

3 Provide Stable Child Care Financial Assistance to Families

In providing child care assistance to families, Lead Agencies are required to implement these policies and procedures: a minimum 12-month eligibility and redetermination periods, a process to account for irregular fluctuations in earnings, a policy ensuring that families' work schedules are not disrupted by program requirements, policies to provide for a job search of not fewer than 3 months if the Lead Agency exercises the option to discontinue assistance, and policies for the graduated phase-out of assistance. Also, procedures for the enrollment of homeless children and children in foster care, if served, pending the completion of documentation, are required.

Note: Lead Agencies are not prohibited from establishing policies that extend eligibility beyond 12 months to align program requirements. For example, Lead Agencies can allow children enrolled in Head Start, Early Head Start, state or local prekindergarten, and other collaborative programs to finish the program year. This type of policy promotes continuity for families receiving services through multiple benefit programs.

In this section, Lead Agencies will identify how they define eligible children and families and how the Lead Agency improves access for vulnerable children and families. This section also addresses the policies that protect working families and determine a family's contribution to the child care payment.

3.1 Eligible Children and Families

At the time when eligibility is determined or redetermined, children must (1) be younger than age 13; (2) reside with a family whose income does not exceed 85 percent of the State's median income for a family of the same size and whose family assets do not exceed \$1,000,000 (as certified by a member of said family); and (3)(a) reside with a parent or parents who are working or attending a job training or educational program or (b) receives, or needs to receive, protective services and resides with a parent or parents not described in (3)(a.) (658P(4)).

3.1.1 Eligibility criteria based on a child's age

a) The CCDF program serves children

from 0

(weeks/months/years)

through 12

years (under age 13). . Note: Do not include children incapable of self-care or under court supervision, who are reported below in (b) and (c).

b) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care?(658E(c)(3)(B), 658P(3))

No

Yes,

and the upper age is

(may not equal or exceed age 19).

If yes, Provide the Lead Agency definition of physical and/or mental incapacity:

c) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (658P(3), 658E(c)(3)(B))

No.

Yes

and the upper age is

(may not equal or exceed age 19)

d) How does the Lead Agency define the following eligibility terms?

"residing with":

Revised Child Care Assistance Program Policies and Procedures Manual section 4050-2 defines "residing with" as sharing a residence, building, or location, where

individuals keep their belongings, and sleep at more often than any other residence or location they may sleep at or visit. This includes children under 18 years of age living under parental control, spouses and/or biological parents who live in the same dwelling together.

"in loco parentis":

Per Child Care Assistance Program regulation 7 AAC 41.990(a)(36) and Child Care Assistance Program Policies and Procedures Manual section 4050-3, "loco parentis" means a person acting in place of a parent, such as a relative or friend who assumes parental duties and responsibilities, but without the formalities of legal guardianship or adoption.

3.1.2 Eligibility criteria based on reason for care

a) How does the Lead Agency define "working or attending a job training and educational program" for the purposes of CCDF eligibility at the time of determination? Provide the definitions below for:

"Working":

Per Child Care Assistance Program regulation 7 AAC 41.312 and revised Child Care Assistance Program Policies and Procedures Manual section 4050-3 E. the definition of "working" is an activity for which a wage or salary is paid at or above minimum wage established in Alaska Statute (AS) 23.10.065; or being engaged in a business with the intention of making a profit; for which a business license under AS 43.70 has been obtained; and that generates to the person engaged in that business net income that, when converted to an hourly rate, based on the number of hours worked or for full-time work based on a 40-hour work week, is equal to or exceeds the minimum wage established in AS 23.10.065.

"Job training":

Per Child Care Assistance Program regulation 7 AAC 41.313 and Child Care Assistance Program Policies and Procedures Manual section 4050-3 E. the definition of a job training program is a structured learning environment for a participant to gain or enhance job skills that has specific learning objectives, identified skills to be

mastered, a beginning date, and an ending date.

"Education":

Per Child Care Assistance Program regulation 7 AAC 41.313 the definition of "education" is defined as "school" and means an educational or training program that includes classroom or online settings. An educational program is a structured learning environment in which an instructor or teacher leads students through a course of study that includes specific learning objectives, goals, and standards, and leads to a certificate of mastery or completion, a state license, a diploma, or a degree.

"Attending job training or education" (e.g. number of hours, travel time):

Per Child Care Assistance Program Policies and Procedures Manual section 4050-3 D and E, there are no specific attendance hours required for attending job training or education. Per Child Care Assistance Program Policies and Procedures Manual section 4080-1, travel time is allowed up to 1 hour from the child care provider to the activity and up to 1 hour from the activity to the child care provider except if the parent travels more than 30 miles to their activity or uses public transportation then up to 1 ½ hours before and 1 ½ hours after the activity are allowed.

3.1.2 Eligibility criteria based on reason for care

b) Does the Lead Agency allow parents to qualify for CCDF assistance on the basis of education and training participation alone (without additional minimum work requirements)?

No.

If no, describe the additional work requirements:

Yes.

If yes, describe the policy or procedure:

Per Child Care Assistance Program regulations 7 AAC 41.310 attending school is an eligible activity. 7 AAC 41.313 further defines "school" as an educational or training program. Per Child Care Assistance Program Policies and Procedure section 4050-3 E. 3. Parents must provide the class or course registration and schedule verifying enrollment in an educational/training activity. Care is authorized for scheduled class

and lab time, plus on hour per credit hour each week for library/study or unscheduled laboratory activities, tutoring or attending workshop sessions that are required.

3.1.2 Eligibility criteria based on reason for care

c) Does the Lead Agency consider seeking employment (engaging in a job search) an eligible activity at initial eligibility determination (at application) and at the 12-month eligibility redetermination? (Note: If yes, Lead Agencies must provide a minimum of three months of job search)

No.

Yes.

If yes, describe the policy or procedure. (including any differences in eligibility at initial eligibility determination vs. redetermination of eligibility):

3.1.2 Eligibility criteria based on reason for care

d) Does the Lead Agency provide child care to children in protective services?

No.

Yes. If yes:

i. Please provide the Lead Agency's definition of "protective services":

Per Child Care Assistance Program Policies and Procedures Manual section 4030-8 A, child protective services child care is provided to children who have been the subject of a report of harm and is considered to be in the State of Alaska's custody. A child in the State of Alaska's custody may be residing with their parent(s), a relative caregiver, or with a foster care parent. The purpose is to identify, treat and reduce child abuse and neglect, as well as to ensure that reasonable efforts are made to protect and maintain children in their own homes. A social worker may authorize child care for a child in protective services at risk of abuse or neglect and for whom child care during the day is part of a family treatment plan. The objective is to enable the child to remain with his or her own family or to return the child to the child's own family following out-of-home placement. When care is needed for only the child in protective services, the parent or foster parent must meet the eligibility requirements of the Office of Children's Services. Foster parents or relative caregivers who are seeking child care for their own children and for foster

children in their household must be working, attending school, or in job training and be income eligible.

Note: Federal requirements allow other vulnerable children identified by the Lead Agency not formally in child protection to be included in the Lead Agency's definition of protective services for CCDF purposes. A Lead Agency may elect to provide CCDF-funded child care to children in foster care when foster care parents are not working or are not in education/training activities, but this provision should be included in the protective services definition above.

ii. Are children in foster care considered to be in protective services for the purposes of eligibility at determination?

No

Yes

iii. Does the Lead Agency waive the income eligibility requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis (658E(c)(5))?

No

Yes

iv. Does the Lead Agency provide respite care to custodial parents of children in protective services?

No

Yes

3.1.3 Eligibility criteria based on family income. Note: The question in 3.1.3 relates to initial determination. Redetermination is addressed in 3.1.7.

a) How does the Lead Agency define "income" for the purposes of eligibility at the point of determination?

The CCDF Lead Agency defines "income" as the parents' total monthly cash receipts before taxes and mandatory deductions from all sources, plus all the family's unearned income.

b) Provide the CCDF income eligibility limits in the table below at the time of initial

determination. Complete columns (a) and (b) based on maximum eligibility at initial entry into CCDF. Complete columns (c) and (d) *only if* the Lead Agency is using income eligibility limits lower than 85 percent of the current state median income (SMI) at the initial eligibility determination point. Fill in the chart based on the most populous area of the state (the area serving the highest number of CCDF children). If the income eligibility limits are not statewide, please respond to c) below the table.

	(a)	(b)	(c)	(d)
Family Size	100% of SMI(\$/Month)	85% of SMI (\$/Month) [Multiply (a) by 0.85]	(IF APPLICABLE) (\$/Month) Maximum Initial or First Tier Income Limit (or Threshold) if Lower Than 85% of Current SMI	IF APPLICABLE) (% of SMI) [Divide (c) by (a), multiply by 100] Income Level if Lower Than 85% of Current SMI
1	n/a	n/a	n/a	n/a
2	5428	4613	4205	77
3	6705	5699	5156	77
4	7982	6785	6107	77
5	9259	7870	7058	76

c) If the income eligibility limits are not statewide, describe how many jurisdictions set their own income eligibility limits and provide the income limit ranges across the jurisdictions (e.g. range from [lowest limit] to [highest limit])(98.16(i)(3)).

Statewide.

Reminder: Income limits must be established and reported in terms of current SMI based on the most recent data published by the Bureau of the Census (98.20(a)(2)(i)) even if the federal poverty level is used in implementing the program. SMI guidelines are available at: <https://www.acf.hhs.gov/ocs/resource/liheap-im2017-03>.

d) SMI source and year. LIHEAP FY2018, <https://www.acf.hhs.gov/ocs/resource/liheap-im2017-03>

e) Identify the most populous area of the State used to complete the chart above.

Anchorage, Alaska

f) What was the date (mm/dd/yyyy) that these eligibility limits in column (c) became effective? 10/01/2017

g) Provide the citation or link, if available, for the income eligibility limits.

<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Files/CCAP-Family-Income-Contributions-Schedule.pdf>

3.1.4 Lead Agencies are required to ensure that children receiving CCDF funds do not have family assets that exceed \$1,000,000, as certified by a family member (98.20(a)(2)(ii)).

a) Describe how the family member certifies that family assets do not exceed \$1,000,000 (e.g., a checkoff on the CCDF application).

Per Child Care Assistance Program regulation 7 AAC 41.315(c)(13) the CCDF Lead Agency, the Child Care Program Office (CCPO), ensures children receiving CCDF funds do not have assets that exceed \$1,000,000, by certifying their income/assets at application. The family self certifies by marking yes or no on the Child Care Assistance Program Application CC08 and signing the Statement of Truth, Rights and Responsibilities and Authorization for Release of Information page of the application. Per Child Care Assistance Program Policies and Procedures Manual section 4040-2, the eligibility worker discusses all information on the family's application during the required interview.

b) Does the Lead Agency waive the asset limit on a case-by-case basis for families defined as receiving, or in need of, protective services?

No.

Yes.

If yes, describe the policy or procedure and provide citation:

3.1.5 Describe any additional eligibility conditions or priority rules applied by the Lead Agency during eligibility determination or redetermination (98.20(b)).

Not applicable.

3.1.6 Lead Agencies are required to take into consideration children's development and promote continuity of care when authorizing child care services (98.21(f); 98.16(h)(6)). Check the approaches, if applicable, that the Lead Agency uses when considering children's development and promoting continuity of care when authorizing child care services.

- Coordinating with Head Start, prekindergarten, or other early learning programs to create a package of arrangements that accommodates parents' work schedules
- Inquiring about whether the child has an Individualized Education Program (IEP) or Individual Family Services Plan (IFSP)
- Establishing minimum eligibility periods greater than 12 months
- Using cross-enrollment or referrals to other public benefits
- Working with IDEA Part B, Section 619 and Part C staff to explore how services included in a child's IEP or IFSP can be supported and/or provided onsite and in collaboration with child care services
- Providing more intensive case management for families with children with multiple risk factors;
- Implementing policies and procedures that promote universal design to ensure that activities and environments are accessible to all children, including children with sensory, physical, or other disabilities
- Other.

Describe:

Per Child Care Assistance Program regulation 7 AAC 41.315(c)(10) for a child attending an elementary school, pre-elementary school, Early Head Start or Head Start program the parent is to include the name of the school or program attended by each child in their child care assistance program application. Per Child Care Assistance Policies and Procedures Manual section 4040-2 when conducting an interview with the family they are to be provided resources in regards to accessing developmental screenings. Per Child Care Assistance Program regulation 7 AAC 41.207 a child care provider is to collaborate with the child's parent in developing and implementing a plan of care for the child at or before admission when a child is identified as having special needs, or when a special need is identified. Child Care Assistance Program Policies and Procedures Manual section 4220-2 requires

information to be provided during the interview with the provider applicant regarding how to access developmental screenings. Per Child Care Assistance Program regulation 7 AAC 41.060, a child care provider caring for an eligible child with special needs may qualify for supplemental payment. The family applies to the Alaska Inclusive Child Care Program with information documentation of the child's special needs. Alaska Inclusive Child Care Program Policies and Procedures Manual sections 8060-4 A., B. and C. require the family's child care provider, in collaboration with the Alaska Resource and Referral Network, to develop an inclusion plan for a child with special needs in the provider's care prior to be determined eligible for supplemental funding.

3.1.7 Policies and processes for graduated phase-out of assistance at redetermination.

Lead Agencies are required to provide for a graduated phase-out of assistance for families whose income has increased above the state's initial income threshold at the time of redetermination but remains below the federal threshold of 85 percent of the state median income. Providing a graduated phase-out promotes continuity by allowing for wage growth, allows for a tapered transition out of the child care subsidy program as income increases, and supports long-term self-sufficiency for families.

- i. 85 percent of SMI for a family of the same size
- ii. An amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold that:
 - (A) Takes into account the typical household budget of a low-income family
 - (B) Provides justification that the second eligibility threshold is:
 - (1) Sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability
 - (2) Reasonably allows a family to continue accessing child care services without unnecessary disruption.

At redetermination, a child shall be considered eligible if his or her parents are working or

attending a job training or educational program even if their income exceeds the Lead Agency's income limit to initially qualify for assistance as long as their income does not exceed the second tier of eligibility (98.21(a); 98.21(b)(1)). Note that once deemed eligible, the family shall be considered eligible for a full minimum 12-month eligibility period, even if their income exceeds the second tier of eligibility during the eligibility period, as long as it does not exceed 85 percent of SMI.

A family eligible for services via the graduated phase-out of assistance is considered eligible under the same conditions as other eligible families with the exception of the copayment restrictions, which do not apply to a graduated phase-out. To help families transition off of child care assistance, Lead Agencies may gradually adjust copay amounts for families whose children are determined eligible under a graduated phase-out and may require additional reporting on changes in family income. However, Lead Agencies must still ensure that any additional reporting requirements do not constitute an undue burden on families.

a) Check and describe the option that best identifies the Lead Agency's policies and procedures regarding the graduated phase-out of assistance.

- N/A - The Lead Agency sets its initial eligibility threshold at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.
- N/A - The Lead Agency sets its exit eligibility threshold at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.
- The Lead Agency sets the second tier of eligibility at 85 percent of SMI.
Describe the policies and procedures.

Provide the citation for this policy or procedure.

- The Lead Agency sets the second tier of eligibility at an amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold.

Provide the second tier of eligibility for a family of three.

Describe how the second eligibility threshold:

- i. Takes into account the typical household budget of a low-income family:
- ii. Is sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability:

iii. Reasonably allows a family to continue accessing child care services without unnecessary disruption:

iv. Provide the citation for this policy or procedure:

Other.

Identify and describe the components that are still pending per the instructions on *CCDF Plan Response Options for Areas where Implementation is Still in Progress* in the Introduction.

The CCDF Lead Agency, the CCPO, is in the process of proposing program changes that would set the initial eligibility threshold at 85 percent of the State Median Income (SMI).

3.1.7 b) To help families transition from assistance, does the Lead Agency gradually adjust copays for families eligible under the graduated phase-out period?

No

Yes

i. If yes, describe how the Lead Agency gradually adjusts copays for families under a graduated phase-out.

ii. If yes, does the Lead Agency require additional reporting requirements during the graduated phase-out period? (*Note: Additional reporting requirements are also discussed in section 3.3.3 of the plan.*)

No.

Yes.

Describe:

3.1.8 Fluctuation in earnings.

Lead Agencies are required to demonstrate how their processes for initial determination and redetermination take into account irregular fluctuations in earnings (658E(c)(2)(N)(i)(II)). The

Lead Agency must put in place policies that ensure that temporary increases in income, including temporary increases that can result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) from seasonal employment or other temporary work schedules, do not affect eligibility or family copayments (98.21(c)). Check the processes, if applicable, that the Lead Agency uses to take into account irregular fluctuations in earnings and describe, at a minimum, how temporary increases that result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) do not affect eligibility or family copayments.

- Average the family's earnings over a period of time (i.e. 12 months).

Describe:

Per Child Care Assistance Program regulation 7 AAC 41.325 (b)(2) and Child Care Assistance Program Policies and Procedures Manual section 4060-5 A. the family's income is calculated by projecting the monthly income a family receives or is expected to receive on a monthly basis, or by averaging seasonal, commission, or other irregular income for a period not to exceed 12 months. Per Care Assistance Program Policies and Procedures Manual section 4100, changes in income during the family's certification period are not required to be reported unless the changes are increases causing the family's income to exceed 85% of the SMI and are expected to continue. If a change is reported causing the family's income to decrease, the change is acted upon and the family's co-pay is reduced.

- Request earning statements that are most representative of the family's monthly income.

Describe:

- Deduct temporary or irregular increases in wages from the family's standard income level.

Describe:

- Other.

Describe:

3.1.9 Lead Agencies are required to have procedures for documenting and verifying that children receiving CCDF funds meet eligibility criteria at the time of eligibility determination and redetermination (98.68(c)). Check the information that the Lead Agency documents and verifies and describe, at a minimum, what information is required and how often. Check all that apply.

Applicant identity.

Describe:

Per Child Care Assistance Program regulation 7 AAC 41.315(c)(3) and (d), at the time of initial eligibility determination and redetermination the applicant's identity name (First, Last and Middle) as listed on the application is verified by a current government issued photo identification. Per Child Care Assistance Policies and Procedures Manual 4050-3 A. if the applicant's name changes during their certification period a government issued photo identification supporting the name change is required in order to change the parent's name in the Integrated Child Care Information System (ICCIS). At the time of renewing participation an unexpired government issued photo identification is required if the document on file expired during the family's certification period. This information is documented in the Integrated Child Care Information System (ICCIS) and maintained in the family's case file. All foster parents caring for children in protective services must submit a drivers license or government identification. Foster parents are fingerprinted every 5 years as part of the background check requirement and their identity is re-verified at that time.

Applicant's relationship to the child.

Describe:

Per Child Care Assistance Program regulation 7 AAC 41.315(c)(2), at the time of application the applicant's relationship to each individual in the family must be provided. Per Child Care Assistance Program Policies and Procedures Manual section 4050-2 requires the child to reside with a parent or family and Child Care Assistance Program Policies and Procedures Manual section 4050-3 defines a parent as biological, adoptive, or step-parent, legal guardian and caretaker who are acting "in loco parentis or as a foster parent. This information is documented in the Integrated Child Care Information System (ICCIS) and maintained in the family's case file. The

Office of Children's Services accepts verbal verification for children in protective services.

- Child's information for determining eligibility (e.g., identity, age, citizen/immigration status).

Describe:

Per Child Care Assistance Program regulation 7 AAC 41.315(c)(8), at the time of initial eligibility determination or when adding a child to the family, verification is required for each child of the family for which child care assistance is requested, supporting the child's proof of age and citizenship or alien status. Per Child Care Assistance Program Policies and Procedures Manual sections 4050-2 A acceptable verification of a child's age can be: birth certificate; adoption record; passport; government issued photo identification; Denali KidCare card; Supplemental Security records; certificate of Indian blood; Immigration or naturalization records; school record; hospital, midwife or physician's records or court records.

Child Care Assistance Program Policies and Procedures Manual section 4050-2 C. requires verification of a child's US citizenship, US National, and Naturalization to be: Integrated Child Care Information System (ICIS) entry indicating another Division of Public Assistance program verified US citizenship through receipt of hard copy verification; birth certificate; certificate of citizenship or naturalization provided by the USCIS; US passport or other official identification verifying citizenship or immigration status. Verification for determining a child's qualified alien status includes:

- Lawful Permanent Resident: Form I-551, or for recent arrivals, a temporary I-551 stamp in a foreign passport or on a Form I-94.
- Refugees: Form I-94 endorsed to show entry as a refugee under section 207 of the INA and date of entry to the U.S.; or Form I-668B or I-766 annotated "274a.12(a)(3)" or Form I-571.
- Asylees: Form I-94 annotated with a stamp showing grant of asylum under section 208 of the INA; a grant letter from the Asylum Office of the USCIS; Form I-668B or I-766 annotated "274a.12(a)(5)"; or an order of an Immigration Judge granting asylum.
- Alien who has had deportation withheld under Sections 241(b)(3) or 243(h) of the INA: Order of an Immigration Judge showing deportation withheld under Section 241(b)(3) or 243(h) and date of grant; or Form I-668B or I-766 annotated

"274a.12(A)(10)."

- Battered spouse or child of a U.S. citizen or permanent legal resident: (1) an approved or pending petition showing a prima facie case that he or she is protected under the Violence Against Women Act; and (2) verification that the individual responsible for the battery or cruelty is no longer living in the household of the victim.
- Victim of Trafficking: letter of certification from the Office of Refugee Resettlement (ORR). The validity of this letter must be verified and ORR notified of benefits the individual has applied for by calling the toll-free trafficking verification line at 1-866-401-5510. Form I-797 indicating a Class T-3(child) Visa.

When verification provided for the child's proof of age and citizenship or alien status does not contain an expiration date, new verification is not required at the time of redetermination.

At the time of initial eligibility determination or when adding a child to the family, if the child is not a U.S. citizen and child care assistance is requested, verification of their alien status is required.

This information is documented in the Integrated Child Care Information System (ICCS), and maintained in the family's case file.

The child's birth certificate is required at the time the child is taken into custody for all children in protective services. Citizenship or immigration status is verified at the time a child is taken into state custody,

[Work.](#)

[Describe:](#)

Per Child Care Assistance Program regulation 7 AAC 41.315(c)(4), at eligibility determination and redetermination the family must provide for each working parent in the family receiving wages or a salary, the name and address of the parent's employer, start date of the parent's employment, the parent's work schedule, the parent's hourly wage or hourly wage equivalent, the parent's frequency of pay, and verification of the parent's gross earnings. Per Child Care Assistance Program regulation 7 AAC 41.315(c)(5), if a working parent is engaged in a self-employment business the parent must provide a copy of each current business license and

verification of the parent's profits and net income from the business. Per Child Care Assistance Policies and Procedures Manual section 4060-4 acceptable verification includes: a statement signed and dated by the employer, employer's wage record, all pay stubs from employment for the full two most current months prior to application submission or the month of application submission if no earned income in the months prior; family's last year's tax filing for Seasonal Income; Leave and Earning statements or by collateral contact with the employer or other person authorized by the employer to verify payroll information. Acceptable verification for self-employed parents include the prior year's tax return to include the applicable schedule, income and expense records or a Self-Employment Income/Deduction Worksheet CC39. The information is documented in the Integrated Child Care Information System (ICCS), and maintained in the family's case file. The Office of Children's Services accepts self-certification from the foster parent for children in protective services.

[Job training or educational program.](#)

Describe:

Per Child Care Assistance Program regulation 7 AAC 41.315(c)(6), at eligibility determination and redetermination, participation in a job training or educational program is verified. A parent in the family attending school (includes a training program per 7 AAC 41.313) must provide for each parent in the family attending school, the name of the program in which the parent is enrolled, the parent's date of enrollment in the program, the date on which the parent anticipates completing the program, verification of the parent's enrollment in the program, and verification of the amounts and terms of financial aid, if any, that the parent has received or anticipates receiving to participate in the program. Information is documented in the Integrated Child Care Information System (ICCS) and maintained in the family's case file. The Office of Children's Services accepts self-certification from the foster parent for children in protective services.

[Family income.](#)

Describe:

Per Child Care Assistance Program regulation 7 AAC 41.325, at eligibility determination and redetermination, family income is verified. A family receiving wages or a salary must provide the name and address of the parent's employer, start date of

the parent's employment, the parent's work schedule, the parent's hourly wage or hourly wage equivalent, the parent's frequency of pay, and verification of the parent's gross earnings. Per Child Care Assistance Policies and Procedures Manual section 4060-4 acceptable verification is defined for earned and unearned income. This information is documented in the Integrated Child Care Information System (ICCIS) and maintained in the family's case file. Foster parents disclose income at the time they become licensed foster parents caring for children in protective services, however their income is not verified.

[Household composition.](#)

Describe:

Per Child Care Assistance Program regulation 7 AAC 41.315 (c)(2) the family's application for program participation must include the following information for each individual in the child care assistance family: name, date of birth, and relationship of the individual to the parent of the family. Per Child Care Assistance Program Policies and Procedures Manual section 4040-2, at eligibility determination and redetermination family composition listed on the family's application is confirmed with the parent. Individuals listed on the family's application are discussed during the family's interview to determine if they are included in the family for child care assistance purposes or if there are other individuals in the home who should be included in the child care assistance family. Verification is the family's application and reported changes. This information is documented in the Integrated Child Care Information System (ICCIS) and maintained in the family's case file. Foster parent's self-certify their household composition at the time they are licensed as foster parents to care for children in protective services, however, this eligibility requirement does not apply.

[Applicant residence.](#)

Describe:

Per Child Care Assistance Program regulation 7 AAC 41.315(c)(1), at eligibility determination and redetermination the applicant must provide their mailing address. The Child Care Assistance Program Application CC08 includes asking the applicant for their physical address and if the addresses provided are for contact information only and the family considers themselves homeless. Verification is the family's

application and reported changes. This information is documented in the Integrated Child Care Information System (ICCIS) and maintained in the family's case file. The Office of Children's Services verifies this eligibility requirement for children in protective services at the time they become licensed as foster parents.

Other.

Describe:

Children in child protective services through the Office of Children's Services (OCS) are considered categorically eligible. Income verification is not required, only a self-certification the foster parent is working and additional verification is not required.

3.1.10 Which strategies, if any, will the Lead Agency use to assure the timeliness of eligibility determinations upon receipt of applications?

Time limit for making eligibility determinations

Describe length of time:

Per Child Care Assistance Program Policies and Procedures Manual 4030-7 A. and B., an eligibility determination will be made within 15 days of a complete application being received and an interview completed.

Track and monitor the eligibility determination process

Other.

Describe:

None

3.1.11 Informing parents who receive TANF benefits about the exception to the individual penalties associated with the TANF work requirement.

Lead Agencies are required to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child younger than age 6 (98.16(v); 98.33(f)).

Lead Agencies must coordinate with TANF programs to ensure that TANF families with young children will be informed of their right not to be sanctioned if they meet the criteria set forth by the state/territory TANF agency in accordance with Section 407(e)(2) of the Social Security Act.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care.

Note: The TANF agency, not the CCDF Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record.

a) Identify the TANF agency that established these criteria or definitions: Alaska/ Department of Health and Social Services/ Division of Public Assistance

b) Provide the following definitions established by the TANF agency:

"Appropriate child care":

Per Alaska Temporary Assistance Manual section 730-2: "Appropriate child care" is when a child care provider is willing to take care of the participant's children; and is or is willing to become an approved or licensed child care provider.

"Reasonable distance":

Per Alaska Temporary Assistance Manual 730-2: "Reasonable distance" is within 30 minutes travel time by public or private transportation from the participant's home or activity site.

"Unsuitability of informal child care":

This term is not defined - Alaska Temporary Assistance Manual section 730-2 defines "suitable" so adjusted for this definition, unsuitability of informal child care is when child care is not appropriate or within a reasonable distance.

"Affordable child care arrangements":

Per Alaska Temporary Assistance Manual section 730-2, "affordable child care arrangement" is when the family has PASS I assistance to pay the cost.

c) How are parents who receive TANF benefits informed about the exception to the individual penalties associated with the TANF work requirements?

In writing

Verbally

Other.

Describe:

d) Provide the citation for the TANF policy or procedure:

Alaska Temporary Assistance Manual section 705-3 and 791-1; Alaska Administrative Procedures Manual sections 102 and 104.

3.2 Increasing Access for Vulnerable Children and Families

Lead Agencies are required to give priority for child care assistance to children with special needs, which can include vulnerable populations, in families with very low incomes and to children experiencing homelessness (658E(c)(3)(B); 98.46(a)). The prioritization of CCDF assistance services is not limited to eligibility determination (i.e., the establishment of a waiting list or the ranking of eligible families in priority order to be served).

Note:

CCDF defines "child experiencing homelessness" as a child who is homeless, as defined in Section 725 of Subtitle VII-B of the McKinney-Vento Act (42 U.S.C. 11434a) (98.2).

3.2.1 Describe how the Lead Agency defines:

a) "Children with special needs":

Per Child Care Assistance regulation 7 AAC 41.990(a)(56), "special needs," with respect to a child, means a child (A) within the meaning of "child with a disability" under 20 U.S.C. 1401 (sec. 602, Individuals with Disabilities Education Act); (B) who is eligible for early intervention services under 20 U.S.C. 1431 -1444 (part C, Individuals with Disabilities Education Act); or (C) who is younger than 13 years of age and who is eligible for services under 29 U.S.C. 794 (sec. 504, Rehabilitation Act of 1973); Should

the need exist to implement a wait list, per Child Care Assistance regulation 7 AAC 41.050(g)(2) and Child Care Assistance Program Policies and Procedures manual section 4030-8 A., an eligible child with special needs will be prioritized and not be placed on a wait list.

b) "Families with very low incomes":

To qualify for the Alaska Temporary Assistance Program a family must be determined to be financially needy. Per 7 AAC 45.275 financial need exists for the caretaker relative and dependent child if the total amount of the resources available to meet the needs of the assistance unit do not exceed the resource limit; the total monthly income available to meet the needs of the assistance unit, after certain amounts are disregarded or deducted, does not exceed the 185% eligibility standard and the caretaker relative and dependent child are not members of the service population eligible for TANF assistance under a federally-approved tribal family assistance program. Alaska considers those families whose income is equal to or less than 60% of Alaska's State Median Income (SMI) to be very low income. Currently Alaska does not have a waitlist. Per 7 AAC 41.050, should the CCDF Lead Agency, the Child Care Program Office, need to implement a wait list, the highest priority for retention in the child care assistance program will be given to a participating family lowest on the department's Family Income and Contribution Schedule, adopted by reference in 7 AAC 41.335. The highest priority is given to participating or applying families in which a single parent is, or both parents are working, or attending school, if the department has paid child care assistance for full-time student status for less than five years. The next priority is given to families in which a parent is searching for work and is in a participating family, or attending school, if the department has paid child care assistance for full-time student status for five years or more, and the parent is in a participating or applying family.

3.2.2 Describe how the Lead Agency will prioritize or target child care services for the following children and families.

a) Identify how services are prioritized for children with special needs. Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

Child care providers caring for children participating in the State of Alaska Child Care Assistance Program (CCAP) may be eligible for additional funds through the Alaska Inclusive Child Care Program (Alaska IN!). Additional funds are based on the actual cost to the child care provider to provide the additional services specific to the child's diagnosed special needs and reimbursable up to the dollar amount of the cost of care authorized through the CCAP.

b) Identify how services are prioritized for families with very low incomes. Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

c) Identify how services are prioritized for children experiencing homelessness, as defined by the CCDF. Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

d) Identify how services are prioritized, if applicable, for families receiving TANF program funds, those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF (98.16(i)(4)). Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

3.2.3 List and define any other priority groups established by the Lead Agency.

Per Child Care Assistance Program regulation 7 AAC 41.050, if a family includes one or more of the following individuals they will not be placed on a wait list: 1) a new child of a participating family; 2) a child with special needs; 3) a child with parents who are younger than 20 years of age and who are enrolled in a high school completion program; 4) a child of a family that has left a temporary assistance program within the last 12 months because of employment; 5) a child in protective services; or 6) a child in a family who is homeless.

3.2.4 Describe how the Lead Agency prioritizes services for the additional priority groups identified in 3.2.3.

Per Child Care Assistance Program regulation 7 AAC 41.050, the family will not be placed on a wait list if the family includes: a new child of a participating family; an eligible child with special needs; a child with parents who are younger than 20 years of age and who are enrolled in a high school completion program; a child of a family that has left a temporary assistance program within the last 12 months because of employment; a child in protective services; or a child in a family who is homeless. If a wait list is established it is prioritized.

The highest priority is given to participating or applying families in which the parent(s) are working or attending school, if attending school the Child Care Assistance Program (CCAP) has been paid for full-time student status for less than 5 years. The next priority is given to participating families in which the parent(s) are working or attending school, if attending school, CCAP has been paid for full-time student status for 5 years or more. If attending school, the family may be participating or applying for CCAP.

3.2.5 Lead Agencies are required to expend CCDF funds to (1) permit the enrollment (after an initial eligibility determination) of children experiencing homelessness while required documentation is obtained, (2) provide training and TA to child care providers and the appropriate Lead Agency (or designated entity) staff on identifying and serving homeless children and families (addressed in section 6), and (3) conduct specific outreach to homeless families (658E(c)(3); 98.51).

a) Describe the procedures to permit the enrollment of children experiencing homelessness while required documentation is obtained.

Per Child Care Assistance Program regulation 7 AAC 41.315(d) and Child Care Assistance Program Policies and Procedures Manual section 4030-6 4., when a family identifies they are homeless on their application or during their interview and they meet all other factors of eligibility, they will be approved for program participation for the month of application and the following month prior to submitting required verification of: government issued photo identification for the parents of the family; proof of the child's age and citizenship or alien status; and proof of child custody.

b) Check, where applicable, the procedures used to conduct outreach for children experiencing homelessness (as defined by CCDF Rule) and their families.

- Lead Agency accepts applications at local community-based locations
- Partnerships with community-based organizations
- Partnering with homeless service providers, McKinney-Vento liaisons, and others who work with families experiencing homelessness to provide referrals to child care

Other

Outreach is conducted to homeless families by distributing information and brochures to homeless shelters; collaborating with the McKinney-Vento statewide coordinator; and providing a resource list on the Child Care Program Office (CCPO) website.

Note: The Lead Agency shall pay any amount owed to a child care provider for services provided as a result of the initial eligibility determination, and any CCDF payment made prior to the final eligibility determination shall not be considered an error or improper payment (98.51(a)(1)(ii)).

3.2.6 Lead Agencies must establish a grace period that allows homeless children and children in foster care to receive CCDF assistance while providing their families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements (as described in section 5). The length of such a grace period shall be established in consultation with the state, territorial, or tribal health agency (658E(c)(2)(I)(i)(I); 98.41(a)(1)(i)(C)).

Note:

Any payment for such a child during the grace period shall not be considered an error or improper payment (98.41(a)(1)(i)(C)(2)).

a) Describe procedures to provide a grace period to comply with immunization and other health and safety requirements, including how the length of the grace period was established in consultation with the state, territorial, or tribal health agency for:

Children experiencing homelessness (as defined by Lead Agency's CCDF)

Children experiencing homelessness as defined by the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a) (98-2) may be enrolled for not more than 30 days if the child's immunization records are not immediately available. The CCDF Lead Agency, the Child Care Program Office (CCPO) established this grace period in collaboration with the Department of Health and Social Services, Division of Public Health, Epidemiology.

Provide the citation for this policy and procedure.

<http://www.legis.state.ak.us/basis/aac.asp#7.57>

[Children who are in foster care.](#)

Children who are in foster care may be enrolled for not more than 30 days if the child's immunization records are not immediately available.

[Provide the citation for this policy and procedure.](#)

7 AAC 41.215(c)(3) and 7 AAC 57.550(c)(3).7

[b\) Describe how the Lead Agency coordinates with licensing agencies and other relevant state, territorial, tribal, and local agencies to provide referrals and support to help families with children receiving services during a grace period comply with immunization and other health and safety requirements \(98.41\(a\)\(1\)\(i\)\(C\)\(4\)\).](#)

Children experiencing homelessness as defined by the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a) (98-2) may be enrolled for not more than 30 days if the child's immunization records are not immediately available. Child care providers will receive guidance and clarification as needed from their licensing specialist regarding enrolling a child of a family experiencing homelessness. Families may be referred to local public health facilities for assistance in obtaining necessary immunizations or at the parent's request, assistance will be provided in obtaining records from the Division of Public Health, Epidemiology.

[c\) Does the Lead Agency establish grace periods for other children who are not experiencing homelessness or in foster care?](#)

No.

Yes.

Describe:

[3.3 Protection for Working Families](#)

3.3.1 12-Month eligibility.

The Lead Agency is required to establish a minimum 12-month eligibility and redetermination period, regardless of changes in income (as long as the income does not exceed the federal threshold of 85 percent of the state median income) or temporary changes in participation in work, training, or educational activities (658E(c)(2)(N)(i) and (ii)).

This change means that a Lead Agency may not terminate CCDF assistance during the 12-month period if a family has an increase in income that exceeds the state's income eligibility threshold, but not the federal threshold of 85 percent of SMI. The Lead Agency may not terminate assistance prior to the end of the 12-month period if a family experiences a temporary job loss or a temporary change in participation in a training or educational activity. A temporary change in eligible activity includes, at a minimum, any time-limited absence from work for an employed parent due to such reasons as the need to care for a family member or an illness; any interruption in work for a seasonal worker who is not working; any student holiday or break for a parent participating in a training or educational program; any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program; any other cessation of work or attendance at a training or educational program that does not exceed 3 months or a longer period of time established by the Lead Agency; a child turning 13 years old during the 12-month eligibility period (except as described in 3.1.1); and any changes in residency within the state, territory, or tribal service area.

- a) Describe the Lead Agency's policies and procedures in implementing the minimum 12-month eligibility and redetermination requirements, including when a family experiences a temporary change in activity.

At the time of initial eligibility, PASS II and PASS III Child Care Assistance Program applying families meeting all eligibility factors are approved for a 12 month period. Family eligibility through the Office of Children's Services, for children in protective services are currently determined eligible for up to 60 days. The Office of Children's Services is in the process of developing program changes to approve these families for a 12 month period. Should a child who is eligible at the time of the family's initial eligibility determination, and authorized for child care services, turn 13 years of age during the family's 12 month period, that child would no longer be eligible the month following their 13th birthday. A family who moves from one service delivery area to another during their 12 month eligibility period remains eligible. The CCAP grantees work together to transfer the family's file and authorize care to a new provider in the new service delivery area.

Temporary changes in a family's eligible activity are not required to be reported and no

action is taken on the case. Temporary changes include: any time-limited absence from work for an employed parent, for periods of family leave, including parental leave or sick leave; any interruption in work for a seasonal worker who is not working between regular industry work seasons; any student holiday or break for a parent participating in job training or an educational program; a reduction in work training or education hours, as long as the parent is still working or attending job training or an educational program; and any other cessation of work or attendance at a job training or educational program that does not exceed three months. This includes when employment ends with an employer and the family intends or is attempting to find new employment.

b) How does the Lead Agency define "temporary change?"

Less than 3 months

c) Provide the citation for this policy and/or procedure.

Child Care Assistance Program regulation 7 AAC 41.310 (c) and Child Care Assistance Program Policies and Procedures Manual sections 4020-8 C., 4070-1B. and 4100-2 B.

3.3.2 Option to discontinue assistance during the 12-month eligibility period.

Lead Agencies have the option, but are not required, to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program, otherwise known as a parent's eligible activity (i.e., if the parent experiences a temporary change in his or her status as working or participating in a training or educational program, as described in section 3.3.1 of the plan).

If the Lead Agency chooses the option to discontinue assistance due to a parent's non-temporary loss or cessation of eligible activity, it must continue assistance at least at the same level for a period of not fewer than 3 months after each such loss or cessation for the parent to engage in a job search and to resume work or resume attendance in a job training or educational program. At the end of the minimum 3-month period of continued assistance, if the parent has engaged in a qualifying work, training, or educational program activity with an income below 85 percent of SMI, assistance cannot be terminated, and the child must continue receiving assistance until the next scheduled redetermination or, at the Lead Agency option, for an additional minimum 12-month eligibility period.

a) Does the Lead Agency choose to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss or cessation of eligible activity and offer a minimum 3-month period to allow parents to engage in a job search and to resume participation in an eligible activity?

No, the state/territory does not allow this option to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program.

Yes, the Lead Agency discontinues assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of eligible activity and provides a minimum 3-month period of job search. If yes:

i. Provide a summary describing the Lead Agency's policies and procedures for discontinuing assistance due to a parent's non-temporary change:

Non-temporary changes in the family's eligible activity must be reported within 10 business days of the change at which time they are eligible for 3 months of job search. At the end of the job search time period if the family is not in an eligible activity they are no longer eligible and their case is closed with adverse action.

ii. Describe what specific actions/changes trigger the job-search period.

The job-search period is triggered when the family experiences a job loss or ends participation in a job training or education program. This must be reported within 10 business days of becoming non-temporary which is the last day of the third month. If a family does not report timely (within the required 10 business days) the job search timeframe begins at the time the change should have been reported and continues for the next three months.

iii. How long is the job-search period (must be at least 3 months)?

Three months.

iv. Provide the citation for this policy or procedure.

Child Care Assistance Program regulation 7 AAC 41.310 (c) and Child Care Assistance Program Policies and Procedures Manual section 4100-2 B.

b) The Lead Agency may discontinue assistance prior to the next 12-month redetermination in the following limited circumstances. Check and describe any circumstances in which the Lead Agency chooses to discontinue assistance prior to the

next 12-month redetermination. Check all that apply.

- Not applicable.
- 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.

i. Define the number of unexplained absences identified as excessive:

The Child Care Assistance Program (CCAP) does not monitor or define unexplained absences. The expectation is the family to communicate with their child care provider in regard to the child's attendance. Payment to the provider is based on the level of care authorized and the child's attendance.

ii. Provide the citation for this policy or procedure:

- A change in residency outside of the state, territory, or tribal service area.

Provide the citation for this policy or procedure:

Child Care Assistance Program Policies and Procedures Manual section 4000-6 C.

- Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility.

Describe the violations that lead to discontinued assistance and provide the citation for this policy or procedure.

Per Child Care Assistance Program Regulation 7 AAC 41.410 and Child Care Assistance Program Policies and Procedures Manual section 4390-1, a family may be found to have committed an intentional program violation if they report incomplete or inaccurate information regarding the family's income, family composition or any other material fact related to program eligibility; or by providing false or misleading information or withholding information.

3.3.3 Change reporting during the 12-month eligibility period.

The Lead Agency must describe the requirements for parents to report changes in circumstances during the 12-month eligibility period and describe efforts to ensure that such requirements do not place an undue burden on eligible families, which could impact the

continuity of care for children and stability for families receiving CCDF services (98.16(h)(1)).

Note: Responses should exclude reporting requirements for a graduated phase-out, which were described in question 3.1.7(b).

Families are required to report a change to the Lead Agency at any time during the 12-month eligibility period if the family's income exceeds 85 percent of the state median income, taking into account irregular fluctuations in income (98.21(e)(1)). If the Lead Agency chooses the option to terminate assistance, as described in section 3.3.2 of the plan, they may require families to report a non-temporary change (as described in section 3.3.3 of the plan) in work, training or educational activities (otherwise known as a parent's eligible activity).

a) Does the Lead Agency require families to report a non-temporary change in a parent's eligible activity?

No

Yes

b) Any additional reporting requirements during the 12-month eligibility period must be limited to items that impact a family's eligibility (e.g., income changes over 85 percent of SMI or that impact the Lead Agency's ability to contact the family or pay the child care providers (e.g., a family's change of address, a change in the parent's choice of child care provider).

Check and describe any additional reporting requirements required by the Lead Agency during the 12-month eligibility period. Check all that apply.

Additional changes that may impact a family's eligibility during the 12-month period.

Describe:

Changes that impact the Lead Agency's ability to contact the family.

Describe:

The Child Care Assistance Program Application CC08, Your Rights and Responsibilities, requires a participating family must keep they physical and mailing addresses current with the child care assistance office. Child Care Assistance Program Policies and Procedures Manual section 4020-8 B. also requires a family to provide complete, accurate, and current information to maintain their eligibility.

- Changes that impact the Lead Agency's ability to pay child care providers.

Describe:

Per Child Care Assistance Program regulation 7 AAC 41.320 (c)(2) and Child Care Assistance Program Policies and Procedures Manual sections 4020-8 B, 4100-2 A. and 4100-2 C., families must notify the department or designee within 10 business days before changing child care providers and within 10 business days after a change affecting the level a child care needed.

Any additional reporting requirements that the Lead Agency chooses, as its option to require from parents during the 12-month eligibility period, shall not require an office visit. In addition, the Lead Agency must offer a range of notification options to accommodate families.

c) How does the Lead Agency allow for families to report changes to ensure that reporting requirements are not burdensome and to avoid an impact on continued eligibility between redeterminations? Check all that apply.

- Phone
- Email
- Online forms
- Extended submission hours
- Postal Mail
- FAX
- In-person submission
- Other.

Describe:

After hours drop box.

d) Families must have the option to voluntarily report changes on an ongoing basis during the 12-month eligibility period. Lead Agencies are required to act on information reported by the family if it will reduce the family's co-payment or increase the family's subsidy. Lead Agencies are prohibited from acting on information reported by the family that would reduce the family's subsidy unless the information reported indicates that the family's income exceeds 85 percent of SMI after considering irregular fluctuations in income or, at the option of the Lead Agency, the family has experienced a non-temporary change in eligible activity.

i. Describe any other changes that the Lead Agency allows families to report.

Families may report any change of circumstance during their certification period.

Those changes positively impacting the family's co-payment or level of care and if the family's income increases to more than 85% of the SMI are acted upon.

ii. Provide the citation for this policy or procedure.

Child Care Assistance Program regulation 7 AAC 41.320 and Child Care Assistance Program Policies and Procedures Manual section 4100-2.

3.3.4 Prevent the disruption of employment, education, or job training activities

Lead Agencies are required to have procedures and policies in place to ensure that parents (especially parents receiving assistance under the TANF program) are not required to unduly disrupt their employment, education, or job training activities to comply with the Lead Agency's or designated local entity's requirements for the redetermination of eligibility for assistance (658E(c)(2)(N)(ii); 98.21(d)).

Examples include developing strategies to inform families and their providers of an upcoming redetermination and the information that will be required of the family, pre-populating subsidy renewal forms, having parents confirm that the information is accurate, and/or asking only for the information necessary to make an eligibility redetermination. In addition, states and territories can offer a variety of family-friendly methods for submitting documentation for eligibility redetermination that considers the range of needs for families in accessing support (e.g. use of languages other than English, access to transportation, accommodation of parents working non-traditional hours, etc.).

a) Identify, where applicable, the Lead Agency's procedures and policies to ensure that parents (especially parents receiving TANF program funds) do not have their employment, education, or job training unduly disrupted to comply with the state/territory's or designated local entity's requirements for the redetermination of eligibility.

- Advance notice to parents of pending redetermination
- Advance notice to providers of pending redetermination
- Pre-populated subsidy renewal form

- Online documentation submission
- Cross-program redeterminations
- Extended office hours (evenings and/or weekends)
- Other.

Describe:

b) How are families allowed to submit documentation, described in 3.1.9, for redetermination? Check all that apply.

- Postal Mail
- Email
- Online forms
- FAX
- In-person submission
- Extended submission hours
- Other.

Describe:

After hours drop box.

3.4 Family Contribution to Payments

Lead Agencies are required to establish and periodically revise a sliding-fee scale for CCDF families that varies based on income and the size of the family to determine each family's contribution (i.e., co-payment) that is not a barrier to families receiving CCDF funds (658E(c)(5)). In addition to income and the size of the family, the Lead Agency may use other factors when determining family contributions/co-payments. Lead Agencies, however, may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

Note: To help families transition off of child care assistance, Lead Agencies may gradually adjust co-pay amounts for families determined to be eligible under a graduated phase-out. However, section 3.4 applies only to families in their initial/entry eligibility period. See section 3.1.7 Graduated Phase-Out regarding co-pays during the graduated phase-out period.

3.4.1 Provide the CCDF co-payments in the chart below according to family size for one child in care.

a) Fill in the chart based on the most populous area of the State (area serving highest number of CCDF children).

	(a)	(b)	(c)	(d)	(e)	(f)
Family Size	Lowest Initial or First Tier Income Level Where Family Is First Charged Co-Pay (Greater Than \$0)	What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (a)?	The Co-Payment in Column (b) is What Percentage of the Income in Column (a)?	Highest Initial or First Tier Income Level Before a Family Is No Longer Eligible	What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (d)?	The Co-Payment in Column (e) is What Percentage of the Income in Column (d)?
1	n/a	n/a	n/a	n/a	n/a	n/a
2	49	20	41	4205	421	10
3	61	20	33	5156	516	10
4	72	20	28	6107	611	10
5	83	20	24	7058	706	10

b) What is the effective date of the sliding-fee scale(s)? 10/01/2017

c) Identify the most populous area of the state used to complete the chart above.

Anchorage, Alaska

d) Provide the link to the sliding-fee scale:

<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Files/CCAP-Family-Income-Contributions-Schedule.pdf>

e) If the sliding-fee scale is not statewide, describe how many jurisdictions set their own sliding-fee scale (98.16(i)(3)).

Statewide.

3.4.2 How will the family's contribution be calculated, and to whom will it be applied?

Check all that apply.

- The fee is a dollar amount and:
 - The fee is per child, with the same fee for each child.
 - The fee is per child and is discounted for two or more children.
 - The fee is per child up to a maximum per family.
 - No additional fee is charged after certain number of children.
 - The fee is per family.
 - The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

Describe:

- Other.

Describe:

- The fee is a percent of income and:
 - The fee is per child, with the same percentage applied for each child.
 - The fee is per child, and a discounted percentage is applied for two or more children.
 - The fee is per child up to a maximum per family.
 - No additional percentage is charged after certain number of children.
 - The fee is per family.
 - The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

Describe:

- Other.

Describe:

3.4.3 Does the Lead Agency use other factors in addition to income and family size to determine each family's co-payment (658E(c)(3)(B))? Reminder ' Lead Agencies may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

- No.
- Yes, check and describe those additional factors below.
 - Number of hours the child is in care.

Describe:

- Lower co-payments for a higher quality of care, as defined by the state/territory.

Describe:

- Other.

Describe:

3.4.4 The Lead Agency may waive contributions/co-payments from families whose incomes are at or below the poverty level for a family of the same size (98.45(k)) or for families who are receiving or needing to receive protective services, as determined for purposes of CCDF eligibility, or who meet other criteria established by the Lead Agency (98.45(k)(4)). Does the Lead Agency waive family contributions/co-payments for any of the following? Check all that apply.

- No, the Lead Agency does not waive family contributions/co-payments.
- Yes, the Lead Agency waives family contributions/co-payments for families with an income at or below the poverty level for families of the same size.
- Yes, the Lead Agency waives family contributions/co-payments for families who are receiving or needing to receive protective services, as determined by the Lead Agency for purposes of CCDF eligibility.

Describe the policy and provide the policy citation.

Per Alaska Office of Children's Services Policies and Procedures section 6.2.2.4 B

describes the eligibility for child care residing in out-of-home care which does not include a financial eligibility.

- Yes, the Lead Agency waives family contributions/co-payments for other criteria established by the Lead Agency.

Describe the policy and provide the policy citation.