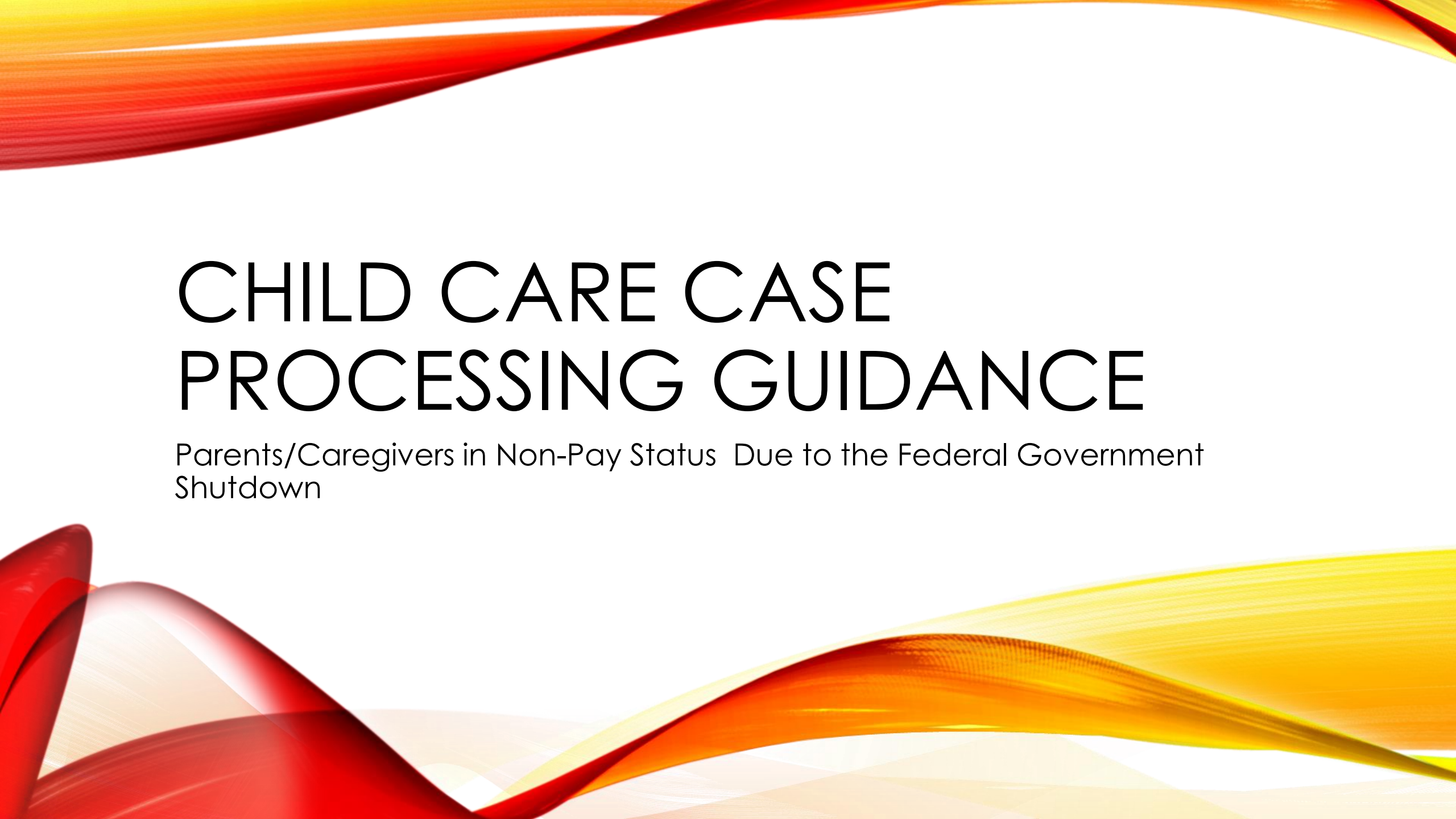




CHILD CARE CASE PROCESSING GUIDANCE

Parents/Caregivers in Non-Pay Status Due to the Federal Government
Shutdown



NEW CHILD CARE APPLICATIONS

Parent in **Non-pay status and Not participating in work:**

- ✓ Parent is not in an approved activity
- ✓ Child Care application is denied

NEW CHILD CARE APPLICATIONS

Parent in **Non-pay status and Actively participating in work:**

- ✓ Child Care approved activity is EMPL-Employment
- ✓ Complete the EI page with parent's employer information
- ✓ Enter actual pay rate and average hours in the Detailed Wage Information section
- ✓ Enter \$0.00 in the Override Converted Amount field with the appropriate verification source
- ✓ Enter text in the Comment box: "Non-pay status due to Federal Government Shutdown"
 - ✓ Initial eligibility rules will be applied

Totals and Comments

Calculate

Monthly In-Kind Amount:	\$		-		Verification:		
Total Amount Per Pay Period:	\$	2800	-	00			
Monthly MA Gross Amount:	\$	5600	-	00			
*Override MA Gross Amount:	\$		-		*Verification:		
Monthly BC+ Pre-Tax Deductions Amount:	\$		-				
Monthly BC+ Taxable Amount:	\$	5600	-	00			
*Override BC+ Taxable Amount:	\$		-		*Verification:		
Monthly Converted Amount:	\$	6020	-	00			
Override Converted Amount:	\$	0	-	00	Verification:	PS - PAY STUBS OR ENVELOPE	
Monthly Total Hours:		172					
Monthly Override Hours:							
*Subsidized Employment Subsidy:	\$		-				
Comment:	Non-pay status due to Federal Government Shutdown.						

CC BUDGET WILL SHOW \$0 INCOME IN SINGLE PARENT HOUSEHOLD

Child Care Budget				Canc
Gross Income				
Assistance Group Overview				
Assistance Group:	CC - CHILD CARE	Sequence:	1	
Eligibility Begin:	11/01/2025	Eligibility End:	11/30/2025	
Determination Date:	11/04/2025			
Result				
Assistance Group Status:	O - OPEN	Eligibility Status:	PASS	
Child Care Gross Income Test:	PASS			
Gross Income Test				
Gross Self Employment Income:	\$	—		
Self-Employment Allowable Expenses:	—	—		
Adjusted Self Employment Income:	\$	—		
Gross Earned Income:	+	—		
Unearned Income:	+	—		
Assigned Child Support:	+	—		
Countable Gross Income:	\$	—		
FPL:		0.00%		
Assistance Group Size:		3		
Gross Income Limit:	\$ 4,442.00	(Tested Against 200.00% FPL)		

NON-PAY STATUS AND ACTIVELY WORKING

- ✓ Authorizations are created based on current policy
- ✓ Clear case comments
- ✓ Parents returning to paid status must report income changes within 10 days after the change as required under *CC Handbook 10.1 Reporting Requirements*
- ✓ Process the paid status change: Remove Override Converted Amount and run eligibility using the parent's actual income

ONGOING CHILD CARE CASES

Parent reports being in **Non-pay status and Not participating in work:**

- ✓ Parent is eligible for an activity break period, either ACTS or TBRK
- ✓ Follow activity break policies in Section 5.3 and Section 17.2 of the CC Handbook

ONGOING CHILD CARE CASES

Parent reports being in **Non-pay status and Actively participating in work:**

- ✓ Approved activity remains as EMPL-Employment
- ✓ Enter \$0.00 in the Override Converted Amount field with the corresponding verification source
- ✓ If reported after Adverse Action, run with dates in CWW to ensure the updated budget and copayment rules are applied correctly the next month