



July 31, 2019

**Policy Memorandum OCCRS 104-FY 2019 -Discontinuation of
CCDF Subsidy Assistance Prior to the 12 Month Re-determination**

Issuing Authority: *Michal Rhymer-Browne*
Assistant Commissioner

Purpose: To identify the limited circumstances in which the Lead Agency DHS Office of Child Care and Regulatory Services may discontinue assistance prior to the next 12-month redetermination

- **Excessive unexplained absences despite multiple attempts by the Lead Agency or designated entity to contact the family and provider, including the prior notification of a possible discontinuation of assistance:**
 - If after two successive months of 50% or less attendance by the child in each of those months, the Child Care Provider is expected to inform the Lead Agency. The Lead Agency will then ask the parent/guardian to come into the office for an interview. The parent/guardian will be informed of the 50% or less attendance by the child and will be given one (1) month to correct the attendance problem. If the absences continue at 50% or less during that month, the Child Care Subsidy will be terminated.

- **A change in residency outside of the territory for a non-temporary relocation.**

- **Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility:**
 - Substantiated fraud or intentional program violation refers to an intentional act whereby a Parent/Legal Guardian knowingly and/or willfully gives false or misleading information, misrepresents, conceals or withholds fact with the intention of receiving child care benefits that should have not been eligible to receive.

- For a Parent/Legal Guardian aka Clients: Intentional Program Violations include but are not limited to intentionally receiving child care benefits for a child, whose other biological parent is residing in the same household, and is not working or attending any activity; Intentionally providing false information, to be considered a priority needs in an attempt to receive expedited child care benefits; Intentionally using vouchers to hold a space for a child until the child is ready to attend the facility; and Intentionally refusing to provide required documents at the three month waiver period for special priority groups.
- For Providers: Intentional Program Violations include but are not limited to - Intentionally accepting children over the licensing requirements; Intentionally accepting vouchers for a child who is not attending the child care facility and receiving services to include infant/toddler care, preschool, afterschool, aftercare, or summer program; Intentionally receiving vouchers without a valid license; Intentionally refusing to provide required requested documents; Intentionally accepting a child in an over capacitated facility or informal aka Family, Friend, and Neighbor (FFN setting); Intentionally verbally expressing or physically exhibiting physical mistreatment or abuse in the presence or close proximity of children in care and/or to children in care; Provider lives in the same household of child/ren in care; Intentionally endangering the health and safety of a child; and Intentionally caring for more children in an FFN setting than is allowed at any given time.