



Iowa Department of Human Services

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GENERAL LETTER NO. 13-G-40

ISSUED BY: Bureau of Child Care
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**,
pages 44, 67, 69 through 72, 78, 93, and 94, revised.

Summary

Chapter 13-G is revised to:

- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance to be consistent with the federal poverty guidelines.
- ◆ Update the list of required forms for nonregistered child care home and in-home care providers.
- ◆ Revise the steps to obtain approval to pay nonregistered providers.
- ◆ Revise the fee assessment schedule and examples to be consistent with the updated gross income guidelines.

Effective Date

July 1, 2013

Implementation Instructions

Applicants: Apply the new income guidelines and fee schedule to all applications processed on or after July 1, 2013.

Participants: Apply the new income guidelines for all reviews or changes that effect July 2013 eligibility or benefit amount.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 13, Chapter G:

<u>Page</u>	<u>Date</u>
44	June 8, 2012
67, 69-72, 78	January 4, 2013
93, 94	June 8, 2012

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.

Financial Eligibility

Legal reference: 441 IAC 170.2(1)

Policy:

Families are financially eligible for Child Care Assistance (CCA) when their monthly gross income, according to family size, is no more than the following amounts:

MONTHLY GROSS INCOME					
<u>Family Size</u>	<u>Column A</u> (Basic care)	<u>Column B</u> (Special needs care)	<u>Family Size</u>	<u>Column A</u> (Basic care)	<u>Column B</u> (Special needs care)
1 member	\$1,389	\$1,916	11 members	\$6,247	\$8,007
2 members	\$1,875	\$2,586	12 members	\$6,732	\$8,170
3 members	\$2,361	\$3,256	13 members	\$7,218	\$8,333
4 members	\$2,846	\$3,926	14 members	\$7,704	\$8,496
5 members	\$3,332	\$4,596	15 members	\$8,190	\$8,659
6 members	\$3,818	\$5,266	16 members	\$8,675	\$8,822
7 members	\$4,304	\$5,936	17 members	\$8,985	\$8,985
8 members	\$4,789	\$6,606	18 members	\$9,148	\$9,148
9 members	\$5,275	\$7,276	19 members	\$9,311	\$9,311
10 members	\$5,761	\$7,844	20 members	\$9,474	\$9,474
Add \$163 for each additional person over 20 members.					

CCA is provided without regard to income for:

- ◆ Families with a child with protective needs.
- ◆ Participants in PROMISE JOBS-approved activities.
- ◆ Recipients of FIP, or people whose income was considered in determining the needs of a FIP recipient.

Procedure:

Use all income to determine eligibility and copayment. To verify income, request documentation from the source of the payment, such as pay stubs, employer statements, and payor statements on child support payments that are not issued through the Child Support Recovery Unit. Document the income and how it was verified in the case file. (See [Verification](#).)

If a family has some children that meet the criteria for special needs while others do not, establish eligibility using both columns in the table.

Required Forms

Legal reference: 441 IAC 170.4(3)

Policy:

Child care providers must meet the requirements specified by the following documents, depending on the classification of the provider.

Procedure:

Verify the status of the provider before you approve payment.

PROVIDER TYPE	REQUIREMENTS
Child care center	<ul style="list-style-type: none">◆ <i>Certificate of License, 470-0618</i>◆ <i>Child Care Assistance Provider Agreement, 470-3871</i>
Registered child development home	<ul style="list-style-type: none">◆ <i>Certificate of Registration, 470-3498</i>◆ <i>Child Care Assistance Provider Agreement, 470-3871</i>
Nonregistered child care home	<ul style="list-style-type: none">◆ <i>Minimum Health and Safety Requirements for Nonregistered Child Care Home Providers, Comm. 95 or Comm. 95(S)</i>◆ <i>Payment Application for Nonregistered Providers, 470-2890 or 470-2890(S)</i>◆ <i>Child Care Assistance Provider Agreement, 470-3871 or 470-3871(S)</i>◆ <i>Record Check Authorization, 470-5143</i>◆ <i>Completed Federal Fingerprint Card, form FD-258</i>◆ <i>Waiver Agreement and Statement, form DCI-45</i>
Exempt program	<ul style="list-style-type: none">◆ <i>Child Care Assistance Provider Agreement, 470-3871 or 470-3871(S)</i>◆ Documentation showing the facility is operated by or under contract with a public or nonpublic school accredited by the Department of Education
In-home care	<ul style="list-style-type: none">◆ <i>Minimum Health and Safety Requirements for Nonregistered Child Care Home Providers, Comm. 95 or Comm. 95(S)</i>◆ <i>Payment Application for Nonregistered Providers, 470-2890 or 470-2890(S)</i>◆ <i>Child Care Assistance Provider Agreement, 470-3871 or 470-3871(S)</i>◆ <i>Record Check Authorization, 470-5143</i>◆ <i>Completed Federal Fingerprint Card, form FD-258</i>◆ <i>Waiver Agreement and Statement, form DCI-45</i>

People who have a founded child abuse record or criminal conviction cannot legally provide child care or get Child Care Assistance (CCA) payments, unless the Department finds through an evaluation of the records that the person is eligible to provide child care. This requirement also applies to people age 14 or over who live in the home of the provider or have access to a child when the child is alone.

The Department checks these records before licensing or certifying registration of a child care provider. However, providers who provide care for five children or less are not required to register with the state.

Any person who provides child care services to a CCA recipient, and anyone age 14 or over who lives in that home or has access to a child when the child is alone, must have successfully completed criminal, sex offender, and child abuse record checks.

Any person who provides child care services to a CCA recipient, and anyone age 18 or over who lives in that home or has access to a child when the child is alone, must have successfully completed national criminal history checks based on fingerprints.

DHS staff follow three steps to obtain approval to pay nonregistered providers. (PROMISE JOBS staff complete only steps one and two.)

1. Check to see if the family's chosen provider is already an approved nonregistered provider by accessing KinderTrack (KT) screens. See 14-H, [KINDERTRACK SYSTEM](#).

The KT screens will show whether the provider is currently active and has signed a *Child Care Assistance Provider Agreement*.

2. If the provider has not yet been approved as a nonregistered provider for the CCA program, DHS staff must issue the following to the provider, with instructions to return the forms to the centralized CCA unit:
 - ◆ Pamphlet Comm. 95 or Comm. 95(S), *Minimum Health and Safety Requirements for Nonregistered Child Care Home Providers*.
 - ◆ Form 470-2890, *Payment Application for Nonregistered Providers*.
 - ◆ Form 470-5143, *Record Check Authorization* (one form for each person over age 13 who lives in the household or who has access to the children in care).

- ◆ Form 470-3871, *Child Care Assistance Provider Agreement*.
- ◆ Form DCI-45, *Waiver Agreement and Statement* (one form for each person over age 17 who lives in the household or who has access to the children in care).
- ◆ A request for the provider to submit completed *Federal Fingerprint Cards*, form FD-258, for each person over age 17 who lives in the household or who has access to the children in care.
- ◆ A return envelope.

NOTE: Providers may also apply on-line from the KinderTrack website: <https://ccmis.dhs.state.ia.us/ProviderPortal/>.

3. DHS staff finish the provider approval process by:
 - ◆ Obtaining the results of the background, sex offender, and abuse checks.
 - ◆ Approving or denying the *Child Care Assistance Provider Agreement*.

NOTE: If the KT system indicates that the provider is active and already has a current *Child Care Assistance Provider Agreement* on file, it is not necessary to fill out new forms or to complete new background and abuse checks.

Nonregistered providers, in-home providers, and child care home providers must sign and return forms 470-2890, 470-3871, 595-1489 or 595-1489(S), DCI-45, and FD-258 to the child care unit and pass the criminal, sex offender, and child abuse record checks before payment will be made.

Signature on form 470-2890, *Payment Application for Nonregistered Providers*, certifies the provider's understanding of and compliance with the conditions and requirements for nonregistered providers. These include:

- ◆ Minimum health and safety requirements.
- ◆ Limits on the number of children for whom care may be provided.
- ◆ Unlimited parental access to the child during hours when care is provided.
- ◆ Conditions that warrant nonpayment.
- ◆ Prohibitions on persons who have been convicted of a crime or have a founded and registered child abuse providing child care.

The provider shall complete form 470-2890:

- ◆ When applying for payment for the first time (new),
- ◆ Every 24 months for renewal, and
- ◆ When there is a change in the information provided on the form (name, address, household composition).

Nonregistered providers must renew their CCA authorization every 24 months. The entire provider approval process described above must be completed again. This means nonregistered providers must complete a new *Child Care Assistance Provider Agreement, Payment Application for Nonregistered Providers*, and have new background and abuse checks done.

Make sure the provider and the client understand that CCA payment will be issued only after the record checks are returned as all clear, or until DHS completes the evaluation and gives permission for the person to provide child care.

If the client chooses to place the children with the provider before all record checks are complete, and the provider is not approved for payment, it is the client's responsibility to pay the provider for child care.

NOTE: The effective date of provider eligibility for payment will be based upon the client's application date. This means that once a provider is determined eligible for payment by DHS, they may be paid for child care provided retroactively to the effective date of the clients' eligibility.

1. Mr. and Mrs. A apply for Child Care Assistance (CCA) on July 23, 2007. They indicate they will be using a registered provider, ABC Child Care. CCCAU sends ABC Child Care a *Child Care Assistance Provider Agreement* to complete. The *Child Care Assistance Provider Agreement* is returned to DHS on July 30, 2007.

ABC Child Care is approved to be a CCA provider on August 13, 2007. The effective date of the *Provider Agreement* will be July 23, 2007, the day Mr. and Mrs. A applied for CCA.

2. Same scenario as Example 1, except that Mr. and Mrs. B indicate they have been using a registered provider, ABC Child Care, since May 19, 2007.

ABC Child Care is approved to be a CCA provider on August 13, 2007. The effective date of the *Provider Agreement* will be July 23, 2007, the day Mr. and Mrs. A applied for CCA. Any care provided between May 19 and July 23, 2007, must be paid by Mr. and Mrs. B.

3. Mr. and Mrs. C apply for CCA on July 23, 2007. They indicate they will be using a nonregistered provider, XYZ Child Care. CCCAU sends XYZ Child Care a *Payment Application for Nonregistered Providers, Record Check Request, Federal Fingerprint Card, form FD-258, Waiver Agreement and Statement, form DCI-45, Comm. 95, and Provider Agreement* to complete. These forms are returned to DHS on July 30, 2007.

Once background and abuse checks are completed, XYZ Child Care is approved to be a CCA provider on August 22, 2007. The effective date of the *Child Care Assistance Provider Agreement* will be July 23, 2007, the day Mr. and Mrs. C applied for CCA.

Criminal and Child Abuse Record Checks

Within two working days after receiving the forms from the prospective provider, process criminal and child abuse record checks as follows:

- ◆ **DHS:** Send all forms to the DHS worker who is responsible for checking the ACAN and STAR systems and checking the SING system owned by the Division of Criminal Investigation (DCI).
- ◆ **PROMISE JOBS:** Send all forms to the Centralized Child Care Unit in the DHS central office. DHS will forward the forms to the appropriate person responsible for performing the record checks.

Complete a separate form 595-1489 or 595-1489(S), *Non-Law Enforcement Record Check Request Form A*, for **each last name** which needs to be checked, including maiden names and previous married names. This includes the provider, each person in the provider's household who is aged 14 or over, and anyone who has access to a child when the child is alone.

NOTE: If the provider goes into the child's own home (an in-home provider), do the background checks on the provider, but not on the provider's family, unless the provider's family members will have contact with the children.

When the criminal records check is completed, DCI will return the information to the DHS worker who initiated the SING check.

Once the abuse check is completed, the designated DHS worker enters this information into the KinderTrack system.

“**Infant and toddler**” means a child aged two weeks to two years.

“**Preschool**” means a child aged two years to kindergarten (“school aged”).
 Approve preschool rates for summer hours before kindergarten classes begin.

“**School aged**” means a child in attendance in full-day or half-day classes,
 including kindergarten.

Basic Care Rate

Legal reference: 441 IAC 170.4(7)“a”

The maximum rate of payment by age of child and type of provider for a half-day of basic care is shown in Table I that follows:

Table I. Half-Day Rate Ceilings for Basic Care				
Age Group	Child Care Center	Child Development Home A or B	Child Development Home C	Nonregistered Family Home
Infant and Toddler	\$16.78	\$12.98	\$12.44	\$8.19
Preschool	\$13.53	\$12.18	\$12.18	\$7.19
School Aged	\$12.18	\$10.82	\$10.82	\$7.36

Special Needs Rate

Legal reference: 441 IAC 170.4(7)“a”

The maximum rate of payment by age of child and type of provider for a half-day of special needs care is shown in Table II below:

Table II. Half-Day Rate Ceilings for Special Needs Care				
Age Group	Child Care Center	Child Development Home A or B	Child Development Home C	Nonregistered Family Home
Infant and Toddler	\$51.94	\$17.05	\$13.40	\$10.24
Preschool	\$30.43	\$15.83	\$13.40	\$8.99
School Aged	\$30.34	\$14.61	\$12.18	\$9.20

Level	Monthly Income According to Family Size										Unit Fee Based on Number of Children in Care		
	1	2	3	4	5	6	7	8	9	10	1	2	3 & up
A	\$910	1,228	1,547	1,865	2,183	2,501	2,820	3,138	3,456	3,774	\$0.00	\$0.00	\$0.00
B	958	1,293	1,628	1,963	2,298	2,633	2,968	3,303	3,638	3,973	0.20	0.45	0.70
C	985	1,329	1,674	2,018	2,362	2,707	3,051	3,395	3,740	4,084	0.45	0.70	0.95
D	1,012	1,365	1,719	2,073	2,427	2,780	3,134	3,488	3,842	4,195	0.70	0.95	1.20
E	1,040	1,404	1,767	2,131	2,495	2,858	3,222	3,586	3,949	4,313	0.95	1.20	1.45
F	1,068	1,442	1,815	2,189	2,563	2,936	3,310	3,683	4,057	4,430	1.20	1.45	1.70
G	1,098	1,482	1,866	2,250	2,634	3,018	3,402	3,786	4,170	4,554	1.45	1.70	1.95
H	1,128	1,523	1,917	2,312	2,706	3,101	3,495	3,890	4,284	4,679	1.70	1.95	2.20
I	1,160	1,565	1,971	2,376	2,782	3,187	3,593	3,998	4,404	4,810	1.95	2.20	2.45
J	1,191	1,608	2,024	2,441	2,858	3,274	3,691	4,107	4,524	4,941	2.20	2.45	2.70
K	1,225	1,653	2,081	2,509	2,938	3,366	3,794	4,222	4,651	5,079	2.45	2.70	2.95
L	1,258	1,698	2,138	2,578	3,018	3,458	3,897	4,337	4,777	5,217	2.70	2.95	3.20
M	1,293	1,745	2,198	2,650	3,102	3,554	4,007	4,459	4,911	5,363	2.95	3.20	3.45
N	1,328	1,793	2,258	2,722	3,187	3,651	4,116	4,580	5,045	5,509	3.20	3.45	3.70
O	1,366	1,843	2,321	2,798	3,276	3,753	4,231	4,709	5,186	5,664	3.45	3.70	3.95
P	1,403	1,893	2,384	2,875	3,365	3,856	4,346	4,837	5,327	5,818	3.70	3.95	4.20
Q	1,442	1,946	2,451	2,955	3,459	3,964	4,468	4,972	5,477	5,981	3.95	4.20	4.45
R	1,481	1,999	2,517	3,036	3,554	4,072	4,590	5,108	5,626	6,144	4.20	4.45	4.70
S	1,523	2,055	2,588	3,121	3,653	4,186	4,718	5,251	5,783	6,316	4.45	4.70	4.95
T	1,564	2,111	2,658	3,205	3,753	4,300	4,847	5,394	5,941	6,488	4.70	4.95	5.20
U	1,608	2,171	2,733	3,295	3,858	4,420	4,982	5,545	6,107	6,669	4.95	5.20	5.45
V	1,652	2,230	2,807	3,385	3,963	4,540	5,118	5,696	6,273	6,851	5.20	5.45	5.70
W	1,698	2,292	2,886	3,480	4,074	4,667	5,261	5,855	6,449	7,043	5.45	5.70	5.95
X	1,744	2,355	2,965	3,575	4,185	4,795	5,405	6,015	6,625	7,235	5.70	5.95	6.20
Y	1,793	2,420	3,048	3,675	4,302	4,929	5,556	6,183	6,810	7,437	5.95	6.20	6.45
Z	1,842	2,486	3,131	3,775	4,419	5,063	5,707	6,351	6,996	7,640	6.20	6.45	6.70
AA	1,894	2,556	3,218	3,880	4,543	5,205	5,867	6,529	7,192	7,854	6.45	6.70	6.95
BB	1,945	2,626	3,306	3,986	4,666	5,347	6,027	6,707	7,387	8,068	6.70	6.95	7.20

Procedure:

Assess the amount of the fee by determining the gross monthly income according to family size. Use the same dollar amount that was calculated when determining eligibility. Use the sliding fee schedule as follows:

1. Move across the monthly income table to the column headed by the number of people in the family that was used in determining eligibility.
2. Move down that column for family size to the first row with an amount greater than the monthly family income. Use the row above that row to determine the fee amount.
3. Move across that row and choose the fee that corresponds to the number of children that need care.
4. When a family has more than ten members, find the income levels by multiplying the figures in the 4-member column by 0.03. Round the answers to the nearest dollar and multiply by the number in the family in excess of ten. Add the result to the amount in the 10-member column.

When more than one child in a family receives services, assess the fee on the child who receives the most units of service. Do not assess an additional fee for each child.

Include documentation in the case file to support the fee.

Comment:

1. Family D has two members, monthly income of \$1,250, and **one** child in care. Family D's income is above the Level A amount but less than the Level B amount. Family D pays \$0.00 fee for each unit of child care.
2. Family F has three members, monthly income of \$1,650, and **two** children in care. Family F's income is above the Level B amount but less than the Level C amount. Family F pays \$0.45 fee for each unit of child care that the child who receives the most units uses.
3. Family G has three members, monthly income of \$1,650, and **one** child in care. Family G's income is above the Level B amount but less than the Level C amount. Family G pays \$0.20 for each unit of child care.