

## CHILD CARE UP DATE 1/24/2007

### **Reminders**

#### **Employment documentation for applicants that are paid in cash.**

If a client is paid in cash, a payment verification letter is required from each individual who pays the client in cash for performing a service. This information may also be provided on your in-house income verification form. All verifications must include the required information as stipulated in the IDHS Child Care Manual under 01.02.05-Income Verification. Information related to self-employment is also found in the same section of the manual

#### **Re-determination of an applicant that is paid in cash and taxes are withheld.**

Family/child that is enrolled into a Child Care only program model, family must be re-determined every three months, unless the client continues to be employed at the same job and continues to be paid in cash at the 3 month re-determination, the case may be re-approved for six (6) months.

Family/child that is enrolled into a Collaboration program model, family must be re-determined every three months, unless the client continues to be employed at the same job and continues to be paid in cash at the 3 month re-determination, the case may be reapproved for twelve (12) months.

#### **Re-determination of an applicant whose occupation is defined as self-employed and/or is employed where they are paid in cash without taxes being withheld and does not file a 1040 return.**

Same as above.

#### **Number of hours required for work/school in order for applicants to Qualify.**

CYS Collaboration and Child Care programs are full time programs with the only exception being School Age programs. Parents must work a minimum of 25 hours and their work schedule must coincide for the most part with the CYS Collaboration/Child Care program schedule. Work schedule must be a minimum of 4 days Monday thru Friday.

A client attending a post secondary degree program must also work 10 hours per week. Schedule for work and school must coincide for the most part with the Child Care program schedule. Again, work and school schedule must be a minimum of 4 days Monday thru Friday. A Client enrolled in an occupational/vocational program does not have a work requirement for the first 24 months. See IDHS Child Care Program Manual 01.03.03 – Education and Training Activities.

**Serving a client who does not have or refuse to provide a Social Security number.**

You may serve clients who do not have or refused to provide a Social Security number. Clients must provide other documentation to prove their existence and those of family members who also do not have or refuse to provide a Social Security number. See IDHS Child Care Program Manual for detailed list of acceptable identification.