

Iowa Community Empowerment

Attachment 3.3 Infant and Toddler Quality Child Care Program

Program Implementation Handbook

October 8, 2009

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Program Overview

The 2009 Iowa Legislature allocated American Recovery and Reinvestment Act of 2009 (ARRA) funds to Community Empowerment Areas to implement an Infant and Toddler Quality Child Care Program. The program includes age requirements the child must meet, family income requirements, parent eligibility requirements and child care provider eligibility requirements.

The legislation requires the Department of Human Services (DHS) to use the Early Childhood formula to determine the allocation amounts by Community Empowerment Area (CEA). By September 1, 2009, each Community Empowerment Board had to accept or reject the funds. The rejected funds were re-distributed to CEAs that accepted the funds.

Community Empowerment Boards assume all fiscal and program implementation liability, must follow federal reporting requirements, and comply with the fairness and transparency rules associated with the American Recovery and Reinvestment Act of 2009 funds. In addition to federal quarterly reporting requirements, there are state 6-month and end of program period reporting requirements. Also, CEAs must report fiscal and performance measures data in the CEA's annual report.

Glossary of Terms

ARRA	American Recovery and Reinvestment Act of 2009
CEA	Community Empowerment Area
Child care facility	Term used to identify either a child development home, child care center, or license exempt program
DHS	Department of Human Services
NAEYC	National Association for the Education of Young Children
NAFCC	National Association for Family Child Care
QRS	Quality Rating System
CCA	Child Care Assistance

Forms

Form Name	Purpose of the Form
<i>Infant and Toddler Quality Child Care Application</i>	An application to gather information about the child, household size, gross family income, parental need for child care, and child care provider to determine eligibility.
<i>Job Search Activities</i>	A form for the parent to document job search activities. The parent submits the form weekly.

Form Name	Purpose of the Form
<i>Notice of Program Eligibility</i>	A form to let the parent know if the application is approved, denied, cancelled, or there is a change/reduction in the amount of child care needed. The child care provider also receives a copy of this form if you approve child care or change the amount of child care authorized.
<i>Child Care Provider Agreement</i>	An agreement that provides the terms for payment between the CEA or contractor and the child care provider.
<i>Provider Request for Payment</i>	A claim form for the child care provider to bill for child care services provided through the Infant and Toddler Quality Child Care Program.
<i>Provider Request for Payment – Completed Child Care Slots</i>	A claim form for the child care provider to bill for child care services for the remaining portion of a child care slot when there is no parental need for child care. This allows the child care provider to receive funding for a full-day child care slot when the parental need for child care is less than full-day. (Note: The child is not in child care during this time because there is no parental need for child care.)
<i>Provider Request for Payment – Reserved Child Care Slots</i>	A claim form for the child care provider to bill for a reserved child care slot.
<i>Infant and Toddler Quality Child Care Program Attendance Record</i>	The Attendance Record documents child attendance for the <i>Provider Request for Payment</i> claim.
<i>Infant and Toddler Quality Child Care Program – Completed Child Care Slots Record</i>	A record for identifying the remaining portion of a child care slot when there is no parental need for child care. This allows the child care provider to receive funding for a full-day child care slot when the parental need for child care is less than full-day. The record provides documentation for the <i>Provider Request for Payment – Completed Child Care Slots</i> claim. (Note: The child is not in child care during this time because there is no parental need for child care.)
<i>Infant and Toddler Quality Child Care Program – Reserved Child Care Slots Record</i>	A record for identifying a reserved child care slot each day of the month. This record provides documentation for the <i>Provider Request for Payment – Reserved Child Care Slots</i> claim.

<i>Child Care Claim Cover Letter</i>	A letter telling the child care provider why you are returning the <i>Request for Payment</i> form. The letter tells the provider whether you could or could not process the claim and what the provider must do to correct the errors.
<i>Infant and Toddler Quality Child Care Program Eligibility Review</i>	Use this form to collect information from the parent of a child(ren) currently enrolled in the Infant and Toddler Quality Child Care Program to determine if the child and the family are still eligible for the program.

Fiscal Requirements

CEAs are sub-recipients of the ARRA funds. CEAs will receive the funds in a single payment and must expend these funds by June 30, 2011. Any unexpended funds are returned to DHS by July 30, 2011.

CEAs must tell the fiscal agent to keep the funds received for the Infant and Toddler Quality Child Care Program in a separate account or coded separately from all other funds. Within the ARRA funds, there are two categories of funding, ARRA Infant and Toddler and ARRA Child Care Quality, combined for the Infant and Toddler Quality Child Care Program. The fiscal agent may put these two categories of funding into one account.

If the fiscal agent puts these funds in an interest-bearing account, the fiscal agent must apply the interest earned to the program funds, not the administration funds.

CEAs may use up to five percent (5%) of the total allocation for administration of the program. The Board may ask CEA staff to administer the program or contract with an agency or organization to administer the program. If the Board contracts with an agency or organization to implement the program, the federal government considers the agency or organization a sub-recipient vendor. There are federal data reporting requirements of the sub-recipient vendor.

The Infant and Toddler Quality Child Care Program has three overarching categories of eligibility criteria, child eligibility, parent/family eligibility and child care provider eligibility.

Eligibility Requirements

There are three categories of eligibility criteria: child eligibility; parent/family eligibility; and child care provider eligibility. CEAs must have an application process to determine eligibility. DHS is providing an application CEAs may use and customize.

Child Eligibility

To be eligible for the Infant and Toddler Quality Child Care Program the child must be:

- Under the age of 2 (up to 24 months of age)
- A United States citizen
- Living with his/her parents or individuals acting in loco parentis

The application DHS is providing for program implementation gathers data on the child's date of birth, country of birth and U.S. citizenship. CEAs may require additional documentation, such as, birth certificate, etc.

Parent(s) Eligibility

There are two components of parent(s) eligibility. The first is the parental need for child care. The second component is the family's gross household income.

Parental Need for Child Care

The parent(s) must meet one of the following criteria:

- Working (defined as a minimum of 28 hours per week)
- Participating in education/training full-time (based on what the school defines as full time)
- Participating in a combination of work and education/training (minimum of 28 hours per week)
- Recently unemployed and seeking work (defined as losing his/her job in the last six (6) months)

The Infant and Toddler Quality Child Care Program provides funding for child care during times when the parent is working (including travel time to and from work), in class (including travel time to and from class), a combination of work and class activities (including travel time), or during times when "actively" completing job search activities.

Working

The parent must work 28 hours or more each week or an average of 28 hours or more per week during the month to be eligible for the Infant and Toddler Quality Child Care Program. The parent meets the need for child care for:

- The hours of employment of a single parent. Employment averaging 28 hours per week during the month meets the employment requirement.
- The hours when both parents in a two-parent home meet the need for child care. In a two-parent household, both parents must fully meet the conditions of employment, participation in an educational program, or recently unemployed and seeking work.
- Sleep time during the daytime hours if the parent works at least six hours between 8:00 p.m. and 6:00 a.m. and:
 - There is not another parent in the home, or
 - The other parent in the home is unable to care for the child during the daytime hours because that parent meets a need for service during those hours.

When the parent or parents are employed 28 or more hours per week and they work from home, you must determine if the employer schedules the parent for set work hours. If the parent is scheduled for set work hours, the need for service is met. If the parent is not scheduled for set work hours, there is no need for service.

Examples of parents that work from home:

1. Mr. B applies for child care for his 1-year-old son. Mr. B works from home and works 30 hours a week as a computer technician. Mr. B has to be on line to provide support to customers from 8 AM to 2 PM Monday through Friday. Mr. B meets the need for child care because he is unavailable to care for his child during his work hours.
2. Ms. D applies for child care for her two children under 2 years of age. Ms. D works from home as a medical transcriptionist. Ms. D does not have a set work schedule. She is only required to complete her assigned work. Ms. D does not meet the need for child care because she can work around the needs of her children.

NOTE: Court-ordered community service is not considered employment. People who state they are working in exchange for rent or utilities are not considered employed.

Local Community Empowerment Board Flexibility

Verification: Boards must use one or more methods for verifying that a parent meets the employment requirements. Following are examples of methods Boards may use to verify that the parent meets employment requirements:

- Pay stubs that indicate the number of hours worked
- A copy of the work schedule
- Self declaration on the application
- A letter from the employer

The application asks the parent to indicate “how many hours per week will your child need child care.” If your Board wants more information to determine the parent’s need for child care you may modify the application. Below is one example of a way to modify the application for the parent to indicate the start and end times the parent works each day.

List the start and end times of the days you work.		
	Start	End
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

If the application meets all eligibility requirements (e.g., child, family and child care provider), you can also interview the parent by phone or face to face to determine the time needed for the parent to work, attend training, look for work, or for sleep time during daytime hours.

Participating in Education or Training

Parents are eligible for the Infant and Toddler Quality Child Care Program when the parent(s) is in an approved academic or vocational training. Training must be on a full-time basis. The training facility defines what is considered full time.

Approved academic or vocational training includes high school completion activities, adult basic education, GED, English as a second language, and postsecondary education.

Verification: As verification of full time enrollment in a vocational or academic training program, the parent must provide a copy of the class schedule from the academic or training facility.

Participating in a Combination of Work and Education or Training

Parents are eligible for the Infant and Toddler Quality Child Care Program when the parent(s) participates in a combination of work and approved vocational or academic training. The parent must participate in a combination of work and education/training 28 hours or more each week or an average of 28 hours or more per week during the month.

Verification: Review the two previous sections for information on verifying work and education/training.

Recently Unemployed and Seeking Work

If the parent lost his/her job in the last six (6) months and is actively seeking work, the parent is eligible for the Infant and Toddler Quality Child Care Program.

Local Community Empowerment Board Flexibility

Verification: Boards must use one or more methods for verifying that a parent is recently unemployed. Following are examples of methods Boards may use to verify that the parent is recently unemployed:

- Self declaration on the application
- Proof that the parent applied for unemployment benefits
- A letter from the employer
- Contact the former employer (may require the parent to sign a release)

The parent is eligible for this program for up to 90 days from the date you approve the application. The need for child care is when the parent is looking for work and travel time, e.g., interviews, completing applications, etc. The parent is eligible for a half-day of child care each day the parent completes job search activities. If completing job search activities for more than five hours in a day, the parent is eligible for a full day of child care.

To determine the need for child care, work with the parent to determine the days and number of hours each week the parent will complete job search activities. A parent can use as many days of child care as he/she wishes during the 90-day period of job search as long as the parent provides documentation of his/her job search activity to verify need for care.

Note: The parent is responsible for paying the child care costs for days there is no documentation of appropriate job search activities. If the child care provider submits a claim for care provided on days of job search, and a parent does not provide job search documentation, pay the provider for care provided and initiate an overpayment claim against the parent for the amount paid to the child care provider.

Local Community Empowerment Board Flexibility

Verification: Each week, the parent must provide documentation of job search activities. Boards must have documentation of job search activities that includes the name of the employer, business address, telephone number and name of the person contacted. The information also includes the date and time the parent completed the job search contact.

Following are possible ways the Board may get this information:

- *Job Search Activities* form provided with program implementation materials
- The parent provides in writing a list of every job search contact

Examples of job search activities:

1. Mr. M is unemployed and needs child care while he looks for work. He decides that he will begin a job search on December 13, and will seek work Monday through Friday for approximately 4 to 5 hours each day.
Mr. M is approved for a half day of child care per day. When Mr. M provides his job search documentation, it shows that he needed only 15 days half-days of child care during his job search. However, the child care provider billed the CEA for 20 days half-days. Mr. M is responsible to pay for the extra five half-days himself. Pay the child care provider for the 20 half-days billed. Initiate an overpayment claim against Mr. M.
2. Ms. P is unemployed and would like child care through the Infant and Toddler Quality Child Care Program in order to look for work. She agrees to begin her search on March 1, and indicates she will search Monday through Friday. Ms. P is approved for a half day of child care per day, Monday through Friday.

Two Parent Households

In a two-parent household, **both** parents must fully meet one of the needs for service to be eligible for the Infant and Toddler Quality Child Care Program.

Example of a two-parent household:

Mr. A is employed 35 hours per week, from 9 a.m. until 5 p.m., Monday through Friday. Mrs. A attends school full time, from 10 a.m. until 3:30 p.m., Monday through Thursday. They have a 1-year-old child who needs child care between 9:30 a.m. and 4 p.m. Approve a full day of care per day (Monday through Thursday) for the child. Do not pay for child care services on Friday, since both parents do not meet the need for child care.

Income Eligibility Requirements

Besides the parent's need for child care, the family must meet income eligibility requirements for the program. The family's gross household income must be more than 145% and up to 185% of the U.S. Poverty Guidelines. To determine income eligibility, you must identify which family members in the household to include to determine household size.

Determining Household Size

The family includes the following members:

- Legal spouses (including common law) who live in the same household.
- Natural, adoptive, or stepmother or stepfather and children under the age of 18, or under the age of 19 if the child has special needs, who live in the same household.
- A parent under the age of 18 and children who live in the same household. Consider only the teen parent and the teen parent's children in the family size.
- A child living with a person or persons not legally responsible for the child's support (caretakers or guardians). Consider the child as a family of one. Consider only the child's income when determining financial eligibility.

A companion in the home is not considered in determining family size or income, unless there is a common child.

The composition of the family does not change when one or more of the family members are temporarily absent from the household. Consider people who are temporarily absent when determining family size.

"Temporarily absent" means:

- Absence with the intent to return home within three months.
- A medical absence anticipated to be less than three months.
- An absence for the purpose of education or employment.

Examples of determining household size:

1. Mr. and Mrs. F have three children. The household size is five.
2. Mr. and Mrs. G are married. Mr. G has two children from his previous marriage, and Mr. and Mrs. G have one child together. This is a household of five.
3. Mr. D and Ms. H are not married but they have a child together. This is a household of three.
4. Mr. and Mrs. J have a daughter under the age of 18. Their daughter has a child of her own. This is considered a household of two. Only the minor parent and her child are counted in family size.
5. Ms. K is the caretaker of her 17-year-old niece, who has a 6-month old baby. This is considered a household of two. Only count the 17-year-old and her baby in the household size.
6. Mr. M is the caretaker of his 1-year-old nephew. This is a household of one. Only the nephew is counted in household size.
7. Mr. N has one child and he is the caretaker for his niece. This family is considered as two separate households. One household includes Mr. N and his child, and the other household includes only the niece.

Determining Family's Gross Household Income

Local Community Empowerment Board Flexibility

Verification: Boards must use one or more methods for verifying the family's income eligibility.

Following are sources of income information:

- Prior year's Federal Income Tax Statement (pages 1 and 2)
- Copies of pay stubs for the last 30 days of employment and a self declaration of other income
- Self declaration of income including wages or salary, net profit from farm or non-farm self-employment, social security, dividends, interest, income from estates or trusts, net rental income and royalties, public assistance or cash payments, pensions and annuities, unemployment compensation, workers' compensation, alimony, child support, and veterans pensions. "Net profit from self-employment" means gross income less the costs of producing the income other than depreciation. A net loss in self-employment income cannot be offset from other earned or unearned income.

Using the source the Board identifies to verify income eligibility, determine the family's monthly gross income. Determine monthly income by using "normal months."

- If someone is paid bi-weekly, the monthly income is the total of the two paychecks received in the month.
- If someone is paid weekly, the monthly income is the total of the four paychecks received in the month. Determine monthly income by using "normal months."

- When a third or fifth check occurs during the period being used to project income, do not ignore it. Instead, convert the income into a normal month's income as follows:
 - Add all check amounts together,
 - Divide the total by the number of checks,
 - Multiply that amount by four if the income occurs weekly, or by two if the income occurs biweekly.

This procedure applies to both earned and unearned income.

Countable Income

The "monthly gross income" is the monthly sum of income received by a person from the following sources that are identified by the U.S. Census Bureau in computing the median income:

- **Alimony:** Include all periodic payments family members receive from ex-spouses. Exclude one-time-only property settlements.
- **AmeriCorps:** Count payments made to participants in AmeriCorps*USA (for participants 17 years and older) and AmeriCorps*NCCC (for participants 16 to 24 years of age) programs as follows:
 - Treat the living allowance (stipend) as earned income.
 - Do not count the child care allowance as income.
 - Exempt the educational award as income.
 - Exempt the unearned in-kind benefits of health insurance, reasonable accommodations, supplies and services made available for AmeriCorps participants who have disabilities as income.

VISTA payments are unearned income, because participants are considered volunteers rather than employees. Title I VISTA volunteer payments are excluded as income as long as the director of ACTION determines that their total value is less than the federal or state minimum wage divided by the hours of service.

To date, the director of ACTION has determined no VISTA payment to equal or exceed the minimum wage. When VISTA payments exceed the minimum wage limit, count the entire amount.

- **Cash payments.**
- **Casino profits:** Include income paid to Indian tribe members from profits of a casino. Prorate the income over the number of months for which the income is received.
- **Child support:** Include the periodic payments from an absent parent for the support of children, even if these payments are made through a state or local government office.
- **Earnings, wages, or salary:** Include the total money earnings a family member received from work performed as an employee, including wages, salary, Armed Forces pay, commissions, tips, piece-rate payments, cash bonuses earned, and sheltered workshop earnings.

This is the amount before deductions are made for items such as taxes, bonds, pension, union dues, uniforms, and similar purposes. Include the total money earnings of a child who is over 14 years old.

- **Dividends, interest on savings or bonds, income from estates or trusts:** Include dividends from stock holdings or membership in associations, interest on savings or bonds, periodic receipts from estates or trust funds.

- **Net rental income or royalties:** Include receipts from boarders or lodgers and net royalties and net income from rental of a house, store, or other property to others. “Net rental income” is that income remaining after expenses such as taxes, interest, or borrowed principal to purchase property, insurance, and upkeep of the property.
- **Net income from farm self-employment:** Include gross receipts minus operating expenses from a person’s operation of a farm as an owner, renter, or sharecropper. “Gross receipts” include:
 - The value of all products sold.
 - Payments from government loan programs.
 - Money received from the rental of farm equipment to others.
 - Incidental receipts from the sale of wood, sand, gravel, etc.
 - Money received from farm property if payment is based on a percentage of crops produced

“Operating expenses” include costs of feed, fertilizer, seed and other farming supplies, cash wages paid to farmhands, cash rent, interest on farm mortgages, farm building repairs, and farm taxes (not state and federal personal income taxes). The value of fuel, food, or other farm products used for family living is not included as part of net income.

NOTE: Do not offset the loss from one self-employment enterprise against the profit of another self-employment enterprise or any other earned or unearned income the household has.

- **Net income from nonfarm self-employment:** Include gross receipts minus expenses from a family member’s own business, professional enterprise, or partnership. “Gross receipts” include the value of all goods sold and services rendered.

“Expenses” include cost of goods purchased, rent, heat, lights, power, wages and salaries paid, business taxes (not personal income taxes), and similar costs. The value of saleable merchandise consumed by the proprietors of retail stores is not included as part of net income.

NOTE: Do not offset the loss from one self-employment enterprise against the profit of another self-employment enterprise or any other earned or unearned income the household has.

- **Pensions and annuities:** Include pensions or retirement benefits paid to a retired person or the person’s survivors by a former employer or by a union, either directly or through an insurance company; periodic receipts from annuities or insurance.
- **Permanent disability insurance:** Include Social Security Disability Insurance (SSDI) payments made by the Social Security Administration, before deductions for medical insurance.
- **Public assistance or welfare payments:** Include public assistance payments, such as FIP, State Supplementary Assistance, general assistance, and cash payments received under the FIP Diversion program and the statewide Family Self-Sufficiency Grant program.
- **Railroad retirement insurance:** Include checks from the U.S. Government.
- **Social Security:** Include Social Security pensions and survivors benefits.
- **Strike pay:** Include strike benefits received from union funds.
- **Supplemental Security Income:** Include federal, state, and local welfare agency payments to low-income people.
- **Unemployment compensation:** Include compensation received from government insurance agencies or private companies during periods of unemployment.
- **Veterans benefits:** Include all monies paid to or on behalf of a family member because of veteran status as income, regardless of the purpose of the payments. Include money paid periodically by Veterans Affairs to disabled members of the armed forces or to survivors of deceased veterans for education and on-the-job training, as well as so-called “refunds” paid to ex-service persons as GI insurance premiums.

- **Workers compensation:** Include compensation received periodically from private insurance companies for injuries incurred at work. The cost of this insurance must have been paid by the employer and not by the person.
- **Work study:** Include all payments received through a work study program that is paid directly to the student.

Excluded Income

“Total gross income” equals the amount of countable income minus any excluded income. Use the total gross income amount to determine eligibility for the Infant and Toddler Quality Child Care Program and to determine the portion of the child care costs the family is responsible for paying (see co-payment chart).

Exclude the following types of income when determining the family’s monthly gross income:

- Earnings of a child 14 years of age or under.
- Earnings of a child 18 years of age or under who is a full-time student. Assume a child 17 and under is a full-time student unless you have information otherwise. Treat the income of a minor parent in the same way as any other parent.
- Payments or earnings received by any youth under the Workforce Investment Act (WIA).
- The first \$65 and 50% of the remainder of income earned at a sheltered workshop or work activity center.
- The income of the parents with whom a teen parent resides if the application is for the teen parent’s child.
- The income spent on any regular, ongoing cost that is specific to a child’s disability. Note: A family must be applying for the Infant and Toddler Quality Child Care Program for the special needs child in order to exclude this income.
- Payment from the Iowa Individual Assistance Grant Program (IIAGP).
- Loans and grants, such as scholarships, or gifts that are:
 - Obtained and used under conditions that preclude their use for current living costs, or
 - Made or insured under the Higher Education Act to any postsecondary student for educational purposes.
- University housing subsidy received and paid directly to the housing authority. If the parent receives the housing subsidy to pay for housing, then count the subsidy as income.
- Capital gains and money received from sale of property, such as stocks, bonds, a house, or a car. (NOTE: If the person is engaged in the **business** of selling such property, the proceeds are counted as income from self-employment.)
- Lump-sum inheritances or insurance payments or settlements, such as (but not limited to):
 - Per capita payment to, or funds held in trust for, any person in satisfaction of a judgment of the Indian Claims Commission or the Court of Claims.
 - Payments made pursuant to the Alaska Native Claims Settlement Act, to the extent such payments are exempt from taxation under Section 21(a) of the Act.
 - Any payment received under the Uniform Relocation Assistance and Real Property Acquisition Policies of 1970.
 - Agent Orange Settlement payments.
- Use of personal resources, such as:
 - Withdrawals of bank deposits.
 - Tax refunds.

- Home produce used for household consumption.
- Payments from the Low-Income Home Energy Assistance Program.
- Certain public assistance income, including:
 - The value of the benefit allotment in the Food Assistance program.
 - The value of United States Department of Agriculture donated foods.
 - The value of supplemental food assistance under the Child Nutrition Act of 1966 and the special food program for children under the National School Lunch Act, as amended.
 - The value of payments to vendors or vouchers under the FIP Diversion program and the statewide Family Self-Sufficiency Grant program.
 - Adoption subsidy payment received from the Department of Human Services.
- Stipends received by persons for participating in the Foster Grandparent program under Public Law 93-113, Section 418, Part B.
- Public housing subsidies.
- Monies received under the federal Social Security Persons Achieving Self-Sufficiency program or the Income-Related Work Expenses program.
- Monies from federal or state earned income tax credit, whether received with regular paychecks or as a lump sum included with the tax refund.
- Reimbursements from an employer for job-related expense.
- Stipends from the preparation for adult living (PAL) program.
- Payments from the subsidized guardianship waiver program.
- The living allowance payments made to participants in the AmeriCorps*VISTA program, as long as the director of ACTION determines the value of all such payments is less than minimum wage.
- Census earnings received by temporary workers from the Bureau of Census.

Self-Employment Income

Determine the hours of work for self-employed parents by accepting their statement of hours worked, unless you have reason to question the hours. Verify monthly income using whatever method is the simplest.

Income Table

On the next page is a table with income eligibility information based on the household size. Note: The chart shows more than 145% and up to 185% of the U.S. Poverty Guidelines OR 85% of the state’s median income, whichever is lower. The Child Care Development Fund rules cap the income level for child care assistance at 85% of state median income. The impact of the state median income begins at a household size of 11 for 185% of poverty and a household size 17 for 145% of poverty. For this reason, the income level is the same for both columns when you get to a household size of 17 and greater.

Household Size	Family’s monthly income must be <u>more than</u> 145% of U.S. Poverty Guidelines	Family’s monthly income must be <u>at or below</u> 185% of U.S. Poverty Guidelines
1	\$1,309	\$1,671
2	\$1,762	\$2,248
3	\$2,213	\$2,823
4	\$2,665	\$3,400
5	\$3,118	\$3,978

6	\$3,568	\$4,553
7	\$4,021	\$5,130
8	\$4,473	\$5,707
9	\$4,924	\$6,283
10	\$5,377	\$6,860
11	\$5,829	\$7,390
12	\$6,280	\$7,541
13	\$6,732	\$7,692
14	\$7,185	\$7,843
15	\$7,636	\$7,994
16	\$8,088	\$8,145
17	\$8,296	\$8,296
18	\$8,447	\$8,447
19	\$8,598	\$8,598
20	\$8,749	\$8,749
Each additional person after 20	\$151	\$151

Examples of calculating gross monthly income:

- Mr. and Mrs. A have three children, so this is a household of five. One child is under two years of age and is the only child receiving care at the child care facility. Both parents are employed. Mr. A works 30 hours per week and earns \$800 biweekly. Mrs. A works 40 hours per week and earns \$420 weekly. The family is applying for the Infant and Toddler Quality Child Care Program in July, which has four paydays. Gross monthly income is calculated as follows:

$\$800 \times 2 = \$1,600$	<u>Parent Co-Pay</u> = \$3.95 per half day
$\$420 \times 4 = \underline{\$1,680}$	\$7.90 per full day
$= \$3,280$	

2. Mr. and Mrs. B have three children, so this is a household of five. Two children are under 2 years of age and are the only children receiving care at the child care facility. Both parents are employed. Mr. A works 30 hours per week and earns \$650 biweekly. Mrs. B works 40 hours per week and earns \$470 weekly. The family is applying for the Infant and Toddler Quality Child Care Program in August, which has five paydays. Gross monthly income is calculated as follows:

$$\begin{array}{rcl}
 \$650 \times 3 & = & \$1,950/3 = \$650 \times 2 = \$1,300 \\
 \$470 \times 5 & = & \$2,350/5 = \$470 \times 4 = \underline{\$1,880} \\
 & & = \$3,180
 \end{array}$$

Parent Co-Pay = \$3.95 per half day
 \$7.90 per full day

The income is converted into a normal month.

3. Ms. C has two children, so this is a household of three. One child is under 2 years of age and is the only child receiving care at the child care facility. She applies for the Infant and Toddler Quality Child Care Program and provides an employer's statement that indicates she works an average of 35 hours per week, earning \$17.50 per hour, and she is paid weekly. Calculate her gross monthly income prospectively as follows:

$$\begin{array}{rcl}
 \$17.50 \times 35 & = & \$612.50 \\
 \$612.50 \times 4 & = & \$2,450.00
 \end{array}$$

Parent Co-Pay = \$4.45 per half day
 \$8.90 per full day

4. Ms. E has two children, so this is a household of three. One child is under 2 years of age and is the only child receiving care at the child care facility. Ms. E works 30 hours per week and earns \$350 per week. She receives \$230 a week in child support for her children. The family returns the 6-month eligibility re-verification form in July that includes verification of June's income. June had five paydays and she received five child support checks. Calculate her gross monthly income prospectively as follows:

<u>Earnings</u>		<u>Child Support</u>	
\$350.00	June 1	\$230.00	June 1
\$350.00	June 8	\$230.00	June 8
\$350.00	June 15	\$230.00	June 15
\$350.00	June 22	\$230.00	June 22
<u>\$350.00</u>	June 29	<u>\$230.00</u>	June 29
\$1,750.00		\$1150.00	
÷ <u>5</u>		÷ <u>5</u>	
\$350.00		\$230.00	
x <u>4</u>		x <u>4</u>	
\$1,400.00		\$920.00	

The income is converted into a normal month. This household has gross income of \$2,320 (\$1,400 + \$920). The parent co-pay is \$3.95 per half-day and \$7.90 per full-day.

5. Ms. F has one child under 2 years of age. This is a household of two. She works 30 hours per week and earns \$400 per week. She receives child support for her child of \$50 per week. The family applies for the Infant and Toddler Quality Child Care Program on July 3. Ms. F received the following child support:

\$50.00	6/7/09	\$50.00	6/28/09
\$200.00	6/14/09	\$50.00	7/5/09
\$50.00	6/21/09	\$50.00	7/12/09

Calculate her gross monthly income prospectively as follows:

<u>Earnings</u>	<u>Child Support</u>
\$400.00	\$50.00
x 4	x 4
\$1,600.00	\$200.00

The extra \$150 of the \$200 child support payment on 6/14/09 is not included in the income calculation because the parent does not expect to receive this weekly amount again. The household has a gross monthly income of \$1,800 (\$1,600 + \$200). The parent co-pay is \$3.70 per half-day and \$7.40 per full-day.

6. Mr. G has three children. Two children are under 2 years of age and are the only children receiving care at the child care facility. This is a household of four. He works 40 hours per week and earns \$1,335 bi-weekly. The family applies for the Infant and Toddler Quality Child Care Program in June. Mr. G worked 40 hours of overtime in the month of May to cover for co-workers who were on vacation. The employer verifies that the overtime will not continue. The last 30-days of income is not indicative of future income.

Calculate his gross monthly income prospectively as follows:

Earnings	\$1,335.00	
	x 2	<u>Parent Co-Pay</u> = \$3.70 per half day
	\$2,670.00	\$7.40 per full day

Do not include the overtime in the income calculation because it is not indicative of future income.

Child Care Provider Eligibility

To be eligible for the Infant and Toddler Quality Child Care Program, a licensed child care center, *licensed exempt program or registered child development home must meet one or more quality requirements. If the child care provider does not meet one of the quality requirements and is “working toward” one of the quality requirements, the provider is not eligible for the program.

Note: A *licensed exempt program is a child care program operated by or under contract to a public or nonpublic school accredited by the Department of Education, exempt from licensing requirements.

A licensed child care center or licensed exempt program must meet one or more of the following criteria:

- Accredited by the National Association for the Education of Young Children (NAEYC)
- Iowa Quality Rating of 3, 4 or 5

A registered child development home must meet one or more of the following criteria:

- Accredited by the National Association for Family Child Care (NAFCC)
- Iowa Quality Rating of 3, 4 or 5

Verification: Ask the child care provider to submit a copy of their Quality Rating System, National Association for the Education of Young Children or National Association for Family Child Care certification with the *Child Care Provider Agreement*.

Acceptance or Denial of an Application

Local Community Empowerment Board Flexibility

The Board must determine the number of days allowed to process and either approve or deny an application for the Infant and Toddler Quality Child Care Program. Note: For Child Care Assistance, DHS has 30 days for the date DHS receives a signed and dated application.

You must tell the applicant, in writing, if the child is or is not eligible for the Infant and Toddler Quality Child Care Program. DHS is providing a *Notice of Program Eligibility* form that CEAs may use and customize. Note: When the child is eligible for the program, you must also send the *Notice of Program Eligibility* form to the child care provider.

Sent the Notice of Program Eligibility form to the family when:

- An application is approved
- An application is denied
- A new or different child care provider is selected
- There is a change in family size or income that results in a co-payment fee change
- Eligibility changed as a result of a review or redetermination
- Eligibility is canceled
- The chosen child care provider does not meet eligibility requirements

When the application meets all eligibility requirements (e.g., child, family and child care provider), interview the parent by phone or face to face to determine the time needed for the parent to work, attend training, look for work, or for sleep time during daytime hours. Use the education/training or employment schedule of the parent and the actual travel time to determine the amount of child care needed per day (e.g., half-day, full-day, or no care needed).

When determining the amount of child care needed for a parent who requests sleep time during daytime hours, consider if the parent is requesting that child care be paid during the time the parent is working. If the parent is requesting child care for both work time and sleep time, you may approve a half-day of care for sleep time. If the parent is requesting child care for sleep time only, you may approve a full-day of care.

Examples of the amount of child care authorized

1. Ms. S is a full-time student with an 8-month-old daughter. She attends classes three days per week from 11:00 a.m. to 2:00 p.m. and two days per week from 9:00 a.m. to 11:00 a.m. Including actual travel time, you approve one half-day for each of the five workdays that she is in classes. Her estimated weekly usage is five half-days.

2. Ms. T is a full-time student with a one-year-old daughter. She attends classes three days per week from 9:00 a.m. to 3:00 p.m. and two days per week from 9:00 a.m. to 4:00 p.m. Her class schedule looks like this:

M – W – F:	9 – 10 a.m.	T – Th:	9 – 11 a.m.
	10 – 11 a.m.		2 – 4 p.m.
	1 – 2 p.m.		
	2 – 3 p.m.		

Including actual travel time, you approve Ms. T for a full-day for each day that she is in classes. Her estimated weekly usage is five full-days.

3. Ms. W is a full-time student with a one-year-old son. She attends classes three days per week from 9:00 a.m. to 11:00 a.m. and five days per week from 6:00 p.m. to 8:00 p.m. Her class schedule looks like this:

M – W – F:	9 – 10 a.m.	T – Th:	6 – 8 p.m.
	10 – 11 a.m.		
	6 – 8 p.m.		

Including actual travel time, you approve Ms. W for a full-day on Monday, Wednesday, and Friday, and a half-day on Tuesday and Thursday. Her estimated weekly usage is two half-days and three full days.

4. Mr. X is a full-time student with a four-month-old son. He attends classes five days per week from 9:00 a.m. to 10:00 a.m. and from 6:00 p.m. to 8:00 p.m. His class schedule looks like this:

M – W – F:	9 – 10 a.m.	T – Th:	9 – 10 a.m.
	6 – 8 p.m.		6 – 8 p.m.

Including actual travel time, you approve Mr. X for one half-day on each day he is in classes. His estimated weekly usage is five half-days.

5. Ms. S, the full-time student in Example 1, accepted a retail job where she is scheduled weekdays from 5:00 p.m. to 9:00 p.m. and Saturday from 8:00 a.m. to 4:00 p.m.
The hours of care needed on days when Ms. S attends classes from 11:00 a.m. to 2:00 p.m. and works from 5:00 p.m. to 9:00 p.m., including actual travel time, total nine. The hours of care needed for the two days she attends classes from 9:00 a.m. to 11:00 a.m. and works from 5:00 p.m. to 9:00 p.m., including actual travel time, total eight. The hours of care needed to work on Saturday total nine.

You approve Ms. S for a full-day for each of the five weekdays that she is in class and works and a full-day for Saturday. Her estimated weekly usage is 6 full-days.
6. Ms. K is employed full time and works 11:00 p.m. to 7:00 a.m. Monday through Friday. She has a 9-month-old. Ms. K requests child care to allow her to sleep during the daytime hours after returning home from work. Ms. K is not charged for child care during the time she is employed.

You approve Ms. K for a full-day for each day after she works a night shift (Tuesday through Saturday) to allow her to sleep.
7. Mr. B is employed and works 11:00 p.m. to 7:00 a.m. Monday through Friday and Mrs. B is employed 8:00 a.m. to 4:30 p.m. Monday through Friday. They have one child, age 1. There is no need for child care while Mr. B works because Mrs. B is home with the child.

You approve the family for a full-day Tuesday through Friday to allow Mr. B to sleep after he works a night shift and to allow Mrs. B to work. There is not a need for child care on Saturday because Mrs. B is home with the child.

Complete the *Notice of Program Eligibility* form with the amount of child care that the family is expected to use per day and per week (e.g., indicating half-day and full-day care for each day). The authorized amount of time listed is only a projection of child care need as determined by the parent and CEA or contractor. Keep a copy of the *Notice of Program Eligibility* form with the family's application in the program records.

Deny program eligibility when:

- The family does not meet eligibility requirements, including need for child care, financial eligibility, or age of the child; or
- The family fails or refuses to provide requested information needed to determine eligibility; or
- The child care provider does not meet eligibility requirements; or
- Funding is not available to provide the service.

Local Community Empowerment Board Flexibility

The Board may establish a waiting list of eligible applicants if funding becomes available (e.g., eligibility ends for another child/family that is participating in the program).

The written notice, *Notice of Program Eligibility*, must be “adequate.” This means that it must include:

- A statement of whether the application is approved, denied, cancelled, or a change/reduction in the amount of child care needed;
- The reason why the application is approved, denied, cancelled, or a change/reduction in the amount of child care needed; and
- An explanation of how the applicant can appeal the decision

If the *Notice of Program Eligibility* cancels the child’s participation in the program or changes/reduces the amount of child care needed, the change is effective 10 days after the date on the notice.

Local Community Empowerment Board Flexibility

The Board must establish an applicant appeal process for the program. The description of the appeal process includes:

- The number of days from the date on the *Notice of Program Eligibility* form the applicant can submit an appeal
- Eligible reasons to appeal (for example, child’s age eligibility incorrect, calculated gross monthly income incorrect, parent’s need for child care incorrect or child care provider eligibility incorrect)
- How and where to submit an appeal
- Timeframes for the appeal process

Note: We recommend the first step always be for the applicant to meet with the CEA or contractor administering the program to provide information to show that the decision on the *Notice of Program Eligibility* is incorrect.

The Board may want to establish a subcommittee to hear appeals.

Child Care Provider Payment Rates

This program uses the same payment rates as the Child Care Assistance (CCA) Program. CCA uses “units” to identify the amount of child care the child is eligible for. The child care facility bills the State based units of care provided.

The Infant and Toddler Quality Child Care Program’s rates are for half-day and full-day child care. A half-day rate is for up to five (5) hours of child care. If the parental need is more than five (5) hours of child care, the child care facility receives the full-day rate.

Note: If the child care rates the facility charges for private pay child care is less than the reimbursement rates in the table below, reimburse the provider at the private pay rates.

Category	Half-Day (5 hours)	Full Day
Child Care Center	\$15.81	\$31.62
License Exempt Program (A child care program operated by or under contract to a public or nonpublic school accredited by the Department of Education, exempt from licensing requirements).	\$15.81	\$31.62
A or B Child Development Home	\$12.24	\$24.48
C Child Development Home	\$11.73	\$23.46

Calculating Half-Day Rates

If the provider does not have a half-day rate:

- Calculate a half-day rate by dividing the child care provider's full-day rate by 2, or
- If the provider has neither a half-day nor full-day rate, calculate a half-day rate by multiplying the provider's hourly rate by 5.
- If the provider does not have a half-day, full-day or hourly rate, calculate the half-day rate by dividing the provider's weekly rate by 5 to get a daily rate and then dividing this daily amount by 2 to get the half-day rate.

Days of Absence

Payment may be made to a child care provider for a child not in attendance at the child care facility not to exceed the number of days per calendar month identified by the Board, providing that the child is regularly scheduled on those days and the provider also charges a private individual for days of absence.

This does not mean that providers automatically get extra days paid per month. It does mean that a child care provider may charge for a normally scheduled day (up to the amount identified by the Board) if the child is absent from care on that day.

The parent must pay the co-payment fee for the days the child is absent.

Examples of days of absence:

NOTE: For these examples, your Board decided that the program will pay a maximum of four (4) normally scheduled days each calendar month when the child is absent.

1. Ms. A normally works Monday through Friday, eight hours per day. Therefore, her child is regularly scheduled to attend child care Monday through Friday for a full-day each day. However, during June the family was out-of-town for one week on vacation, so the child was not in child care. The child care provider can bill four days of absence for that week. The parent pays the child care provider the co-payment fee for the four days the provider bills as absent.
2. Mr. B normally works on Monday, Wednesday, and Friday, ten hours per day. Therefore, his child is regularly scheduled to attend child care these three days. During July, the family takes a one-week vacation. The provider can bill three days of absence for the week the child was not

in care. The parent pays the child care provider the co-payment fee for the three days the provider bills as absent.

3. Mrs. C normally works Tuesday through Saturday, seven hours per day. Mr. C normally works Monday through Friday, eight hours per day. The child is regularly scheduled to attend child care Tuesday through Friday. In May, the Memorial Day holiday occurs on Monday. Since this is not a day the child is regularly scheduled to be in care, the provider cannot bill this day as a day of absence.

If a child care provider is closed during a holiday, it may be acceptable for the provider to bill the program for the holiday as a day of absence. When the provider bills private pay parents for the holiday then it is acceptable for the provider to bill the CEA or contractor as a day of absence. If the provider does not bill private pay parents for the holiday, it is not acceptable for the provider to bill the CEA or contractor as a day of absence.

If a child care provider is closed because they are unavailable to provide care (they are ill or on vacation), it is not acceptable for the provider to bill the CEA or contractor as a day of absence. This is because the program can only pay a child care provider for the absence of a child who is normally in care, not for the absence of the provider.

Co-Payment Rates

Families are responsible for paying for part of their child care costs. This is called a co-payment. The family’s co-payment is based on household size, monthly gross income, and the number of children in care. The family pays the co-payment amount directly to the child care provider. The chart below identifies half-day co-payment rates. (For full day co-payment rates, multiple the rate by two.)

Level	Monthly Income According to Family Size										Half Day Fee Based on Number of Children in Care		
	1	2	3	4	5	6	7	8	9	10	1	2	3 or more
A	\$1,287	\$1,732	\$2,175	\$2,620	\$3,065	\$3,508	\$3,953	\$4,398	\$4,841	\$5,286	\$3.45	\$3.70	\$3.95
B	\$1,322	\$1,779	\$2,235	\$2,691	\$3,148	\$3,604	\$4,061	\$4,518	\$4,973	\$5,430	\$3.70	\$3.95	\$4.20
C	\$1,359	\$1,829	\$2,297	\$2,767	\$3,237	\$3,705	\$4,174	\$4,644	\$5,112	\$5,582	\$3.95	\$4.20	\$4.45
D	\$1,396	\$1,879	\$2,360	\$2,842	\$3,325	\$3,806	\$4,288	\$4,771	\$5,251	\$5,734	\$4.20	\$4.45	\$4.70
E	\$1,435	\$1,931	\$2,426	\$2,922	\$3,418	\$3,912	\$4,408	\$4,904	\$5,398	\$5,894	\$4.45	\$4.70	\$4.95
F	\$1,475	\$1,984	\$2,492	\$3,001	\$3,511	\$4,019	\$4,528	\$5,038	\$5,546	\$6,055	\$4.70	\$4.95	\$5.20
G	\$1,516	\$2,040	\$2,562	\$3,085	\$3,609	\$4,131	\$4,655	\$5,179	\$5,701	\$6,225	\$4.95	\$5.20	\$5.45
H	\$1,557	\$2,095	\$2,631	\$3,169	\$3,707	\$4,244	\$4,782	\$5,320	\$5,856	\$6,394	\$5.20	\$5.45	\$5.70
I	\$1,601	\$2,154	\$2,705	\$3,258	\$3,811	\$4,363	\$4,916	\$5,469	\$6,020	\$6,573	\$5.45	\$5.70	\$5.95
J	\$1,644	\$2,212	\$2,779	\$3,347	\$3,915	\$4,481	\$5,050	\$5,618	\$6,184	\$6,752	\$5.70	\$5.95	\$6.20
K	\$1,671	\$2,248	\$2,823	\$3,400	\$3,978	\$4,553	\$5,130	\$5,707	\$6,283	\$6,860			

To determine the co-payment amount the family must pay, use the gross monthly income amount used to determine family income eligibility. Following is information about how to use the chart above to determine the co-payment amount.

1. Move across the monthly income table to the column with the number of people in the household that you used in determining eligibility.
2. Move down that column for household size to the first row with an amount greater than the gross monthly income. Use the row above that row to determine the co-payment amount.
3. Move across that row and choose the co-payment fee that corresponds to the number of children that receive funds through the Infant and Toddler Quality Child Care Program and attend that child care facility.

Examples of co-payment amount:

1. Family D has a household size of two, monthly income of \$1,789, and **one** child in child care. Family D's income is above the Level B amount but less than the Level C amount. Family D pays a \$3.70 co-payment fee for each half-day of child care.
2. Family F has a household size of three, monthly income of \$2,450, and **two** children in child care. Family F's income is above the Level E amount but less than the Level F amount. Family F pays a \$4.70 co-payment fee for each half-day of child care.
3. Family G has a household size of three, monthly income of \$2,200, and **one** child in child care. Family G's income is above the Level A amount but less than the Level B amount. Family G pays a \$3.45 for each half-day of child care.

The child care provider is responsible for collecting co-payment fees and maintaining records of co-payments collected. Those records must be available for audit by the CEA or contractor, the Department of Human Services, and the federal government.

Nonpayment of the Co-Payment Fee

When a parent does not pay the fee, the child care provider must show that a reasonable effort was made to collect the fee. Reasonable effort means an original billing and two follow-up notices of nonpayment.

The CEA or contractor may terminate the family's participation in the program after determining that the family has made no payment or partial payment of the co-payment within 30 calendar days following the issuance of the last billing.

Inability to Pay the Co-Payment Fee

When the family continues to need child care but reports the inability to pay the co-payment fee, the CEA or contractor reviews the family's situation and verifies whether it is due to the existence of one or more of the following conditions:

- Extensive medical bills and there is no payment through Medicaid, Medicare, or other insurance coverage.
- Shelter costs in excess of 30% of the household income.
- Utility costs, not including the cost of a telephone, in excess of 15% of the household income.
- Additional expenses for food resulting from diets prescribed by a physician.

If any of the above conditions exist, continue services without a co-payment fee until the condition no longer exists and the family is able to participate in the current cost of service. Document the parent's nonpayment the co-payment fee and the parent's inability to pay. Contact the child care provider in writing to tell the provider that until further notice the provider will collect a reduced co-payment amount or no co-payment amount for this family.

Assess each "inability to pay" situation to determine whether the family can pay a reduced co-payment fee. Charge the reduced co-payment fee until full participation in co-payment fees is possible.

Re-verify the parent ability to pay the co-payment amount at the 6-month re-verification of eligibility date.

Child Care Provider Agreement

The *Child Care Provider Agreement* is the agreement between the child care provider and the CEA or contractor. In the agreement, the child care provider agrees to accept payment and not to request additional payment from the parent, except for:

- The co-payment fee found on the *Notice of Program Eligibility*.
- A late fee assessed when a child is not picked up timely.
- An "activity fee" to cover field trips, etc.
- Cost of care used beyond the time approved on the *Notice of Program Eligibility*.

The agreement identifies the maximum number of days a child can be absent per calendar month. You may pay the child care provider for days the child is **regularly** scheduled and the provider also charges a private customer for days of absence. (See **Days of Absence**)

Local Community Empowerment Board Flexibility

The Board must determine the maximum number of days a child can be absent per calendar month. The Child Care Assistance Program allows four (4) absences per calendar month. As the Board considers the maximum number of absences per month, remember that these are public funds and if a child is absent a significant number of times in a month, there may not be a need for child care.

Send one copy of the *Child Care Provider Agreement* to the child care provider. The provider returns pages 1 and 2 of the form.

The CEA or contractor:

- Reviews the form to verify that the child care provider completely filled out and signed page one.
- Reviews the child care provider's rates.
- Completes the first column of the table on page two with the approved half-day and full-day rates.
- Signs the bottom of page two.

Make a copy of pages 1 and 2 and send it to the child care provider. Maintain the original copy in the program records.

Child Care Provider Billing

When the child care provider bills for services, the provider must provide a claim form and attendance record. DHS is providing an invoice, *Provider Request for Payment*, and an attendance record, *Infant and Toddler Quality Child Care Program Attendance Record*, for CEAs to use and customize. *The Provider Request for Payment* and *Infant and Toddler Quality Child Care Program Attendance Record* forms include instructions for completing the forms.

We recommend a billing period of not less than bi-weekly and no more than monthly for services provided during the billing period. (This billing period is the same as the State Child Care Assistance Program.)

NOTE: You may allow child care providers to attach a copy of their own attendance record instead of the form you provide, as long as the providers attendance record includes all of the information you need and the names of children not receiving funding through the Infant and Toddler Quality Child Care Program are blacked out or removed. However, the provider and parent must still sign your attendance record form and attach it to the claim.

If a child care provider submits a claim without the appropriate attendance records, return it to the provider as incomplete.

EXCEPTION: The provider may submit a claim for payment if the provider is **unable** to get the parent's signature on an attendance sheet. The provider must attach a note explaining why the signature is missing. Process the claim as usual and attempt to get the parent's signature on the attendance sheet.

If you cannot get a signature from the parent, send a *Notice of Program Eligibility* to terminate the parent's eligibility for the Infant and Toddler Quality Child Care Program. You may also establish an overpayment claim against the parent.

Reviewing Claims

Review all child care provider claims to verify that the number of half-day and full-day days child care billed is within reasonable limits of the amount authorized on the *Notice of Program Eligibility*, and that any amount over the amount of time authorized is documented on the claim and authorized by the CEA or contractor.

If the number of half-day and full-day child care billed is more than the amount of child care authorized, contact the parent to see if there is a change in the parental need for child care. (See **Changes in Circumstances before Re-Verification Date**)

Correcting a Claim

The CEA or contractor may make corrections to the claim **except** in the following areas:

- The child's name (unless you can identify the child's name),
- The dates and times of providing care,
- The signature of the provider, and
- The date and signature of both the provider and the parent (caretaker) on the attendance record.

It is the child care provider's responsibility to correctly complete these areas on the claim.

If you make corrections to the claim, send a copy of the corrected form, with the corrections highlighted, along with the *Child Care Claim Cover Letter*, to the provider. Explain that you corrected the highlighted portions and paid the claim. This is to help the child care provider complete future claims correctly. We recommend that you review the claim within five business days of receipt.

If the provider indicates on the attendance sheet that the provider is unable to get the signature of the parent (caretaker), do not return the attendance sheet to the provider. Process the claim as usual. The CEA or contractor will contact the parent (caretaker) to get the signature.

When you are unable to interpret the child care provider's entry on the attendance sheet or claim form, and the item in question can be corrected by the CEA or contractor, call the provider.

- If you are able to reach the child care provider, document on the form what the entries are and your conversation with the provider. Mail a copy of the corrected form, with corrections highlighted, to the provider to help the provider with completing future claims.
- If you are unable to reach the provider, return the claim form along with the *Child Care Claim Cover Letter* and a blank claim form. **The provider must submit a new claim form for payment.**

Rejecting a Claim

If the CEA or contractor receives an incomplete or incorrect claim or attendance record, return it to the provider for corrections, with the errors highlighted. We recommend that you return the claim to the provider within five business days of receipt.

Also send the *Child Care Claim Cover Letter* and a blank claim. The *Child Care Claim Cover Letter* explains that you cannot process the claim and what corrections are needed. Retain the original claim and a copy of the cover letter.

The provider must submit a new claim and attendance sheet (if necessary) with the corrections to request payment for services. EXCEPTION: If the signature of the provider is the only thing missing on the claim or attendance sheet, the provider does not need to submit a new claim. The provider may sign the copy and return it to the CEA or contractor's office.

If the provider signature is missing from the claim, you may contact the provider to give the provider the option of coming to the office to sign the claim. We recommend requiring the provider to come into the office within five business days or mail the claim to the provider on the fifth business day.

There may be minor variances between the amount of time authorized on the *Notice of Program Eligibility* and the claim. You can pay these minor variances as long as there is a legitimate need. One example is when there are five weeks in a month. Document this need on the claim form.

If a provider submits a claim for more time than the child has been approved for on the *Notice of Program Eligibility*, and there is no obvious need, pay the amount of time that was approved on the *Notice of Program Eligibility* and deny the additional time.

Return a copy of the claim with the *Child Care Claim Cover Letter* to the provider, explaining that the parent should contact the CEA or contractor if the family needs additional child care. Send a copy of the *Child Care Claim Cover Letter* to the parent to tell the family that if they need additional child care they should discuss this with the CEA or contractor.

If the parent contacts the CEA or contractor, request verification to show the need for additional child care. The provider must re-submit a claim for the additional child care. When you receive the claim for additional child care:

- Pay the claim if you received documentation of the need for the additional child care and you approved the additional amount of child care based on parental need.
- If you have not received verification of the need for additional child care, we recommend that you return the claim by the fifth business day.

If a provider submits a claim for a child who is eligible for only a portion of the time billed, approve the portion of the claim for which the child was eligible. Return a copy of the claim and the *Child Care Claim Cover Letter* to the provider explaining that a portion of the billing period includes a period of time the child was not eligible.

Overpayment Recovery

When a child care provider receives a duplicate payment or a payment greater than allowed, you must recover the amount of the overpayment. Recovery is made through the provider or the parent, depending on the circumstances surrounding the overpayment. Identify the amount of the overpayment and initiate recovery as soon as possible after you discover the overpayment. Contact the DHS Community Empowerment Liaison any time you identify an overpayment problem. The Liaison will help the CEA or contractor work through the process of recovering an overpayment.

Following are three different categories of errors, child care provider, parent and CEA or contractor.

Child Care Provider Error

Recover overpayments that result from the following child care provider errors:

- False or misleading statements on the billing claim about the children receiving child care through the Infant and Toddler Quality Child Care Program.
- False or misleading documentation of hours when child care was provided.
- Failure to report receiving duplicate payments.
- Failure to report and refund payments received for more time than the amount authorized on the most recent *Notice of Program Eligibility* form.

Parent Error

Recover overpayments that result from the following parent errors:

- False or misleading oral or written statements about the parent's income, household composition, school schedule, hours of employment, or any other circumstances affecting eligibility.
- Failure to report changes in income, household composition, school schedule, hours of employment, or any other circumstance affecting eligibility of the parent, as outlined on the *Notice of Program Eligibility*.

CEA or Contractor Error

Recover overpayments that result from CEA or contractor error. This includes the following situations:

- The CEA or contractor errs in determining eligibility or the appropriate amount of child care needed.
- The CEA or contractor errs in timely making changes when the CEA or contractor has the information.
- The CEA or contractor incorrectly pays a child care provider due to errors in typing or copying, computer input errors, or mathematical errors.

Re-Verification of Eligibility

You must re-verify eligibility of the child, parent and child care provider. There are two different timeframes for re-verifying eligibility based on the parent's circumstances.

If the parent is recently unemployed and seeking work, you must re-verify eligibility 90 days from the date you approve the application.

- If the parent is still unemployed, the child is no longer eligible for the Infant and Toddler Quality Child Care Program.
- If the parent is now either employed, in an education/training program full-time, or a combination of work and training/education, verify whether the parent's income meets eligibility requirements, the parent's need for child care and the child care provider's eligibility.

If the parent is employed, participating in education/training full-time or a combination of work and education/training, you must re-verify eligibility every six (6) months from the date you approved the application. Verify whether the parent's income meets eligibility requirements, the parent's need for child care and the child care provider's eligibility.

Complete the *Notice of Program Eligibility* form. If the child/parent and child care provider still meet eligibility criteria, indicate the amount of child care the family is expected to use per day and per week (e.g., indicating half-day and full-day care for each day). Keep a copy of the *Notice of Program Eligibility* form with the family's application in the program records.

Note: If the parent is self-employed and provided a copy of the most recent tax return as proof of income, do not require the parent to provide another copy of the same tax return at the six month re-verification date. If the parent filed a more recent tax return, request a copy of this tax return to verify income eligibility.

DHS is providing an eligibility re-verification form, *Infant and Toddler Quality Child Care Program Eligibility Review*, that CEAs may use and customize.

Changes in Circumstances before the Re-Verification Date

It is possible for the child, parent, or child care provider eligibility to change before the re-verification date. Based on criteria for the program, we suggest that you require parents and child care providers to tell you of a change in circumstances within 10 days. Following are examples of when circumstances change.

- The child turns two years of age before the re-verification date. When the child turns two years of age, the child is no longer eligible for the Infant and Toddler Quality Child Care Program.
- The parent is unemployed and seeking work and gets a job. Re-verify income eligibility and the need for child care. If the parent no longer meets income eligibility or the need for child care, the child is no longer eligible for the Infant and Toddler Quality Child Care Program.
- The household size changes, the parent's income changes or the parent's work or school schedule changes. Re-verify income eligibility and the need for child care. If the parent no longer meets income eligibility or the need for child care, the child is no longer eligible for the Infant and Toddler Quality Child Care Program.
- The child care provider's national accreditation or QRS rating expires. The child care provider is no longer eligible to receive funding through the Infant and Toddler Quality Child Care Program.

You may use and customize the *Notice of Program Eligibility* form to tell the parent and child care provider of the change in circumstances and the result of that change, e.g., child is no longer eligible for the program, the parent is no longer eligible for the program, the parent's need for child care changed, or the child care provider no longer meets eligibility requirements. If enrollment in the program ends or changes (i.e., parental need for child care), we recommend that you allow 10 days from the date on the *Notice of Program Eligibility* for the change to be effective.

Funding Child Care Slots

Local Community Empowerment Board Flexibility

A Board may decide to pay for a reserved child care slot or pay the remaining portion of a child care slot when there is no parental need for child care (e.g., provide funding for a full-day child care slot when the parental need for child care is less than full-day). Following are situations when a Board may pay for a child care slot:

- The Board is holding an infant/toddler child care slot at a child care facility until identifying an eligible applicant to fill the slot.
- The Board pays for the remaining time each week when there is not a parental need for child care. For example, the child/parent is approved for a half-day of child care five days a week. The Board may pay the remaining half-day slot five days a week. Note: The child is not in care for the additional half-day slot the Board funds.
- The Board pays for “absent days” that are more than maximum allowed by the parent per calendar month. Note: These are **regularly** scheduled days and the provider also charges a private customer for days of absence. If the provider is closed because they are unavailable to provide care (e.g., they are ill or on vacation), the Board cannot pay for a child care slot.

The *Child Care Provider Agreement* includes a section on child care slots that CEAs may use, customize, or remove. In this section, the provider must agree to only bill for empty slots that do not have another means of payment (e.g., there is not a parental need for child care on a specific day and the parent pays the provider for the full cost of child care, a private pay child, etc.).

DHS is providing the following forms for CEAs may customize and use with child care providers to document and bill for completed and reserved child care slots:

- *Infant and Toddler Quality Child Care Program – Completed Child Care Slots Record*
- *Infant and Toddler Quality Child Care Program – Reserved Child Care Slots Record*
- *Provider Request for Payment – Completed Child Care Slots*
- *Provider Request for Payment – Reserved Child Care Slots*

Boards **must** have procedures to verify that a child care provider is billing child care slots appropriately.

Retention of Records

The CEA or contractor must retain records for the Infant and Toddler Quality Child Care Program as follows:

Record	Date you may destroy record
Application form and other forms sent to the family	July 1, 2016 (5 years)
Re-verification of eligibility forms	July 1, 2016 (5 years)
Child Care Provider Agreement form	July 1, 2016 (5 years)
Attendance records	July 1, 2021 (10 years)
Invoice/claim forms	July 1, 2021 (10 years)

If there is an overpayment and you recover the funds, you must retain the records for either the timeframes identified in the table above or 3 years after the overpayment is paid off, whichever is later.

Performance Measures Data

There are both federal- and state-required performance measures data. You must report federally-required performance measures data quarterly. You must report the state-required performance measures data every six months and then at the end of the program.

Federally-Required Data

You and any organization/agency you contract with to implement the program must report federally-required data within 4 calendar days of the end of each quarter using the statewide ARRA data collection system. (DHS will review and approve the data within 7 calendar days of the end of each quarter. The Department of Management transmits the data to the federal government.)

Sub-Recipient Data

Much of this data remains the same with each reporting period and the statewide ARRA reporting data system will have a significant amount of this data already completed. **CEAs must provide data for highlighted items below.** Do not leave any data fields blank. For example, in the first quarterly reporting period you did not expended any ARRA funds, enter "0" in this data field.

Note: If your Board contracts with an agency or organization to implement this program, the federal government requires additional data for the sub-recipient vendor.

Following are the data reporting deadlines.

<u>Quarterly Reporting Period</u>	<u>Data Due</u>
October 1, 2009 – December 31, 2009	January 4, 2010
January 1, 2010 – March 31, 2010	April 4, 2010
April 1, 2010 – June 30, 2010	July 4, 2010
July 1, 2010 – September 30, 2010	October 4, 2010
October 1, 2010 – December 31, 2010	January 4, 2011
January 1, 2011 – March 31, 2011	April 4, 2011
April 1, 2011 – June 30, 2011	July 4, 2011

Overarching Data	
Award ID	Contract number assigned by DHS
Parent Award ID	Associated with the Award ID of the parent award
Funding Agency Name	Associated with the parent award
Award Type	“G” for grant
Award Amount	Total amount of ARRA dollars authorized in the contract with the CEA – total amount obligated
Award Date	Date the contract between DHS and CEA begins
Recipient Type	“S” for sub-recipient
Recipient Name	Name of CEA receiving the grant
9-digit Data Universal Numbering System (D-U-N-S)	Use the fiscal agent’s D-U-N-S. If the fiscal agent does not have a D-U-N-S there is a process to get one.
Recipient Contact (E-mail address)	E-mail address of the person responsible for reporting on the grant
Recipient Account Number	Vendor code on I/3 (State Accounting System)
Recipient Address	Physical location of the recipient: street address, city, state and zip code
Recipient Congressional District	Based on the zip code provided in the recipient address
Project Name	Short name for the project or program funded
Project Description	Brief narrative description of the program that include a highlight of the program, overall purpose and expected results
Project Grant Period Start	Date the awarded project may begin based on the contract
Project Grant Period End	Date the awarded project may end
Reporting Frequency	Indicates the frequency of reporting Federally-required data: quarterly
Place of Performance (POP) Address	Physical location of primary place of performance – use address of Community Empowerment Area office
POP Location Code	Code associated with various geographic regions: data

	collection system includes Community Empowerment Areas
POP Location Title	Name of city, county or regional area derived from the POP Location Code
POP Location Type	Location type categorizing the various geographic regions based on POP Location Code
POP Congressional District	U.S. Congressional district based on zip code of POP Location Address

Quarterly Data	
Report ID	Computer-generated unique identifier
Parent ID	If the report is a delegated piece of a higher-level report, this field points to the immediate parent record
Award ID	The award that the report is related
Report Description	Description of the report as specified by the person initiating the report request (DHS)
Create Date	Date the report request was created
Due Date	Date report is due for review and approval (4 days from the last day of the quarter)
Reporting Period End Date	The person initiating the report indicates the end date of the reporting period
Approval Date	Date the report is approved by the person requesting the report
Initiated By	E-mail address for the person requesting the report
Reported By	E-mail address of the person responsible for completing the report
Report Status	N = New, not started yet; O = Open, being gathered; C = Completed, pending approval; A = Approved, no further changes
Total ARRA Disbursed	Cumulative total payments, amounts of cash disbursed as of the reporting period end date
Can Delegate	Person requesting report indicates "Yes" or "No" to determine whether the reporter can delegate the requested report to one or more sub-entities, colleagues or subordinates
Can Allow Delegation	Person requesting report indicates "Yes" or "No" to determine whether delegates of the reporter can further delegate reporting (accommodates deep organizational structures)

Final Report	Final Project Report Indicator (i.e., no future reports), “YES” or “NO” – specified by person submitting the report
Project Status	Overall percentage of project completion (0-100%) in whole numbers specified by the person submitting the report
Project Status Description	Narrative description of significant activities funded, services performed and/or deliverables achieved during the reporting period
Total ARRA Received	The amount received through reimbursement or invoice by the end of the reporting period end date – amount of the one-time payment
Total ARRA Expenditure	The total expenditure made by the recipient by the reporting period end date
Officer Reporting Requirement	Indicator for required officer reporting. If “YES,” then officer data is required for this report. Per OMB guidance to answer “yes” the following conditions were met: (i) In the recipient’s preceding fiscal year, the recipient received 80 percent or more of its annual gross revenues from Federal contracts (an subcontracts), loans, grants (and sub-grants) and cooperative agreements; and \$25,000,000 or more in annual gross revenues from Federal contracts (subcontracts), loans, grants (and sub-grants) and cooperative agreements; and (ii) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1034 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.
Job Creation Item ID	Computer-generated unique identifier
Cumulative Hours Worked	We believe that the CEA will report “0” because the Infant and Toddler Quality Child Care Program is a benefit program and not a job creation/retention program
Weekly Full-Time Hours Scheduled	We believe that the CEA will report “0”
SOC Minor	Do not complete
SOC Major	Computer-generated based on previous entries
FTE	Computer-generated based on previous entries
Entity Officer ID	Computer-generated unique identifier
Report ID	Computer-generated unique identifier

Office Name	If you answered “Yes” in the Officer Reporting Requirement data field, name of one of the five most highly compensated officers of the recipient for the calendar year in which the award is awarded
Office Compensation	Total compensation of the highly compensated officers listed (contact DHS if you have highly compensated officers for what cash and noncash dollar value to include in the “total compensation” amount)

Sub-Recipient Vendor Data

Much of this data remains the same with each reporting period and the statewide ARRA reporting data system will have a significant amount of this data already completed. When the Board contracts with a provider/vendor to manage the implementation of the program, **the vendor must provide data for highlighted items below**. Do not leave any data fields blank. For example, in the first quarterly reporting period you did not expended any ARRA funds, enter “0” in this data field.

<u>Quarterly Reporting Period</u>	<u>Data Due</u>
October 1, 2009 – December 31, 2009	January 4, 2010
January 1, 2010 – March 31, 2010	April 4, 2010
April 1, 2010 – June 30, 2010	July 4, 2010
July 1, 2010 – September 30, 2010	October 4, 2010
October 1, 2010 – December 31, 2010	January 4, 2011
January 1, 2011 – March 31, 2011	April 4, 2011
April 1, 2011 – June 30, 2011	July 4, 2011

Overarching Data	
Award ID	Contract number assigned by CEA
Parent Award ID	Associated with the Award ID of the parent award
Funding Agency Name	Associated with the parent award
Award Type	“G” for grant
Award Amount	Total amount of ARRA dollars authorized in the contract with the vendor – total amount obligated
Award Date	Date the contract between CEA and vendor begins
Recipient Type	“V” for vendor
Recipient Name	Legal name of vendor receiving the grant
9-digit Data Universal Numbering System (D-U-N-S)	D-U-N-S number for the vendor

Recipient Contact (E-mail address)	E-mail address of the person responsible for reporting on the grant
Recipient Account Number	Vendor code on I/3 (State Accounting System)
Recipient Address	Physical location of the recipient: street address, city, state and zip code
Project Name	Short name for the project or program funded
Project Description	A description of the service provided by the vendor
Project Grant Period Start	Date the awarded project may begin based on the contract
Project Grant Period End	Date the awarded project may end
Reporting Frequency	Indicates the frequency of reporting Federally-required data: quarterly

Quarterly Data	
Report ID	Computer-generated unique identifier
Parent ID	If the report is a delegated piece of a higher-level report, this field points to the immediate parent record
Award ID	The award that the report is related
Report Description	Description of the report as specified by the person initiating the report request (DHS)
Create Date	Date the report request was created
Due Date	Date report is due for review and approval (4 days from the last day of the quarter)
Reporting Period End Date	The person initiating the report indicates the end date of the reporting period
Approval Date	Date the report is approved by the person requesting the report
Initiated By	E-mail address for the person requesting the report
Reported By	E-mail address of the person responsible for completing the report
Report Status	N = New, not started yet; O = Open, being gathered; C = Completed, pending approval; A = Approved, no further changes
Total ARRA Disbursed	Cumulative total payments, amounts of cash disbursed as of the reporting period end date
Can Delegate	Person requesting report indicates "Yes" or "No" to determine whether the reporter can delegate the requested report to one or more sub-entities, colleagues or subordinates
Can Allow Delegation	Person requesting report indicates "Yes" or "No" to determine whether delegates of the reporter can further

	delegate reporting (accommodates deep organizational structures)
Final Report	Final Project Report Indicator (i.e., no future reports), “YES” or “NO” – specified by person submitting the report
Job Creation Item ID	Computer-generated unique identifier
Cumulative Hours Worked	We believe that the vendor will report “0” because the Infant and Toddler Quality Child Care Program is a benefit program and not a job creation/retention program
Weekly Full-Time Hours Scheduled	We believe that the vendor will report “0”
SOC Minor	Do not complete
SOC Major	Computer-generated based on previous entries
FTE	Computer-generated based on previous entries
Report ID	Computer-generated unique identifier

State-Required Data

There are three different categories of **state-required data**. One category is for data reported every six months. The second category is the CEA’s annual report. The last is data reported at the end of the program period.

6-Month Data

You must report 6-month data on the last Friday of the month following the six month reporting period. DHS will use an electronic data collection method, such as *Survey Monkey*, if the statewide ARRA data collection system cannot collect this data.

Following are the data reporting deadlines.

6-Month Reporting Period

Data Due

October 1, 2009 – March 31, 2010
 April 1, 2010 – September 30, 2010
 October 1, 2010 – March 31, 2011
 April 1, 2011 – June 30, 2011

April 30, 2010
 October 29, 2010
 April 29, 2011
 July 29, 2011

Financial Data	
Amount of funds expended	Enter the cumulative total amount of funds expended since the beginning of the program (November 1, 2009)
Amount of administrative funds expended	Enter the cumulative total amount of administrative funds (maximum amount is 5% of grant amount) expended since the beginning of the program (November 1, 2009)
Amount of program funds expended	Enter the cumulative total amount of program funds expended since the beginning of the program (November 1, 2009)
Amount of interest earned	If this funding is in an interest bearing account, enter the amount of interest earned since the beginning of the program (November 1, 2009)
Performance Measures Data	
Child-Related Data	
Number of new children enrolled in the current reporting period	Enter the total number of new children enrolled in the current 6-month reporting period
Number of children enrolled in the current reporting period	Enter the number of new children enrolled in the current 6-month reporting period plus the number of children enrolled in a previous 6-month reporting period and still participating in the current 6-month reporting period
Number of children enrolled since program implementation	Enter the total number of children enrolled since the implementation of the program (November 1, 2009)
Number of child care slots reserved	Enter the total number of child care slots reserved at a child care facility in the current 6-month reporting period
Number of child care slots reserved and filled	Enter the total number of child care slots reserved and a child is enrolled in the slot in the current 6-month reporting period
Family-Related Data – only report each family once (for example, if the parent is unemployed at the beginning of the 6-month reporting period and gets a job, count the parent in the “number of parents that attained work.” Do not count the parent in both the number of families employed and number of that attained work. If the child/parent is still eligible for the program, in the next 6-month reporting period, count the parent in the “number of families employed.”)	
Number of families	Enter the number of families receiving child care support through this program in the current 6-month reporting period
Number of parents employed	Enter the number of parents receiving child care support through this program that are employed in the current 6-month reporting period

Number of parents in education or training activities	Enter the number of parents receiving child care support through this program that are participating in education or training activities in the current 6-month reporting period
Number of parents in a combination of employment and training	Enter the number of parents receiving child care support through this program that are both employed and participating in education/training activities in the current 6-month reporting period
Number of parents unemployed	Enter the number of parents unemployed in the current 6-month reporting period
Number of parents that attained work	Enter the number of parents that were unemployed and got a job in the current 6-month reporting period
<i>Child Care Facility-Related Data</i>	
Number of child care facilities	Enter the number of child care facilities that provided child care for this program in the current 6-month reporting period

CEA Annual Report

CEAs must report performance measures data for the Infant and Toddler Quality Child Care Program in the CEAs annual report. The annual report will also include a financial statement for this program.

End of Program Period Data

You must report the end of program period data by **July 29, 2011**. (Note: If you expend all funds before the program end date, you must report the following data the last Friday of the month following the end of the current federal reporting quarter.) DHS will use an electronic data collection method, such as *Survey Monkey*, if the statewide ARRA data collection system cannot collect this data.

Performance Measures Data	
<i>Child-Related Data</i>	
Number of children enrolled	Enter the cumulative total number of children enroll in the program (since November 1, 2009)
Number of children by age at time of enrollment	Enter the number of children at each age (indicated by month, example, 3 months old, etc.) at the time of enrollment in the program
Number of children by gender	Enter the number of children enrolled by gender
Number of children by race	Enter the number of children enrolled by race
Number of children by ethnicity	Enter the number of children enrolled by ethnicity
Number of days of child care provided during program period	Enter the total number of days of child care provided for the program period (since November 1, 2009)

Average number of days in child care	Enter the average number of days in child care for children enrolled in the program
Number of child care slots reserved	Enter the total number of child care slots reserved for the program period (since November 1, 2009)
Number of child care slots that were filled	Enter the total number of child care slots reserved and a child was enrolled for the program period (since November 1, 2009)
<i>Family-Related Data – Based on when you approved the application, with the exception of parents that are unemployed when you approved the application and attained employment.</i>	
Number of families	Enter the number of families receiving child care support through this program for the program period (since November 1, 2009)
Number of parents employed	Enter the number of parents receiving child care support through this program that are employed for the program period (since November 1, 2009)
Number of parents in education or training activities	Enter the number of parents receiving child care support through this program that are participating in education or training activities for the program period (since November 1, 2009)
Number of parents in a combination of employment and training	Enter the number of parents receiving child care support through this program that are both employed and participating in education/training activities for the program period (since November 1, 2009)
Number of parents unemployed	Enter the number of parents unemployed for the program period (since November 1, 2009)
Number of parents that attained work	Enter the number of parents that were unemployed and got a job for the program period (since November 1, 2009)
<i>Child Care Facility-Related Data</i>	
Number of child care facilities	Enter the number of child care facilities that provided child care for this program for the program period (since November 1, 2009)
Number of NAEYC accredited facilities	Enter the number of NAEYC accredited facilities that provided child care for this program for the program period
Number of children attending NAEYC accredited facilities	Enter the number of children received child care through this program that attended a NAEYC accredited facility for the program period
Number of NAFCC accredited facilities	Enter the number of NAFCC accredited facilities that provided child care for this program for the program period
Number of children attending NAFCC accredited facilities	Enter the number of children received child care through this program that attended a NAFCC accredited facility for the program period

Number of QRS Level 3 facilities	Enter the number of QRS Level 3 facilities that provided child care for this program for the program period
Number of children attending QRS Level 3 facilities	Enter the number of children received child care through this program that attended a QRS Level 3 facility for the program period
Number of QRS Level 4 facilities	Enter the number of QRS Level 4 facilities that provided child care for this program for the program period
Number of children attending QRS Level 4 facilities	Enter the number of children received child care through this program that attended a QRS Level 4 facility for the program period
Number of QRS Level 5 facilities	Enter the number of QRS Level 5 facilities that provided child care for this program for the program period
Number of children attending QRS Level 5 facilities	Enter the number of children received child care through this program that attended a QRS Level 5 facility for the program period
Number of license exempt programs	Enter the number of license exempt programs that provided child care for this program for the program period
Number of children attending a license exempt program	Enter the number of children received child care through this program that attended a license exempt program for the program period
<i>Program Participation Ended Data</i>	
Number of children that no longer met the age requirement	Enter the number of children that no longer meet the age requirements of the program and participation ended
Number of families that no longer met the income requirements	Enter the number of families that no longer met the income eligibility requirements and participation in the program ended
Number of child care facilities that no longer me quality standards	Enter the number of child care providers that no longer met the quality standard requirements and participation in the program ended
Number of families that exceed the 90-day job search limit	Enter the number of families that no longer me the program requirements because the parent exceed the 90-day job search limit