

I. CHAPTER OVERVIEW

This chapter discusses the annual eligibility redetermination process which occurs prior to the end of the twelve month certification period, and provides instructions on how to respond to changes that are reported during the certification period.

II. MAINTAINING CONTACT WITH THE RECIPIENT

A. Required Contact

Regular contact with the recipient or her representative helps to assure effective case management while ensuring that the record is up-to-date and reinforces the responsibility of the recipient to report changes which may impact eligibility. In addition, it helps to establish the child care worker as someone the parent or responsible adult can contact if problems arise. An annual redetermination is required for every case; however, the following cases require additional contact during the twelve months to verify continued need:

1. Grades must be reviewed at the end of each semester to assure satisfactory progress in the client's educational or training program when care is provided to support education;
2. Every six (6) months the child's developmental delay, or risk of delay, must be reevaluated when care is provided to support the child's developmental needs;
3. The reason for receiving child care services to support Child Welfare Services must be reexamined every six (6) months; and
4. When care is provided to support Child Protective Services, a review is required every six (6) months to determine that Child Protective Services are still being provided.

B. Conducting Periodic Reviews

During the annual eligibility period, LPA staff may choose to conduct more frequent reviews than what is described above, such as quarterly reviews. The purpose of the review would be to determine if the family continues to be eligible for the service and if any adjustments are needed in the plan of care. LPA staff are encouraged to develop a means to conduct the reviews so as not to place an undue burden on families by requiring a visit to the office which results in an absence from work or school.

The first step is always to go to the Food Stamp Information System (FSIS) and use the income that is shown for families receiving Food and Nutrition Services benefits. If the recipient voluntarily provides more current income information, that new income must be verified and used to determine income

eligibility and calculate parental fees. The child care worker must not require the recipient to provide additional income information.

C. Contact With the Recipient May Include One or More of the Following:

1. An office visit;
2. A telephone call to the recipient or the agency worker assigned to the CPS or foster care case;
3. A home visit;
4. A locally-developed questionnaire mailed to the recipient;
5. A telephone call or visit to the child's child care provider; or
6. A visit to the recipient's work site or training program. (This should only be done with the parent's approval and prior notification of the visit and if other types of contact have been tried but were unsuccessful.)

III. RECIPIENT RESPONSIBILITIES REGARDING REPORTING CHANGES

At the time of application, redetermination, and during reviews, the child care worker should emphasize to the recipient the importance of reporting changes. The child care worker must use the Recipient Responsibilities for Subsidized Child Care Services form ([DCD-0106](#)) when reviewing the reporting requirements with the recipient. The form specifies changes that have to be reported to the child care worker within five (5) work days of the change and the consequences of failing to do so.

A. Changes That Must be Reported

The following changes that must be reported include but are not limited to:

1. Change of address and telephone number;
2. Marriage, separation, or divorce;
3. Change in family size;
4. Change of job or work shift or in the number of hours or days employed;
5. Increase or decrease in income from employment, child support, or any other source;