



Iowa Department of Human Services

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GENERAL LETTER NO. 13-G-41

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

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**, Contents (page 1), revised; pages 7, 8, 26, 27, 28, 30, 35, 42, 44, 45, and 93, revised; and pages 34a and 34b, new.

Summary

Chapter 13-G is revised to:

- ◆ Update the gross income limits for determination of eligibility for Child Care Assistance (CCA) to be consistent with the federal poverty guidelines.
- ◆ Revise the fee assessment schedule and examples to be consistent with the updated gross income guidelines.
- ◆ Revise the section regarding how to document that a child has special needs to include a bullet for evidence to document that the child is receiving SSI.
- ◆ Replace the term "GED" with the new term "high school equivalency."
- ◆ Revise waiting list requirements to include part-time school and part-time employment for a total of 28 hours per week in the aggregate.
- ◆ Revise CCA eligibility policy to allow a parent to participate in part-time school and part-time employment for a total of 28 hours per week in the aggregate.

Effective Date

July 1, 2014

Implementation Instructions

Applicants: Apply the new income guidelines and fee schedule to all applications processed on or after July 1, 2014.

Participants: Apply the new income guidelines for all reviews or changes that effect July 2014 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Material Superseded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>
Contents (page 1)	September 23, 2011
7, 8, 26	September 23, 2011
27	June 8, 2012
28, 30	September 23, 2011
35, 42	June 8, 2012
44	July 19, 2013
45	September 23, 2011
93	July 19, 2013

Additional Information

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

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Priority for Service

Legal reference: 441 IAC 170.2(3)

The Department has the authority to implement waiting lists for Child Care Assistance (CCA) when funds are insufficient to serve additional families beyond those already receiving services and those requiring protective child care. Exceptions to placement on the waiting list are as follows:

- ◆ Families who are eligible for protective child care services.
- ◆ Recipients of FIP or people whose earned income was taken into account in determining the needs of FIP recipients.
- ◆ Participants in approved PROMISE JOBS activities.
- ◆ Families receiving CCA that have a change in circumstances that result in the need for care for another child. This includes a newborn child. The new child is approved for assistance when the family reports the change.

People covered by these exceptions are always eligible for CCA, notwithstanding the lack of funding.

When there is a waiting list, the priority groups as established in state law define which families receive services first. The amount of funds available determines the number of priority groups from whom applications will be taken. As funds become available, families are approved for services in the following order of prioritization:

1. a. Families who are at or below 100 percent of the federal poverty level whose members, for at least 28 hours per week in the aggregate, are employed or are participating at a satisfactory level in an approved training program or educational program, and
 - b. Parents with a family income at or below 100 percent of the federal poverty level who are under the age of 21 and are participating in an educational program leading to a high school diploma or equivalent.
2. Parents with a family income at or below 100 percent of the federal poverty level who are under the age of 21 and are participating at a satisfactory level in an approved training program or in an education program.

3. Families with an income of more than 100 percent but not more than 145 percent of the federal poverty level whose members for at least 28 hours per week in the aggregate, are employed or are participating at a satisfactory level in an approved training program or educational program.
4. Families with an income at or below 200 percent of the federal poverty level whose members are employed at least 28 hours per week or are participating in an approved training or education program and who have a special needs child as a member of the family. (See [Financial Eligibility](#) for the definition of a child with special needs.)

NOTE: When the Department determines that sufficient funds are available to serve all families that are eligible, neither the waiting list nor the priority group requirements apply.

Application for Placement on a Waiting List

Legal reference: 441 IAC 170.3(4)

When funds are insufficient to serve all families needing services, the Department's central office will direct local offices to post a notice in a highly visible location in the waiting area that:

- ◆ Informs families that funds are not available for Child Care Assistance (CCA).
- ◆ Describes the requirements that a family must meet to apply to go on a waiting list.

Accept applications from families who meet the specific requirements of the priority group for which applications are being taken. Also accept applications from families that do not appear to meet the priority group requirements.

NOTE: Participants in approved PROMISE JOBS activities and recipients of FIP, people whose earned income was taken into account in determining the needs of FIP recipients, and families that receive a state adoption subsidy for a child are not subject to the posting of lack of funding or waiting lists.

Assess eligibility based on the requirements of the priority group at the time of application to be placed on a waiting list.

An ORR recertification letter issued to the victim of trafficking is required for the child to receive CCA benefits beyond the eight-month ORR certification.

Cancel assistance at the end of the specified ORR certification period unless the household provides a follow-up letter as stated above, or the household otherwise meets alien eligibility requirements. You must give timely notice.

Victims of trafficking may not yet have standard identity documents, such as driver's licenses. Do not automatically deny applications for people who cannot confirm their identity. Call the trafficking verification line at (866) 401-5510 for assistance.

Some victims of trafficking may not yet have or may not be able to get a social security number for work purposes. Assist these persons in obtaining non-work social security numbers.

If you encounter a child you believe may be a trafficking victim, go through your usual channels to obtain instructions on providing the person with assistance in contacting ORR for possible certification by that agency.

If a victim of trafficking gains an eligible alien status, the new eligible alien status is to be used when redetermining eligibility for that child.

Need for Service

Legal reference: 441 IAC 170.2(2) "b"

Policy:

Parents must have one or more of the following needs for service:

- ◆ Training (full-time)
- ◆ Employment (for at least 28 hours per week)
- ◆ Combination of part-time training and part-time employment (for a total of at least 28 hours per week)
- ◆ Child protection
- ◆ Medical absence or incapacity
- ◆ Seeking employment
- ◆ Participation in an approved PROMISE JOBS activity. (PROMISE JOBS workers determine participants' child care needs.)

All parents in a family must meet at least one of the requirements in its entirety. When there are two parents in the home, there must be an overlap in their scheduled hours plus allowable travel or sleep time.

Comment:

A parent may fully meet more than one need for service. For example, a parent may be attending school full time and working 28 hours a week. Approve CCA for both requirements. See [Multiple Needs for Service](#). See [Authorizing Services](#) to determine the units of service.

1. Ms. A is employed 30 hours per week, attends classes at the local community college two nights per week, and is not a FIP recipient. She is registered for six credit hours this semester, which is considered part-time enrollment by the community college. Ms. A can be approved for CCA benefits for her hours of work and for school attendance since she is employed at least 28 hours per week.
2. Mr. B does not receive FIP and is registered for 12 credit hours of classes at the local community college. He also works part time at night, averaging 20 hours per week. Mr. B can be approved for CCA benefits for his hours of school attendance and his hours of work since he is enrolled in school full-time.
3. Ms. C is registered for 12 credit hours of classes and is employed 30 hours per week. Ms. C can be approved for CCA benefits for both her class time and work hours, because she fully meets both needs for service.
4. Mr. D does not receive FIP. He is registered for nine credit hours of classes (part time) which is 10 hours of actual class time according to his school schedule and is employed 20 hours per week. Mr. D is eligible for CCA benefits because he is participating for a total of at least 28 hours per week in school and employment.
5. Mr. F is a single parent with one child. The family receives FIP. Mr. F is employed 15 hours per week. Mr. F is eligible for CCA benefits because his employment is part of his Family Investment Agreement.
6. Mr. and Ms. G have two children and the family receives FIP. Mr. G is employed 20 hours per week and Ms. G is employed 25 hours per week. This family may be eligible for CCA benefits during the hours that Mr. and Mrs. G are both working, as long as all other eligibility requirements are met.

Training

Legal reference: 441 IAC 170.1(234), 170.2(2)“b” and 170.2(4)

Policy:

Families are eligible for Child Care Assistance (CCA) when the parent or parents are in approved vocational or academic training. Training must be on a full-time basis. The training facility defines what is considered full time.

The academic or vocational training must culminate in a specific goal, such as high school completion, improved English skills, or the development of specific academic or vocational skills.

Academic or vocational training programs conducted on-line must include interaction between the instructor and the student, and mechanisms for evaluation and must include measurement of student achievement.

Any FIP recipient who is in academic or vocational training and on a PROMISE JOBS waiting list for expense allowances, including child care, is not eligible for subsidy for the hours in academic or vocational training under CCA.

When CCA funds are determined unavailable for new applicants, a family must meet the specific requirements of the priority group from which applications are being taken to go on the waiting list. See [Priority for Service](#).

Procedure:

Verify student status by getting documentation from the training facility.

Approve training for high school completion activities, adult basic education, high school equivalency, English as a second language, and postsecondary education, up to and including an associate of arts degree or a baccalaureate degree.

Approve a part-time plan only if:

- ◆ The number of credit hours to complete training is less than full-time status,
- ◆ The required prerequisite credits or remedial course work is less than full-time status, or
- ◆ Training is not offered on a full-time basis.

Continue to count fiscal months using these dates for the remainder of the training term.

Redefine the fiscal month period at the beginning of each training term.

1. One semester scheduled from August 26 through December 20 is counted as a total of four fiscal months:

August 26 through September 25 = 1 fiscal month
September 26 through October 25 = 1 fiscal month
October 26 through November 25 = 1 fiscal month
November 26 through December 25 = 1 fiscal month
Total = 4 fiscal months
2. Two semesters that are scheduled from August 26 through December 20 and from January 13 through May 9 total eight fiscal months. If the parent does not attend summer school, count no additional fiscal months until the fall semester begins.

Comment:

Time spent in high school completion, adult basic education, high school equivalency, or English as a second language does not count toward the 24-month limit.

Months of CCA Used Before March 1, 2009

Legal reference: 441 IAC 170.2(2) "b" and 93.8(6) "b"

Policy:

The IM worker shall count towards the 24-month limit any months of child care used for education that were issued by IM or PROMISE JOBS for care provided before March 1, 2009.

The PROMISE JOBS worker shall not count towards the 24-month limit any months of child care used for education that were issued by IM for care provided before March 1, 2009.

Procedure:

Contact the PROMISE JOBS worker to determine how many months of child care for education the client received for care provided before March 31, 2009.

Procedure:

Verify the employment need for service by getting verification of the number of hours the client works. Verification can be pay stubs, a statement from the employer, or a statement from the client who is self-employed.

When determining if a client meets the employment need for service, use the same time period and projection method used for the income calculation to determine the number of hours worked.

If a foster parent needs child care services to remain employed, refer the parent to the child's foster care worker. The foster care worker will handle the child care for foster children.

Comment:

Volunteers with AmeriCorps and AmeriCorps*Vista participating 28 or more hours per week may be considered employed for the purpose of this need for service. (See [Availability of Another Child Care Resource](#).)

Court-ordered community service is not considered employment. People who state they are working in exchange for rent, utilities, or other goods or services are not considered employed.

1. Mr. B applies for child care for his 2-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 service because he is unavailable to care for his child during his work hours.
2. Ms. D applies for child care for her two children. 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 service because she can work around the needs of her children.

Part-Time School and Part-Time Employment

Legal reference: 441 IAC 170.2(2)“b”

Families are eligible for Child Care Assistance (CCA) when the parent or parents are attending school and employed for 28 or more hours per week or an average of 28 or more hours per week in the aggregate during the month. Assistance may be provided for:

- ◆ The hours of part-time employment (less than 28 hours per week) when a parent is enrolled in an approved academic or vocational training program on a full-time basis.
- ◆ The part-time hours spent in an approved academic or vocational training program when the parent is employed at least 28 hours per week.
- ◆ The hours of part-time employment and part-time academic or vocational training when the parent is participating in both activities for a total of at least 28 hours per week in the aggregate.

Child care for training may only be approved for the actual hours spent in classroom instruction plus allowable travel time. Time spent attending classes, taking required tests, laboratory work, clinicals, and other required course activities count towards the hours of participation. Care for study time is not allowed. All other requirements for determining whether training is approvable and limits on assistance found in the section on training, apply to the part-time training in this section. See [Training](#).

Child care for employment may only be approved for the actual hours spent working plus allowable travel time. All other requirements for determining whether employment is approvable found in the section on [Employment](#), apply to the part-time employment in this section.

Comment:

Determine eligibility under this section by determining the total number of hours the parent is employed and participating in an approved training program. Actual work time and class time may be counted. Do not count study time or travel time when determining whether the parent is participating at least 28 hours per week.

1. Ms. A is employed 28 hours per week and is registered for six credit hours at the local community college, which is considered part-time enrollment by the college. She attends classes two nights per week for three hours each night. Ms. A can be approved for CCA benefits for her hours of work and school because she is working full-time (at least 28 hours per week).
2. Mr. B is registered for 12 credit hours of classes at the local community college, which is considered full-time enrollment by the college. He also works part time at night, averaging 15 hours per week. Mr. B can be approved for CCA benefits for his hours of school attendance and work because he is considered to be enrolled full-time in school.
3. Ms. C is registered for six credit hours of classes, which is considered part-time enrollment by the college. She is employed part-time 20 hours per week. According to her class schedule, Ms. C is in class for a total of eight hours per week. Ms. C can be approved for CCA benefits for both her class time and work hours because she is in class or working for a total of 28 hours per week.
4. Ms. D is registered for six credit hours of classes, which is considered part-time enrollment by the college. She is employed part-time 15 hours per week. According to her class schedule, Ms. C is in class for a total of six hours per week. Ms. C cannot be approved for CCA benefits because she is not in class or working for a total of 28 hours per week.
5. Mr. E is registered for six credit hours of classes at college A, which is considered part-time enrollment by the college. He is also registered for six credit hours of classes at college B, which is considered part-time enrollment by the college. Mr. E cannot be approved for CCA benefits because he is not enrolled full-time according to either college.

Multiple Needs for Service

Legal reference: 441 IAC 170.2(237A,239B)

Policy:

In a two-parent household, **both** parents must fully meet at least one of the needs for service to be eligible for Child Care Assistance (CCA). When parents have multiple needs for service, they must fully meet each need for service to be eligible for CCA for each need.

Comment:

1. 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 two children who need child care between 9:30 a.m. and 4 p.m.

Approve two units of care per day (Monday through Thursday) for each child. Do not pay for child care services on Friday, since both parents do not meet the need for service.

2. Mrs. B is employed 40 hours per week, from 2:30 p.m. until 11 p.m., Monday through Friday. Mr. B works 30 hours per week, from 8 a.m. until 1 p.m., Tuesday through Sunday. Even though both parents individually meet the need for service, there is no overlap in work schedules. Therefore, the B family is not eligible for CCA.

3. Mr. and Mrs. C attend school full time, Monday through Friday, from 9 a.m. until 3 p.m. They are getting two units per day of child care for their daughter while they attend class. Mrs. C begins a part-time job. She works Friday through Sunday evenings, from 5 until 9 p.m.

Mrs. C does not meet the additional need for service for CCA payment for her work hours because there is no overlap in schedules for the time she is working.

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	\$1,411	\$1,946	11 members	\$6,316	\$8,007
2 members	\$1,901	\$2,622	12 members	\$6,808	\$8,170
3 members	\$2,393	\$3,300	13 members	\$7,298	\$8,333
4 members	\$2,883	\$3,976	14 members	\$7,788	\$8,496
5 members	\$3,373	\$4,652	15 members	\$8,280	\$8,659
6 members	\$3,864	\$5,330	16 members	\$8,770	\$8,822
7 members	\$4,354	\$6,006	17 members	\$8,985	\$8,985
8 members	\$4,844	\$6,682	18 members	\$9,148	\$9,148
9 members	\$5,336	\$7,360	19 members	\$9,311	\$9,311
10 members	\$5,826	\$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.

Mrs. D has two children. One meets the criteria for special needs, while the other child does not. Mrs. D works full-time and her monthly gross income is \$2,400. Since this is a household of three, only the special needs child is eligible for CCA.

Comment:

See [Fee Schedule](#) for the assessment of fees.

Documenting Special Needs

Legal reference: 441 IAC 170.1(237A)

Before assessing the family's income against Column B, request documentation from the family to substantiate the child needing services meets the definition for special needs. A child with "special needs" meets one or more of the following conditions:

- ◆ A physician or a school psychologist endorsed by the Iowa Department of Education has diagnosed the child to have a developmental disability that:
 - Substantially limits one or more major life activities, and
 - Requires professional treatment, assistance in self-care, or the purchase of special adaptive equipment.
- ◆ A qualified mental retardation professional has determined the child to have a condition that impairs the child's intellectual and social functioning.
- ◆ A mental health professional has diagnosed the child to have a behavioral or emotional disorder characterized by situationally inappropriate behavior that:
 - Deviates substantially from behavior appropriate to the child's age, or
 - Significantly interferes with the child's intellectual, social, or personal adjustment.

Documentation to substantiate that a child meets the definition of "child with special needs" may include:

- ◆ A copy of the child's Individual Education Plan.
- ◆ A psychological evaluation.
- ◆ A statement from a physician, qualified mental retardation professional, mental health professional, or school psychologist.
- ◆ Documentation to verify that the child is receiving SSI benefits.

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	\$924	1,245	1,568	1,889	2,210	2,532	2,853	3,174	3,496	3,817	\$0.00	\$0.00	\$0.00
B	973	1,311	1,650	1,988	2,326	2,665	3,003	3,341	3,680	4,018	0.20	0.45	0.70
C	1,000	1,348	1,696	2,044	2,391	2,740	3,087	3,435	3,783	4,131	0.45	0.70	0.95
D	1,027	1,384	1,742	2,099	2,456	2,814	3,171	3,528	3,886	4,243	0.70	0.95	1.20
E	1,056	1,423	1,791	2,158	2,525	2,893	3,260	3,627	3,995	4,362	0.95	1.20	1.45
F	1,085	1,462	1,840	2,217	2,594	2,972	3,349	3,726	4,104	4,481	1.20	1.45	1.70
G	1,115	1,503	1,891	2,279	2,666	3,055	3,443	3,830	4,219	4,606	1.45	1.70	1.95
H	1,146	1,544	1,943	2,341	2,739	3,138	3,536	3,934	4,334	4,732	1.70	1.95	2.20
I	1,178	1,587	1,997	2,407	2,816	3,226	3,635	4,044	4,455	4,864	1.95	2.20	2.45
J	1,210	1,630	2,052	2,472	2,892	3,314	3,734	4,155	4,576	4,996	2.20	2.45	2.70
K	1,244	1,676	2,109	2,541	2,973	3,407	3,839	4,271	4,704	5,136	2.45	2.70	2.95
L	1,278	1,722	2,167	2,611	3,054	3,500	3,943	4,387	4,832	5,276	2.70	2.95	3.20
M	1,313	1,770	2,227	2,684	3,140	3,598	4,054	4,510	4,968	5,424	2.95	3.20	3.45
N	1,349	1,818	2,288	2,757	3,225	3,696	4,164	4,633	5,103	5,572	3.20	3.45	3.70
O	1,387	1,869	2,352	2,834	3,316	3,799	4,281	4,763	5,246	5,728	3.45	3.70	3.95
P	1,425	1,920	2,416	2,911	3,406	3,903	4,397	4,892	5,389	5,884	3.70	3.95	4.20
Q	1,465	1,974	2,484	2,993	3,501	4,012	4,521	5,029	5,540	6,049	3.95	4.20	4.45
R	1,505	2,027	2,551	3,074	3,597	4,121	4,644	5,166	5,691	6,213	4.20	4.45	4.70
S	1,547	2,084	2,623	3,160	3,698	4,236	4,774	5,311	5,850	6,387	4.45	4.70	4.95
T	1,589	2,141	2,694	3,246	3,798	4,352	4,904	5,456	6,009	6,561	4.70	4.95	5.20
U	1,633	2,201	2,770	3,337	3,905	4,474	5,041	5,608	6,178	6,745	4.95	5.20	5.45
V	1,678	2,261	2,845	3,428	4,011	4,596	5,178	5,761	6,346	6,929	5.20	5.45	5.70
W	1,725	2,324	2,925	3,524	4,123	4,724	5,323	5,923	6,523	7,123	5.45	5.70	5.95
X	1,772	2,387	3,005	3,620	4,236	4,853	5,468	6,084	6,701	7,317	5.70	5.95	6.20
Y	1,821	2,454	3,089	3,721	4,354	4,989	5,621	6,254	6,889	7,522	5.95	6.20	6.45
Z	1,871	2,521	3,173	3,823	4,473	5,125	5,775	6,425	7,076	7,726	6.20	6.45	6.70
AA	1,923	2,592	3,262	3,930	4,598	5,268	5,936	6,604	7,275	7,943	6.45	6.70	6.95
BB	1,976	2,662	3,351	4,037	4,723	5,412	6,098	6,784	7,473	8,159	6.70	6.95	7.20