a minor in a TANF public assistance unit to enable the minor parent to attend school in compliance with compulsory school attendance laws (LEARNFARE). This assumes the parent of the minor cannot provide the care because of work, education/training, disability, or another hardship exemption.

4. Notice of Transitional Child Care

The local department must inform the former TANF recipient that Transitional child care is available. This information shall be made available at the time of initial TANF eligibility and at the time of notification of ineligibility for TANF. An automated letter is generated by the ADAPT system and is sent by the local department to each parent whose TANF case is closed. The letter informs the parent of potential eligibility for Transitional child care.

5. Transitional Eligibility Period

- a. The Transitional eligibility period for former TANF recipients starts the first day of the month following closure of the TANF case and ends 12 months later. In situations where providing advance notice of action does not permit the timely change in program category, the case may remain in the TANF program category for one month to give the local department time to set up Transitional services. This does not change the transitional period.
- b. *The VaCMS validates that the Transitional period is not greater than 12 months from the begin date.*
- c. *Ninety days before the end of the Transitional period, the worker will receive an alert. The worker must send the client a Client Communication form to let them know that their eligibility for Transitional child care will end and the date that it will end. The worker must send an application for Fee child care or a Waiting List Screening form depending on whether or not the local department has a waiting list.*
- d. *The worker will dispose of the alert after receiving the required information from the client regarding their request to continue*

child care under the Fee category or their request to be placed on the waiting list. If the alert is not disposed of 60 days before the Transitional end date, it will be escalated to the Supervisor.

- e. The worker must set a manual alert for themselves to run eligibility 30 days before the Transitional end date. The VaCMS will close the Transitional case after the Transitional period ends. The worker will certify the case closure and mail the closure NOA.*
- f. If funds are available, the worker will take an application for Fee child care and run eligibility under the rules for Fee child care. The worker will certify the eligibility result, and update the Authorization selecting Fee as the funding category, approve the Authorization, and generate a POSO.*
- g. If funds are not available, the worker will complete the data collection for the waiting list screening, which can happen no earlier than 60 days before the Transitional end date, associate the application to the closed Transitional case, and verify the eligibility result as waiting list. A waiting list authorization must be completed for the children on the case, and Fee is the selected funding program.*
- h. At the beginning of the month the eligibility for Transitional child care ends, the worker will conduct an eligibility certification review for Fee child care or a waiting list screening. If the local department does not have a waiting list and the client is employed, Fee child care will be authorized to begin the first of the month after the eligibility for Transitional child care ends. If the local department has a waiting list and the client is employed, the worker can assign the client to the waiting list 60 days prior to eligibility for Transitional child care ending as allowed in guidance. Refer to the Waiting List section of this guidance.*
- i. A NOA will be generated when this determination is made.*

EXAMPLE: A customer's TANF case is closed. She does not find employment for two months. She can apply for Transitional child care at the point she is employed for her remaining months of Transitional eligibility (in this case 10 months).

EXAMPLE: A client's eligibility for Transitional child care ends September 30. Alert is triggered to worker on July 1 with due date of August 1. The worker sends a Client Communication form with an application or a Waiting List Screening form, which will be due back in time for the worker to act on it by August 1. If the alert is not acted on by August 2, it will be escalated to the supervisor.

The worker conducts an eligibility certification review for Fee child care the beginning of September. Based on the results of this eligibility determination, the client is placed on the waiting list 60 days prior to the end of the Transitional period or the case is authorized for Fee child care beginning October 1.

If the information is received from the client by August 1, the client can be placed on the waiting list as of August 1, giving them the 60 days allowed by guidance.

6. Funding

- a. If parents meet the eligibility criteria for Transitional child care, Transitional funding shall be used, except in situations where Notices of Action do not permit payment to be authorized in a timely manner. In these cases TANF/Working funding may be used for one month to give the local department time to set up Transitional funding. This does not change the transitional period.
- b. If there is a delay between the last TANF payment and closure of the TANF case and the family is income eligible, authorized child care subsidy payments are made using TANF child care funds (budget line 871) until the TANF case is closed. Such authorized payments do not count against the 12-month Transitional period.

7. Diversionary Assistance

Receipt of Diversionary Assistance does not qualify an individual for Transitional Child Care.

D. Head Start Wrap-Around Child Care

This program is for extended day and extended year child care beyond times covered by federally funded Head Start core hours. References to Head Start include Early Head Start and home based Head Start.

1. Eligibility Criteria

Head Start Wrap-Around child care subsidy and services are made available to families with Head Start-enrolled children if:

- a. The family meets the non-financial requirements in this guidance; and
- b. The family meets the income eligibility requirements in this guidance.

2. Supporting Approved Activity

Child care is provided to support an approved activity for parents of Head Start-enrolled children including:

- a. Full-time employment and part-time employment;
- b. Education leading to employment or training leading to employment as long as participants show they are making satisfactory progress (see definitions). Verification of satisfactory progress could include a grade report, a letter from the education/training program indicating satisfactory progress or a progress report from the education/training program;
NOTE: Payment for child care for the attainment of post baccalaureate education must not be authorized unless local only funding is used.
- c. Child protective services (CPS). Child care subsidy may be paid for children whose family(ies) is receiving CPS in cases open through the family assessment track, through the investigation track, or open as CPS ongoing.

3. Verification of Enrollment

Verification of a child's enrollment in Head Start is required in order to receive Head Start Wrap-Around child care subsidy. Confirmation by telephone from the program in which the child is enrolled is sufficient verification. Documentation of the confirmation of enrollment shall be recorded in the VaCMS.

4. Authorization for Siblings

- a. If a local department has a Waiting List for Fee Child Care, Head Start Wrap-Around funds may be used to pay for child care for eligible siblings of an enrolled Head Start/Early Head Start child.
- b. If there is no local department Waiting List, child care for the siblings of the enrolled Head Start child will be authorized from Fee child care budget line 883.
- c. A co-payment is assessed to the family when non-Head Start children receive child care subsidy.

5. Authorization for Summers

Head Start Wrap-Around funds (budget line 878) may be used for child care subsidy for families with a child enrolled in a Head Start/Early Head Start program for the summer prior to attendance in a part-year Head Start/Early Head Start program and for the summer following the end of a part-year Head Start/Early Head Start program.

6. Eligibility Redetermination

- a. See policy for Head Start Wrap-Around eligibility redetermination in this guidance.

- b. *Once enrollment in Head Start ends the worker will terminate the Head Start benefits on the “Other in State Benefits” screen in the VaCMS. The worker will then run eligibility to close the Head Start case, then certify the case closure and mail the closure NOA.*
- c. The worker must send an application for Fee child care or a Waiting List Screening form depending on whether or not the local department has a waiting list.
- d. *If an application is received and funds are available, the worker will run eligibility under the rules for Fee child care. The worker will certify the eligibility result, and update the Authorization selecting Fee as the funding category, approve the Authorization, and generate a POSO.*
- e. *If an application is received and funds are not available, the worker will complete the registration for the waiting list screening, which can happen no earlier than 60 days before the Head Start end date, associate the application to the closed Head Start case. The worker will complete the data collection for the waiting list screening and verify the eligibility result as waiting list. A waiting list authorization must be completed for the children on the case, and Fee is the selected funding program. Refer to the Waiting List section of this guidance.*

E. Fee Child Care Program

1. Eligibility Criteria

Fee child care subsidy and services are made available to children in eligible low income families to the extent of available funding if:

- a. The family meets the non-financial requirements in this guidance; and
- b. The family meets the income eligibility requirements in this guidance.

2. Supporting Approved Activity

Child care is provided to support an approved activity including:

- a. Full-time employment and part-time employment;
- b. Education leading to employment or training leading to employment as long as the student can verify and document that they are making satisfactory progress (see definitions) by providing, but not limited to, a progress report, a statement from the institution/program, or a grade report;

NOTE: Payment for child care for the attainment of post baccalaureate education must not be authorized, unless local-only funding is used.

NOTE: When parents are involved in educational web-based or correspondence learning from accredited universities or colleges and are enrolled in at least two courses with a minimum of six credit hours, child care can be approved if any of the following circumstances exists:

- (1) The class is offered at a regularly scheduled time only.
Web-based classes that the parent may take at any time do not fit this criteria;
- (2) Public school is not available to the child(ren) in need of care or the child(ren) are not enrolled in and attending Head Start/Early Head Start or a pre-school program which does not require the parent to pay;
- (3) The classes are offered only outside traditional public school hours;
- (4) There is not another parent in the home available to take care of the child(ren); or,
- (5) The parent must leave the home to have access to a computer, and the children in need of care are not eligible to attend public school, are not enrolled in and attending Head Start/Early Head Start or a pre-school program.

c. Child protective services (CPS)

Child care subsidy may be paid for children whose family(ies) is receiving CPS in cases open through the family assessment track, through the investigation track, or open as CPS ongoing.

3. Subsidy-Capped Child

At the option of the local department, a child born to a family 10 months or more after the initial date of authorization for Fee child care subsidy may receive Fee child care subsidy or be placed on the agency Waiting List. The local department must have written procedures as to which option is utilized. The procedures must be approved by the local department's Regional Consultant prior to submission to the local board of social services. A copy of the local board approval must be sent to the Regional Consultant.

4. Child Care for Children in Foster Care

Foster care funding sources, not the Child Care and Development Fund nor the programs outlined in this chapter, are to be used for payment for child care for children in foster care (see Volume VII,

Section III, Chapter B, Foster Care for instructions on how to purchase child care services for children in foster care).

EXCEPTIONS: If a local department maintains custody of a child, but the child is in the physical custody of his parent(s) and the parent(s) needs child care in order to maintain employment or to attend an approved education/ training program, the parent(s) may apply for Fee child care in the locality in which they reside.

EXCEPTIONS: If a minor adolescent is in an Independent Living situation and has a child who receives TANF benefits, application can be made for TANF child care funds. If the minor's child does not receive TANF benefits, application can be made for Fee child care.

EXCEPTIONS: If the local department has a Fee child care waiting list, funding for child care may be available through the Comprehensive Services Act funding.

5. Five-Year Limit

Localities may limit receipt of Fee child care subsidies to a maximum of five years. The 60 months do not have to be consecutive. Each family receiving a Fee child care subsidy shall be given at least 12 months notice before the five-year limit is imposed. Receipt of Fee child care subsidy in another locality may impact the total number of months of receipt of child care subsidy in the present locality. Receipt of Transitional, Head Start Wrap Around, SNAPET, or TANF child care does not count toward the five years.

A case inquiry provides local departments with read-only access to information regarding receipt of child care in other local departments on an as needed basis. Workers should only access client information as necessary for case management.

6. Waiting List

a. Waiting List Policy

In the Fee Child Care program, it may become necessary to place a family on a local department Waiting List due to lack of funds. Prior receipt of TANF or Head Start Wrap-Around services shall not be a reason for preferential placement on a Waiting List.

Assignment to the Waiting List begins with a registration for child care services. Applications may be submitted through the Customer Portal or may be received by hard copy. The screening process to assign an applicant to the Waiting List does not have to be face to face. Contact must be made with

the client if the screening information is incomplete. A signature is required to process a Waiting List screening. An electronic signature is acceptable for applications which come through the Customer Portal. This electronic signature indicates that the applicant gives permission for placement on the Waiting List if there are insufficient funds to approve a case. An original signature is required for paper applications.

b. Screening

- (1) *Customers may go to the Customer Portal to complete screening information to get a general idea if they might be eligible to qualify for child care services. This can be completed anonymously using the “Am I Eligible” section of the VaCMS Customer Portal.*
- (2) *Customers go to the Customer Portal to apply for child care services at “Apply for Assistance.”*
- (3) *If funds are not immediately available to provide services, the family must be screened in the VaCMS prior to being placed on the Waiting List. Screening may be done by telephone or by a face-to-face interview. Verification of eligibility criteria is not required to screen a family for the Waiting List. The family’s declaration regarding eligibility criteria, such as, but not limited to, employment, income, and ages of children, is acceptable.*
- (4) *During the registration process, workers indicate that a Waiting List screening is registered rather than a complete application. When a Waiting List screening is selected by the worker, the VaCMS queues a shortened set of screens to collect the minimum amount of information necessary to determine if the family qualifies to be placed on the Waiting List.*
- (5) *If a full application registration is completed and then the worker determines there are no funds to serve the family, the family needs to be placed on the Waiting List. The application serves as the Waiting List screening form. The completed application is denied, and a Waiting List screening is registered for the family using the application date associated with the application registration. The family must be given the opportunity to decline placement on the Waiting List.*
- (6) *Certain information is required about the families who are placed on the Waiting List so that the VaCMS can accurately calculate when funds become available to serve the family.*

- (7) *Once a request is registered as a Waiting List screening, application Intake for the Waiting List occurs. If the family is potentially eligible, the worker completes the process to authorize the family to go on the Waiting List. During the Waiting List authorization process, the worker collects predicted income, work and education schedules for adults and children.*
- (8) *Once a family is placed on the Waiting List, the VaCMS calculates the anticipated cost of care for the family on an on-going basis. Therefore, the local department can determine how many families can be served from the Waiting List at any given time. The VaCMS accurately reflects the amount of funds available to serve families on the Waiting List in real time.*
- (9) *If a family is receiving child care services and funding runs out to pay for the care authorized, the case must be closed, and a Waiting List application registration completed. This family is a priority group for the Waiting List. The application date associated with the newly closed case is the screening date for the Waiting List.*

c. Placement on Waiting List

- (1) If the Waiting List screening indicates the family may be eligible for assistance, they may be placed on the Waiting List at their request.
- (2) All families must be put on the Waiting List using the Waiting List screening process.
- (3) Families who are receiving Transitional child care may, at their request, be placed on the Waiting List no earlier than 60 days prior to the end of their Transitional eligibility.
- (4) Families who are receiving Head Start Wrap-Around child care may, at their request, be placed on a Waiting List no earlier than 60 days prior to the end of their child's Head Start enrollment.

d. *Priority on the Waiting List*

Families are placed on the Waiting List by Waiting List priority and Waiting List screening/application date. There are five priority groups which will be grouped together and placed at the beginning of the Waiting List. Within the priority group, families will be ordered based on application/screening date. The priority groups are:

- (1) *Children who have special needs in family unit for whom child care is requested;*

- (2) *Family experiencing homelessness;*
 - (3) *Family involved in CPS or Foster Care Prevention;*
 - (4) *Teen parent 18 or younger and in high school; and,*
 - (5) *Case discontinued due to lack of funds.*
- e. Updating Waiting List
- (1) Each local department shall update its Waiting List each April and October.
 - (2) A report is available at any time for workers to see families who have been on the Waiting List for 90 days or more. The agency may use this tool to update its Waiting List.
 - (3) Updated family information may be obtained by letter, telephone call, or in-person. The worker should assess continued interest in being on the Waiting List and obtain a current address and telephone number. The local department shall not require a face-to-face interview to update a family's Waiting List status.
 - (4) Families are removed from the Waiting List using the process set up in the VaCMS.
- f. *Notification after Waiting List Screening*
- A NOA must be sent to the applicant once assignment to the Waiting List is determined in the following circumstances:*
- (1) *When a full application is processed and there are no funds available to serve the family, the family will be added to the Waiting List, and a NOA must be sent to deny the application and to let the family know they are going to be placed on the Waiting List. The family will be advised to contact the worker who signs the NOA if they do not want to be placed on the Waiting List.*
 - (2) *When a Waiting List screening is processed and the family is found to be ineligible, a NOA must be sent informing the family they are not eligible.*
 - (3) *When a Waiting List screening is processed and the family will be placed on the Waiting List, a NOA must be sent to inform the family they have been added to the Waiting List.*
- g. *Assignment to the Waiting List is a registration for child care services. The screening process to assign an applicant to the Waiting List does not have to be face to face. An interview must be conducted. A signature is required to process a Waiting List screening. An electronic signature is required for applications*

which come through the Customer Portal. An original signature is required for paper applications.

h. Family's Right to Apply for Services

Families must be advised that they have the right to apply for services rather than be screened for the Waiting List. If they apply and are determined to be eligible for child care assistance but funds are not available to serve them immediately, they are to be placed on the Waiting List. The Child Care Notice of Action to deny the application must advise the applicant that they are being placed on the Waiting List and why. Families must be given the opportunity to decline placement on the Waiting List.

i. Referral to Community Resources

When sufficient funds are not available to provide immediate assistance, families should be advised of other community resources that may be available to help them. These resources may include, but are not limited to, Head Start, the Virginia Preschool Initiative for At-Risk Four-Year-Old Children, and programs that offer scholarships or services based on a sliding fee scale, including YMCA/YWCA programs, church programs and local not-for-profit programs. Clients should be told about the Department's 2-1-1 helpline as well as the Department's public web site at www.dss.virginia.gov.

7. *Recording of case information*

All information regarding eligibility determination and payment authorization is recorded in the VaCMS in accordance with this guidance. The VaCMS provides calculations wherever possible.

V. CASE MANAGEMENT PROCESS

A. Application And Assessment

1. Application Form

Parents who request child care services must sign a Child Care Subsidy Service Application and Redetermination Form (032-02-0109-eng) (service application/application) and cooperate with an assessment by the local department. The date the signed application is received by the local department must be noted in the VaCMS. For applications submitted through the Customer Portal, an electronic signature is acceptable.

If an application submitted through the Customer Portal is received outside of business hours, the effective date of service is the next business day. If the application is not received through the Customer Portal, the local department must time and date stamp the application.

The VIEW Activity and Service Plan (032-02-0302-04) serves as the application for child care for VIEW participants. The SNAPET Plan of Participation (032-02-0075-03) serves as the application for child care for SNAPET participants. Current copies of these forms must be filed in the child care case record. Current means that the forms cover the period of child care service delivery.

EXCEPTION: If the appropriate application has not been received at the time authorization must be determined, the child care worker can contact the VIEW or SNAPET worker to confirm the need for child care services. This contact must be documented in the child care case record and may serve as documentation until the appropriate form is received. The form must be received and made a part of the case record within two weeks of the telephone verification.

Former VIEW or SNAPET participants who apply for Transitional, Fee, or Head Start Wrap-Around child care must complete and sign a child care service application.

2. Submission of Application

The Child Care Application for the Fee subsidy program may be submitted in person at a local department, by mail, by FAX or through the Customer Portal. The date of application is the date on which the signed application is received. For applications submitted through the Customer Portal, an electronic signature is acceptable.

If the client submits a duplicate application, the second application must be denied and a NOA sent to that effect. If a client submits an application to the wrong local department, a denial NOA must be sent informing the client to which local department they must apply.

If there is a change in the client's status before the application has been processed that would affect their program category eligibility, no new application is needed for the change in program category. *The worker may use the initial application when registering the new program application in the VaCMS.*

3. Intake

- a. Intake is the process of obtaining and of recording the information necessary to determine if a family is eligible to be authorized for receipt of child care services and the verification and documentation of the information. *Receipt of required verification and documentation must be recorded in the VaCMS. Local departments that have scanning capabilities can use this method of recording verifications.*
- b. *At the end of the Intake process, information has been gathered and verified, and eligibility can be determined. Information*

recorded during the Intake process will be stored and will populate corresponding data fields on subsequent screens.

- c. Intake involves the gathering of and recording of information including, but not limited to:
 - (1) Financial information
 - (2) Non-financial information
 - (3) Residence/Address
 - (4) Household Status
 - (5) Alias names
 - (6) Education
 - (7) Immunizations
 - (8) Other state benefits
- d. Local departments must explain to applicants for child care:
 - (1) How eligibility is determined;
 - (2) The importance of providing accurate and thorough information; and,
 - (3) The rights and responsibilities of applicants.
- e. Assessment of Needs
 - (1) The family's need for child care shall be assessed at the time of application and recorded in the VaCMS.
 - (2) Family assessment must be strength based. The goal of the initial face-to-face interview and subsequent family contacts is to assess as much family information as possible so that the family has a clear understanding of their strengths. By helping families discern their family strengths, the worker can begin engaging families for success in moving toward self-sufficiency and personal accountability. Families need to understand the importance of things such as:
 - i. Engaging absent parents in the lives of their children, when appropriate.
 - ii. Networking with Fatherhood Initiatives.
 - iii. Maximizing parents' knowledge of choosing the child care setting that is the best fit for their children.
 - iv. Choosing the child care setting that best suits their children's needs and that will provide children with longevity in the child care setting.

- v. Defining family relationships especially in the family decision making process.
 - vi. Understanding the importance of safety and stability, which will have a direct impact on the well-being of their children.
 - vii. Knowing how to support family members, including children, to know themselves best and to treat each family member with respect.
- (3) The strength based assessment approach helps families understand that success can be achieved out of an integrated approach, which includes themselves and the worker. Families need to understand such things as but not limited to:
- i. What resources are available to them through social services? Families shall be informed of the full range of services offered by the local department. If the family identifies other needs, an assessment of those needs shall be recorded.
 - ii. Where they can go for community services. The ability to seek out community services independently helps in the development of self-sufficiency
 - iii. How establishing paternity through the Division of Child Support Enforcement can improve the lives of their children. For instance, they may be eligible for Social Security benefits in the event the parent dies.
 - iv. Where to find contact and general information about any Head Start, Virginia Pre-School Initiative or local Pre-School programs.

Details of the assessment and service planning must be documented in the VaCMS.

4. Opening a Case

- a. A case shall be opened in the VaCMS for all applicants who are determined eligible for child care services, and appropriate case management procedures defined in this guidance shall be followed.
- b. *An application or Waiting List screening becomes a case when intake case action is initiated.*

B. Non-Financial Eligibility Requirements

Child care services are provided to children in eligible families that meet the following criteria:

1. Need for Child Care/Good Cause

- a. Families served must have an established need for child care subsidy to support employment, education/training, and an approved or assigned activity or to support receiving CPS.
- b. In two-parent households, there must be good cause why either parent cannot provide the needed child care before authorization for child care will be initiated.
- c. *This documentation must be recorded in the VaCMS.*

2. Citizen/Qualified Alien

- a. Children served must be citizens of the United States or qualified aliens. The worker must deny child care subsidy if the child's citizenship or alien status cannot be verified. The legal basis for these procedures is set forth in Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193, as amended. The procedures are found in Federal Register notice 62 FR 61344 (November 17, 1997).

NOTE: The following requirements do not apply to current or former TANF or Transitional child care recipients. Their citizenship or alien status has been determined in order for them to receive TANF. If it is indicated in the VaCMS that the child is a TANF recipient, there is no need to view proof of citizenship. This is not true for all clients in the Medicaid program; therefore, citizenship or qualified alien status must be verified. The case file must contain documentation of the child's former receipt of TANF. A print out of a SPIDeR inquiry can serve as documentation.

NOTE: In the case of a newborn (child up to 90 days old), the proof-of-birth letter furnished by the hospital to the parent is sufficient documentation to authorize child care.

The birth certificate must be provided as soon as it is available, but no longer than three months after the authorization, or child care can no longer be authorized.

There is no requirement to verify the citizenship or alien status of a parent or person acting in loco parentis who is applying for a child, and verification must not be requested for these individuals.

- b. Procedures for Verifying Citizenship or Alien Status

Accept only original documents or copies certified by the issuing agency to verify the child's citizenship or alien status. Do not accept photocopies of original documents or notarized copies.

- (1) Make a copy of the original document.
- (2) Write the following information on the copy:
 - i. The date the original was seen
 - ii. The name and title of the individual who saw the original

EXCEPTION: A copy of a birth certificate from a local department's record is acceptable. The case file must document the source of the copy, and the guidance in (2) above shall be followed.

c. Documentation of U.S. Citizenship

The local department must verify that the child is a U.S. citizen. The methods of verifying U. S. citizenship are listed below.

d. U.S. Citizenship

The worker may use the following documents to verify the child is a U.S. citizen:

- (1) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands, (unless the child was born to foreign diplomats residing in such a jurisdiction);
- (2) United States passport;
- (3) FS-240 form issued by the Department of State to U.S. citizens to verify the birth abroad of a U.S. citizen;
- (4) FS-545 Certificate of Birth issued by a Foreign Service post or DS-1350 Certification of Report of Birth. Copies are available from the Department of State;
- (5) Form N-561, Certificate of Citizenship;
- (6) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (This statement is given to an individual born outside the United States who derives citizenship through a parent but does not have an FS-240, FS-545, or DS-1350); or,
- (7) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the

Service to U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

(8) Foreign-born children adopted by a U. S. Citizen

A foreign-born child who has been adopted by a U.S. citizen does not automatically acquire citizenship. If the applicant cannot provide evidence of the child's citizenship, have them contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship.

e. Documentation for Qualified Aliens

The agency must verify that a child falls into one of the qualified alien statuses if they are not a U. S. citizen. The status of qualified aliens must be checked at least annually. The methods of verifying the status are listed below.

f. An Alien Lawfully Admitted for Permanent Residence

Accept the following documentation to establish the child is an alien lawfully admitted for permanent residence:

- (1) Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or,
- (2) An unexpired Temporary I-551 stamp in foreign passport or on a Form I-94.

g. An Asylee

Accept the following documentation to establish the child is an asylee:

- (1) Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- (2) Form I-688B (Employment Authorization Card) annotated "274a.12(a)(5)";
- (3) Form I-766 (Employment Authorization Document) annotated "A5";
- (4) Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or,
- (5) Order of an immigration judge granting asylum.

h. A Refugee

Accept the following documentation to establish the child's status as a Refugee:

- (1) Form I-94 annotated with stamp showing admission under § 207 of the INA;

- (2) Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or,
 - (3) Form I-766 (Employment Authorization Document) annotated "A3."
- i. An Alien Paroled Into the U.S. for a Least One Year
- Accept the following documentation to establish that the child is an alien paroled into the U.S. for at least one year:
- (1) Form I-94 with stamp showing admission for at least one year under section 212(d) (5) of the INA.
 - (2) The requirement cannot be met by combined periods of admission that total one year.
- j. An Alien Whose Deportation or Removal Was Withheld
- Accept the following documentation to establish that the child is an alien whose deportation or removal was withheld:
- (1) Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)";
 - (2) Form I-766 (Employment Authorization Document) annotated "A10"; or,
 - (3) An Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b) (3) of the INA.
- k. An Alien Granted Conditional Entry
- Accept the following documentation to establish the child is an alien granted conditional entry into the U.S.:
- (1) Form I-94 with stamp showing admission under §203(a)(7) of the INA;
 - (2) Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or,
 - (3) Form I-766 (Employment Authorization Document) annotated "A3."
- l. A Cuban/Haitian Entrant
- Accept the following documentation to establish that the child is a Cuban/Haitian entrant:
- (1) Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;

- (2) An unexpired temporary I-551 stamp in foreign passport or on Form I-94 with the code CU6 or CU7; or,
 - (3) Form I-94 with a stamp showing parole as “Cuba/Haitian Entrant” under Section 212(d)(5) of the INA.
 - m. An Alien Declared as a Battered Alien or Alien Subjected to Extreme Cruelty
Accept a U.S. Citizenship and Immigration Service petition and supporting documentation to establish the child has been declared a battered alien or an alien subjected to extreme cruelty.
 - n. A Nonimmigrant
Accept a Form I-94 with stamp showing authorized admission as nonimmigrant to establish that the child is a nonimmigrant.
- 3. Residence
 - a. Families served must reside in the locality where application for child care subsidy and services is made. Proof of residency must be provided for the applicant. *The source used to verify residency must be indicated in the VaCMS.* This proof may be, but is not limited to, a lease, a driver’s license, a landlord’s written statement or utility bills. Workers must not copy a driver’s license. They must note in the case record that they have looked at the driver’s license if that is the form of verification used.
 - b. *The local department’s physical address and mailing address, if applicable, may be entered in the VaCMS for families who are experiencing homelessness and, therefore, lack a fixed and regular residence.* If the family does not have a mailing address and the local department’s address is used, the local department must develop a plan and arrangements for the client to receive all correspondence. The local department must document such arrangements in the case narrative.
- 4. Age of Children
Children served must be under age 13 or under the age of 18 if they are physically or mentally incapable of caring for themselves (see definition of Children with Special Needs), or subject to court supervision. Care for children 13 and older requiring court supervision will be paid at the school age rate.
- 5. School Attendance
Child care must not be purchased for children who are eligible to attend public kindergarten or for older children during that portion of a

day when appropriate public education is available, unless there are valid and documented reasons the children must be out of school.

6. Immunization Requirements for Children

All children receiving services under the CCDF must be age-appropriately immunized according to requirements of the State Board of Health before child care services can be authorized. The current form required by the Virginia Department of Health, ("School Entrance Health Form" MCH-213 F, Rev 04/07), a physician's form, the Childhood Immunization Certification form (032-03-960/2) or other Health Department form shall be accepted as documentation.

a. Initial Documentation

- (1) Parents must provide documentation of immunizations at the time of application or redetermination for child care subsidy and services unless the child is exempt from this requirement (see b. below).
- (2) Documentation shall include the date the immunizations were received and shall be signed by a physician, his/her designee, or an official of a local health department. Copies of this verification must be maintained by the caseworker to assist in verifying that children continue to be age-appropriately immunized.

b. Exemptions from Immunization Requirement

Documentation of immunization is not required for any child:

- (1) Whose parent submits an affidavit to the vendor, on the "Certification of Religious Exemption" (CRE) stating that the administration of immunizing agents conflicts with the parent's or child's religious tenets or practices;
- (2) Whose physician or a local health department states on the "Childhood Immunization Certification" form that one or more of the required immunizations may be permanently or temporarily detrimental to the child's health. The statement shall include an estimated date for when immunizations can be safely administered;
- (3) Who receives TANF, for as long as that TANF eligibility continues. Children not on the TANF grant are required to provide proof of immunization prior to authorization for child care services unless another exemption exists;
- (4) Who is currently enrolled in Head Start/Early Head Start, for as long as that enrollment continues;

- (5) Whose vendor is a state licensed child day center, a licensed family day system-approved family day home, a licensed or voluntarily registered family day home, or a religiously exempted child day center. Immunization documentation requirements for these children are waived as of the date of a signed purchase order with a state licensed center or licensed, system-approved, or voluntarily registered family day home and for as long as the child is cared for by this vendor or another state licensed center or licensed, system-approved, or voluntarily registered family day home;
- (6) Who attends a public school in Virginia or a private school that is accredited by the Virginia Department of Education; or,
- (7) Who is placed with a local ordinance approved vendor.

c. Immunization Form

The current form required by the Virginia Department of Health (“School Entrance Health Form” - MCH-213 F Rev.04/07) may be downloaded from the Virginia Department of Health web site. Instructions for this form may also be found at the Virginia Department of Health web site. The Childhood Immunization Certification form (032-03-960/2) may be downloaded from SPARK.

d. Subsequent Documentation

Parents must provide documentation of additional immunizations once every six months for children under the age of two years, once between each child’s fourth and sixth birthday and as indicated by a physician or designee.

7. Children of Owners/Operators of Family Day Home

A child of an owner or operator of a family day home shall not be eligible to receive a child care subsidy if that child will be cared for in the home of the owner or operator.

C. Income Eligibility Requirements

1. State Income Eligibility Scale

- a. The Department establishes the income scale for determining financial eligibility for Transitional, Fee, SNAPET, and Head Start Wrap-Around child care subsidy.

- b. The income eligibility scale established by the Department must be used for determining financial eligibility for the Transitional, Fee, SNAPET, and Head Start Wrap-Around child care programs. See State Income Eligibility Scale for Child Care – Appendix A.
2. Metropolitan Statistical Area Groupings

Localities are grouped by local median income with some adjustments made for actual cost of care. In using the State Income Eligibility Scale, the VaCMS will determine into which group the local department falls.
3. Determining Family Unit

The following individuals living in the household must be included in the family unit:

 - a. Parents including:
 - (1) Biological parents including the father of a child born out-of-wedlock, if paternity can be established;
 - (2) Adoptive parents;
 - (3) Stepparent;
 - (4) Legal guardian(s);
 - (5) Adult(s) standing in loco parentis for children under age 18;
 - (6) Person cohabiting with the natural or adoptive parent of a child(ren) under age 18; and,
 - (7) All the parents' children under age 18.
 - b. *The VaCMS will determine the family unit based on family demographics entered into the system. The applicant will be considered the head of the household.*
4. Determining Income Eligibility
 - a. The VaCMS will determine income eligibility by measuring the family unit's countable gross monthly income and family size against the percentage of the federal poverty guidelines for their locality listed in Appendix A.
 - b. Families whose countable gross monthly income for their family size is at or below the percentage of the federal poverty guidelines for their locality are income eligible for child care subsidy.

EXCEPTION: If the applicant or current recipient is an individual who is not financially responsible for the child under Virginia law, income eligibility is determined in the VaCMS by measuring the family unit's countable gross monthly income and

family size against 250% of the federal poverty guidelines. Biological parents (including the father of a child born out-of-wedlock, if paternity can be established), adoptive parents, stepparents, and a person cohabiting with a natural or adoptive parent are financially responsible for the child under Virginia law.

5. Countable Income

Income is considered countable if it is not on the list of disregarded incomes or deductions.

- a. Count only income, not resources.
- b. In determining income eligibility, the VaCMS will include all gross earned and unearned income received by the family unit except certain types of disregarded income, deductions and payments listed in sections 6 and 7 below.
 - (1) The VaCMS will count net income from self-employment, farm, or non-farm. This is gross receipts minus expenses. It will not count the value of goods consumed by the family.
 - (2) If the client indicates that they are self-employed, they must provide documentation to show they are legitimately engaged in self-employment. The proof could include, but is not limited to, income tax records or other proof of earnings, a business license, or rent receipts for office space. The client must earn at least minimum wage for actual hours worked.
 - (3) If the client has been self-employed for a year, in order to be eligible for child care subsidy, they must provide proof of earnings, preferably tax return information.
 - (4) If the client has been self-employed for less than a year, they must provide proof of earnings equivalent to minimum wage for actual hours worked within 90 days after approval. If they are unable to provide such proof of earnings, they will no longer be eligible for child care subsidy.
 - (5) *The worker can track the 90 days by setting a manual task and reminder to themselves to update the minimum wage field after 90 days.*
- c. The VaCMS will allow for the recording of verification of income. The parent must assist in obtaining the verification. If pay stubs are the type of verification, the most recent pay stubs available must be used. On-line pay stubs or letters from employers are acceptable. The reason for using pay stubs over two months prior to income verification needs to be documented in the VaCMS.

- d. Record income on the appropriate screen of the VaCMS.
- e. Accept a parent's written statement that there is no income unless there is reason to doubt the statement.
- f. When an applicant or client appears to be working but is not paid directly, the worker must determine whether there is an identifiable amount that must be considered as income. Such arrangements must be evaluated using the following guidance:

If the client performs services but receives no pay directly, and there is an identifiable amount of income that could be paid directly to the client, count the identifiable amount as income.

If the client performs services but is not paid directly, and there is no identifiable amount of income that could be paid to the client, no income is counted.

EXAMPLE: A client works for an employer and, in lieu of wages paid directly to the client, the employer pays an expense on behalf of the client. In this situation, there is an identifiable wage and, even though it is not paid to the client, it must be counted as earned income.

6. Disregarded Income

The VaCMS will disregard the following types of income received by any member of the family unit in determining income eligibility and co-payment amounts for Transitional, Head Start Wrap-Around, SNAPET, and Fee child care subsidies:

- a. Supplemental Security Income;
- b. TANF benefits, including TANF match payments;
- c. Transitional payments of \$50.00 per month to former VIEW participants;
- d. Diversionary Assistance payments;
- e. General Relief benefits;
- f. Value of SNAP benefits;
- g. Value of USDA donated food;
- h. Any benefits received under Title VII, Nutrition Program for the Elderly, of the Older Americans Act of 1965;
- i. Value of supplemental food assistance under the Child Nutrition Act of 1966 and lunches provided under National School Lunch Act;
- j. Earnings of a child under the age of 18 years;
- k. Earned income tax credit (EITC);

- l. Lump sum child support payments;
- m. Any scholarships, loans, or grants for education except any portion specified for child care;
- n. Payment to AmeriCorps volunteers;
- o. Tax refunds;
- p. Lump sum insurance payments;
- q. Monetary gifts for identifiable one time occasions or normal annual occasions;
- r. Vendor payments made by non-financially responsible persons, unless this payment is made in lieu of wages;
- s. Loans and other money borrowed;
- t. Money received from sale of property such as stocks, bonds, a house, or a car (unless the person was engaged in the business of selling such property in which case the net proceeds would be counted as income from self-employment);
- u. Earnings of less than \$25.00 a month;
- v. Capital gains;
- w. Withdrawals of bank deposits;
- x. GI Bill benefits;
- y. Reimbursement, such as for mileage;
- z. Foreign government restitution payments to Holocaust survivors;
- aa. Payments from the Agent Orange Settlement Fund or any other fund established for settlement of Agent Orange product liability litigation; and,
- bb. Monetary benefits provided to the children of Vietnam Veterans as described in 38 U.S.C. 1823 (c).

7. Disregarded deductions or payments are:

- a. Garnisheed wages – those wages not received as a result of garnishment;
- b. Basic Allowance for Housing (BAH) for military personnel if individual is living on base and entire BAH deducted on leave and earning statement;
- c. Clothing Maintenance Allowance for military; and,

- d. Child support paid to another household (verification could be by written statements from the other parent/household or cancelled checks);
8. Converting Income to a Monthly Amount
 - a. *The VaCMS will convert recorded income to a monthly amount by multiplying the weekly income by 4.3, the bi-weekly income by 2.15 or semi-monthly income by 2.*
 - b. When projecting earned income, the worker must determine the weekly earnings and multiply them by 4.3. When earned income is verified by and documented with pay stubs, the calculations outlined in the paragraph above are used.
 - c. The worker must identify any income documented by the client that is not used in the calculation and the reason for disregarding it in the VaCMS.

EXAMPLE: The client provides four pay stubs. One of the pay stubs covers a period of time when the employer was closed so the client either was not paid or the pay stub reflected a reduced pay amount. This pay stub is not indicative of the client's usual income. Therefore, the worker only uses the three pay stubs which are indicative of the client's usual income in the income calculation. The worker must record, in the case narrative or in the comments box on the payment calculation screen, why all four pay stubs were not used.

9. Income Averaging

If income fluctuates, the worker will select a projection period in the VaCMS to average the amount over a period sufficient to take the fluctuations into consideration. Usually, the monthly gross income received in the previous three months is sufficient. However, for child support, farm income or seasonal employment, it may be necessary to average the income over a period of up to 12 months.

EXAMPLE: *Individuals who, by contract, derive their total annual income in a period of time shorter than one year shall have that income averaged over a 12-month period.*

- D. Co-Payments

1. Co-payment scales are established by the Department.
2. Co-Payment Amounts

All families receiving child care subsidy have a co-payment responsibility according to the sliding co-payment scale, which can be found in Appendix B, except:

- a. TANF recipients;

- b. Participants in the SNAPET program whose countable gross monthly income is at or below 100% of the monthly federal poverty guidelines; and
- c. Families in the Head Start Wrap-Around program whose countable gross monthly income is at or below 100% of the monthly federal poverty guidelines if all the children receiving a subsidy are enrolled in a Head Start/Early Head Start program.

EXCEPTION: If siblings of a Head Start/Early Head Start enrolled child are receiving a subsidy through the Head Start Wrap-Around program because the local department has a Waiting List for the Fee child care, a co-payment is assessed even if the family's countable gross monthly income falls at or below 100% of the monthly federal poverty guidelines.

- d. *The VaCMS will calculate family co-payment amounts. The co-payment will begin the first full month of authorized child care and the full co-payment must be assessed for the last month, whether it is a full month or a partial month, of authorized child care. The effective begin date of the co-payment is recorded on the POSO, a copy of which the client receives.*

VaCMS will apply the total family co-payment to the first child whose authorization is created. Workers have the option to split co-payments among different children attending different vendors as long as the total family co-payment is applied.

If more than one child from a family goes to the same vendor, the co-payment is assigned to children by the VaCMS. The total amount for the family for that vendor is applied regardless of individual children's attendance.

The family co-payment is assigned to the vendor authorized at the first of the month. If the family changes vendors during the month, the co-payment is assigned to the new vendor the first of the following month. The co-payment is not pro-rated nor split between the two vendors during the month the change occurred.

- e. *When an authorization is removed from a suspended status, the co-payment is assigned immediately. The co-payment is not pro-rated nor assigned the first of the following month.*
- f. *The family co-payment amount is shown on the POSO as is the effective beginning date.*

3. Countable Income

In determining co-payments, income that will be used includes all earned and unearned income received by the family unit except certain types of disregarded income listed in this guidance.

Initiation of and changes to co-payments must be made effective at the beginning of the month following the month the co-payment is initiated or the change is reported. The co-payment will be effective at the beginning of the month following the 10-day period of notification of the NOA. The reduction of a client's co-payment is not considered an adverse action and may be implemented as soon as the beginning of the month after which the change occurs regardless of the NOA period.

4. Assistance with Co-payments

Local departments have the option of assisting parents with the payment of the child care co-payment using local only funds. Local policy for the subsidy of parent co-payments shall be approved by the local board of social services and recorded in the minutes. Local policy governing subsidy for parent co-payments shall be applied uniformly.

E. Service Plan

1. A service plan must be completed for every child care case.
2. If parents are active in VIEW, the VIEW Activity and Service Plan (032-02-0302-07-eng) will serve as the service plan. If the parents are SNAPET participants, the SNAPET Plan of Participation (032-02-0075-03) will serve as the service plan. Once a client is no longer a VIEW or SNAPET participant, a Child Care Subsidy Service Application must be completed and eligibility determined prior to authorization of Transitional or Fee Child Care.
3. During the development of the service plan, the worker shall discuss with the parent the responsibilities outlined in G. below and also outline the agency and vendor responsibilities. Service plans must be updated at least annually. The service plan is a part of redetermination. The local department will mail it to the client in the redetermination package.
4. *The VaCMS provides a place to record service planning information. This information must be completed/updated before eligibility determination/redetermination can be made and authorization for child care services can be initiated. The Child Care Service Plan must be signed by the client and the worker. A signed copy must be given to the client. The Service Plan can be printed by transmitting from a button on the service plan page of the VACMS.*

F. Consumer Education

1. Local departments must advise families who receive child care subsidy that they have full parental choice of all legally operating child care vendors who meet the vendor requirements of the subsidy program. Vendors who fail to meet all vendor requirements are not eligible to receive subsidy payments.
2. Appropriate consumer education shall be provided by the local department, or a recognized resource and referral agency, to parents to assist them in gaining needed information about child care services, about the availability of vendors and about how to identify and monitor quality child care. Local departments are responsible for informing parents about the ECC operations and the availability of the Customer Portal. Such information will be recorded in the VaCMS.
3. Characteristics that affect program quality include:
 - a. Staff qualifications and training;
 - b. Staff/child ratios;
 - c. Appropriate child development curriculum;
 - d. Group size;
 - e. Provisions for health, safety and nutrition;
 - f. Evaluation procedures; and,
 - g. Parental involvement.
4. Other recognized components include stability of care, shared values and approaches to child rearing, staff-child interactions, and physical, emotional, and social environment. Compliance with all regulatory standards is no guarantee of a quality child care program, given the varying meaning of quality to different individuals. As a result, parents are responsible for ensuring that their children's care meets their family's criteria for quality care.
5. Consumer education would include providing the client with information about the 2-1-1 helpline, the pamphlets "Choosing Quality Child Care Guide" and the Department's public web site at www.dss.virginia.gov.

G. Parental and Local Department Responsibilities

1. Local departments must inform parents of the following responsibilities:
 - a. Parents must be informed of their responsibility to report changes specified on the Child Care Parent Responsibilities form (032-02-0420-04-eng) to the local department within 5 calendar days of when they occur.
 - b. Parents must also be informed that failure to report changes specified on the Child Care Parent Responsibilities form may

result in case closure and that parents are required to repay child care costs for which they are not eligible.

Changes that need to be reported include:

- (1) Changes to the family's gross monthly income that would cause the total amount to exceed the maximum monthly income level allowed for a family of its size in the locality where the child care services have been authorized;
 - (2) Household no longer has income;
 - (3) Changes in household members or head of household;
 - (4) Change of address;
 - (5) Change in education/training activity (including class days/hours and curriculum);
 - (6) Change of vendor;
 - (7) Child receiving child care services reaches his/her 13th birthday;
 - (8) Change in the number of hours child(ren) need child care; and,
 - (9) Change in employment (including schedule, employer and/or income)
- c. The parent and the worker must sign the Child Care Parent Responsibilities form that outlines the responsibilities listed above. By reading and signing this form, parents become informed about their responsibilities and obligations. The worker must review the contents of this form with applicants and provide clarification. A copy must be given to the applicant.
- d. Responsibility to Cooperate in Eligibility Determination Process
It is the parent's responsibility to cooperate fully in the assessment and eligibility determination process including providing documentation of immunization.
- e. Responsibility for Use of Child Care
Parents shall use child care only for activities that have been authorized.
- f. Responsibility to Pay Fees
It is the parent's responsibility to pay all fees owed directly to the vendor. Parental failure to pay fees (e.g., co-payments, charges above the MRR, non-covered registration fees, etc.) and/or any back fees owed may result in case closure if the vendor reports

it. The responsibility to collect fees is a business arrangement between the client and the vendor.

g. Responsibility to Choose and Monitor Child Care

It is the parent's responsibility to choose a vendor and to monitor the care.

h. Responsibility to Vendors

It is the responsibility of parents to deliver the child to the child care setting clean and well; to pick the child up promptly at the agreed upon time; to inform the vendor when the child will not be coming due to illness; to pick up the child during the day if the child becomes ill; and if transportation is being provided, to get the child safely and promptly to the pick-up site and to meet the child promptly at the discharge point.

i. Responsibility to Repay Overpayments

It is the parent's responsibility to pay fraud-related overpayments or non-fraud overpayments according to the repayment schedule entered into with the local department. Parental failure to pay overpayments may result in case closure.

j. Responsibility to Respond to Correspondence

The parent must be told to respond to all agency correspondence within specified timeframes.

H. Local Department Contacts

1. Initial Application and Eligibility Determination

- a. A face-to-face interview with the applicant is required during the initial eligibility determination process. At the time of this interview, the service application and the Child Care Parent Responsibilities form, *which are combined and printed together in the VaCMS, must be reviewed with the applicant. These forms are part of the VaCMS process and require a client signature.* A copy of the signature page of the application and the entire responsibilities form must be given to the client. *These forms, either entirely or in part, can be printed from the appropriate page in the VaCMS.*
- b. The Parent Responsibilities form provides the client with a list of changes that they are required to report. The form must be reviewed with the applicant to assure they understand changes that must be reported. A copy of the signed form must be given to the client, and the signed original must be in the case file. If a local department has the ability to scan documents into the case file, this scanned document shall serve as the verification of the client's signature.

- c. At the initial interview, the child care worker must review the service application with the applicant to confirm the correctness of the information. The worker must review household members' relationships and how they are pertinent to eligibility for child care services. Information must be revised as necessary during this initial assessment process. Any changes made to the service application by the worker must be recorded.
 - d. The following information must be verified as part of the eligibility determination process and recorded:
 - (1) All countable income;
 - i. Income for the last 30-day period must be verified. If income verification for the last 30-day period is not available or is not reflective of the client's income, the worker must document in the VaCMS why and explain what income verification was used and why.
 - (2) Enrollment in an education/training program if this is the reason child care is needed;
 - (3) Enrollment can be verified by, but is not limited to, a grade report, a copy of the client's class schedule, a letter from the education/training program or a progress report from the education/training program.
 - (4) If the applicant is a VIEW participant and the education/training is an approved VIEW activity, verification of enrollment in education/training is the responsibility of the VIEW worker and does not have to be re-verified for child care. The worker must document in the VaCMS that the verification was performed by the VIEW worker. At redetermination, the child care worker must document in the VaCMS that the verification was performed by the VIEW worker.
 - (5) Head Start enrollment if any of the children receiving a subsidy are enrolled in Head Start;
 - (6) Special needs of any child for whom subsidy payment is above the MRR;
 - (7) Prior receipt of TANF.
2. The following documentation is required and must be recorded in the VaCMS for initial eligibility determination:
 - a. Child Care Forms:
 - (1) Child Care Subsidy Service Application and Redetermination Form *(or current VIEW Activity and*

Service Plan or SNAPET Plan of Participation) and Parent Responsibilities Form

- (2) *Child Care Notice of Action Form*
- (3) *Child Care Communication Form, if applicable*

b. Verification:

- (1) *Case Narrative (record the verification)*
- (2) *Childhood Immunization Certification Form, if applicable*
- (3) *Service Plan (or VIEW Activity and Service Plan or SNAPET Plan of Participation)*
- (4) *Assessment of Need*
- (5) *Income verification*
- (6) *Verification of employment*
- (7) *Verification of education/training*
- (8) *Verification of citizenship*
- (9) *Other information necessary to determine eligibility and verify need*

NOTE: *If a local department has the ability to scan documents into the case file, this scanned document shall serve as the verification of the client's signature for any forms requiring a signature. Child Care forms are generated from the VaCMS and are assigned a correspondence ID number by the VaCMS. When a form is provided to the client, the worker must record the correspondence ID number and date sent to the client in the case narrative as verification the client was provided the form either in person or by mail.*

3. Additional Required Contact

In addition to the annual eligibility determination, one additional contact must be made with the client during the year.

The purpose of this contact is to evaluate whether the child care services authorized are meeting the needs of the child and parent. In some cases, other services will be needed by the family and will be provided directly or arranged for by the service worker.

4. Reported Changes

- a. When a change is reported, the worker must determine if the change impacts current or continuing eligibility and if a

recalculation of co-payment and/or a change in the amount of services authorized is necessary. Revisions to the service application, the service plan, and notations in the child care case narrative must be made accordingly. This is not a redetermination. Regardless of any changes made to the case during the 12 months of eligibility, the full annual redetermination must be conducted.

- b. For reported changes, the worker must update the appropriate screens in the VaCMS and send the client a NOA, if applicable. This action must be recorded in the VaCMS, including the correspondence ID number and date.
- c. The worker must evaluate, when a change is reported, whether or not a change to the authorization is necessary including the need for a new POSO. If a new POSO must be generated, a completed copy must be sent to the client. The POSO conveys to the client the co-payment amount and the amount of care authorized.
- d. Changes which involve a reduction in services must be made effective as of the first of a month. The change must be made effective at the beginning of the month following the month the change is reported or at the beginning of the month following the 10-day period of notification of the NOA. The worker shall use the NOA to provide the 10-day notice. Information should be recorded in the comments section of the form.

5. Redetermination Cycle

An eligibility redetermination is required every 12 months for child care cases. The 12-month cycle begins with the effective date of the child care case approval and is calculated in the VaCMS. Eligibility redetermination means that all eligibility criteria must be evaluated. Refer to the list under Section H.1 above for criteria that must be evaluated. A Child Care Subsidy Service Application and Redetermination form and Child Care Service Plan must be completed at redetermination unless the client is a participant in VIEW or SNAPET, in which case there will be a current Activity and Service Plan or Plan of Participation on file. Current means that the forms cover the period of child care service delivery.

EXCEPTION: If the appropriate application has not been received at the time authorization must be determined, the child care worker can contact the VIEW or SNAPET worker to confirm the need for child care services. This contact must be documented in the case record and may serve as documentation until the appropriate form is received.

The form must be received and made a part of the case record within two weeks of the telephone verification.

I. Eligibility Redetermination

1. A redetermination package will be mailed by the local department to the client 45 days before redetermination is due. This package will include the Child Care Subsidy Service Application and Redetermination form, the parent responsibilities form, a copy of the current service plan, and the Verification Checklist, which lists information required from the client, to be returned to the local department.
2. The worker will mail the packet to the client with a Child Care Communication form explaining what is expected from the client and when it is expected. *The correspondence ID numbers of these forms and the date sent must be recorded in the case narrative.*
3. The worker will print a copy of the current service plan from the VaCMS and will mail it to the client with the redetermination packet. The parent should make any changes/updates to the current plan, sign it and mail it back with the completed redetermination package. When completing the redetermination, the worker will enter the updated service plan details in the VaCMS as discussed with the client and sign the updated form received from the client. The signed service plan should be placed in the case record or scanned into the document imaging system and a copy mailed to the client.
4. Redetermination may be conducted by telephone or in person.
5. Details of this redetermination must be recorded in the VaCMS. This documentation must include, but is not limited to, verification of:

a. All income

NOTE: Earned income for the last 30-day period must be verified. If income verification for the last 30-day period is not available or is not reflective of the client's income, the worker must document why and must explain what income verification was used and why.

b. Enrollment in an education/training program if this is the reason child care is needed

Examples of verification of enrollment:

A copy of the client's class schedule, a grade report, a copy of enrollment information from the education/training program, a letter from the education/training program indicating satisfactory progress or a progress report from the education/training program may be used.

NOTE: If the applicant is a VIEW participant and the education/training is an approved VIEW activity, verification of enrollment in education/training is the responsibility of the VIEW worker and does not have to be re-verified for child care. The worker must document that the verification was performed by the VIEW worker.

- c. Head Start enrollment if any of the children receiving a subsidy are enrolled in Head Start
 - d. Special needs of any child for whom authorization is above the MRR
 - e. Prior receipt of TANF
6. For Head Start Wrap-Around child care, eligibility redetermination must occur every 12 months as for other Fee subsidy cases.
- a. If the family income is greater than 100% of the federal poverty level, a co-payment is assessed.
 - b. If the family income is 100% of the federal poverty level or below and all children in the family who are receiving a subsidy are enrolled in Head Start, no co-payment will be assessed.
 - c. If non-Head Start siblings are also receiving a subsidy, a co-payment will be assessed regardless of income.
 - d. The VaCMS will perform these calculations.
7. If information is received prior to the date of the annual redetermination that affects eligibility, the local department must evaluate the information, record it in the VaCMS and act on any need for change within 30 days of receipt of that information. This is not a redetermination. Regardless of any changes made to the case during the 12 months of eligibility, the full annual redetermination must be conducted.
8. A NOA must be sent to the client upon completion of the redetermination.

NOTE: *All contacts must be recorded either on the screen designed to collect the information or on the case narrative.*

J. Notice Of Action (NOA)

1. Due Process

- a. Every time a case action affecting eligibility, co-payment or the amount of services authorized is taken a NOA must be sent. *A copy of the NOA will be generated from and retained in the VaCMS each time Eligibility Certification is run.* Such notice shall include the reason for the action and the notice of appeal rights and procedures, including the right to a fair hearing if the

applicant or recipient is aggrieved by the local department's action or failure to act on an application. The NOA may be sent for more than one reason. Never send a copy of the client's NOA to the Vendor.

- b. *The worker must evaluate whether the case action for which the NOA is sent affects the case authorization. If so, a revised POSO must be completed, and a completed copy must be sent to the client. The POSO conveys to the client the amount of their co-payment and the amount of child care authorized.*
- c. The NOA is not to be used to request information from a client. The Child Care Communication Form is used for that purpose.
- d. If a NOA is sent to close a case and the client takes no steps to comply, the case is closed. If the client complies with the action stated as the reason for case closure within the 10 day NOA period, another NOA is not necessary unless another change occurs.
- e. The Child Care Client Communication form instead of a NOA must be used for such requests that do not affect eligibility, co-payment or the amount of services authorized.

EXAMPLE: It would not be appropriate to use the NOA to request income verification. However, if the client does not provide the requested income verification, it would then be appropriate to send the NOA.

2. Application

- a. The application must be acted on by the local department within 30 days of receipt. Once eligibility is determined, a NOA must be sent to the applicant to inform them if the application has been approved, denied or if no action has been taken.
- b. If the application was approved, the NOA must indicate the date the application was approved. If the application is denied, the NOA must indicate the reason for denial. Reasons for denying an application include:
 - (1) Applied in wrong locality
 - (2) Duplicate application
 - (3) Failed to complete application process
 - (4) Failure to provide information needed to determine eligibility
 - (5) Failure to make satisfactory arrangements to pay back fees owed
 - (6) Filed in error

- (7) Moved from locality
- (8) Unable to locate
- (9) Voluntarily withdrew
- (10) Deceased
- (11) Lack of funds
- (12) At the parents' request
- (13) Children out of home
- (14) Does not meet financial eligibility requirements
- (15) Discontinuation of employment or other approved or assigned activity
- (16) Failure to select a vendor
- (17) Fraud
- (18) Non-compliance with the repayment agreement

3. Change

- a. If the local department proposes to change an authorization for child care subsidy such as to reduce child care subsidy or to increase the amount of the co-payment, a NOA must be generated for the local department to send to the parent at least 10 days (14 days is suggested) in advance of the date the action is to become effective.
- b. Changes which involve a reduction in services must be made effective as of the first of a month. The change must be made effective at the beginning of the month following the month the change is reported or at the beginning of the month following the 10-day period of notification of the NOA.
- c. A copy of the completed POSO reflecting this change must be mailed to the client. If administratively possible, the POSO and the NOA should be sent to the client at the same time. *The completed POSO shows the final co-payment amount and the authorized amount of care. The correspondence ID numbers and date must be recorded in the case narrative.*
- d. The local department must generate the NOA in enough time before the date the action is to become effective (14 days is suggested) to ensure that the parent has a 10 day notice. *The VaCMS will generate the form and make it a part of the case record. The local department will complete it and mail it. The worker must record the correspondence ID number and date and verify the mailing of the form in the case narrative.*

- e. When eligibility for TANF is due to terminate, ADAPT generates a letter to be sent to the client. The client is told to contact child care if they wish to apply for Fee subsidy care.

- f. Right to Fair Hearing

If the parent disputes the decision made by the local department on their child care case, they are entitled to a fair hearing. Local departments must send copies of all hearing decisions to their appropriate child care consultant.

NOTE: *NOA's will be stored in and generated from the VaCMS. Each form generated in the VaCMS, including NOA's, has a correspondence ID number. Each time a form is mailed, a notation as to that number and the mailing date of the form must be made in the case narrative for verification. If the information communicated in the NOA is related to a change in the POSO, a copy of the completed POSO should be mailed with the NOA if administratively possible. A termination POSO must be sent to the vendor and the parent to let them know the previous authorization was terminated.*

K. Closure

1. Reasons for Case Closure

- a. Transitional Child Care shall be closed when the 12 month eligibility period ends. The client can immediately apply for Fee child care. If the client is eligible for Fee child care, and the funds are available, there should not be a break in care. If there are no funds to authorize Fee child care for the client, they will be assigned to the Waiting List at their request.
- b. Other reasons for closing the child care case include:
 - (1) Discontinuation of employment or other approved or assigned activity;
 - (2) The parent no longer meets the non-financial or financial eligibility requirements;
 - (3) Failure to pay required fees to a child care vendor (if the vendor notifies the local department of the unpaid fees according to the terms of the Vendor Agreement. Ask for the vendor to put it in writing.);
 - (4) Failure to make satisfactory arrangements to pay back fees owed to a child care vendor;
 - (5) Failure to make satisfactory progress in education/training;
 - (6) Failure to provide necessary verifications/information needed to determine eligibility;

- (7) At the parent's request for which the case can be closed immediately;
- (8) Moved from locality for which the case can be closed immediately;
- (9) Children no longer in home for which the case can be closed immediately;
- (10) Failure to report changes specified on the Child Care Parent Responsibility form;
- (11) Disqualification;
- (12) Lack of funds;
- (13) Non-compliance with the repayment agreement with the local department of social services;
- (14) Fraud, if found guilty and/or convicted;
- (15) Death of head of household for which the case can be closed immediately;
- (16) Unable to locate for which the case can be closed immediately; and
- (17) Failure to select a vendor.

2. Documentation of Closure Reasons

- a. Adequate documentation supporting the reasons for closure must be recorded.
- b. If the local department runs out of funds, the client must be given the option of being added to the Waiting List.
- c. A NOA must be sent to notify the client of the intent to close a case or an authorization.

3. Planning and Assessment

- a. Closure of the case for child care services shall be planned by the local department jointly with the parent whenever possible. The local department shall determine if continued services are needed and assist the family with appropriate referrals. The local department shall discuss with the parent the importance of preparing the child in advance, if at all possible, for any change in child care. Planning and preparation of the child is especially important when care is terminated for school-age children who are moving from supervised child care into being alone for a portion of the day.

- b. Once child care subsidy is no longer authorized, continuing social services may be needed by the family and/or a referral to another service agency. The local department shall complete an assessment of need.
- c. Details of this planning and assessment must be recorded in the child care case narrative.

L. Suspension

1. *Suspension is an Authorization Status.*

Authorized child care payments may be considered suspended for up to 90 days if a temporary interruption in child care is necessary, and the reason for the interruption can be resolved within 90 days. The effective begin date of the suspension must be at least 10 days from the current date to allow for the advance notice. The parent must remain in their approved and/or assigned activity and eligible to receive child care subsidy. No payments are made during the suspension. A child care case for which authorization is temporarily suspended is not considered closed, and the family must not be placed on the Waiting List. *During the suspension period, funds associated with the suspended case are encumbered. A NOA is generated when the authorization status goes to Suspended.*

EXAMPLE: A parent who works for the school system is not actively working during the summer or a parent whose place of employment is seasonally closed.

EXAMPLE: Mother who is employed, but on temporary maternity leave.

EXAMPLE: Parent remains in approved activity, but a break in child care is needed due to child's illness.

EXAMPLE: Parent remains in approved activity, but child goes to stay with a relative for a period of time not to exceed 90 days.

- ##### 2. *When the suspension period ends, the authorization status is changed from Suspended to Authorized. A client contact must occur and be recorded in the case narrative to assure that all relevant changes which could affect eligibility are known and recorded. A NOA must be sent to the client. Since the authorization status change back to Authorized is not an adverse action, the change can take place without waiting for the 10-day notice to take effect.*

A suspension would not be appropriate in an instance such as, but not limited to, a college student who is taking longer than a 90 day break.

A new POSO is required if it is revised. A termination POSO must be sent to the vendor to let them know that the previous authorization was terminated.

M. Required Documentation

Local departments shall assure that case records are maintained accurately in the VaCMS in accordance with case management guidance in this chapter. Any required documentation or verification not provided for in the VaCMS must be kept in a case file.

N. Forms Used In Service Planning

1. Required Child Care Forms

- a. Child Care Service Application and Redetermination Form (032-02-0109) (service application/application), which includes the parent responsibilities form: used for all applicants for Fee, Head Start/Early Head Start, and Transitional child care services to provide documentation of eligibility requirements for subsidy services and assessment of need.

This information must be completed at initial application, at redetermination, or when a case must be screened under another category.

- b. Child Care Parent Responsibilities Form (032-02-0420-04-eng) (responsibilities form): part of the application which is completed at initial application and at redetermination and used to inform customers of their responsibilities to cooperate with eligibility determination, what constitutes fraud and also the consequences of fraud.

2. Optional Child Care Forms

- a. Emergency Medical Authorization Card (032-02-057/1): used for family day care or in-home care, regulated or unregulated. This card is used by the parent to give the vendor of family or in-home care authority to obtain emergency medical care for a child when the parent or another designated person cannot be located. It should be documented in the record if the card was given to parents.
- b. Child Care Communication Form (032-05-18-00-eng): used to notify applicant for/client of child care subsidy of a change in their application/case which does not affect eligibility, co-payment or the amount of services authorized.

O. Financial Management of Child Care Cases

1. Funding Plan

For each active child care case, the worker should develop a funding plan with a goal of providing continued child care for the family as they pursue self-sufficiency.

The VaCMS will assist with this planning.

2. Monitoring Expenditures

- a. Tracking expenditures in relation to allocations is the most effective method of managing annual allocations and continuing cases without interruption. The local department should make adjustments in the planned monthly allocations for those times of the year when costs for care fluctuate.
- b. The local department should regularly monitor encumbrances and expenditures in the VaCMS to see how billed charges compare to funds encumbered for each case. As case changes occur, unused funds will be unencumbered in the VaCMS to maximize the use of allocations.
- c. *The VaCMS will track expenditures and project encumbrances for all child care cases. The VaCMS will indicate the projected cost through the end of the fiscal year (June 1 – May 31) for families on the Waiting List.*
- d. *Current expenditure details and other statistical reports are available at any time in the VaCMS. The local department does not need to wait until the end of a month to access this information.*

3. Mandated Programs

Payment of child care subsidies for children in the following programs is mandated:

- a. Budget line 871
 - (1) VIEW
 - (2) Transitional
 - (3) TANF Working
 - (4) Learnfare
 - (5) SNAPET

- b. Budget line 878

Head Start Wrap-Around: See Child Care Programs Budget Lines (Appendix B) and Child Care Program Budget Lines' Descriptions (Appendix C).

4. Requesting Additional Funding

In rare instances, local departments will have caseloads that cannot be continued within fiscal year allocations. If this occurs, local departments may request additional funding. Requests must be submitted using the online VaCMS Locality Budget Request form (032-12-0003-00-eng) located on SPARK at <http://spark.dss.virginia.gov/divisions/cc/forms.cgi>.

Justifiable requests for additional funding in non-mandated budget lines will be approved only to the extent of available funds.

5. Reducing Caseloads

If additional funding is not provided for Fee child care or TANF child care for (non-VIEW) education and training, local departments should reduce cases through attrition, if possible, until the appropriate caseload and expenditure levels are attained. No new cases should be added during this time. If caseloads cannot be reduced through attrition, local departments may close cases to reduce expenditures to funding levels. Local departments must document their methodology for closing cases due to lack of funds and placement on the Waiting List. Decisions to close cases must be made uniformly. When the proper expenditure levels are attained, cases may be added to the caseload as other cases are closed.

The VaCMS tracks expenditures and encumbrances. Current information is available to local departments.

6. Case management activities must be recorded for all categories of child care cases, such as, but not limited to, Fee cases, VIEW cases or Head Start cases. This information must be completed before an eligibility determination can be made and before authorization for child care services can be initiated. *The VaCMS provides for recording of all case information as well as any calculations that must be made. The applicant is considered the head of the household.* If the applicant in a two parent household leaves the household, a new application must be processed to determine eligibility for the new family unit. If determined to be eligible, this family must not be placed on the Waiting List.

The service application includes the Parent Responsibilities form. *These forms are generated together. The forms are generated by transmitting from a button on an eligibility screen after running eligibility and certifying the results or automatically 45 days before a redetermination due date.* The applicant and the worker sign the printed service application and the parent responsibilities form.

Child care case records cannot be transferred to another local department due to the funding allocation process. If a local department receives an application, case information can be viewed as

read-only to determine if the case is open in another local department. If an applicant/case is already open, the worker must contact the other locality to discuss the appropriate disposition of the case. *This contact must be recorded in the case narrative by the local department in which the case is currently open.*

VI. FRAUD

- A. The *Code of Virginia* (63.2-522) deems guilty of larceny any person who obtains assistance or benefits by means of a willful false statement or who knowingly fails to notify of a change in circumstances that could affect eligibility for assistance. Welfare fraud is larceny, and recipients deemed guilty of larceny, upon conviction, are subject to penalties as specified in the *Code of Virginia*, Chapter 5 18.2-95 *et seq.*
- B. When it is suspected that there has been deliberate misrepresentation of facts in order to receive child care subsidy, the local department must determine whether or not fraud was committed. There must be clear and convincing evidence that demonstrates that the household or vendor committed or intended to commit fraud.
- C. Suspected instances of child care fraud shall be referred to the fraud staff for investigation. Local departments shall send copies of fraud investigation final reports to their appropriate child care consultant.

VII. REPAYMENT

A. Overpayment Due To Fraud

In addition to any criminal punishment, anyone who causes the local department to make an improper vendor payment by withholding required information or by providing false information will be required to repay the amount of the improper payment.

B. Non-Fraud Overpayment

In cases of non-fraud overpayment, the parent and the vendor may continue to participate in the subsidy program as long as a repayment schedule is entered into with the local department and payments are made according to that schedule.

C. Overpayment Due To Local Department Error

If an overpayment related to eligibility for services or related to co-payment amount was made as a result of an error by the local department, the local department will not seek to recoup those funds from the parent or the vendor.

D. Repayment Agreement and Schedule

1. The VaCMS provides a tracking system to ensure that repayments are established and satisfied.

2. Clients may be required to enter into a repayment agreement for failure to pay required fees; failure to make satisfactory arrangements to pay back fees owed; discontinuation of employment or other approved or assigned activity; failure to report changes to non-financial or financial eligibility requirements; failure to make satisfactory progress in education/training; failure to provide necessary verifications/information; failure to report changes specified on the Child Care Parent Responsibility form; or being disqualified.
3. In establishing the repayment schedule for a parent, local departments must not require monthly repayment amounts that exceed 5% of the family's gross monthly income.
4. Repayment will be in either a lump sum or according to a written repayment schedule between the responsible person and the local department. The repayment schedule must be signed by the responsible person and an authorized local department representative.

E. Right To Appeal

1. Clients have the right to appeal decisions made about their eligibility for and the authorization of child care including, but not limited to, case approval, the determination of an overpayment or the amount of the overpayment. Appeal information is included on the service application and on the NOA.
2. If the client appealed timely and payment for child care services is authorized during the period of an appeal, re-payment for child care services cannot be required even if the appeal decision favors the local department.
3. Once the agency receives the decision from the hearings officer, the agency must take action on the case based on the decision received. The local agency must ensure that administrative action to implement the hearing officer's decision is taken no later than 10 working days following the date of the decision. After corrective action is taken, the local department must notify the appellant and the hearing officer in writing that the local department has complied with the decision. This information must be recorded in the VaCMS.

F. Disqualification for Parents

1. Parents will be disqualified from participating in the child care subsidy program for three months upon the first finding of child care fraud, 12 months upon the second finding, and permanently upon the third finding (see definition of finding of child care fraud) unless otherwise mandated by the court.
2. Parents who fail to enter into a written repayment schedule with the local department for overpayment due to fraud or for non-fraud

overpayment will be disqualified from participating in the child care subsidy program until entering into a written repayment schedule.

3. Parents who fail to make payments according to the written repayment schedule with the local department for overpayment due to fraud or for non-fraud overpayment will be disqualified from participating in the child care subsidy program until all delinquent payments are made.

If a client agrees to make monthly payments, they are out of compliance the first month a payment is missed.

Upon payment of all delinquent payments according to the written repayment schedule, child care subsidy payments will resume for parents who are otherwise eligible and who are not disqualified.

The worker will use the closure reason of "Fraud" and record the disqualification period in the case narrative.

G. Disqualification for Vendors

1. Vendors will be permanently disqualified from participating in the child care subsidy program upon the first finding of child care fraud.
2. Vendors who fail to enter into a written repayment schedule with the local department for non-fraud overpayment will be disqualified from participating in the child care subsidy program until entering into a written repayment schedule.
3. Vendors who fail to make a payment according to the written repayment schedule for non-fraud overpayments will be disqualified from participating in the child care subsidy program until all delinquent payments are made.

Upon payment of all delinquent payments according to the written repayment schedule, child care subsidy payments will resume for vendors who are otherwise eligible.

VIII. COMMUNITY COORDINATION

Local departments shall coordinate child care services with existing child care resource and referral agencies, early childhood education programs, schools, private for-profit and non-profit child care vendors, and other groups in the community involved in child care and early childhood development. This will be done in order to ensure understanding of the department's program, to enhance parental choice, to increase the availability and quality of child care services, and to maximize coordination of child care services in the community.

Local departments may contract with other local governmental or non-profit agencies for the management of certain child care services.

The Department must give prior approval to any such contract, review the contract annually, and monitor the local department's administration of said

contract. The local department shall assure that the contractor meets all department guidance and reporting requirements and provides the services specified in the contract. The local department will follow local procurement procedures.

IX. COMPLAINTS IN THE CHILD CARE SETTING

A. Child Abuse Or Neglect

All complaints regarding possible child abuse or neglect occurring in a child care setting must be referred to the Child Protective Services (CPS) unit at the local department serving the area where the child care service is located. Information regarding the complaint shall be shared with the worker responsible for licensure or approval.

In situations when parents select a vendor for whom there are child protective services concerns, local departments must weigh the vendor's right to confidentiality with the parent's right to be informed and the child protected. If parents have been informed and continue to place their child in an unsafe environment, a referral to CPS may be in order.

B. Other Complaints

All other complaints should be referred to the approval authority. In the case of licensed day care centers or licensed family day homes, the complaint would go to the licensing unit at the Department's office serving that area. In the case of local department approved child care vendor, the complaint would go to the unit that approved the vendor at the local department. The toll free information Hot Line for the Division of Licensing Programs may be used to report concerns regarding current child care arrangements (1-800-543-7545).

X. 801 REPORT

The Child Care and Development Block Grant Act requires states to collect, on a monthly basis, case-level data on families and children receiving child care subsidy in the ACF- 801 Report. Data required to be collected and reported to the federal Office of Child Care include demographics, family income and co-payments, and the type of vendor.

XI. VENDOR MANAGEMENT AND PAYMENT AUTHORIZATION

A. Vendor Management

Vendor Procedures are included herein so that local workers understand the vendor management processes.

All child care vendors must sign a Vendor Agreement in order to receive authorized payments. This Vendor Agreement serves to document that vendors are aware of requirements they must meet to receive these payments. This Vendor Agreement must be signed by all parties before a

POSO can be issued by the local department. Processing of the Vendor Agreement is part of the vendor coordination process handled by the state. A vendor cannot be approved in the VaCMS without a signed Vendor Agreement so if an inquiry in the VaCMS indicates the vendor has a Vendor Agreement that is acceptable documentation.

Workers may determine by a vendor inquiry in the VaCMS if a vendor is approved to receive authorized payments or if the vendor needs to complete the approval process. The vendor will have an "Approved" indicator. This indicator serves as acceptable documentation.

Vendors will not be reimbursed for services rendered prior to approval.

B. Authorization

- 1. Once a child is determined eligible for child care services, the amount of services the child requires must be recorded in the VaCMS and approved. The authorization process allows the worker to approve the receipt of child care services for a specific amount from a specific vendor.*
- 2. Authorization for child care and the completion of the Child Care POSO are the responsibility of the local worker. Calculations are performed by the VaCMS based on the information entered by the worker. A POSO must be initiated by the local worker and approved to complete the authorization of child care services.*
- 3. The POSO is generated from the VaCMS for the local department to print, for all local department representatives to sign and for the local department to mail to the vendor. The POSO serves as the contract for payment between the state and the vendor. The POSO is used to communicate authorization information to the vendor and the family.*
- 4. The vendor must return the signed POSO within 10 calendar days from mailing by the local department. If the signed POSO is not received by the 10th day, the local department must send a client communication form to the parent informing them to select another approved vendor within 10 calendar days or services will be terminated. If the parent fails to select another vendor within the 10 days, the local department must take steps to close the case and terminate the POSO by discontinuing the authorization. This POSO must be sent to the vendor, and a NOA must be generated and sent to the parent at least 10 days (14 days is suggested) in advance of the date the action is to become effective. If the client or vendor complies with the reason for closure within the 10 day NOA period, the case will be reinstated and re-authorized.*
- 5. The local department must record in the case narrative the date that the signed POSO is received from the vendor.*

6. *The client must receive a copy of the completed POSO as the co-payment and authorized amount of care are on the POSO.*
7. *The POSO with the signature of the local department representatives may be sent to the client without waiting for the vendor to return the POSO with their signature. If the POSO signed by the vendor is not received by the next payment closure date of the authorization, the POSO must be terminated by discontinuing the authorization. This POSO must be sent to the vendor. The vendor will be paid for services provided.*
8. *ECC provides information on attendance which takes the place of paper invoices in most instances. Calculation of payments to a vendor is done by the VaCMS based on information from ECC.*
9. *The Department will pay only Level 2 vendors for up to 24 absent days per child per fiscal year (June 1 – May 31). The total number of allowable absent days will be prorated at 2 days per month, based on the beginning month of services for the child.*
10. *Reported attendance will be accepted in ECC only during the dates of the authorization on the POSO. If a client tries to use their ECC card to claim child care outside of the authorization period or for an unauthorized time period, the transaction will be denied.*
11. *The following information is recorded during the authorization process:*
 - a. *The child care vendor*
 - b. *Whether the special needs rate is authorized or if in home care is provided*
 - c. *The funding program for the services authorized*
 - d. *The authorized co-payment*
 - e. *The child care schedule*
 - f. *The Registration Fee*
12. *When a case is closed and/or an authorization is discontinued before the POSO termination date, a termination POSO must be sent to the vendor with a copy to the client. The vendor does not need to return a signed termination POSO.*

C. Client, Vendor and Local Worker VA-ECC Responsibilities

1. *Level One Vendors not previously enrolled in the VaCMS are referred to Child Care Aware Virginia using the Level One Vendor Referral form. Level Two Vendors not previously enrolled in the VaCMS are referred to the Department by sending the vendor name and address to regional child care consultants.*

2. Parents must use their swipe card to record attendance. Manual attendance forms may only be used if a parent has not been issued a swipe card or the card is not working; if a vendor has not received a POS device; if the POS device malfunctions; or if authorized attendance to be recorded is outside the eight-day back swipe period.
3. POS devices have been supplied to each local department so local workers can help parents and vendors understand the use of the swipe machines. Instructions have also been supplied.

D. Parental Choice

Families have full parental choice of child care vendors. However, authorized payments shall be made to only those vendors who meet the vendor requirements of the subsidy program. Local departments must not establish policies that limit parental choice of vendors.

E. Relative Care

A child's relative may be paid as a child care vendor as long as the individual is not a part of the public assistance unit or legally responsible for the child(ren) needing care.

F. In-Home Care

The cost for in-home care must not exceed the local MRR and must meet minimum wage requirements. The cost may exceed the local MRR for children with special needs.

Before authorizing payments for in-home care, local departments must assure that the definition of in-home child care is met (see definition of [In-home](#)). For in-home care, FICA (Social Security and Medicare taxes) and unemployment taxes will be withheld and paid by the Department. See Authorization to Act as Agent on Customer's Behalf for In-Home Care (032-05-0035-00-eng).

In-home care may be approved when the total child care cost does not exceed the local MRR and still allows authorized payment of at least the minimum wage as required by the Fair Labor Standards Act for Domestic Service.

In-home vendors are paid at least minimum wage by the hour, not by a rate per child. For instance, if a vendor cares for three children full time, she would be paid at least minimum wage for the number of hours per week for which care is needed if this amount does not exceed what the agency would have authorized for these children in a family day home paying up to the MRR per individual child.

When calculating the minimum wage for in-home care in Fee child care cases, include the parent's portion of the payment (co-pay).

G. Initial Background Checks

1. All vendors; any employee; prospective employee; volunteers; agents involved in the day-to-day operation; all agents who are alone with, in control of, or supervising one or more children; and any other adult (18 years of age or older) living in a family day home shall provide to the Vendor Coordinator the following background checks:
 - a. State Criminal History Record Check or Sex Offender and Crimes Against Minors Registry Check through the Virginia State Police;
 - b. Central Registry Child Protective Services Check; and
 - c. Sworn Statement or Affirmation as to whether the individual has ever been:
 - (1) The subject of a founded complaint of child abuse or neglect; or,
 - (2) Convicted of a crime or is the subject of any pending criminal charges within the Commonwealth or any equivalent offense outside the Commonwealth.

EXCEPTIONS: Vendors and other individuals subject to background checks in the following child care programs are not required to provide initial or subsequent background checks to the Vendor Coordinator to qualify for child care subsidy because these individuals are subject to background check requirements in regulations for their type of child care:

- i. Licensed child day centers
 - ii. Licensed family day homes
 - iii. Virginia Department of Education-approved child care
 - iv. US Department of Defense-approved child care
 - v. Religiously exempt child day centers
 - vi. Voluntarily registered family day homes
 - vii. Certified pre-schools
 - viii. Licensed family day system-approved home
 - ix. Local ordinance approved vendors
- d. Any individual who begins employment, service, or residence in the home after the vendor coordinator's approval of the vendor for child care subsidy must provide the required background checks within 30 days of the individual's beginning date of employment, service, or residence in the home.

Authorized payment for child care must be denied if:

- (1) The Virginia State Police name search for criminal history or sex offender and crimes against minors registry search shows that the person checked has been convicted of a [barrier crime](#) (see [description of these forms](#) in f. below); or
- (2) The Central Registry Child Protective Services Check reveals that the person checked is in the CPS Central Registry as "Founded."

The criminal history and/or sex offender and crimes against minors search is completed through the Virginia State Police. One of two forms used by the Virginia State Police to conduct this investigation must be completed. The forms are SP-167 (Criminal History Record Name Search Request) and SP-230 (Criminal History Record/Sex Offender and Crimes Against minors Registry Search Form). SP-167 is used by vendors requesting searches on themselves and must be notarized. SP-230 is used for household members, assistants and/or substitutes.

These forms may be downloaded from the Virginia State Police web site at www.vsp.virginia.gov. The forms may be completed online and one copy signed and mailed to the Virginia State Police or the form may be printed for completion. If the form is not completed online, two signed copies must be sent to the Virginia State Police.

A charge of up to \$20.00 per search, payable to the Virginia Department of State Police by certified check, money order, charge card, or agency check, is required for this service. Personal checks or cash are not accepted.

A complete listing of child care barrier crimes can be found in the appendices of these procedures.

- e. A Central Registry Release of Information form (032-02-0151-08-eng) must be completed for each individual required to have a CPS background check.

This request form must be signed by the person for whom the search is being conducted, and the signature must be notarized. If applicable and available, the maiden name and all names used by the vendor shall be added.

A completed request form must be sent to the Virginia Department of Social Services at:

Virginia Department of Social Services
801 East Main Street
Richmond, VA 23219-2901

Requests must be accompanied by \$7.00 in the form of a cashier's check, a company/business check, or a money order (no cash or personal checks) payable to the Virginia Department of Social Services. Local departments are exempt from the fee. Incomplete forms and requests not accompanied by a check or money order, when necessary, shall be returned unprocessed.

If the name being searched is not located in the CPS Central Registry, notice of such shall be transmitted to the requesting party.

If there is insufficient information contained in the CPS Central Registry regarding the name being searched, and the result of the search is "unable to be determined," notice of such shall be transmitted to the requesting party along with a request for specific additional information that should be completed and returned for further inquiry. For further instructions, see Volume VII, Section III, Chapter A. Child Protective Services.

f. The Sworn Statement or Affirmation for Unregulated Providers.

H. Subsequent Background Checks

See [exceptions for subsequent background checks](#) in c. ii. above.

1. Background checks remain valid for three years for vendors and other individuals subject to background checks in the following child care programs:
 - a. Unregulated vendors
 - b. Local government-approved recreation programs
2. In order for the background checks to remain valid for three years:
 - a. The vendor must provide continuous services under the child care subsidy program; and
 - b. The individual subject to background checks must maintain continuous employment, residence or service with that vendor.
3. The vendor or individual subject to background checks must provide current background checks to the Vendor Coordinator after three years have elapsed, when there has been a break in subsidy participation, or when there has been a break in employment, residence, or service with that vendor.

I. Vendor Requirements

1. Initial Tuberculosis Screening for Unregulated Vendors

- a. The vendor, all adults (18 years of age or older) living in the household, and any assistants providing care shall be screened for tuberculosis.
EXCEPTION: Grandparents, great grandparents, aunts, uncles and adult siblings of the children in care (if the adult sibling resides in a separate residence), are exempt from this requirement unless otherwise subject to regulation.
EXCEPTION: Local government-approved recreation programs may certify by submitting a letter signed by the director that for each staff person working directly with children, the program has a statement signed by a physician, the physician's designee, or an official of a local health department that the individual is free of tuberculosis in a communicable form.
 - b. The vendor/other agent must request and pay for the tuberculosis screening.
 - c. The results of each tuberculosis screening shall be forwarded to the service worker in the form of a statement that she is free of tuberculosis in a communicable form. The statement shall be signed by a physician, the physician's designee, or an official of a local health department.
 - d. Authorized payment of child care subsidy must be denied if the result of the tuberculosis screening shows that the person is not free of tuberculosis in a communicable form.
2. Subsequent Tuberculosis Screening for Unregulated Vendors
Subsequent tuberculosis screening(s) will be required every three years.
 3. Initial Health and Safety Checklist for Unregulated Vendors
 - a. The checklist is intended as a self-assessment tool to help the parent and vendor assess the health and safety of the care the child will receive in child care. The parent and the child care vendor shall fill out the form together in the home where care will be provided. The checklist shall be completed, signed by both the parent and vendor, and forwarded to the Vendor Coordinator.
EXCEPTION: Grandparents, great grandparents, aunts, uncles and adult siblings of the children in care (if the adult sibling resides in a separate residence) are exempt from this requirement unless otherwise subject to regulation.
EXCEPTION: Local government-approved recreation programs may certify by annually submitting a letter signed by the director

that the program complies with the safety and supervision requirements established by their local government.

- b.** Authorized payment of child care subsidy must be denied if the health and safety checklist is returned incomplete.

Payment of child care subsidy cannot be denied based solely upon the responses to the statements on the checklist.

- c.** After receiving the completed health and safety checklist, the Vendor Coordinator shall approve or deny the vendor and shall send a copy of the checklist to the parent and to the vendor for their records.
- d.** Completion of the Health and Safety Checklist (032-02-001/2) for unregulated vendors is not a regulatory process and does not meet requirements for participation in the USDA Child and Adult Care Food Program. Vendors who wish to participate in the Child and Adult Care Food Program must apply to an authorized USDA Food Program administrator.

4. Subsequent Health and Safety Checklist for Unregulated Vendors

The Health and Safety Checklist shall be completed every three years for unregulated child care vendors.

5. First Aid and CPR

- a.** Whenever a child is in care for whom child care subsidy is received, the vendor or a staff member on site must have current certification in first aid and cardiopulmonary resuscitation (CPR) as appropriate for the age of the children in care.
- b.** The first aid and CPR certification must have been issued by one of the following:
 - (1) American Red Cross
 - (2) American Heart Association
 - (3) National Safety Council
 - (4) American Safety and Health Institute (ASHI)
 - (5) Medic First Aid
 - (6) EMS Safety Services
 - (7) Community college
 - (8) Hospital
 - (9) Rescue squad
 - (10) Fire department

- (11) American Lifeguard Association (ALA)
- (12) Emergency Care and Safety Institute (ECSI)

- c. The cost of the first aid and CPR training will be borne by the vendor.
- d. The vendor must provide documentation of current certification in first aid and CPR before any child care payment authorization will be made.

EXCEPTION: A vendor or a staff member in the following child care programs are not required to provide current first aid and CPR certification to the Vendor Coordinator to qualify for child care subsidy because these individuals are subject to first aid and CPR requirements by regulations for their type of child care:

- (1) Licensed child day centers
- (2) Licensed family day homes
- (3) Virginia Department of Education-approved child care
- (4) US Department of Defense approved child care
- (5) Local ordinance approved vendors

EXCEPTION: The following vendors may certify by annually submitting a letter signed by the director that the vendor or a staff member has current certification in first aid and CPR:

- (1) Religiously-exempt child day centers
- (2) Voluntarily registered family day homes
- (3) Certified pre-schools
- (4) Local government-approved recreation programs
- (5) Licensed family day system-approved providers

6. Skills Training

- a. The vendor and other individuals who work directly with children must annually complete four hours of skills training relating to child health, safety, and/or development.

Orientation training on local department policy or financial requirements for vendors shall not count toward the four-hour skills training requirement.

- b. The cost of the skills training will be borne by the vendor.
- c. Vendors and other individuals who work directly with children must provide documentation of annual skills training to the Vendor Coordinator.

EXCEPTION: A vendor or a staff member in the following child care programs are not required to provide documentation of annual skills training to a local department to qualify for child care subsidy because these individuals are subject to annual skills training requirements in regulations for their type of child care:

- (1) Licensed child day centers
 - (2) Licensed family day homes
 - (3) Licensed family day system-approved vendors
 - (4) Virginia Department of Education-approved child care
 - (5) US Department of Defense-approved vendors
 - (6) Local ordinance approved vendors
- d. The following vendors may certify by annually submitting a letter signed by the director that the vendor and other individuals who work directly with children complete four hours of skills training annually:
- (1) Religiously-exempt child day centers
 - (2) Voluntarily registered family day homes
 - (3) Certified pre-schools
 - (4) Local government-approved recreation programs.
- e. Vendors must complete four hours of skills training within one year of the date of the vendor's approval to receive child care authorized payments and annually thereafter.
- Other individuals who work directly with children must complete four hours of skills training within one year of the date of the vendor's approval for child care subsidy or within one year of the date the individual begins to work directly with children and annually thereafter.
- f. The chart "Provider Documentation Required" may be found on the SPARK web page under CCD Documents.

7. Vendor Agreement

A Vendor Agreement must be completed and signed by the appropriate Vendor Coordinator before services can be authorized with any vendor. There are three Vendor Agreement templates. Each template relates to a particular type of vendor. The templates are as follows:

- a. Licensed Vendor Agreement (032-02-0131-01-eng)

This Vendor Agreement must be used for any licensed vendor or vendors considered to meet or exceed licensing

requirements: Licensed Family Day Home, Licensed Family Day System, Licensed Child Day Center, Department of Education Approved, Department of Defense Approved and Local Ordinance Approved. These vendors are paid at Level 2 rates.

b. Unlicensed Regulated Vendor Agreement (032-02-0133-03-eng)

This Vendor Agreement must be used for any Certified Pre-School, Voluntarily Registered Family Day Home, or Religiously Exempt Vendor. These vendors are paid at Level 1 rates.

c. Unlicensed Vendor Agreement (032-02-0132-03-eng)

This Vendor Agreement must be used for any Unlicensed Vendor. Unlicensed Vendors are paid at Level 1 rates. They are as follows: Unregulated Vendors and Local Government Approved Recreation Programs.

8. Vendor Agreement Renewal Letter

This letter is a template for the letter the vendor coordinator must send out if a Vendor Agreement is to be renewed.

9. Purchase of Services Order (POSO)

The POSO generated in VaCMS is used to document the care authorized. The full day and part day rates will be used in any calculations.

10. Electronic Child Care (ECC)

The ECC system is used by the vendor to document attendance and request reimbursement. The full day and part day rates will be used in any calculations.

NOTE: Contracts between the parent and vendor are not the responsibility of the local department.

11. Record Retention

Vendors must retain child care payment and attendance records for three years. These records must be made available to local, state, or federal staff upon request. This requirement is part of the Vendor Agreement.

12. English Proficiency

- a. There is no citizenship requirement for vendors. There is the expectation that all vendors be able to speak, read, and write in English. This ensures that all caregivers can read prescriptions and safety precautions and can communicate effectively with

emergency service personnel, parents, children and Licensing or local department personnel.

- b. This requirement is outlined in 22 VAC 40-110, Standards for Licensed Family Day Homes. Standard 22 VAC 40-110-40 currently states, caregivers must be able to understand the minimum standards, and Standard 22 VAC 40-110-50.2 states that caregivers must be able to speak, read, and write English. "Caregiver" is defined in 22 VAC 40-110-10 as "the provider, substitute provider, or assistant" so each of these individuals must be able to understand the minimum standards and be able to speak, read and write in English. Standard 22 VAC 40-110-650 states that children must be supervised by a caregiver at all times.
- c. This information may be found at http://www.dss.virginia.gov/facility/child_care/licensed/fdh/

J. TYPES OF PAYMENT

1. Direct Payment To Vendor

DSS will make payments for child care subsidy by means of direct payment to the vendor upon submission of time and attendance data recorded on ECC (the state system for Electronic Child Care). This is the standard method of payment to be used.

Local departments must use the Child Care Purchase of Service Order form to authorize direct payment to vendors.

2. Earned Income Disregard For TANF Recipients

TANF recipients may choose to take the earned income disregard for child care expenses. If they choose this option, no child care case will be opened because the TANF recipients will be handling their child care payments on their own from funds from their assistance grant. Prior to completing the child care service authorization for a TANF recipient, the service worker must receive assurance from the local eligibility worker (TANF) that the recipient has not chosen the earned income disregard for child care.

K. DETERMINING AUTHORIZATION AMOUNT

1. The Department establishes Maximum Reimbursable Rates (MRR) for child care for all localities in the state by type of care. Local departments shall not establish their own MRR.
2. *The MRR is used to determine authorized payments. These rates are stored in the VaCMS to perform authorization calculations. The VaCMS will calculate the rates automatically based on the MRR information stored in the system.*

Vendors will be paid up to the maximum reimbursable rate of the jurisdiction in which the vendor is located. The Department will not pay more than the established MRR.

EXCEPTION: For children with special needs, payment of up to two times the MRR for the child's age is allowed when it is appropriate as determined by the local department in consultation with the parent, vendor, and appropriate professional. Details of this consultation must be recorded in the case record. The evaluation by an appropriate professional can be written.

NOTE: For out-of-state vendors, the local department's MRR shall be used.

3. Age Range Definitions

a. In applying the appropriate MRR, the local department must use age range definitions used by the Division of Licensing Programs (Licensing) for child day centers.

b. The age range definitions used by Licensing for child day centers are:

- (1) Infants - children from birth up to 16 months,
- (2) Toddlers - children from 16 months up to 24 months
- (3) Preschool - children from 24 months up to the age of eligibility to attend public school (five years by September 30). Children turning five after September 30 are considered pre-school until they start school the following year;
- (4) School age - children eligible to attend public school, age five or older by September 30 of that same year. Children turning five after September 30 are considered pre-school until they start school the following year. *The School Age rate is effective starting the first Monday in September for all children who turn age 5 before September 30th. If the child turns age 5 after September 30th, the school age rate will be effective starting the first Monday in September of the following year.*

EXAMPLE 1: A five year old child who is not currently eligible to attend public school is a Preschool child.

EXAMPLE 2: A five year old child who is currently eligible to attend public school is a School age child.

4. Total Cost Of Care

The total cost of care, excluding the single annual registration fee, but including special programs and transportation, must not exceed the

MRR for the type of care for the age of the child. Transportation costs cannot be paid as a separate cost.

The type of care and the cost of care is identified and entered on the POSO as one child care cost.

For eligible families, local departments must purchase needed child care for all eligible children to support the approved or assigned activity.

EXCEPTION: At the option of the local department, a child born to a family 10 months or more after the initial date of receipt of child care subsidy may receive Fee child care subsidy or be placed on the local department waiting list. The local department must establish written procedures for the process they use to ensure all families are treated using the same standards.

5. Annual Registration Fee

- a. A single annual registration fee per child will be paid to Level 2 vendors only and only if they charge this as a separate fee to the general public.

Child care subsidy funds may be used to pay up to \$100 for the annual child registration fee per fiscal year (June 1 – May 31). If the requirement for payment of another registration fee is beyond the control of the client or due to extenuating circumstances, such as a vendor closing or the family moving, payment may be made. This decision must be documented in the case record. The vendor's decision to charge an additional registration fee is not an extenuating circumstance.

- b. No child care subsidy funds may be used to pay vendor activity fees.

6. Unit Price

The unit price for services shall be based on a full day or a part day.

The full day rate is used when care is needed to support an approved activity for five or more hours a day. The part day rate is used when care is needed for fewer than five hours for a day.

- a. Authorized Payment Amount

(1) Reimbursement to vendors for the care of a child shall be authorized for a full day or part day of care using the daily unit of service. The total reimbursement for the day shall not exceed the MRR.

NOTE: If a Level 2 vendor requires the general public to pay for the full day when only a partial day of care is needed and no part-day care is available within a 30-minute commute

one way for the client, subsidy shall be authorized for the full day. This applies to Level 2 vendors only. The vendor's requirement for a full day of payment must be documented in the case record. Documentation could be a copy of the vendor's rate sheet.

(2) Transportation time needed for the parent to travel from the vendor to the site of their approved activity and from the activity to the vendor will be included in determining the amount of care needed.

(3) The maximum number of hours that may be authorized and/or purchased per week is 60.

EXCEPTION: If a client's employment requires them to work more than 60 hours some weeks, such as a corrections officer or firefighter, but the average amount of care for the week does not exceed 60 hours, payment may be made.

EXAMPLE: The client works 80 hours a week for two weeks and 40 hours a week for the other two weeks. That amounts to 240 hours for the month. Dividing 240 hours a month by 4.0 weeks equals 60 hours a week.

(4) A "week" is the seven-day period from 12:00 a.m. Sunday to 11:59 p.m. Saturday.

(5) Parents who need at least five hours of care per day to support an approved or assigned activity are eligible for the full day rate for eligible children.

(6) Parents who need up to four hours 59 minutes of care per day to support an approved or assigned activity will be eligible for a part day rate.

(7) Full day rate: A full day rate is based on care for at least five hours up to 12 hours per day. Payment for more than 12 hours per day must not be authorized except in extenuating circumstances in which the need for care due to the parents' work or school schedule can be documented in the case record. Additional part day units may need to be authorized for the hours of care over 12 in one day, unless the vendor's actual charges are less than the part day MRR. The average amount of care authorized for a week cannot exceed 60 hours.

EXAMPLE of 12-hour day:

A parent works eight hours per day, attends school two hours per day, and drives two hours per day from the vendor to work and from school to the vendor. The parent needs care 12 hours per day, five days per week. Care would be

authorized at five full day units for the week. (5 full day units @ 12 hours per unit X 5 days per week = 60 hours per week of authorized care)

EXAMPLES of extenuating circumstances:

The parent is a firefighter required to work 24-hour shifts. More than 12 hours of care a day can be authorized up to 60 hours a week. Two full day units would be authorized per day to cover the 24 hours of care. (2 units X 12 hours per unit = 24 hours of care) If the firefighter works 60 hours per week in two 24-hour shifts and one 12-hour shift, five full day units would be authorized. (5 full day units X 12 hours per day = 60 hours for the week)

A parent works eight hours per day, attends school three hours per day, and drives two hours per day from the vendor to work and from school to the vendor. This adds up to 13 hours of care needed. Assuming that the vendor's rates are greater than the MRR, one full day unit and one part day unit would be authorized.

- (8) Part Day rate:** A part-day rate is based on care needed up to four hours 59 minutes per day.

EXAMPLE: Care is needed one hour before school and two hours after school. Three hours of care are needed. The part day rate would be authorized for the day not to exceed the MRR.

- (9)** If the parent's need for before and/or after school care is five or more hours per day, the local department will authorize full day care using the vendor's established rate converted to a daily rate not to exceed the full day MRR.

EXAMPLE: Care is needed one hour and thirty minutes before school and three hours and thirty minutes after school. The full day rate would be authorized for the day as a total of five hours of care is needed.

- (10)** DSS will pay for holidays and/or absences according to the terms of the Vendor Agreement for the type of vendor being paid. An absent day means any day that a child is authorized to be in the vendor's care but is not in attendance, and child care would have been provided had the child been present. Level 2 vendors can be paid for up to 24 absent days per child per fiscal year (June-May). The total number of allowable absent days will be prorated at 2 days per month, based on the beginning month of services for the child.

(11) If part day care is needed and no child care vendor is available within a commute of a half an hour one way, full day care may be purchased for level 2 vendors.

(12) If part day care is available and the parent chooses to use full day care, the parent must pay the difference.

If the vendor offers a sibling discount that is only available to the general public if payments are made in advance, our clients would not be eligible for the discount as authorized payments are made by reimbursement.

(13) The number of hours of care needed per week for web-based courses would be the number of credit hours assigned by the learning institution for the class. For example, if the client takes six credit hours then six hours of care can be authorized. The worker would authorize two part-days, but no more than one full day of care. If the client takes 12 credit hours, then twelve hours of care can be authorized, not to exceed two full days of care.

Documentation would include, but not be limited to, a printout of the client's class schedule and documentation from the learning institution.

b. Transportation Services

Transportation services shall be paid using child care funds only when the transportation services are provided by the vendor. Transportation costs must be included in the total cost of care and cannot be paid as a separate cost.

c. Child Placed in Facility with Rate above MRR

Parents who choose to place a child with a vendor with a rate above the MRR are responsible for payment of any additional amount, unless the local department elects to pay the additional amount out of local only funds for all parents who must pay a charge above the MRR.

d. Subsidizing Cost above MRR

When agencies use local only funds to subsidize the cost of care above the MRR, this local procedure shall be approved by the local board of social services and recorded in the minutes, including the maximum allowable subsidy. A copy of this locally approved procedure must be kept on file at the local department and available for review by state monitors and/or auditors. Subsidy decisions shall not be made on an individual case basis. Reimbursement cannot be requested by the local department for these expenses.

e. Payment for In-Home Care

The cost for in-home care must not exceed the local MRR and must meet minimum wage requirements.

EXCEPTION: The cost may be up to twice the local MRR for children who have special needs.

Before authorizing any payments for in-home care, local departments must assure that the definition of in-home child care is met. For in-home care, FICA (Social Security and Medicare taxes) and unemployment taxes will be withheld and paid by the Department. See [Authorization to Act as Agent on Customer's Behalf for In-Home Care](#). When a POSO is created for children receiving In-Home Care, In-Home care must be indicated on the General Authorization Information page in VaCMS to ensure appropriate taxes are withheld.

In-home care may be approved when the total child care cost does not exceed the local MRR and still allows payment of at least the minimum wage as required by the Fair Labor Standards Act for Domestic Service.

In-home vendors are paid at least minimum wage by the hour, not by a rate per child. For instance, if a vendor cares for three children full time, she would be paid at least minimum wage for the number of hours per week for which care is needed if this amount does not exceed what the agency would have paid for these children in a family day home paying up to the MRR per individual child.

When calculating the minimum wage for in-home care in Fee child care cases, include the parent's co-pay.

L. Additional Payments

Payments will be made in the following instances for individuals participating in an approved activity for TANF, Transitional, Head Start Wrap-Around or Fee child care or in an assigned activity for VIEW or in an assigned SNAPET component:

1. For up to one month during a break in employment or training if child care arrangements would otherwise be lost.
2. For up to one month during a break in employment or training if a subsequent activity is scheduled to begin within that period and if child care arrangements would otherwise be lost.
3. For up to four weeks in a twelve-month period if the parent is ill or incapacitated for justifiable reasons as set forth in a service plan or in the child care case narrative and labeled as such. A doctor's statement shall be used to document the nature of the illness or

incapacity and the length of time the doctor projects it will exist. This time period may be extended for justifiable reasons documented in writing in the case record.

4. For twenty-four (24) holidays (as outlined in the Vendor Agreement) to licensed, religiously exempt and voluntarily registered vendors and certified pre-schools when the vendor is closed and only if the general public is charged the same.
5. For a vendor other than the primary vendor if the child is sick. A second POSO covering the same time period as the first is allowable. The details of this arrangement must be recorded in the case record in addition to the purchase information. All information must be clearly labeled.
6. For care while a parent sleeps in situations where the parent works non-traditional hours and must sleep for some of the hours while the children are awake. The total number of hours covered will not exceed the number that would have been needed for work only. The details of this arrangement must be recorded in the case record in addition to the purchase information and clearly identifiable as such.

M. Beginning Date Of Service Payment

1. Eligibility Determined within 30 Days

The beginning date of service payment is the date the signed application is received by the local department if the family is determined eligible within 30 days and the selected vendor is approved and eligible to received subsidy payment.

2. Eligibility Determined after 30 Days

If the eligibility determination is made more than 30 days after the signed application is received by the local department, payment may begin only on the date eligibility is actually determined, except in the case of administrative delay. See definition of [administrative delay](#).

3. Receipt of Required Vendor Documentation

- a. No payment may be made until all required documentation is received and approved by the Vendor Coordinator.
- b. If the vendor returns required information to the Vendor Coordinator within 30 days after the signed client application is received, payment shall be made retroactive to the date the signed application was received by the local department.
- c. If due to administrative delay, the vendor returns required information to the Vendor Coordinator more than 30 days after the signed client application is received, payment shall be made retroactive to the date the signed application was received by the local department.

Payment must not be made to licensed family day homes or child day centers prior to the effective date of their initial license. Payment must not be made to the following vendor types prior to the effective date of their initial registration, certification, or approval; they must meet all requirements for vendors in these procedures:

- (1) Voluntarily registered family day home
- (2) Family day system-approved vendor
- (3) Department of Education-approved vendor
- (4) US Department of Defense-approved vendor
- (5) Local ordinance-approved vendor
- (6) Certified pre-school
- (7) Religiously exempt child day center

XII. VIRGINIA CASE MANAGEMENT SYSTEM

The Virginia Case Management System (VaCMS) is the system of record for information related to child care cases funded through the CCDF grant. This guidance provides the framework around which the VaCMS is designed. All case management and authorization information is entered into the VaCMS. The VaCMS provides information about and tracking for child care case management, child care expenditures and encumbrances and child care accounts receivable.

The VaCMS interfaces with ECC to facilitate timely and accurate transmission of child care authorization, attendance and payment data.

SPIDeR interface helps ensure data accuracy through the file clearance process in the VaCMS. As new clients are added to the VaCMS, SPIDeR provides a list of potential matching client information from within the VaCMS and other state systems.

VaCMS client demographic information is also published to SPIDeR as clients and cases are added to or updated in the VaCMS. Authorized SPIDeR users can query the VaCMS for detailed client information.

A. Case Status

Case applications registered in and approved in the VaCMS are assigned certain case statuses. These are defined in the VaCMS on the appropriate screen. Example: Approved, Pending, Denied, or Closed.

A case is established and a status is assigned by VaCMS once intake is initiated for an application or Waiting List screening. Initially case status could be, but is not limited to, Pending until the case is approved or

denied. An approved case remains an approved case until it becomes a closed case. Cases assigned to the Waiting List are in Waiting List status.

B. Authorization Status

Once a case is determined eligible, an Authorization is established and a POSO is generated indicating the amount of care authorized. The worker assigns the authorization status. Example: Authorized, Discontinued, Suspended or Waiting List.

C. Registration

- 1. This means that the receipt of an application is recorded in the VaCMS. The registration process consists of entering basic demographic information for the applicant and case members.*
- 2. The worker uses the VaCMS to verify that the applicant is applying to the correct FIPS through a locality look up system. This feature uses geographical information system (GIS) technology.*
- 3. The worker uses the VaCMS to complete file clearance to establish whether or not the applicant is known to the VaCMS or to any other system published in SPIDeR.*
- 4. This process helps prevent duplicate client records and multiple client ID numbers. Workers can see if the applicant or any family member is part of an active or closed child care case or application. The information is also published to SPIDeR to determine if the client is already known to the Department.*

XIII. ELECTRONIC CHILD CARE (ECC)

This is the system of record for attendance at child care vendors. ECC interfaces with the VaCMS to provide attendance by means of entering information into the Electronic Payment Processing and Information Control (EPICC) system. This information is recorded by use of a Point of Service (POS) device or by use of a telephone to engage Interactive Voice Recognition (IVR) or by manual entry.

APPENDICES

- A. State Income Eligibility Scale For Child Care Subsidy
- B. Sliding Co-Payment Scale
- C. Child Care Program Budget Lines
- D. Child Care Program Cost Code Descriptions
- E. Barrier Crimes for Child Day Programs
- F. Maximum Reimbursable Rates Per Type Of Vendor
- G. Child Care Subsidy Service Application and Redetermination Form (032-02-0420-07-eng) Instructions
- H. Child Care Waiting List Screening Form (032-05-0547-00-eng (08/11) Instructions
- I. Child Care Notice of Action Form Instructions
- J. Child Care Client Communication Form (032-05-18-00-eng) Instructions
- K. Child Care Verification Checklist (032-05-0541-00-eng) Instructions
- L. Childhood Immunization Certification (032-03-960)
- M. Level 1 Maximum Reimbursable Rates
- N. Level 2 Maximum Reimbursable Rates
- O. Metropolitan Statistical Area Groupings
- P. Child Care Purchase of Service Order (032-05-0540-01-eng (07/12) Instructions

Appendix A

STATE INCOME ELIGIBILITY SCALE FOR CHILD CARE SUBSIDY
Maximum Monthly Income Level
eff. 10/1/2015

Family Size	100% of Federal Poverty Guidelines	Group I (150% of Poverty)	Group II (160% of Poverty)	Group III (185% of Poverty)	250% of Poverty*
1	\$981	\$1,472	\$1,570	\$1,815	\$2,453
2	\$1,328	\$1,992	\$2,124	\$2,456	\$3,319
3	\$1,674	\$2,512	\$2,679	\$3,098	\$4,186
4	\$2,021	\$3,032	\$3,234	\$3,739	\$5,053
5	\$2,368	\$3,552	\$3,788	\$4,380	\$5,919
6	\$2,714	\$4,072	\$4,343	\$5,022	\$6,786
7	\$3,061	\$4,592	\$4,898	\$5,663	\$7,653
8	\$3,408	\$5,112	\$5,452	\$6,304	\$8,519
9	\$3,754	\$5,632	\$6,007	\$6,946	\$9,226 [†]
10	\$4,101	\$6,152	\$6,562	\$7,587	\$9,422 [†]

Notes:

FFY 2016 State Median Income - Federal Register, Vol. 80, No. 111, Wednesday, June 10, 2015 page 39,958-39,959

FFY 2016 Poverty Guidelines - Federal Register, Vol. 80, No. 14, Thursday, January 22, 2015, page 3,236-3,237. For a household greater than 8 add \$4,160 for each additional person.

*Eligibility is set at 250 percent of the Federal Poverty Guidelines for families residing in Fairfax and Alexandria. **In all other localities**, if the applicant or recipient is acting in loco parentis, eligibility is set at 250 percent of the Federal Poverty Guidelines (capped at 85% of State Median Income (SMI)).

†Maximum income levels are capped at 85% of SMI. Yellow shading indicates that the 85% limit has been reached.

Appendix B

Child Care Subsidy Program Family Co-Payment Scale

eff. 10/1/2015

Percent of Poverty	Number of Household Members															Co-Payment Percentage
	2	3	4	5	6	7	8	9 ¹	10 ¹	11 ¹	12 ¹	13 ¹	14 ¹	15 ^{1,2}		
0 - 100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	5.0%
>100% -	\$1,328	\$1,674	\$2,021	\$2,368	\$2,714	\$3,061	\$3,408	\$3,754	\$4,101	\$4,448	\$4,794	\$5,141	\$5,488	\$5,834	\$5,834	6.0%
<=12.5%	\$1,329	\$1,675	\$2,022	\$2,369	\$2,715	\$3,062	\$3,409	\$3,755	\$4,102	\$4,449	\$4,795	\$5,142	\$5,489	\$5,835	\$5,835	7.0%
>12.5% -	\$1,661	\$2,094	\$2,528	\$2,961	\$3,394	\$3,828	\$4,261	\$4,694	\$5,128	\$5,561	\$5,994	\$6,428	\$6,861	\$7,294	\$7,294	8.0%
<=15.0%	\$1,992	\$2,512	\$3,032	\$3,552	\$4,072	\$4,592	\$5,112	\$5,632	\$6,152	\$6,672	\$7,192	\$7,712	\$8,232	\$8,752	\$8,752	9.0%
>15.0% -	\$1,993	\$2,513	\$3,033	\$3,553	\$4,073	\$4,593	\$5,113	\$5,633	\$6,153	\$6,673	\$7,193	\$7,713	\$8,233	\$8,753	\$8,753	10.0%
<=16.0%	\$2,124	\$2,679	\$3,234	\$3,788	\$4,343	\$4,898	\$5,452	\$6,007	\$6,562	\$7,116	\$7,671	\$8,226	\$8,780	\$9,335	\$9,335	10.0%
>16.0% -	\$2,125	\$2,680	\$3,235	\$3,789	\$4,344	\$4,899	\$5,453	\$6,008	\$6,563	\$7,117	\$7,672	\$8,227	\$8,781	\$9,336	\$9,336	10.0%
<=18.5%	\$2,456	\$3,098	\$3,739	\$4,380	\$5,022	\$5,663	\$6,304	\$6,946	\$7,587	\$8,228	\$8,870	\$9,511	\$10,152	\$10,404	\$10,404	10.0%
>18.5% -	\$2,457	\$3,099	\$3,740	\$4,381	\$5,023	\$5,664	\$6,305	\$6,947	\$7,588	\$8,229	\$8,871	\$9,512	\$10,153	\$10,404	\$10,404	10.0%
<=25.0%	\$3,319	\$4,186	\$5,053	\$5,919	\$6,786	\$7,653	\$8,519	\$9,386	\$10,252	\$11,119	\$11,985	\$12,852	\$13,718	\$14,585	\$14,585	10.0%
100% of Poverty-FFY 2016	\$1,328	\$1,674	\$2,021	\$2,368	\$2,714	\$3,061	\$3,408	\$3,754	\$4,101	\$4,448	\$4,794	\$5,141	\$5,488	\$5,834	\$5,834	10.0%
85% of SMI Published on 06/10/15	\$4,449	\$5,496	\$6,543	\$7,590	\$8,637	\$8,833	\$9,030	\$9,226	\$9,422	\$9,619	\$9,815	\$10,011	\$10,208	\$10,404	\$10,404	10.0%

¹ Income levels are not to exceed 85% of State Median Income (SMI) or 250% of poverty. Income amounts shaded in red are above the income eligibility limits for that household size.

² VaCMS is able to calculate copayments for up to a family of 20.

FFY 2016 Virginia SMI - Federal Register, Vol. 80, No. 111, Wednesday, June 10, 2015 page 39,958-39,959
 FFY 2016 Poverty Guidelines - Federal Register, Vol. 80, No. 14, Thursday, January 22, 2015, page 3,236-3,237. For a household greater than 8 add \$4,160 for each additional person.

Appendix C**Child Care Program Budget Lines**

LANCER CODE	COST CODE	COST CODE DESCRIPTION	BUDGET LINE	CO-PAYMENT	FUNDING PERCENTAGES		
					FEDERAL	STATE	LOCAL
540	87101	VIEW Working (all VIEW cases)	871	No	50%	50%	
541	87102	VIEW Transitional (former VIEW)	871	Yes	50%	50%	
517	87103	TANF Transitional (not a former VIEW case)	871	Yes	50%	50%	
529	87104	TANF Working (non-VIEW)	871	No	50%	50%	
543	87105	Learnfare	871	No	50%	50%	
507	87106	SNAPET	871	Yes (if income is above federal poverty guidelines)	50%	40%	
544	87801	Head Start Wrap-Around	878	Yes (if income is above federal poverty guidelines or paying for siblings not enrolled in Head Start)	100%		
545	88302	Fee Program (100% Federal)	883	Yes	100%		
547	88304	TANF Education/Training (non-VIEW)	883	No	100%		
378	89001	Quality Initiative Grant	890	N/A	50%	34.50%	15.50%

Appendix DChild Care Program Cost Code Descriptions

Cost Code 87101	VIEW Working Child Care is mandated in the <i>Code of Virginia</i> and all justifiable requests for supplemental funding will be approved. TANF recipients enrolled in VIEW are eligible for child care to support an assigned activity. For VIEW Working Child Care there is no co-payment.
Cost Code 87102	Parents may receive up to 12 months of child care subsidy to support employment (or training when approved by VIEW for Transitional Employment and Training) if they have received TANF (former VIEW case), the TANF case is closed, and they are found to be income eligible. This includes needed child care for children who are not on the assistance unit, but dependent on the parent. For Transitional Child Care there is a co-payment of 5-10% of gross income.
Cost Code 87103	Parents may receive up to 12 months of Transitional Child Care subsidy to support employment if they have received TANF (not a former VIEW case), the TANF case is closed, and they are found to be income eligible. This includes needed child care for children who are not on the assistance unit, but dependent on the parent. For Transitional Child Care there is a co-payment of 5-10% of gross income.
Cost Code 87104	TANF Working Child Care subsidy assists (VIEW exempt) working families receiving TANF benefits. If there is a need for child care and all eligibility requirements are met, recipients of TANF are eligible for needed child care to support employment. For TANF Working Child Care there is no co-payment.
Cost Code 87105	Learnfare Child Care is for children of a minor/teen parent in a TANF public assistance unit to enable them to attend school and comply with compulsory school attendance laws. Priority shall be given for child care subsidy to teen parents engaged in completing high school. This assumes the parent of the minor teen cannot provide care because of work, education/training, disability, or another hardship exemption. For Learnfare Child Care there is no co-payment.
Cost Code 87106	SNAP Child Care is considered a federally mandated service. This type of child care subsidy is available for children of recipients of Virginia's Supplemental Nutrition Assistance Program Employment and Training (SNAPET) program while participating in an activity approved by a SNAPET worker. For SNAPET Child Care, there is no co-payment if the family's income is at or below 100% of the federal poverty guidelines.
Cost Code 87801	The Head Start Wraparound program is mandated in the Appropriations Act and all justifiable requests for supplemental funding will be approved. This is a child care subsidy program that pays for additional hours beyond those provided by Head Start in order to provide full day/full year child care services for Head Start enrolled children. There is no co-payment for families with income at or below the federal poverty guidelines if all children are enrolled in Head Start. Families must be found to be income eligible and must pay a co-payment of 5-10% of their gross income if their income exceeds the federal poverty guidelines or if the siblings of a Head Start enrolled child also need child care subsidy.

Cost Code 88302	Fee Child Care program provides child care subsidies to income eligible clients who are employed, in approved education/training activities, or in need of protective services. For Fee Child Care there is a co-payment of 5-10% of gross income.
Cost Code 88304	The TANF Education and Training Child Care program provides child care services for TANF families in education or training. For TANF Education and Training Child Care there is no co-payment.
Cost Code 89001	These are funds that are available to local departments of social services to enable the implementation of initiatives to develop, enhance, and strengthen the quality of care delivered to children.

Appendix E

BARRIER CRIMES FOR CHILD DAY PROGRAMS

including

- § Licensed child day centers
- § Religiously exempt child day centers
- § Certified pre-schools
- § Licensed family day homes
- § Voluntarily registered family day homes
- § Licensed family day systems
- § Licensed system-approved family day homes
- § The following if receiving federal, state, or local child care funds:
 - Local ordinance-approved family day homes
 - Programs of recreational activities offered by local governments
 - Unregulated family day homes (including in-home care)

(§§ 63.2-1717 D. 7., 63.2-1719, 63.2-1720, 63.2-1721, 63.2-1724, 63.2-1725 of the Code of Virginia)

<p>In addition to the offenses listed below, also included as barrier crimes are: 1) the conviction of any other felony unless 5 years have elapsed since the conviction; and 2) a founded complaint of child abuse or neglect within or outside the Commonwealth.</p> <p>Convictions include prior adult convictions, juvenile convictions and adjudications of juvenile delinquency if offenses involved would be a felony if committed by an adult within or outside the Commonwealth.</p>	<p>63.2-1719</p>
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OFFENSE * Or Equivalent Offense in Another State	CODE SECTION
Abduction (Kidnapping)	18.2-47 A or B
Abduction with Intent to Extort Money or for Immoral Purpose	18.2-48
Abuse and Neglect of Children	18.2-371.1
Abuse and Neglect of Incapacitated Adults	18.2-369
Adulteration of Food, Drink, Drugs, Cosmetics, etc.	18.2-54.2
Aggravated Malicious Wounding	18.2-51.2
Aggressive Use of a Machine Gun	18.2-290

Allowing a child to be present during manufacture or attempted manufacture of methamphetamine	18.2-248.02
Assault or Assault and Battery (Exception: Child day center may hire individual convicted of not more than one misdemeanor offense if 10 years have elapsed following the conviction, unless the person committed such offense while employed in a child day center or the object of the offense was a minor. § 63.2-1720 C)	18.2-57
Assault and Battery Against a Family or Household Member	18.2-57.2
Assisting individuals in unlawfully procuring prescription drugs (Felony Convictions)	18.2-258.2
Attempted Aggravated Sexual Battery	18.2-67.5
Attempted Forcible Sodomy	18.2-67.5
Attempted Object Sexual Penetration	18.2-67.5
Attempted Rape	18.2-67.5
Attempted Sexual Battery	18.2-67.5
Attempts to Poison	18.2-54.1
Bodily Injuries Caused by Prisoners, Probationers or Parolees	18.2-55
Breaking and Entering Dwelling House with Intent to Commit Other Misdemeanor	18.2-92
Burglary	18.2-89
Burning Building or Structure While in such Building or Structure with Intent to Commit Felony	18.2-82
Burning or Destroying any Other Building or Structure	18.2-80
Burning or Destroying Dwelling House, etc.	18.2-77
Burning or Destroying Meeting House, etc.	18.2-79
Burning or Destroying Personal Property, Standing Grain, etc.	18.2-81
Carelessly Damaging Property by Fire	18.2-88
Carjacking	18.2-58.1
Carnal Knowledge of Certain Minors	18.2-64.1
Carnal Knowledge of Child Between 13 and 15	18.2-63
Carnal Knowledge of an Inmate, Parolee, Probationer or Pretrial or Posttrial Offender	18.2-64.2
Causing, Inciting, etc. Threats to Bomb or Damage Buildings or Means of Transportation; False Information as to Danger to such Buildings, etc.	18.2-84

Certain Premises Deemed Common Nuisance (Felony Convictions)	18.2-258
Crimes Against Nature Involving Children	18.2-361
Delivery of Drugs, Firearms, Explosives, etc. to Prisoners	18.2-474.1
Disarming a Law Enforcement or Correctional Officer	18.2-57.02
Distribution of Certain Drugs to Persons Under Eighteen (Felony Convictions)	18.2-255
Drive-By Shooting	18.2-286.1
Drug Attempts (Felony Convictions)	18.2-257
Drug Conspiracy (Felony Convictions)	18.2-256
Electronic Facilitation of Pornography	18.2-374.3
Employing or Permitting Minor to Assist in Obscenity and Related Offenses	18.2-379
Entering Bank, Armed, with Intent to Commit Larceny	18.2-93
Entering Dwelling House, etc. with Intent to Commit Larceny, Assault and Battery or Other Felony	18.2-91
Entering Dwelling House, etc. with Intent to Commit Murder, Rape, Robbery or Arson	18.2-90
Escape from Jail	18.2-477
Extortion by Threat	18.2-59
Failing to Secure Medical Attention for Injured Child	18.2-314
Felonies by Prisoners	53.1-203
Firearms – Allowing Access by Children	18.2-56.2
Hazing of Student at School, College, or University	18.2-56
Hazing of Youth Gang Members	18.2-55.1
Homicide	18.2-33
Incest	18.2-366 B
Involuntary Manslaughter	18.2-36.1
Involuntary Manslaughter; Operating a Watercraft While Under the Influence	18.2-36.2
Killing a Fetus	18.2-32.2
Maiming, etc. of Another Resulting from Driving While Intoxicated	18.2-51.4
Maiming, etc. of Another Resulting from Operating a Watercraft While Intoxicated	18.2-51.5
Maintaining a Fortified Drug House (Felony Convictions)	18.2-258.02

Malicious Bodily Injury by Means of any Caustic Substance or Agent or Use of any Explosive or Fire	18.2-52
Malicious Bodily Injury to Law Enforcement Officers	18.2-51.1
Malicious Wounding by Mob	18.2-41
Manufacture, Possession, Use, etc. of Fire Bombs or Explosive Materials or Devices	18.2-85
Manufacturing, Selling, Giving, Distributing or Possessing with Intent to Manufacture, Sell, Give, or Distribute a Controlled Substance or an Imitation Controlled Substance (Felony Convictions)	18.2-248
Manufacturing, Selling, Giving, Distributing or Possessing with Intent to Manufacture, Sell, Give, or Distribute Methamphetamine (Felony Convictions)	18.2-248.03
Manufacturing, Selling, Giving, Distributing or Possessing with Intent to Manufacture, Sell, Give, or Distribute Any Anabolic Steroid (Felony Convictions)	18.2-248.5
Manufacturing, Selling, Selling, Giving, Distributing or Possessing the substances Gamma-Butyrolactone or 1, 4, Butanediol, when Intended for Human Consumption – (Felony Convictions)	18.2-251.3
Murder, Capital	18.2-31
Murder, First and Second Degree	18.2-32
Murder of a Pregnant Woman	18.2-32.1
Obtaining Drugs, Procuring Administration of Controlled Substances, etc. by Fraud, Deceit or Forgery (Felony Convictions)	18.2-258.1
Pandering (See Taking, Detaining, etc. Person for Prostitution etc. or Consenting Thereto)	18.2-355
Pointing Laser at Law Enforcement	18.2-57.01
Possession and Distribution of Flunitrazepam (Felony Convictions)	18.2-251.2
Possession of Burglarious Tools, etc.	18.2-94
Possession, Reproduction, Distribution, or Facilitation of Child Pornography	18.2-374.1:1
Possession of Drugs (Felony Convictions)	18.2-250
Possession of Infectious Biological Substances	18.2-52.1
Possession or Use of a Sawed-Off Shotgun or Rifle in a Crime of Violence	18.2-300 A
Production, Publication, Sale, Possession with Intent to Distribute, Financing etc. of Sexually Explicit Items Involving Children	18.2-374.1
Rape	18.2-61
Reckless Endangerment	18.2-51.3

Reckless Handling of Firearms; Reckless Handling While Hunting	18.2-56.1
Robbery	18.2-58
Sale of Drugs on or near Certain Properties (Felony Convictions)	18.2-255.2
Setting Fire to Woods, Fences, Grass, etc.	18.2-86
Setting off Chemical Bombs Capable of Producing Smoke	18.2-87.1
Setting Woods, etc. on Fire Intentionally Whereby Another is Damaged or Jeopardized	18.2-87
Sexual Abuse of a Child Under 15 Years of Age	18.2-67.4:2
Sexual Battery	18.2-67.4
Sexual Battery - Aggravated	18.2-67.3
Sexual Battery - Infected	18.2-67.4:1
Sexual Penetration - Object	18.2-67.2
Shooting, etc. in Committing or Attempting a Felony	18.2-53
Shooting, Stabbing, etc. with Intent to Maim, Kill, etc.	18.2-51
Sodomy - Forcible	18.2-67.1
Stalking (Felony Convictions)	18.2-60.3
Strangulation of Another	18.2-51.6
Taking, Detaining, etc. Person for Prostitution etc. or Consenting Thereto (See Pandering)	18.2-355
Taking Indecent Liberties with Child by Person in Custodial or Supervisory Relationship	18.2-370.1
Taking Indecent Liberties with Children	18.2-370
Threats of Death or Bodily Injury	18.2-60
Threats to Bomb or Damage Buildings or Means of Transportation; False Information as to Danger to Such Buildings, etc.	18.2-83
Transporting Controlled Substances into the Commonwealth (Felony Convictions)	18.2-248.01
Use of a Machine Gun in a Crime of Violence	18.2-289
Use or Display of Firearm in Committing Felony	18.2-53.1
Violation of a Protective Order (Felony Convictions)	16.1-253.2 or 18.2-60.4
Voluntary Manslaughter	18.2-35

Appendix FMaximum Reimbursable Rates Per Type of Vendor

LEVEL 1 MAXIMUM REIMBURSABLE RATE	LEVEL 2 MAXIMUM REIMBURSABLE RATE
Unregulated Vendors including In-Home Vendors (In-Home Vendors are paid minimum wage not to exceed Level 1 MRR for # of children in care)	Licensed Family Day Homes
Voluntarily Registered Family Day Homes	Licensed Child Day Centers (including Short-Term Child Day Centers)
	Local Ordinance Approved Vendors (that meet or exceed <i>Standards for Licensed Family Day Homes</i>)*
Religiously-Exempt Child Day Centers	Licensed Family Day System-Approved Family Day Homes
Local Government-Approved Recreation Programs	Department of Education-Approved Child Care Programs
Certified Preschools	Child Care Centers run by the United States Department of Defense

- * Localities that approve providers by local ordinances (in accordance §15.2-914 of the *Code of Virginia*) must have guidelines that meet or exceed the *Standards for Licensed Family Day Homes* to pay at Level 2 MRR. To pay at Level 2 MRR, local departments must certify and provide written documentation to their appropriate child care consultant that their local ordinance approval process does meet or exceed *Standards for Licensed Family Day Homes*.

Appendix GCHILD CARE SUBSIDY SERVICE APPLICATION AND REDETERMINATION
FORM InstructionsNUMBER: [032-02-0109-07-eng](#)

PURPOSE: To record all eligibility related information provided by an applicant for child care subsidy payments in the VaCMS. To be completed by the applicant at application, at redetermination or when a case becomes a transitional case. Form may be completed by the client in the Customer Portal or submitted in writing to the local department. Information must be recorded in the VaCMS.

USE: **To provide a record of new applications, redeterminations, the beginning of a transitional case and changes reported by a client that would affect their eligibility for child care subsidy in the VaCMS. For reported changes, the worker must record the change(s) in the VaCMS. The revised information will be stored in the VaCMS.**

This form is available on the Customer Portal in the VaCMS. The form is available on the Child Care and Development web site and the VDSS public web site. Printed copies may be distributed at the local department, or the form can be printed from the VDSS public web site by the applicant.

COPIES: The information will be stored in the VaCMS. A copy of the signature page must be given to the client. The signature page of the form, signed by the applicant and the worker, must be kept in the child care case record. A copy may be given to the applicant.

INSTRUCTIONS FOR PREPARING THE FORM:

General Information about the form:

This form is to be completed by an applicant for child care services. It is the responsibility of the worker to discuss all information with the applicant to ensure accuracy. It is the responsibility of the worker to evaluate all information provided by the applicant and to verify eligibility requirements. If the worker changes information completed by the applicant, both the worker and the applicant must initial the change and indicate the date the change was made.

Box for Office Use Only

Provides space for the worker to record local department and case specific information. Forms

	submitted to the local department must be time and date stamped.
Rights of Applicants For Child Care Subsidy Services	Outlines for applicants their responsibilities related to their application for child care subsidy or their continued eligibility for child care subsidy.
Section A	The applicant must provide their contact information
Sections B – D	The applicant must indicate the reason they are applying for child care assistance. They may request information about any additional programs or services in which they are interested, and they must indicate if a vendor has been selected.
Section E	The applicant must provide information regarding receipt of prior benefits or services.
Section F	The applicant must provide general information about all members of their household.
Section G	The applicant must provide the income sources and the dollar amounts for <u>all</u> household members.
Section H.	The applicant must provide employment information for up to three household members. A supplementary sheet is available for additional household members who are employed.
Section I.	The applicant must provide education/training information for up to three household members. A supplementary sheet is available for additional household members in education or training.
Section J - L	The applicant must provide information related to eligibility about children for whom care is requested.
Responsibilities of Child Care Services Workers	Outlines duties an applicant for child care can expect a child care worker to fulfill.
Appeal Instructions	Outlines the steps an applicant for or recipient of child care services must take to appeal an adverse agency decision.
Acknowledgements of	

Applicant's Responsibilities Provides guidance for the worker and the applicant to discuss the application process, the information provided by the applicant and the responsibilities of the worker and the applicant. Provides a space for the applicant to initial each point of discussion. Provides space for the applicant and the worker to sign indicating that all required information has been submitted or requested.

Child Care Parent Responsibilities Instructions:

Purpose: To inform customers of their responsibilities to cooperate with eligibility determination and to report all changes that might affect that eligibility. To assure that customers understand what constitutes welfare fraud and the consequences of fraud.

Use: This information will be recorded in the VaCMS as part of the service application. The local department service worker will review the information with customers, sign, and date the page along with the applicant/recipient both at initial eligibility determination and at redetermination.

Copies/Disposition: One copy is given to the customer. One copy is retained in the record.

INSTRUCTIONS:

Reporting Changes – Item 1 – Worker must fill in the amount of the family's gross monthly income that would cause the total amount to exceed the maximum monthly income level allowed for a family of its size in the locality where the child care services have been authorized.

Appendix H

CHILD CARE WAITING LIST SCREENING FORM Instructions

- Number: [032-05-0547-00-eng \(08/11\)](#)
- Purpose: To screen customers for placement on a child care Waiting List.
- Use: The local department worker will use the information on this form to screen applicants onto the Waiting List. Once this screening for the Waiting List is complete in the VaCMS, the worker will add the family to the Waiting List.
- Copies/Disposition: A copy will be retained in the VaCMS.

Appendix I**Child Care Notice of Action Instructions**

PURPOSE OF FORM: To notify an applicant/recipient of child care subsidy of an action to be taken on their child care case.

USE OF FORM: To give the applicant/recipient of child care subsidy a ten-day notice before an action is taken. More than one action may be indicated on a single NOA. This form is generated from the VaCMS to be printed by the worker and sent to the client. The Correspondence ID # of the form and the mailing date must be recorded in the case narrative to verify the form was mailed to the client.

COPIES: One copy will be stored in the VaCMS, and one copy must be mailed to the client.

INSTRUCTIONS FOR PREPARATION OF THE FORM

A NOA completed in and generated from the VACMS must be sent 10 days in advance of the action when a case action affecting eligibility, co-payment or the amount of services authorized is taken. A copy of the client's NOA must never be sent to a Vendor.

Information will be preprinted on the form that is generated from the VaCMS.

The back of the form provides information on the fair hearings and appeal process.

Appendix J

CHILD CARE CLIENT COMMUNICATION FORM INSTRUCTIONS

FORM NUMBER: [032-05-0518-00-eng \(11/10\)](#)

PURPOSE OF FORM: To notify applicant for/client of child care subsidy of a change in their application/case which does not affect eligibility, co-payment or the amount of services authorized.

USE OF FORM: To communicate information to the applicant/client of an action to be taken.

COPIES: One copy for the applicant/client. Copy is saved in the VaCMS for the case record.

INSTRUCTIONS FOR PREPARATION OF FORM

A Child Care Client Communication form is used to communicate to an applicant/client information related to their child care case that does not affect eligibility, co-payment or the amount of services authorized. This form is intended for the applicant/client and should not be sent to anyone else.

The VaCMS will pre-fill the identifying information for the applicant/client the worker contact information.

The bottom of the form provides space for the worker to type in the information to be communicated.

This form is available in the VaCMS. Completing this form in the VaCMS automatically saves a copy of the form in the case record. The form is printed and sent to the applicant/client. The Correspondence ID# and mailing date must be recorded in the case narrative.

The back of the form provides information on the fair hearings and appeal process.

Appendix K

CHILD CARE VERIFICATION CHECKLIST Instructions

- NUMBER: [032-05-0541-00-eng](#)
- PURPOSE OF FORM: To notify applicant/client as to information they must provide in order for determination/redetermination of eligibility
- USE OF FORM: To provide applicant/client with a list of items to be submitted in order to verify and to document required documentation for eligibility to be determined.
- COPIES: One copy for the case record. One copy must be sent to the applicant/client.

INSTRUCTIONS FOR PREPARATION OF FORM

Any time a requirement for determination of eligibility needs to be verified or to be documented, a verification checklist must be provided to the applicant/client.

This form will be included in the redetermination package sent to the client.

A copy must be generated to send to the applicant/client. The worker will complete the form after printing it. A copy must be kept in the case record. The worker must record in the case narrative that the form was provided to the client as documentation.

Appendix L

Childhood Immunization Certification

COMMONWEALTH OF VIRGINIA DEPARTMENT OF SOCIAL SERVICES

<p>Childhood Immunization Certification Temporary Assistance for Needy Families (TANF) & Child Care Subsidy</p> <p>Parents: Children need shots at about 2, 4, 6, 12-15 months of age, before kindergarten, and at 11-12 years of age. You must show that your child has the shots he/she needs or you could lose some of your TANF benefits/child day care subsidy. To avoid losing benefits/subsidy:</p> <p>§ Take this form and shot records with you each time you take your child to the doctor or health department. § Have your doctor or nurse sign below each time your child gets shots. § Take this form with you each time you see your eligibility worker or child day care worker.</p>
--

CHILD'S NAME	SSN	DOB	CASE NO.
PARENT/GUARDIAN NAME			
Doctor/Providers: Children who receive TANF benefits and who are not in school or in licensed daycare are required to have certification that they are up-to-date for all recommended immunizations, that they are being brought up-to-date or that they are medically exempt. All children who receive a child day care subsidy are required to be age-appropriately immunized. Failure to document immunizations may result in the child losing a portion of his/her TANF benefits or child day care subsidy.			
Please complete one visit section of this form each time you screen immunization records for or immunize the child named above.			
1. FIRST VISIT			
Please check the correct box. <input type="checkbox"/> The above-named child is age-appropriately immunized, as of the date of this visit. <input type="checkbox"/> The child has received at least one dose of each of the vaccines to make him/her appropriately immunized, as of the date of this visit. <input type="checkbox"/> The child is medically exempt from these vaccines, as of the date of this visit. This contraindication is permanent <input type="checkbox"/> This contraindication is temporary <input type="checkbox"/> Please name the vaccines: _____		Medical Provider Name: Address: Phone: Signature/Stamp: Visit Date:	
Month/Day/Year next Immunization Due: _____			
2. SECOND VISIT			
Please check the correct box. <input type="checkbox"/> The above-named child is age appropriately immunized, as of the date of this visit. <input type="checkbox"/> The child has received at least one dose of each of the vaccines to make him/her appropriately immunized, as of the date of this visit. <input type="checkbox"/> The child is medically exempt from these vaccines, as of the date of this visit. This contraindication is permanent <input type="checkbox"/> This contraindication is temporary <input type="checkbox"/> Please name the vaccines: _____		Medical Provider Name: Address: Phone: Signature/Stamp:	

CHILD'S NAME	SSN	DOB	CASE NO.
		Visit Date:	
Month/Day/Year next Immunization Due:			
3. THIRD VISIT			
Please check the correct box. <input type="checkbox"/> The above-named child is age appropriately immunized, as of the date of this visit. <input type="checkbox"/> The child has received at least one dose of each of the vaccines to make him/her appropriately immunized, as of the date of this visit. <input type="checkbox"/> The child is medically exempt from these vaccines, as of the date of this visit. This contraindication is permanent <input type="checkbox"/> This contraindication is temporary <input type="checkbox"/> Please name the vaccines:		Medical Provider Name: Address: Phone: Signature/Stamp: Visit Date:	
Month/Day/Year next Immunization Due:			
4. FOURTH VISIT			
Please check the correct box. <input type="checkbox"/> The above-named child is age appropriately immunized, as of the date of this visit. <input type="checkbox"/> The child has received at least one dose of each of the vaccines to make him/her appropriately immunized, as of the date of this visit. <input type="checkbox"/> The child is medically exempt from these vaccines, as of the date of this visit. This contraindication is permanent <input type="checkbox"/> This contraindication is temporary <input type="checkbox"/> Please name the vaccines:		Medical Provider Name: Address: Phone: Signature/Stamp: Visit Date:	
Month/Day/Year next Immunization Due:			
5. FIFTH VISIT			
Please check the correct box. <input type="checkbox"/> The above-named child is age appropriately immunized, as of the date of this visit. <input type="checkbox"/> The child has received at least one dose of each of the vaccines to make him/her appropriately immunized, as of the date of this visit. <input type="checkbox"/> The child is medically exempt from these vaccines, as of the date of this visit. This contraindication is permanent <input type="checkbox"/> This contraindication is temporary <input type="checkbox"/> Please name the vaccines:		Medical Provider Name: Address: Phone: Signature/Stamp: Visit Date:	
Month/Day/Year next Immunization Due:			
6. SIXTH VISIT			
Please check the correct box. <input type="checkbox"/> The above-named child is age appropriately immunized, as of the date of this visit. <input type="checkbox"/> The child has received at least one dose of each of the vaccines to make him/her appropriately immunized, as of the date of this visit. <input type="checkbox"/> The child is medically exempt from these vaccines, as of the date of this visit. This contraindication is permanent <input type="checkbox"/> This contraindication is temporary <input type="checkbox"/> Please name the vaccines:		Medical Provider Name: Address: Phone: Signature/Stamp: Visit Date:	
Month/Day/Year next Immunization Due:			

For immunization information, please call your local Health Department or the Virginia Department of Health, Bureau of Immunization at 1-800-568-1929.
032-03-960/2 (6/00)

Appendix MLevel 1 Maximum Reimbursable Rates

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1									
CENTRAL									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Amelia	007	17	16	13	13	12	11	9	9
Buckingham	029	17	16	13	13	12	11	9	9
Caroline	033	26	25	15	15	18	18	11	11
Charles City	036	20	19	16	17	14	13	11	12
Chesterfield/ Colonial Hgts	041	28	27	23	22	20	19	16	15
Cumberland	049	17	16	12	12	12	11	8	8
Essex	057	18	18	16	16	13	13	11	11
Fluvanna	065	29	25	21	20	20	18	15	14
Goochland	075	25	24	19	19	18	17	13	13
Hanover	085	27	25	20	19	19	18	14	13
Henrico	087	31	28	23	21	22	20	16	15
Hopewell	670	20	20	16	15	14	14	11	11
King & Queen	097	21	21	15	16	15	15	11	11
King William	101	20	20	17	16	14	14	12	11
Lancaster	103	21	21	17	17	15	15	12	12
Lunenburg	111	17	16	13	13	12	11	9	9
Middlesex	119	21	19	19	19	15	13	13	13
New Kent	127	21	21	18	17	15	15	13	12
Northumberland	133	21	21	16	17	15	15	11	12
Nottoway	135	17	16	15	13	12	11	11	9
Petersburg	730	18	19	17	15	13	13	12	11
Powhatan	145	23	21	18	17	16	15	13	12
Prince Edward	147	18	16	16	16	13	11	11	11
Richmond	760	26	26	20	19	18	18	14	13
Richmond Co.	159	21	21	17	17	15	15	12	12
Westmoreland	193	24	22	18	17	17	15	13	12

Appendix M (cont.)

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1									
CENTRAL									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Amelia	007	20	18	17	17	14	13	12	12
Buckingham	029	12	12	12	10	8	8	8	7
Caroline	033	17	16	14	13	12	11	10	9
Charles City	036	16	16	14	14	11	11	10	10
Chesterfield/ Colonial Heights	041	21	20	19	17	15	14	13	12
Cumberland	049	14	14	13	13	10	10	9	9
Essex	057	16	14	14	14	11	10	10	10
Fluvanna	065	20	19	20	18	14	13	14	13
Goochland	075	19	18	15	15	13	13	11	11
Hanover	085	20	20	17	16	14	14	12	11
Henrico	087	22	20	20	17	15	14	14	12
Hopewell	670	16	16	14	14	11	11	10	10
King & Queen	097	16	16	14	14	11	11	10	10
King William	101	16	15	14	14	11	11	10	10
Lancaster	103	16	16	14	14	11	11	10	10
Lunenburg	111	16	17	13	12	11	12	9	8
Middlesex	119	16	16	15	15	11	11	11	11
New Kent	127	17	17	15	15	12	12	11	11
Northumberland	133	16	16	14	14	11	11	10	10
Nottoway	135	12	12	14	12	8	8	10	8
Petersburg	730	17	16	15	13	12	11	11	9
Powhatan	145	17	17	15	14	12	12	11	10
Prince Edward	147	14	13	13	12	10	9	9	8
Richmond	760	18	18	15	14	13	13	11	10
Richmond Co.	159	16	16	14	14	11	11	10	10
Westmoreland	193	16	14	13	14	11	10	9	10

Appendix M (cont.)

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1									
EASTERN									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Accomack	001	17	16	15	13	12	11	11	9
Brunswick	025	13	13	10	10	9	9	7	7
Chesapeake	550	27	25	20	18	19	18	14	13
Dinwiddie	053	21	21	15	15	15	15	11	11
Franklin City	620	22	21	16	16	15	15	11	11
Gloucester	073	20	21	17	18	14	15	12	13
Greensville/ Emporia	081	21	21	13	13	15	15	9	9
Hampton	650	25	21	18	16	18	15	13	11
Isle Of Wight	093	22	20	15	13	15	14	11	9
James City	095	25	25	22	19	18	18	15	13
Mathews	115	17	15	15	12	12	11	11	8
Newport News	700	24	24	20	17	17	17	14	12
Norfolk	710	25	24	20	18	18	17	14	13
Northampton	131	17	14	14	13	12	10	10	9
Portsmouth	740	26	19	17	17	18	13	12	12
Prince George	149	23	20	19	17	16	14	13	12
Southampton	175	19	15	13	11	13	11	9	8
Suffolk	800	22	20	17	16	15	14	12	11
Surry	181	21	21	18	16	15	15	13	11
Sussex	183	21	21	12	12	15	15	8	8
Virginia Beach	810	28	26	21	20	20	18	15	14
Williamsburg	830	27	27	23	21	19	19	16	15
York/ Poquoson	199	24	23	18	18	17	16	13	13

Appendix M (cont.)

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1									
EASTERN									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Accomack	001	14	14	14	13	10	10	10	9
Brunswick	025	15	14	13	13	11	10	9	9
Chesapeake	550	18	17	17	15	13	12	12	11
Dinwiddie	053	16	16	14	14	11	11	10	10
Franklin City	620	15	14	14	20	11	10	10	14
Gloucester	073	16	16	14	13	11	11	10	9
Greensville/ Emporia	081	18	13	12	12	13	9	8	8
Hampton	650	17	17	15	15	12	12	11	11
Isle Of Wight	093	16	15	15	15	11	11	11	11
James City	095	20	20	17	17	14	14	12	12
Mathews	115	16	16	15	14	11	11	11	10
Newport News	700	17	16	14	15	12	11	10	11
Norfolk	710	18	16	15	14	13	11	11	10
Northampton	131	15	15	15	15	11	11	11	11
Portsmouth	740	15	15	14	13	11	11	10	9
Prince George	149	16	16	14	13	11	11	10	9
Southampton	175	16	14	14	14	11	10	10	10
Suffolk	800	16	15	15	15	11	11	11	11
Surry	181	16	15	12	12	11	11	8	8
Sussex	183	15	15	14	14	11	11	10	10
Virginia Beach	810	19	17	16	15	13	12	11	11
Williamsburg	830	20	17	17	16	14	12	12	11
York/ Poquoson	199	18	16	16	15	13	11	11	11

Appendix M (cont.)

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1									
NORTHERN									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Alexandria	510	38	36	29	29	27	25	20	20
Arlington	013	40	40	34	33	28	28	24	23
Clarke	043	22	19	15	16	15	13	11	11
Culpeper	047	18	18	15	15	13	13	11	11
Fairfax Co./ City & Falls Church	059	38	37	33	30	27	26	23	21
Fauquier	061	27	26	20	20	19	18	14	14
Frederick/ Winchester	069	18	17	16	15	13	12	11	11
Fredericksburg	630	27	26	20	19	19	18	14	13
Greene	079	22	20	15	15	15	14	11	11
King George	099	25	24	17	16	18	17	12	13
Loudoun	107	36	34	28	27	25	24	20	19
Louisa	109	22	20	21	18	15	14	15	13
Madison	113	19	19	16	16	13	13	11	11
Manassas	683	33	30	26	23	23	21	18	16
Manassas Park	685	38	36	27	20	27	25	19	14
Orange	137	21	21	18	17	15	15	13	12
Page	139	22	20	17	16	15	14	12	11
Prince William	153	31	31	26	25	22	22	18	18
Rappahannock	157	23	23	20	20	16	16	14	14
Rockingham/ Harrisonburg	165	24	23	19	19	17	16	13	13
Shenandoah	171	15	15	14	14	11	11	10	10
Spotsylvania	177	26	25	20	20	18	18	14	14
Stafford	179	26	26	22	20	18	18	15	14
Warren	187	20	17	15	15	14	12	11	11

Appendix M (cont.)

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1									
NORTHERN									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Alexandria	510	28	28	27	26	20	20	19	18
Arlington	013	29	30	28	29	20	21	20	20
Clarke	043	18	16	16	16	13	11	11	11
Culpeper	047	16	15	16	16	11	11	11	11
Fairfax Co./ City & Falls Church	059	31	30	29	27	22	21	20	19
Fauquier	061	22	23	20	19	15	16	14	13
Frederick/ Winchester	069	18	17	16	16	13	12	11	11
Fredericksburg	630	19	17	17	17	13	12	12	12
Greene	079	20	18	18	16	14	13	13	11
King George	099	20	18	18	17	14	13	13	12
Loudoun	107	30	30	28	26	21	21	20	18
Louisa	109	15	15	15	15	11	11	11	11
Madison	113	15	13	13	12	11	9	9	8
Manassas	683	29	26	25	25	20	18	18	18
Manassas Park	685	27	26	24	22	19	18	17	15
Orange	137	18	18	16	22	13	13	11	15
Page	139	12	11	11	11	8	8	8	8
Prince William	153	27	26	23	20	19	18	16	14
Rappahannock	157	21	18	18	17	15	13	13	12
Rockingham/ Harrisonburg	165	18	16	15	15	13	11	11	11
Shenandoah	171	15	14	13	12	11	10	9	8
Spotsylvania	177	21	16	16	16	15	11	11	11
Stafford	179	23	21	19	20	16	15	13	14
Warren	187	19	18	17	17	13	13	12	12

Appendix M (cont.)

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1									
PIEDMONT									
Full Day, Part Day Rate									
		Full Day				Part Day			
Locality	FIPS	Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Albemarle/ Charlottesville	003	29	29	23	23	20	20	16	16
Alleghany/ Covington	005	21	18	18	17	15	13	13	12
Amherst	009	17	17	12	12	12	12	8	8
Appomattox	011	17	14	12	13	12	10	8	9
Augusta/ Staunton/ Waynesboro	015	23	21	18	18	16	15	13	13
Bath	017	22	20	16	13	15	14	11	9
Bedford Co./ City	019	19	19	14	14	13	13	10	10
Botetourt	023	21	20	15	14	15	14	11	10
Campbell	031	17	13	13	13	12	9	9	9
Charlotte	037	17	16	13	13	12	11	9	9
Craig	045	18	14	14	14	13	10	10	10
Danville	590	20	18	13	13	14	13	9	9
Franklin Co.	067	22	17	14	12	15	12	10	8
Halifax/ South Boston	083	17	16	13	13	12	11	9	9
Henry/ Martinsville	089	20	18	13	12	14	13	9	8
Highland	091	22	20	17	16	15	14	12	11
Lynchburg	680	18	17	14	13	13	12	10	9
Mecklenburg	117	16	16	14	13	11	11	10	9
Nelson	125	22	17	15	17	15	12	11	12
Pittsylvania	143	14	14	13	13	10	10	9	9
Roanoke	770	25	23	18	17	18	16	13	12
Roanoke Co.	161	29	29	22	20	20	20	15	14
Rockbridge/ Buena Vista/ Lexington	163	22	19	19	15	15	13	13	11

Appendix M (cont.)

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1									
PIEDMONT									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Albemarle/ Charlottesville	003	22	22	20	20	15	15	14	14
Alleghany/ Covington/ Clifton Forge	005	16	16	15	15	11	11	11	11
Amherst	009	12	12	12	12	8	8	8	8
Appomattox	011	16	15	14	14	11	11	10	10
Augusta/ Staunton/ Waynesboro	015	17	16	16	16	12	11	11	11
Bath	017	18	16	16	15	13	11	11	11
Bedford Co./ City	019	18	16	15	13	13	11	11	9
Botetourt	023	16	16	16	13	11	11	11	9
Campbell	031	14	13	12	12	10	9	8	8
Charlotte	037	14	14	13	13	10	10	9	9
Craig	045	15	13	13	12	11	9	9	8
Danville	590	12	12	10	10	8	8	7	7
Franklin Co.	067	15	14	14	13	11	10	10	9
Halifax/ South Boston	083	16	15	15	13	11	11	11	9
Henry/ Martinsville	089	13	12	12	12	9	8	8	8
Highland	091	15	13	12	12	11	9	8	8
Lynchburg	680	17	18	16	13	12	13	11	9
Mecklenburg	117	15	13	13	13	11	9	9	9
Nelson	125	12	16	16	15	8	11	11	11
Pittsylvania	143	11	11	11	11	8	8	8	8
Roanoke City	770	17	16	15	14	12	11	11	10
Roanoke Co.	161	16	16	16	15	11	11	11	11
Rockbridge/ Buena Vista/ Lexington	163	20	20	18	18	14	14	13	13

Appendix M (cont.)

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1									
WESTERN									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Bland	021	16	16	14	15	11	11	10	11
Bristol	520	19	19	16	15	13	13	11	11
Buchanan	027	16	16	14	15	11	11	10	11
Carroll	035	14	14	12	12	10	10	8	9
Dickenson	051	16	16	14	15	11	11	10	11
Floyd	063	20	18	14	14	14	13	10	10
Galax	640	15	15	13	13	11	11	9	9
Giles	071	16	16	15	15	11	11	11	11
Grayson	077	16	16	13	13	11	11	9	9
Lee	105	16	15	15	15	11	11	11	11
Montgomery	121	21	21	18	16	15	15	13	11
Patrick	141	15	13	13	13	11	9	9	9
Pulaski	155	20	18	15	13	14	13	11	9
Radford	750	20	19	15	14	14	13	11	10
Russell	167	14	14	13	13	10	10	9	9
Scott	169	14	14	13	14	10	10	9	10
Smyth	173	16	13	12	12	11	9	8	8
Tazewell	185	15	14	13	14	11	10	9	10
Washington	191	17	18	15	15	12	13	11	11
Wise/ Norton	195	16	16	13	13	11	11	9	9
Wythe	197	17	16	13	13	12	11	9	9

Appendix M (cont.)

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 1									
WESTERN									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Bland	021	13	12	12	11	9	8	8	8
Bristol	520	13	13	13	13	9	9	9	9
Buchanan	027	18	18	18	18	13	13	13	13
Carroll	035	12	12	10	10	8	8	7	7
Dickenson	051	16	16	15	14	11	11	11	10
Floyd	063	11	12	11	10	8	8	8	7
Galax	640	12	12	12	11	8	8	8	8
Giles	071	14	12	12	12	10	8	8	8
Grayson	077	12	12	10	9	8	8	7	6
Lee	105	14	14	15	11	10	10	11	8
Montgomery	121	17	17	15	14	12	12	11	10
Patrick	141	10	10	10	10	7	7	7	7
Pulaski	155	12	12	12	12	8	8	8	8
Radford	750	20	15	14	11	14	11	10	8
Russell	167	12	12	12	12	8	8	8	8
Scott	169	14	14	14	14	10	10	10	12
Smyth	173	11	11	11	11	8	8	8	8
Tazewell	185	15	15	12	12	11	11	8	8
Washington	191	16	13	12	12	11	9	8	8
Wise/ Norton	195	14	13	12	12	10	9	8	8
Wythe	197	12	13	13	13	8	9	9	9

Appendix NLevel 2 Maximum Reimbursable Rates

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2									
CENTRAL									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Amelia	007	24	21	19	20	17	15	13	14
Buckingham	029	24	21	19	20	17	15	13	14
Caroline	033	38	30	27	30	27	21	19	21
Charles City	036	28	27	22	20	20	19	16	14
Chesterfield	041	46	44	34	33	32	31	24	23
Cumberland	049	24	21	19	20	17	15	13	14
Essex	057	28	27	22	20	20	19	16	14
Fluvanna	065	34	29	26	20	24	20	19	14
Goochland	075	42	38	31	28	30	27	22	20
Hanover	085	41	39	32	29	29	27	22	20
Henrico	087	45	41	33	31	31	29	23	22
King & Queen	097	28	27	22	20	20	19	16	14
King William	101	28	27	22	20	20	19	16	14
Lancaster	103	28	27	22	20	20	19	16	14
Lunenburg	111	24	21	19	20	17	15	13	14
Middlesex	119	28	27	22	20	20	19	16	14
New Kent	127	34	32	28	27	23	22	19	19
Northumberland	133	28	27	22	20	20	19	16	14
Nottoway	135	24	21	19	20	17	15	13	14
Powhatan	145	42	34	32	27	30	23	22	19
Prince Edward	147	23	23	22	21	16	16	16	15
Richmond Co.	159	28	27	25	20	20	19	17	14
Westmoreland	193	30	27	22	22	21	19	16	16
Hopewell	670	24	23	18	19	17	16	13	14
Petersburg	730	23	20	20	17	16	14	14	13
Richmond	760	33	31	26	22	23	22	18	17

Appendix N (cont.)

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2									
CENTRAL									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Amelia	007	20	18	17	17	14	13	12	12
Buckingham	029	20	18	16	15	14	13	11	12
Caroline	033	25	24	22	20	18	17	15	14
Charles City	036	24	20	18	16	17	14	13	13
Chesterfield	041	30	27	27	25	21	19	19	18
Cumberland	049	20	18	16	15	14	13	11	12
Essex	057	21	20	20	20	15	14	14	14
Fluvanna	065	26	26	23	25	18	18	16	18
Goochland	075	28	25	24	20	20	18	17	15
Hanover	085	32	28	27	20	22	20	19	15
Henrico	087	30	28	25	22	21	20	18	17
King & Queen	097	24	20	18	16	17	14	13	13
King William	101	24	20	18	16	17	14	13	13
Lancaster	103	24	20	18	16	17	14	13	13
Lunenburg	111	20	18	16	15	14	13	11	12
Middlesex	119	23	20	20	18	16	14	14	18
New Kent	127	24	20	18	16	17	14	13	13
Northumberland	133	24	20	18	16	17	14	13	13
Nottoway	135	20	18	16	15	14	13	11	12
Powhatan	145	28	25	24	20	20	18	17	15
Prince Edward	147	20	18	16	15	14	13	11	12
Richmond Co.	159	24	20	18	16	17	14	13	13
Westmoreland	193	24	20	18	16	17	14	13	13
Hopewell	670	24	18	18	15	16	13	12	13
Petersburg	730	20	18	17	15	14	13	12	12
Richmond	760	25	23	21	18	18	16	15	15

Appendix N (cont.)

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2									
EASTERN									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Accomack	001	29	27	20	18	20	19	14	14
Brunswick	025	24	21	19	20	17	15	13	14
Dinwiddie	053	28	27	22	20	20	19	16	14
Gloucester	073	30	30	32	27	21	21	22	20
Greensville	081	28	27	22	20	20	19	16	14
Isle Of Wight	093	30	27	26	20	21	19	18	14
James City	095	38	38	31	28	27	26	22	20
Mathews	115	28	27	22	20	20	19	16	14
Northampton	131	29	27	24	18	20	19	17	14
Prince George	149	28	27	22	20	20	19	16	14
Southampton	175	29	27	24	18	20	19	17	14
Surry	181	28	27	22	20	20	19	16	14
Sussex	183	28	27	22	20	20	19	16	14
York	199	38	34	32	22	27	24	22	17
Chesapeake	550	39	35	30	25	27	25	21	19
Franklin	620	29	27	24	18	20	19	17	14
Hampton	650	35	32	26	24	25	22	18	17
Newport News	700	35	29	25	23	24	20	18	17
Norfolk	710	35	31	27	22	24	22	19	15
Portsmouth	740	40	34	28	24	28	24	19	17
Suffolk	800	29	29	26	18	21	21	18	14
Virginia Beach	810	41	36	32	30	29	25	22	21
Williamsburg	830	38	34	29	25	27	24	20	18

Appendix N (cont.)

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2									
EASTERN									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Accomack	001	20	17	17	17	14	12	12	12
Brunswick	025	20	18	16	15	14	13	11	12
Dinwiddie	053	26	22	18	15	18	15	12	13
Gloucester	073	24	24	18	16	17	17	13	13
Greensville	081	19	18	15	15	13	12	11	15
Isle Of Wight	093	20	19	17	16	14	13	12	13
James City	095	27	28	27	26	19	20	19	18
Mathews	115	24	20	18	16	17	14	13	13
Northampton	131	20	19	20	20	14	13	14	14
Prince George	149	24	20	18	16	17	14	13	13
Southampton	175	20	19	17	16	14	13	12	13
Surry	181	24	20	18	16	17	14	13	13
Sussex	183	24	20	18	16	17	14	13	13
York	199	34	28	28	25	23	20	20	17
Chesapeake	550	26	25	22	20	18	17	15	16
Franklin	620	17	16	16	20	12	11	11	15
Hampton	650	26	24	22	20	18	17	15	16
Newport News	700	26	24	22	21	18	17	15	14
Norfolk	710	25	22	20	18	18	15	14	14
Portsmouth	740	25	20	19	18	17	14	13	14
Suffolk	800	28	25	19	17	19	18	13	16
Virginia Beach	810	30	27	27	25	21	19	19	18
Williamsburg	830	26	24	22	20	18	17	15	15

Appendix N (cont.)

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2									
NORTHERN									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Arlington	013	76	74	63	57	53	52	44	40
Clarke	043	33	30	27	27	23	21	19	19
Culpeper	047	38	35	26	27	27	25	18	19
Fairfax Co.	059	63	60	53	48	44	42	37	33
Fauquier	061	42	36	32	33	29	25	22	23
Frederick	069	33	30	27	25	23	21	19	18
Greene	079	28	28	25	18	20	20	18	13
King George	099	38	35	32	30	27	25	22	21
Loudoun	107	64	62	46	37	45	43	33	26
Louisa	109	31	28	23	20	22	20	17	14
Madison	113	38	35	32	30	27	25	22	21
Orange	137	38	35	32	30	27	25	22	21
Page	139	31	28	25	20	22	20	18	14
Prince William	153	49	47	42	29	34	33	29	20
Rappahannock	157	38	35	32	30	27	25	22	21
Rockingham	165	31	31	26	20	22	21	18	14
Shenandoah	171	27	27	24	20	19	19	17	14
Spotsylvania	177	37	34	31	30	26	24	21	21
Stafford	179	39	37	34	34	27	26	24	23
Warren	187	28	28	25	20	20	20	18	14
Alexandria	510	66	53	46	35	46	37	32	27
Fredericksburg	630	38	35	35	34	27	25	25	24
Manassas	683	43	41	36	35	30	29	25	26
Manassas Park	685	61	58	50	39	42	41	35	27
Winchester	840	33	30	27	25	23	21	19	18

Appendix N (cont.)

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2									
NORTHERN									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Arlington	013	50	50	40	40	35	35	28	28
Clarke	043	25	22	20	20	18	15	14	16
Culpeper	047	30	25	25	25	21	18	18	18
Fairfax Co.	059	44	40	37	34	31	28	26	25
Fauquier	061	33	31	31	31	23	22	21	21
Frederick	069	29	26	24	23	20	18	16	17
Greene	079	22	20	20	20	15	14	14	14
King George	099	30	26	25	24	21	18	18	16
Loudoun	107	44	40	37	36	31	28	26	28
Louisa	109	22	20	19	19	15	14	14	14
Madison	113	28	26	26	24	19	18	18	16
Orange	137	25	24	22	22	18	17	15	16
Page	139	22	20	20	18	15	14	14	13
Prince William	153	36	33	30	29	25	23	21	20
Rappahannock	157	30	26	25	24	21	18	18	16
Rockingham	165	25	25	28	21	18	18	20	16
Shenandoah	171	22	20	16	16	15	14	12	12
Spotsylvania	177	29	25	24	20	20	17	17	14
Stafford	179	35	31	30	28	25	22	21	20
Warren	187	22	20	20	20	15	14	14	14
Alexandria	510	50	45	40	40	35	32	28	30
Fredericksburg	630	30	26	25	24	21	18	18	16
Manassas	683	41	31	28	33	29	21	20	25
Manassas Park	685	40	40	35	35	28	28	25	25
Winchester	840	29	26	24	23	20	18	16	17

Appendix N (cont.)

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2									
PIEDMONT									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Albemarle	003	50	45	42	34	35	32	29	23
Alleghany	005	24	22	20	17	17	15	14	12
Amherst	009	24	22	18	20	17	15	13	14
Appomattox	011	24	21	19	18	17	15	13	13
Augusta	015	30	28	25	25	21	20	18	18
Bath	017	31	28	25	20	22	20	18	14
Bedford Co.	019	30	26	20	18	21	18	14	13
Botetourt	023	27	27	21	18	19	19	15	14
Campbell	031	26	19	19	17	18	13	14	12
Charlotte	037	24	21	19	20	17	15	13	14
Craig	045	24	22	20	17	17	15	14	12
Franklin Co.	067	27	27	21	21	19	19	15	15
Halifax	083	24	21	19	20	17	15	13	14
Henry	089	22	21	17	15	15	15	12	11
Highland	091	31	28	25	20	22	20	18	14
Mecklenburg	117	24	21	16	15	17	15	12	10
Nelson	125	28	28	28	20	20	20	19	14
Pittsylvania	143	24	21	20	17	17	14	14	12
Roanoke Co.	161	39	37	28	26	28	26	19	18
Rockbridge	163	33	33	28	27	23	23	20	19
Charlottesville	540	50	45	42	34	35	32	29	23
Danville	590	24	22	21	20	17	15	14	14
Lynchburg	680	26	24	20	20	18	17	14	14
Roanoke	770	39	31	28	21	28	22	19	17

Appendix N (cont.)

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2									
PIEDMONT									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Albemarle	003	25	25	25	20	18	18	18	14
Alleghany	005	18	17	16	15	13	12	12	12
Amherst	009	20	18	16	14	14	13	11	12
Appomattox	011	20	18	16	15	14	13	11	12
Augusta	015	25	22	21	22	18	15	15	20
Bath	017	22	20	20	20	15	14	14	14
Bedford Co.	019	25	22	24	20	18	15	16	16
Botetourt	023	20	18	20	15	14	13	14	12
Campbell	031	25	20	18	20	18	14	13	16
Charlotte	037	20	18	16	15	14	13	11	12
Craig	045	18	16	15	15	13	11	11	12
Franklin Co.	067	24	21	21	21	16	15	15	15
Halifax	083	18	16	16	15	13	11	12	12
Henry	089	18	15	15	13	13	11	11	11
Highland	091	22	20	20	20	15	14	14	14
Mecklenburg	117	20	18	16	15	14	13	11	12
Nelson	125	22	20	20	20	15	14	14	14
Pittsylvania	143	16	15	14	14	11	11	10	10
Roanoke Co.	161	25	22	23	23	18	15	16	16
Rockbridge	163	22	21	20	20	15	15	14	14
Charlottesville	540	25	25	25	20	18	18	18	14
Danville	590	15	15	15	12	11	11	11	12
Lynchburg	680	20	18	20	17	14	13	14	14
Roanoke	770	20	19	17	16	14	13	12	11

Appendix N (cont.)

CENTER CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2									
WESTERN									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Bland	021	20	20	19	17	14	14	13	12
Buchanan	027	20	20	19	17	14	14	13	12
Carroll	035	20	19	18	15	14	14	12	11
Dickenson	051	20	20	19	17	14	14	13	12
Floyd	063	24	22	20	17	17	15	14	12
Giles	071	24	22	20	17	17	15	14	12
Grayson	077	20	20	19	17	14	14	13	12
Lee	105	20	20	19	17	14	14	13	12
Montgomery	121	30	30	29	25	21	21	20	18
Patrick	141	24	22	20	17	17	15	14	12
Pulaski	155	24	22	17	17	17	15	12	12
Russell	167	20	20	19	17	14	14	13	12
Scott	169	20	20	19	17	14	14	13	12
Smyth	173	20	20	19	15	14	14	13	11
Tazewell	185	20	18	17	16	14	12	12	13
Washington	191	20	20	20	18	14	14	14	13
Wise	195	20	20	21	17	14	14	15	12
Wythe	197	21	21	18	17	15	15	13	12
Bristol	520	23	22	21	18	16	15	14	12
Galax	640	20	23	23	17	14	16	17	12
Norton	720	20	20	21	17	14	14	15	12
Radford	750	24	22	20	17	17	15	14	12

Appendix N (cont.)

FAMILY CHILD CARE MAXIMUM REIMBURSABLE RATES – LEVEL 2									
WESTERN									
Full Day, Part Day Rate									
Locality	FIPS	Full Day				Part Day			
		Infant	Toddler	Pre-School	School Age	Infant	Toddler	Pre-School	School Age
Bland	021	15	15	15	15	11	11	11	10
Buchanan	027	19	19	19	18	13	13	14	13
Carroll	035	18	17	17	15	12	12	12	11
Dickenson	051	20	16	16	15	14	11	12	10
Floyd	063	20	17	15	15	14	12	11	12
Giles	071	18	16	15	15	13	11	11	12
Grayson	077	15	15	15	15	11	11	11	10
Lee	105	15	15	16	15	11	11	12	10
Montgomery	121	20	22	20	17	14	15	14	12
Patrick	141	18	14	13	15	13	9	9	12
Pulaski	155	18	19	19	18	13	13	13	12
Russell	167	18	16	15	15	13	11	11	10
Scott	169	17	17	16	15	12	12	12	12
Smyth	173	14	14	14	14	10	10	10	12
Tazewell	185	15	15	15	15	11	11	11	12
Washington	191	17	16	16	17	12	11	11	12
Wise	195	18	18	18	15	13	13	13	10
Wythe	197	15	15	15	15	11	11	11	10
Bristol	520	15	15	15	15	11	11	11	10
Galax	640	15	15	15	15	11	11	10	10
Norton	720	18	18	18	15	13	13	13	10
Radford	750	20	16	15	15	14	11	11	12

Appendix OMetropolitan Statistical Area Groupings

FIPS	LOCALITY	INCOME CAP GROUP
001	Accomack	
005	Alleghany	
007	Amelia	
009	Amherst	
011	Appomattox	
015	Augusta	
017	Bath	
019	Bedford County/City	
021	Bland	
023	Botetourt	
520	Bristol	
025	Brunswick	
027	Buchanan	
029	Buckingham	
031	Campbell	
033	Caroline	
035	Carroll	
037	Charlotte	
580	Covington	
045	Craig	
049	Cumberland	
590	Danville	
051	Dickenson	
057	Essex	
063	Floyd	

FIPS	LOCALITY	INCOME CAP GROUP
067	Franklin County	
620	Franklin City	
069	Frederick County	
640	Galax	
071	Giles	
077	Grayson	
081	Greensville/Emporia	
083	Halifax	
660	Harrisonburg	
089	Henry	
091	Highland	
097	King & Queen	
101	King William	
103	Lancaster	
105	Lee	
109	Louisa	
111	Lunenburg	
680	Lynchburg	
113	Madison	
690	Martinsville	
117	Mecklenburg	
119	Middlesex	
121	Montgomery	
125	Nelson	
131	Northampton	
133	Northumberland	
720	Norton	

FIPS	LOCALITY	INCOME CAP GROUP
135	Nottoway	
137	Orange	
139	Page	
141	Patrick	
143	Pittsylvania	
147	Prince Edward	
155	Pulaski	
750	Radford	
157	Rappahannock	
159	Richmond County	
770	Roanoke	
161	Roanoke County	
163	Rockbridge/Buena Vista/Lexington	
165	Rockingham	
167	Russell	
169	Scott	
171	Shenandoah	
173	Smyth	
175	Southampton	
790	Staunton	
181	Surry	
183	Sussex	
185	Tazewell	
191	Washington	
820	Waynesboro	
193	Westmoreland	
840	Winchester	

FIPS	LOCALITY	INCOME CAP GROUP
195	Wise	I
197	Wythe	I
003	Albemarle	II
036	Charles City	II
540	Charlottesville	II
041	Chesterfield/Colonial Heights	II
550	Chesapeake	II
053	Dinwiddie	II
065	Fluvanna	II
073	Gloucester	II
075	Goochland	II
079	Greene	II
650	Hampton	II
085	Hanover	II
087	Henrico	II
670	Hopewell	II
093	Isle of Wight	II
095	James City	II
115	Mathews	II
127	New Kent	II
700	Newport News	II
710	Norfolk	II
730	Petersburg	II
740	Portsmouth	II
145	Powhatan	II
149	Prince George	II
760	Richmond City	II

FIPS	LOCALITY	INCOME CAP GROUP
800	Suffolk	II
810	Virginia Beach	II
830	Williamsburg	II
199	York-Poquoson	II
510	*Alexandria	III
013	Arlington	III
043	Clarke	III
047	Culpeper	III
059	*Fairfax City/County	III
061	Fauquier	III
630	Fredericksburg	III
099	King George	III
107	Loudoun	III
683	Manassas City	III
685	Manassas Park	III
153	Prince William	III
177	Spotsylvania	III
179	Stafford	III
187	Warren	III

*Eligibility is set at 250 percent of the Federal Poverty Guidelines for families residing in Fairfax and Alexandria (capped at 85% of SMI).

Appendix P**INSTRUCTIONS FOR CHILD CARE PURCHASE OF SERVICE ORDER**

Form Number [032-05-0540-02-eng \(07/12\)](#)

(Please refer to the Finance Guidelines Manual for Local Departments of Social Services Section 5.20 – Purchase of Service for specific Purchase of Service guidance)

PURPOSE – This form is used to order services from child care vendors (vendor). If the vendor accepts a Purchase of Service Order (POSO), it enters into a contract for a specific purchase. This form is also used for early termination of an existing POSO. A revised POSO must be mailed to the vendor any time the information on the POSO needs revision, as revisions change the terms of the contract.

USE – This form is prepared by the child care case worker (worker) by entering information into the VaCMS and the fiscal officer, or the director's designee, as noted, and sent to the primary vendor. The form is never sent directly to a subcontractor.

NUMBER OF COPIES – This form is generated from the VaCMS. The worker must print two copies, one copy for the vendor and a copy for the parent. It should be printed as a two-sided form if possible; the front is the POSO and the back is the authorized vendor invoice schedule.

DISPOSITION – The form is pre-filled according to the information entered by the child care worker into the VaCMS. The worker prints two copies of the form and sends them to the fiscal officer (refer to Section 5.2 of Finance Guidelines mentioned above) for approval, additional completion, and signature. If approved, the forms with original signatures are sent back to the worker. If not approved, the forms will be returned to the worker by the fiscal officer, unsigned. The worker will terminate or revise the POSO as needed.

One copy with original signatures is sent to the child care vendor. If accepted by the vendor, the copy with all original signatures must be returned to the local department. If not accepted by or signed by the vendor, the worker will terminate the POSO.

A copy must be sent to the parent. Signatures on this copy do not need to be original. This copy of the POSO is notification to the parent how many units of care have been authorized, the effective date of the POSO, the family co-payment amount and the co-payment effective begin date.

A new POSO must be sent to the vendor with the revised information if child care services continue.

**Instructions For Preparation Of The
Front Of The Purchase Of Services Order**

All information is pre-filled by the system.

CORRESPONDENCE ID – This is the POSO number and is prefilled by the system.

SIGNATURE OF FISCAL WORKER OR DIRECTOR DESIGNEE – The fiscal worker must co-authorize the purchase by signing here. “The decision to delegate the fiscal signatory responsibilities to an employee other than the fiscal officer would be made by the LDSS Director. The Director would be responsible for ensuring the designee has the fiscal knowledge required to sign as the authorizing agent while maintaining the appropriate segregation of duties.” (Finance Guidelines Manual for Local Departments of Social Services Section 5.20 – Purchase of Service-Vendor Process, Section 3, Purchase of Service Order, Page 5)