

The purpose of the Child Care Subsidy Program is to assist low income families with child care. Care can be provided:

1. To children age **12 and younger**; it is available to youth age **13 through 18 only if a physician, licensed or certified psychologist, or licensed mental health practitioner has provided a written statement that the child has a special need**;
2. Only when there is a need for child care as defined in 392 NAC 3-008, which includes:
 - a. **Employment** that has the potential to allow a family to become economically self-sufficient - this means we may not be able to continue to authorize child care if after a few months, the cost of child care is more than you earn. Child care is only authorized for those hours when the parent is actually working and reasonable travel time to and from work and child care;
 - b. **Actively Seeking Employment** - for families that are not Employment First clients, child care can only be authorized for two consecutive calendar months per program year (July 1–June 30). No further child care can be authorized to look for work until that client has lost a job and is again seeking employment. The HHS worker may ask the parent to provide a record of the dates and places that they looked for work;
 - c. **Participation in an approved Employment First Activity** - Child care may be authorized for any approved EF activity. This means either the DHHS worker or the case manager from the EF contractor has approved the activity;
 - d. **For a parent to obtain medical services** (such as doctor visits, Health Check, etc.) for themselves or another of their children or to visit their child in the hospital;
 - e. **Enrollment in and regular attendance at vocational or educational training to attain a high school diploma or GED or an undergraduate degree or certificate** (including English as a second language classes) that will result in a parent becoming employed and self sufficient. Child care is not allowed for those pursuing a second undergraduate degree or any post-graduate degrees. Child care is not authorized for correspondence courses or independent study. For on-line classes, it can be authorized for one hour per week for each credit hour. Child care can be authorized for structured individual tutoring or group preparation time (such as GED preparation, ESL, and Adult Basic Education). Child care is not allowed for study time (unless it is a reasonable period of time between classes).
 - f. **Participation in on the job training**;
 - g. **Incapacitation as verified by a medical doctor** - a specific form will be given by the worker to document need for child care due to incapacity; and
 - h. **Needs which might be authorized by a Protection and Safety worker** as part of a plan with a family.

Important Information:

- **Child care authorization cannot begin before the date the parent reports a need for child care or a change to the worker.** Example: If you start care today or change your child care provider today and do not report it to your worker for two weeks, child care will not be authorized for the two weeks before you contact your worker.
- **The parent is responsible to report the need for child care and any changes** - It is not the responsibility of the child care provider.
- For two parent households, **both parents must have one of the needs** for child care listed previously for child care to be authorized.
- Some families are required to pay a part of their child care expense. This is called a fee or obligation. **This fee must be paid** or the child care case will be closed until the parent has made a satisfactory arrangement with the provider for payment of the fee.

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- Child care in the child's home is called In-Home Child Care and can only be paid if the child has a special need (which must be documented by a medical doctor) or a childhood illness OR if child care is needed during evening (after 6 PM or before 5 AM), overnight, weekend, or holidays hours if there are no other available child care arrangements OR if there are three or more children in care. The In-Home provider may be an individual (other than the parent) who lives with the child only if the child has a special need or a childhood illness.
- Let your worker know if the non-custodial parent is court ordered or pays for any of the child care costs.
- **Child care can only be used for the purpose authorized.** If you use child care for another purpose, you may be required to repay DHHS for the unauthorized child care. If it is determined by a hearing officer that you committed an Intentional Program Violation, you will be disqualified for:
 1. Up to a year for the first violation;
 2. Up to two years for the second violation; and
 3. Permanently for a third violation.

The following are some **examples** of when unauthorized use of child care could be considered fraud: Child care is authorized for while you work. You quit work and continue to take your child to the provider and Child Care Subsidy pays for child care OR you take your child to the provider on your days off and when you are ill but have not provided your DHHS worker with medical documentation so that it can be authorized. OR child care is authorized for you to attend an EF Activity; you do not participate in the approved activity but take your child to the provider and Child Care Subsidy pays for the child care.

- The parent who is requesting Child Care Subsidy must cooperate in establishing and collecting child support if there is a noncustodial parent. This applies only for a child who is receiving Child Care Subsidy. This requirement may be waived in the case of domestic violence.

PLEASE TALK WITH YOUR WORKER IF YOU HAVE ANY QUESTIONS ABOUT USE OF THE CHILD CARE SUBSIDY PROGRAM.

Information mailed/given to: _____ on _____
Client Name or Signature Date