

6. Loss of employment, including leave of absence or temporary layoff (refer to [Chapter 5: Establishing Need and a Plan of Care](#) for guidance);
7. Change in school enrollment and proof of grades within a reasonable time period of receiving the grades at the end of each semester; and
8. Child receiving subsidy services moves out of the home.

#### **B. Failure to Report a Change**

Failure to report a change may impact an individual's ability to continue to receive subsidized child care services. If the failure to report results in a significant overpayment (e.g., the recipient is ineligible or the fee increases substantially) and it appears that there was intent to commit fraud, the child care worker may refer the family's case to the agency's [Program Integrity Unit](#). For further instructions, see [Chapter 23: Fraudulent Misrepresentation and Overpayments](#). **Services may only be terminated if the recipient is determined ineligible.**

### **IV. WORKER RESPONSIBILITIES WHEN CHANGES ARE REPORTED**

The child care worker must react to the change reported by the recipient or the provider within ten (10) working days by recording the change in the record as described below and determining if the change requires that a notice be sent to the recipient, provider or other agency staff. The worker is encouraged to react quickly to changes that impact the payment to the provider or the family's eligibility.

#### **A. Updating the Family's Application for Child Care Services ([DCD-0456](#))**

1. When recording changes on the Application, recommend that all changes are noted in a different color ink than what was used on the original Application;
2. Ensure that the date of the change is noted on the form; and
3. Changes reported at two (2) different intervals during the twelve (12) month period of eligibility can be recorded on the original Application; however, the worker must make sure that the additional changes are distinguishable and the date of the change is noted. Another option is to use a new Application form.

#### **B. Updating the Case Narrative**

Information regarding a change that is reported by the recipient that is not recorded on the Application, such as a change in the plan of care, must be recorded in the case narrative.

#### **C. Completing and Distributing the Child Care Action Notice ([DCD-0450](#))**

The Child Care Action Notice (DCD-0450) must be given or sent to the

recipient and provider if the change makes the family ineligible or the change will increase or decrease the amount of the parental fee or change the plan of care. For information regarding the effective date of the changes that result in the termination of services, refer to [Section VI. B.](#) in this chapter. For information regarding the effective date of changes related to parental fees, refer to [Chapter 8: Parental Fees.](#)

When completing the Child Care Action Notice, the child care worker is only required to complete the areas that relate to the change; however, the worker may choose to always repeat the fee amount to insure the parent and provider are aware of the amount. If the change does not affect the child's or family's eligibility, parental fee, or plan of care, it is not necessary to send the Child Care Action Notice. It is critical that any changes which impact the payment or the reimbursement claim are communicated with the designated staff in the LPA who are responsible for handling the reimbursement process via the Child Care Action Notice or a locally developed agency communication form.

## **V. ANNUAL REDETERMINATION OF ELIGIBILITY**

In order for an individual to continue to receive child care services, eligibility must be redetermined annually. As a part of the annual redetermination of eligibility, recipients must sign a new Application for Child Care Services prior to the end of the current certification period. If an individual cannot visit the agency to complete the Application, it is possible to conduct the review by phone and mail the form to the applicant for her signature. Refer to [Chapter 4: Application, Eligibility Determination and Documentation](#) for information on the application process. In addition, a Child Care Action Notice must be completed once the eligibility review is completed.

### **A. Contacting the Recipient**

At least thirty calendar days prior to the eligibility expiration date, the child care worker must make written contact with the recipient to notify her that the eligibility period is expiring and request that she sign a new Application in order to redetermine eligibility. Written notices must be mailed to the most recently reported home address. The LPA may also choose to send a copy of the redetermination notice to the child care provider. In some situations, the child care worker may visit the parent/responsible adult. A sample letter which can be used to notify recipients is included as [Attachment 1](#) at the end of this chapter or the LPA can choose to use the Child Care Action Notice.

### **B. Forms for Redetermination of Eligibility**

When an annual redetermination of eligibility occurs, the recipient must sign a new Application for Child Care Services (DCD-0456). The recipient must provide any required documentation needed to determine eligibility within thirty days. The following must be completed in full and copies of items 1 through 4 provided to the parent/responsible adult:

1. Application for Child Care Services ([DCD-0456](#));