

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](#));

2. Recipient Responsibilities for Subsidized Child Care Services ([DCD-0106](#));
3. Child Care Action Notice ([DCD-0450](#));
4. Any other LPA specific forms; and
5. Narrative documentation

**NOTE:** The Recipient Responsibilities for Subsidized Child Care Service Form (DCD-0106) is not required for families receiving child care to support child protective services.

### C. Determining the Dates of the New Eligibility Period

When the review process has been completed and it is determined that the individual is eligible for another twelve months, the new eligibility period normally starts on the date after the previous period ended. LPA staff may choose to conduct the reviews early if the parent is in the agency. The following examples are provided for guidance.

If the parent/responsible adult comes to the LPA on 11/17/02 to report a change, and her eligibility period ends on 12/30/02, the eligibility review may be done on 11/17/02 to prevent the parent from having to return to the agency. The period of eligibility becomes 12/31/02-12/30/03 since the eligibility review was done **forty-five calendar days or less prior** to the expiration date.

If a parent/responsible adult is seen **more than forty-five days prior** to the expiration date, the period of eligibility must be changed. For example, the parent/responsible adult comes to the LPA on 5/09/03 to report a change. To prevent the parent/responsible adult from having to come back within the next six (6) weeks, because the period of eligibility ends on 6/28/03, the eligibility review can be done early and the period of eligibility is then changed to 5/09/03-5/08/04.

### D. Ineligible Due to New Information

1. If a recipient comes in for the annual redetermination and is found ineligible for any reason, the following steps occur.
  - a. Complete a Child Care Action Notice to notify the recipient and the provider that services cannot be continued past the end of the twelve month eligibility period. If there are more than ten (10) work days left in the eligibility period when the recipient is determined to be ineligible, services are terminated in ten (10) work days rather than the

end of the twelve month eligibility period. If there are less than ten (10) work days left in the eligibility period, services are terminated at the end of the current eligibility period.

- b. Send a copy of the Child Care Action Notice to the person in the agency who is responsible for handling the reimbursement process.

#### **E. Ineligible Due to Lack of Response**

1. If a recipient does not reapply by the expiration date, or applies but does not provide the necessary documentation within the thirty days, the following steps occur.
  - a. The service terminates on the last day of the twelve month eligibility period. A ten (10) work day notice is not provided to the recipient when this occurs.
  - b. A notice to the child care provider informing them of the date that the services ended for the family is required if a letter or Child Care Action Notice was not sent to the provider at the time the recipient was notified of the need to contact the agency to redetermine eligibility.
  - c. The parent/responsible adult has the right to reapply at a later date; however, the LPA will not pay for child care services provided between the date the eligibility expired or terminated and the date the new Application for Child Care Services ([DCD-0456](#)) is signed. Depending upon funding and priorities for services, the child may be placed on a waiting list.

### **VI. TERMINATION OF SERVICES DURING THE ELIGIBILITY PERIOD**

#### **A. Child Care Services May be Terminated for a Number of Reasons:**

1. The family no longer needs the service;
2. The parent has notified the LPA that the service is no longer wanted;
3. The parent has failed to cooperate with the LPA in determining or re-determining eligibility;
4. The recipient is no longer income eligible;
5. The parent fails to pay the assessed parental fee and the provider has indicated she will no longer serve the child;
6. The child receiving subsidy services moves out of the home;