

## **Child Care Employee Exclusion/Protected Population FAQ**

**October 21, 2022**

**Can center owners do anything to help in the application process? Are there forms they can be filling out? Is there a list of documents they will need for the application that they can be gathering?**

There have been no changes made to the CCAP application process, except for verifying that the employment is in an approved program and excluding the employee's household income. When the employee applies for CCAP, they will receive a list of documents that need to be returned. This list is tailored to their specific household situation. Some of the items that may be needed are copies of Driver's License, birth certificates for children needing care, proof of household composition/residency, prior 2-month wage stubs, etc.

*A written statement is also needed from the program owner that lists the employee's name, employment start date, and the program's CLR#. The statement must be signed, dated, and list owner's contact information.*

**Will the benefits be backdated to 10/24?**

If the employee applies on October 24, 2022, and they complete the application process timely, their eligibility will have a 10/24/22 start date. Eligibility start dates correspond with the employee's application date. If the employee's children were already attending your center on 10/24/22 and they have an eligibility start date of 10/24/22, their enrollment would backdate to 10/24/22. The Child Care Service Agreement and Certificate (DCC-94) would still need to be signed and returned timely to ensure payments can be made back to the enrollment start date.

**How long is the CCAP application process?**

The CCAP application process is 30 days. If the employee applies on October 24, they will have 30 calendar days to return all requested documents. Failure to return the requested documents by the due date, could result in the client's application being denied.

**If a single parent works 10 hours at a child care center and 10 + hours at another job, do they still qualify for the child care exclusion?**

Yes. If they are meeting all other technical eligibility requirements, they would be eligible for the income exclusion.

**I work in a child care center and am wondering if I can use this benefit for my grandchildren that do not live with me?**

No, the provision is only applicable for children in your own household that you are responsible for.

**Will a single parent that only works 15 hours per week qualify for this provision?**

Applicants must still meet ALL technical eligibility requirements for CCAP. Working 15 hours per week alone, would not qualify them for CCAP.

An employee could meet the qualifying activity requirement if they are:

- Employed (20 hrs. single parent or 40/hrs. couple),
- Unemployed (or working less than 20 hrs. per week), but participating in job search,
- Teen parent attending school or pursuing GED,
- Participating in fulltime education in a certified trade school or accredited college,
- Participating in SNAP Employment

**Are employee's eligible that live outside of Kentucky, but work in a Kentucky child care center?**

No, per our current CCAP Regs and Policy, the children receiving CCAP must be residents of Kentucky. Parents that live outside of Kentucky may wish to check on child care benefits and policies in their home state.

**Will a 1099 be mailed to staff to claim on their taxes for the childcare expenses?**

No, nothing is sent to the client for tax reporting purposes.

**What if my program doesn't currently serve CCAP children?**

You would need to reach out to the CCAP Billing Department at [CCAPProviderPayments@Ky.gov](mailto:CCAPProviderPayments@Ky.gov) to start the process.

**Do my children have to attend the center I'm employed at?**

No, your children can attend any Licensed, Certified or Registered provider that accepts and is approved to receive CCAP payments. Go to [Kynect.ky.gov](http://Kynect.ky.gov) to see Licensed and Certified provider options.

**What if my employer charges more for child care than what the state covers?**

The employee would be responsible for any overages.

**The employee works for a Licensed facility, so can their children go to the same location?**

Yes, but they can not be responsible for the primary care of their own children. They could not be the Lead or Assistant teacher in their child's classroom.

**Do I have to document and verify that staff are not with their children?**

Pursuant to the CCAP Regulation and per policy, staff are not to work with their own children. It is up to program owners/directors to enforce this regulation as part of their business practice.

**The employee works for a Certified program, so can their children go to the same location?**

No, the children would need to go to a different location. Per current CCAP policy- Parents/stepparents that are working in a Certified Child Care Home are eligible for CCAP benefits, but their child/ren must attend another facility as it would be impossible to clarify if the parent/stepparent is not caring for his/her own child/children.

**Are center Directors eligible for the program?**

If they are not an owner/co-owner of the program, they would be considered an eligible employee.

**Are contracted workers at my center eligible for this provision?**

No, the provision is only applicable for taxed individuals that are employed by your program.

**How is the employee's employment verified?**

An employee's hours and wages can be verified by completing a PAFS-700. Employment in a qualifying program can be verified with a written statement from the program's owner/co-owner. The statement should include the employee's name, employment start date and CLR#. It must be dated, signed, and include contact information.

**If I already have child care assistance, do I need to re-apply for the program starting 10/24, so my copays will be paid?**

The state is already paying parent copays due to COVID and as part of the American Rescue Plan Act (ARPA). This provision will continue as long as funding allows. When that funding ends, if you are not already receiving the income exclusion, you can contact DCBS at 1-855-306-8959 to report a change which will start the process.

**If all the household income is excluded, why does an employee have to verify it?**

The CCAP application process is the same, except for verifying that the employment is in approved program and excluding the employee's household income. All household income is verified for CCAP.

**What happens to my CCAP case and the income exclusion if the employment at the child care center ends?**

The income exclusion would end and all CCAP program work and income requirements would apply.

**Will the fact that CCAP is excluding the employee's income have a negative impact on SNAP or Medicaid?**

No, this provision is CCAP specific.