

CHAPTER 1-000 GENERAL BACKGROUND

- 1-001 Legal Basis
 - 1-001.01 Federal Authority
 - 1-001.02 State Authority
- 1-002 Purpose
- 1-003 Definitions
- 1-004 Client Rights
- 1-005 Client Responsibilities

CHAPTER 2-000 APPLICATION PROCESS

- 2-000 Requests
- 2-001 Response to Requests
- 2-002 Request Time Limits
- 2-003 Application
 - 2-003.01 Right to Apply
 - 2-003.02 Interview
 - 2-003.02A Prudent Person Principle
 - 2-003.03 Time Limit for Action on Application
 - 2-003.04 Eligibility Redetermination
 - 2-003.04A Change in Status
 - 2-003.04B Annual Redetermination
 - 2-003.04C Child Protective Services Investigation
- 2-004 Case Record Maintenance
 - 2-004.01 File Contents
 - 2-004.02 Record Retention
- 2-005 Summary of Forms

CHAPTER 3-000 ELEMENTS OF ELIGIBILITY

- 3-001 Qualification as a Family
 - 3-001.01 Unmarried Parents
 - 3-001.02 Parents with Shared Custody
 - 3-001.03 No Child in the Home
 - 3-001.04 Parent's Temporary Absence
- 3-002 Social Security Number
- 3-003 Citizenship and Alien Status
 - 3-003.01 Verification of Alien Status
- 3-004 Residence
- 3-005 Income
 - 3-005.01 Categories of Eligibility
 - 3-005.01A Current Family (CF)
 - 3-005.01B Low Income Family (LF)
 - 3-005.01C Transitional Child Care (TCC)
 - 3-005.01D Low Income Sliding Fee Schedule (LC)
 - 3-005.01E Without Regard to Income (WI)
 - 3-005.02 Determination of Income Eligibility
 - 3-005.02A Income Considered for Relatives Who Are Not Legally Responsible
 - 3-005.02B Operating Expenses
 - 3-005.03 Income Exclusions
 - 3-005.03A Transitional Grants
 - 3-005.03B Deduction of Nursing Home Obligation
 - 3-005.03C Types of Income
 - 3-005.04 Income Verification
 - 3-005.05 Verification of Education or Training
 - 3-005.06 Burden of Proof

- 3-006 Resources
 - 3-006.01 Resource Maximum
 - 3-006.02 Type of Resource
 - 3-006.02A Liquid Resources
 - 3-006.02B Nonliquid Resources
 - 3-006.03 Excluded Resources
 - 3-006.03A Handling Excluded Liquid Resources
 - 3-006.04 Valuation of Resources
 - 3-006.04A Equity Value
 - 3-006.04B Encumbrances
 - 3-006.05 Jointly Owned Resources
 - 3-006.05A Portions of a Resource
 - 3-006.05B Totally Inaccessible Resources
 - 3-006.05C Residents of Shelters for Battered Women and Children
 - 3-006.06 Resource Test for Motor Vehicles
 - 3-006.06A Access to Vehicles
 - 3-006.06B Determining Fair Market Value
 - 3-006.07 Verification of Resources
 - 3-006.07A Verification of Loans
- 3-007 Age Limit
- 3-008 Qualification of Need for Service
 - 3-008.01 Need for Service
 - 3-008.01A Limit on Hours of Assistance
 - 3-008.01B Education or Training
 - 3-008.01C Time Between Classes
 - 3-008.01D Employment
 - 3-008.01E Travel Time
 - 3-008.01F Sleep Time
- 3-009 Fee Obligation
 - 3-009.01 Failure to Pay Fee
 - 3-009.02 Changing the Fee
- 3-010 Client's Right to Choose Provider
 - 3-010.01 Limitations on Authorization of In-Home Child Care
 - 3-010.02 Client Relatives as Providers
 - 3-010.03 Employee of a Child Care Facility
- 3-011 Immunization
- 3-012 Client Overpayments
- 3-013 Intentional Program Violation (IPV)
 - 3-013.01 Disqualification Hearing
 - 3-013.02 Initiating the Disqualification Hearing
 - 3-013.02A Reporting Requirements
 - 3-013.02B Central Office Guidelines
 - 3-013.02C Disqualification Hearing Procedures
 - 3-013.02D IPV Disqualification
- 3-014 Cooperation with the Child Support Enforcement Unit (CSEU)
 - 3-014.01 Purpose of the Program
 - 3-014.01A Child Support Enforcement Services
 - 3-014.02 Definitions of Child Support, Spousal Support, and Medical Support
 - 3-014.03 Duties of the Case Manager

- 3-014.04 Duties of Client
- 3-014.05 Referral to the IV-D Unit
 - 3-014.05A Exception to Referral
- 3-014.06 Cooperation in Obtaining Support
 - 3-014.06A Refusal to Cooperate
 - 3-014.06B Opportunity to Claim
- 3-014.07 Sanction for Refusal to Cooperate

- CHAPTER 4-000 AUTHORIZATION AND NOTICE
- 4-001 Authorization
 - 4-001.01 Authorization Standards
 - 4-001.02 Authorization Date
 - 4-001.02A Provider Not Approved
 - 4-001.03 Authorization Termination
- 4-002 Client Contact and Notice
 - 4-002.01 Client Responsibility to Contact
 - 4-002.02 Worker Responsibility to Contact
 - 4-002.03 Notice of Agency Action
 - 4-002.03A Advance Notice
 - 4-002.03B Adequate Notice
 - 4-002.03C Notice Not Required
 - 4-002.03D Service Continuation During Appeal
- 4-003 Maximum Rate and Unit Authorization
 - 4-003.01 Provider Rates
 - 4-003.01A Payment by Attendance
 - 4-003.01B Rate Increases
 - 4-003.01C Accredited Rates
 - 4-003.02 Hourly and Daily Units
 - 4-003.03 Enrollment Fees
 - 4-003.04 Activity Fees
 - 4-003.05 Transportation
 - 4-003.05A Transportation To and From Home
 - 4-003.05B Transportation To and From School
 - 4-003.06 Unit Codes and Maximums
 - 4-003.07 Client Charges
 - 4-003.08 Child Care Rate Exceptions
 - 4-003.08A Special Needs Rate
 - 4-003.08B In-Home Sick Child Care Rate
 - 4-003.08C Sole Provider
 - 4-003.08D Accredited Providers
- 4-004 Provisions for Out-Of-State Providers for Foster Children/Children with Guardianship Subsidy
 - 4-004.01 License Requirements
 - 4-004.02 Subsidy Agreement and Rate of Payment
 - 4-004.03 Purpose of Child Care
 - 4-004.04 Agency-Based Foster Care

CHAPTER 5-000 PROVIDER REQUIREMENTS

5-001 General Standards

5-001.01 Provider Agreement Standards

5-001.02 Provider Age Qualifications

5-001.02A Sixteen, Seventeen, or Eighteen-Year-Olds

5-001.02B Parental Permission

5-001.03 Social Security Tax Withholding

5-001.03A Introduction

5-001.03B Definitions

5-001.04 Provider Release of Information and Statement of Criminal History

5-001.04A General Criminal History

5-001.05 Driving Record

5-001.06 Agency Decision to Enter into a Provider Agreement

5-001.07 Provider Hearing Right

5-002 Provider Standards for In-Home Child Care

5-003 Provider Standards for License-Exempt Family Child Care Homes

5-003.01 Child Abuse/Neglect Report

5-003.02 Provider Receiving Treatment

- 5-004 Application
 - 5-004.01 Conflict of Interest
 - 5-004.02 Worker Relatives as Providers
 - 5-004.03 Service Provider Agreements
 - 5-004.04 Agreement Completion
 - 5-004.05 Multiple Facilities
 - 5-004.05A Option 1
 - 5-004.05B Option 2
 - 5-004.06 Provider Evaluation
 - 5-004.06A Resource Development Responsibilities
 - 5-004.06B Secondary Agreements
- 5-005 Provider Overpayments

CHAPTER 6-000 CHILD CARE GRANTS

- 6-001 General Provisions
 - 6-001.01 Definitions
 - 6-001.02 General Eligibility
 - 6-001.02A Nondiscrimination
 - 6-001.02B Multiple Child Care Sites
 - 6-001.02C Ineligible Programs
 - 6-001.02D Application Process
 - 6-001.02E Grant Awards
 - 6-001.02F Audit of Expenditures
 - 6-001.02G Contract Breach and Collection
- 6-002 Start Up/Expansion Child Care Grant
 - 6-002.01 Purpose
 - 6-002.02 Definitions
 - 6-002.03 Eligibility Requirements
 - 6-002.03A Compliance with Federal Statutes and Rules
 - 6-002.03B Child Care License and Subsidy Agreement
 - 6-002.03C Priority in Awards
 - 6-002.03D Abuse Registries
 - 6-002.04 Selection Criteria and Process
 - 6-002.04A Application
 - 6-002.04B License and Child Care Subsidy Agreement Review
 - 6-002.04C Review Process
 - 6-002.05 Grant Awards
 - 6-002.05A Proposals Not Selected
 - 6-002.05B Verification of Expenditures
 - 6-002.05C Change in Director or Licensee
- 6-003 Child Care Mini Grants
 - 6-003.01 Purpose
 - 6-003.02 Child Care License and Subsidy Agreement
 - 6-003.03 Application Contents
 - 6-003.04 Mini-Grant Awards
 - 6-003.04A Proposals Not Selected
 - 6-003.04B Verification of Expenditures