



## Participation Requirements- Child Protective Services

Parents must adhere to the following requirements when the basis of the need for child care is based upon a Child Protective Services (CPS) referral. A parent is eligible for child care services for not less than twelve (12) or twenty-four (24) months, depending on which program they are enrolled in.

### **Required Documentation**

The following documentation must be submitted for initial certification, at recertification, or when there is a voluntary report of a change:

1. A *referral* on the family's behalf from a county child welfare agency, which must meet the following requirements:
  - a. At the time of enrollment or recertification, the letter must be dated within the past six (6) months;
  - b. The letter must be written on the county child welfare agency's letterhead including the agency name, address, and telephone number;
  - c. The letter must include all of the following information:
    - i. Name and signature of the child welfare services worker and the date the referral was written;
    - ii. A written statement, from the county child welfare agency, child welfare services worker, certifying that the child is receiving child protective services and that child care and development services are a necessary component of the child protective services plan;
    - iii. The probable duration of the case plan;
2. Documentation of *total countable income* from four (4) weeks from the two (2) months immediately preceding the initial certification or recertification of eligibility for services or timeframe to report voluntary change/update, as applicable to verify eligibility and family fees, or a statement from the county child welfare services worker requesting that the family be exempt from family fees (the total duration of exemption for any family may not exceed twelve (12) months).

CHS will contact individuals, including but not limited to the child welfare services worker or source(s) of total countable income if applicable, as needed to verify need and eligibility documentation from the parent. CHS may request additional documentation to verify information to the extent that the information provided by the parent is insufficient to make a reasonable assessment of income eligibility or need for child care. Incomplete documents will be returned to the parent and considered outstanding. Failure to submit required documentation will be cause for denial or termination of services.

### **Reporting Changes**

If the family eligibility is based on income, the parent is responsible for reporting income that exceeds the 85% income threshold for their family size as identified in the *Schedule of Income Ceilings (85 percent of SMI)*. This document is distributed to parents at certification, recertification, or upon request. Program Specialists identify the maximum adjusted monthly income that a family may earn to remain eligible for services. Parents may at any time voluntarily report changes to reduce their family fee, increase the family's services, or extend the period of eligibility. Parents may also voluntarily request a reduction to their service level with a written request that includes: days and hours per day requested, effective date of proposed reduction of service level, and acknowledgment that you understand that you may retain your current service level.

### **Child Care**

- Child care hours will be approved based upon hours recommended by the legally qualified professional making the referral, if provided.
- If CHS is unable to make a reasonable assessment of need or eligibility based upon the documentation submitted, child care services may be denied or terminated.

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By signing below, I certify that I have reviewed, understand, and agree to the requirements listed within this document.

Parent/Guardian Name (PRINT): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_