



CC TEMPLATE
CHANGES

Intake/Renewal Template

- HH:
- PLACEMENT SCHEDULE:
- PP ACTIVITY:
- TOTAL HOURS PER WEEK:
- OA ACTIVITY:
- TOTAL HOURS PER WEEK:
- CC NEED HOURS REQUESTED:
- CC HOURS REASONABLE ALIGN DISCUSSION:
- CC HOURS CROSSES PT/FT THRESHOLD DISCUSSION:
- SCHOOL CLOSED NEEDED:
- CC HOURS APPROVED:
- PROVIDER NAME:
- PROVIDER NUMBER:
- START DATE:
- DISCOUNTS: Family/Employee
- NOTE:

What is Child Care Need?

- Child Care Need includes any time the child is at the child care provider related to the parent's approved activity, including sleep hours for the parent (see 16.1.1.2), gap time (see 16.1.1.5), travel time (see 16.1.1.6), etc. These times must be included in the total hours when entering the Approved Hours in CSAW

If the parent's self-declared schedule and approved activity verification obtained during eligibility determination do not align, but the difference is within full-time (above 20 weekly hours) or part-time (20 hours or less), the worker should enter the parent's self-declared hours; no further follow-up is needed.



Example 1

- Vicki is requesting an authorization for her child, Leah. Her paystubs show that she works 24 hours per week. Vicki requests 35 weekly hours for Leah's authorization.
- The agency worker enters 35 weekly hours as the authorized hours in CSAW because Leah is eligible for a full-time authorization based on Vicki's verified work hours.
- No follow-up questions are necessary because the difference between 24 weekly hours and 35 weekly hours is within full-time and does not change the subsidy amount

Example 2

- Lacey is participating in W-2 and is requesting an authorization for her child, Andre. Her W-2 Employability Plan (EP) has five (5) hours per week of W-2 activities.
- Lacey requests 20 hours for Andre's authorization.
- The agency worker enters 20 weekly hours as the authorized hours in CSAW because Andre is eligible for a part-time authorization based on Lacey's EP activities.
- No follow-up questions are needed because the difference between five (5) weekly hours and 20 weekly hours is within part-time and does not change the subsidy amount

If the difference crosses the threshold from part-time approved activity hours to full-time authorized hours, or the threshold from full-time to above full-time (see 16.1.1), agency workers should review the list of items listed in 16.1.1.1 such as unpaid breaks, travel time, gap time etc etc or any other explanation that reasonably explains the difference.

If the inclusion of the items listed in 16.1.1.1 brings the self-declared child care need into alignment with the verified approved activity, the worker must accept the parents stated child care need. A summary of the reason(s) for the difference must be documented in case comments.

Example 3

- Ray attends college and is requesting an authorization for his child, Alan. His school schedule shows that he has 15 hours of class per week. Ray requests an authorization for 25 hours per week.
- Because this crosses the full-time threshold, the agency worker asks follow-up questions to understand the 10-hour difference.
- Ray indicates that the 25 hours includes travel time and a gap between classes that occurs on Tuesdays and Thursdays.
- The agency worker documents that the authorized hours include travel time and gap time and enters 25 weekly hours as the authorized hours in CSAW.

If the agency worker determines that the parent's self-declared need does not reasonably align with their approved activity, the reason for the difference between the approved hours and the requested hours, as well as the rationale for the hours that were ultimately approved, must be documented in case comments (see 12.2).

Example 4

- Hannah requests an authorization of 40 weekly hours for her child, Zoe. The approved activity verification she provided indicates that she works 15 hours per week.
- When the worker asks about this difference, Hannah indicates that she prefers to have Zoe attend the child care provider full-time because it allows her to do other things during the day after she is done with work.
- The agency worker determines this is not reasonably related to Hannah's need to participate in her approved activity.
- The worker discusses Hannah's schedule with her and determines that Zoe needs 20 hours based on Hannah's schedule and travel time. The agency worker documents in case comments that the requested 40 weekly hours were reduced to 20 weekly hours because Hannah did not need 40 hours to participate in her approved activity and 20 approved hours are sufficient to cover work and travel time.
- The agency worker enters 20 hours as the authorized hours in CSAW.

Reminders

- ✓ Only authorize child care in two-parent/ three-generation families for the period of overlap in the parents' approved activities
- ✓ You must confirm with the parent that the self-declared child care need only includes times when all parents are participating in their approved activities (plus travel time, gap time, sleep time), but do not need to document each parent's schedule

Example 5: Shared Placement

- Logan and Haley have 50/50 shared placement of their child, Camilla. Each parent has Camilla three (3) days some weeks and four (4) days other weeks.
- Both parents are eligible for authorizations based on having Camilla four (4) days of the week while they are participating in approved activities.
- Camilla attends the same provider, regardless of placement. If this creates a full-time authorization for Camilla on both cases, Logan and Haley must collaborate to ensure they don't pay the provider more than the provider's full-time price for Camilla.

Example 6- Two Parent Household

- Alberto and Alana both work full time. Alberto works second shift and Alana works first shift.
- The child care authorization is limited to the overlap in work and travel time for both parents.
- Alberto is available to care for their child until he drops her off with the provider in the afternoon and leaves for work. Alana picks the child up after she gets done with work.
- The authorized hours include the entire time that the child is at the provider, from the time Alberto drops the child off to go to work until Alana picks the child up after work.

Example 7- Two Parent Household

- Kelly and Rick both work 40 hours a week,. Kelly requests an authorization of 45 hours a week for her child Mike at ABC Group Center.
- The worker asks if the child care request is only covering time when both parents are working. Kelly says, no, that Ricks works second shift, Sunday to Thursday from 1pm to 9pm and she works first shift, Monday to Friday from 8am to 3pm.
- The worker discusses their schedules with her and determines that Mike only needs 12 hours based on their overlapping work schedules and travel time. The agency worker documents in case comments that the requested 45 weekly hours were reduced to 12 weekly hours because Kelly and Rick did not need 45 hours to participate in their approved activity and 12 approved hours are sufficient to cover work and travel time. You do not need to document each parents schedule in case comments.

