

Regulatory Analysis Form

(Completed by Promulgating Agency)

(All Comments submitted on this regulation will appear on IRRC's website)

(1) Agency

Department of Human Services

(2) Agency Number: 14

Identification Number: 545

(3) PA Code Cite: 55 Pa. Code Ch. 3042

(4) Short Title: Subsidized Child Care Eligibility

(5) Agency Contacts (List Telephone Number and Email Address):

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(6) Type of Rulemaking (check applicable box):

Proposed Regulation

Final Regulation

Final Omitted Regulation

Emergency Certification Regulation;

Certification by the Governor

Certification by the Attorney General

(7) Briefly explain the regulation in clear and nontechnical language. (100 words or less)

It aligns eligibility requirements with requirements set forth in the Federal Child Care and Development Block Grant of 2014 (42 U.S.C.A. §§ 9857—9858r, as reauthorized by Pub. L. No. 113-186).

Sections 201(2), 403(b) and 403.1 of the Human Services Code (62 P.S. §§ 201(2), 403(b) and 403.1) support this regulation, which complies with the changes in Federal law including minimum 12-month redeterminations, continued eligibility regardless of increases in earnings (within the Federal eligibility limit of 85% of the State median income (SMI)) and temporary changes in work, education or training.

Additional changes proposed by the Department include expanding the definitions of caretaker and education; redefining self-employment; allowing for 92 days of presumptive eligibility at redetermination for a parent or caretaker who is on leave approved by the Department; prohibiting new enrollments of children receiving subsidized child care when the Department revokes or refuses to renew the provider's certificate of compliance; allowing a parent or caretaker to hold a child back from attending kindergarten for one additional year; and increasing the total number of paid absences per year.

(8) State the statutory authority for the regulation. Include specific statutory citation.

INDEPENDENT REGULATORY
REVIEW COMMISSION

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Independent Regulatory
Review Commission

IRRC Number: 3275

Sections 201(2), 403(b) and 403.1 of the Human Services Code (62 P.S. §§ 201(2), 403(b) and 403.1).

The proposed regulation aligns eligibility requirements with the requirements set forth in the Federal Child Care and Development Block Grant (42 U.S.C.A. §§ 9857—9858r, as reauthorized by Pub. L. No. 113-186).

(9) Is the regulation mandated by any federal or state law or court order, or federal regulation? Are there any relevant state or federal court decisions? If yes, cite the specific law, case or regulation as well as, any deadlines for action.

The proposed regulation aligns eligibility requirements with the requirements set forth in the Federal Child Care and Development Block Grant (42 U.S.C.A. §§ 9857—9858r, as reauthorized by Pub. L. No. 113-186).

The Federal agency, the Department of Health and Human Services' Administration for Children and Families, expected states and territories to be in full compliance by the end of the Federal fiscal year 2018. These regulations will ensure full compliance with federal eligibility.

(10) State why the regulation is needed. Explain the compelling public interest that justifies the regulation. Describe who will benefit from the regulation. Quantify the benefits as completely as possible and approximate the number of people who will benefit.

The proposed regulation will allow for compliance with Federal law and allow the Commonwealth to continue to receive Child Care and Development Block Grant funds.

In addition, a 12-month redetermination period and changes to the reporting requirements will provide families stable, consistent child care regardless of the parents' or caretakers' circumstances as they work toward economic security.

The proposed regulation will extend the period during which eligible families have access to child care assistance. Unemployment and job loss are disruptive to any family, but can be especially detrimental to low-income families that may not have a well-defined support system.

The proposed regulation will stabilize families' access to child care subsidy and, in turn, help stabilize their employment or education, and their child's care arrangement.

It also has the potential to stabilize the revenue of child care providers that receive subsidy payments, as they experience more predictable, reliable and timely payments for service.

The proposed regulation will benefit all low-income children and families that receive subsidy, families transitioning off Temporary Assistance for Needy Families (TANF) benefits, providers receiving subsidy payments and eligibility agencies. Safe, stable environments allow young children the opportunity to develop the relationships and trust necessary to comfortably explore and learn from their surroundings. Research has demonstrated a relationship between child care stability and social competence, behavior outcomes, cognitive outcomes, language development, school adjustment and overall child well-being. Adams, G. and Rohacek, M. (2010). "Child Care Instability: Definitions,

Context, and Policy Implications.” *The Urban Institute*, page 6. Retrieved from <https://www.urban.org/research/publication/child-care-instability-definitions-context-and-policy-implications>.

The proposed regulation will benefit approximately 105,000 children from approximately 74,000 families receiving care from approximately 7,000 providers.

(11) Are there any provisions that are more stringent than federal standards? If yes, identify the specific provisions and the compelling Pennsylvania interest that demands stronger regulations.

This proposed regulation is not more stringent than Federal standards. This proposed regulation is consistent with the Federal Child Care and Development Block Grant (42 U.S.C.A. §§ 9857—9858r, as reauthorized by Pub. L. No. 113-186).

(12) How does this regulation compare with those of the other states? How will this affect Pennsylvania’s ability to compete with other states?

This regulation will not put the State at a competitive disadvantage with other states, as all states are required to comply with this Federal law.

(13) Will the regulation affect any other regulations of the promulgating agency or other state agencies? If yes, explain and provide specific citations.

This proposed regulation replaces 55 Pa. Code Ch. 3041 in its entirety.

This proposed regulation does not affect any other regulations of the Department or another State agency.

(14) Describe the communications with and solicitation of input from the public, any advisory council/group, small businesses and groups representing small businesses in the development and drafting of the regulation. List the specific persons and/or groups who were involved. (“Small business” is defined in Section 3 of the Regulatory Review Act, Act 76 of 2012.)

The Department’s Office of Child Development and Early Learning (“OCDEL”) met with members of the Early Learning Council and various child care advocates to discuss the changes under Federal law and obtain their input on how to implement these changes. The Governor appoints members of the Early Learning Council; it is composed of representatives of the education, business, families, and low-income parent and provider advocacy communities. OCDEL held a series of these meetings in 2015, 2016, and 2017.

OCDEL also held regional meetings with our partners that will be directly affected by these changes, including the eligibility agencies, child care certification staff, the Regional Keys that work with child care and education providers to improve quality, and the Pennsylvania Key that provides Statewide leadership in the development of an integrated and coordinated system of program quality improvements and professional development supports for early care and education. OCDEL held a series of these meetings in 2015 and 2016.

The Department held three public hearings for the State's plan to implement the Child Care and Development Block Grant. The plan was made available for public comment from April 27, 2018 through May 26, 2018. Public hearings were conducted April 30, 2018 in Harrisburg; May 8, 2018 in Philadelphia and May 9, 2018 in Pittsburgh.

(15) Identify the types and number of persons, businesses, small businesses (as defined in Section 3 of the Regulatory Review Act, Act 76 of 2012) and organizations which will be affected by the regulation. How are they affected?

Over 74,000 families will receive no less than 12 months of subsidized child care before eligibility is redetermined. This change provides for continuous eligibility for families throughout the 12-month period as long as they do not exceed 85% of the State median income or experience a non-temporary change in work, education or training that affects eligibility. Stable child care is critical to strengthening parents' and caretakers' ability to go to work, improve their prospects in the job market and increase their earning potential. In addition, continuity in child care is important for creating the stable conditions children need for their healthy development and preparing for school.

The Department will not allow new enrollments of subsidized children with providers that do not meet the basic health and safety requirements. The Department revokes or refuses to renew approximately five certificate of compliances month to providers not meeting the basic health and safety requirements.

Private-pay parents and -caretakers may decide to continue to enroll their children at these providers, but, because public funds are used to support subsidy families, the Department must limit the circumstances under which it uses these funds to pay providers that do not meet basic health and safety requirements. To maintain relationships and consistency of care, the Department will not disrupt enrollments of children who are already enrolled with a provider at the time the provider receives a Department sanction.

At present, there are approximately 7,000 child care providers, which range from independently-owned child care homes to corporations that employ thousands of individuals. The providers that serve families receiving subsidized child care will also benefit when families maintain eligibility for no less than 12 months, because their enrollments will remain stable. Child care providers will be better able to plan for staffing issues and may experience greater financial stability with predictable income.

Employers that depend upon working parents from these families will benefit, because their employees will have more stable care for their children, will be able to get to work and likely be more productive.

These proposed changes may cause an increase to the waiting list for subsidized child care. (As of July 2020, there were approximately 1,222 children on the waiting list.) While families will have to wait longer to receive help paying for child care, once funding is available, they will remain eligible for longer periods of time, their children will have a more stable early care and education experience, and, as a result, they will enjoy greater outcomes and improved levels of school readiness.

(16) List the persons, groups or entities, including small businesses that will be required to comply with the regulation. Approximate the number that will be required to comply.

All families that apply and are determined eligible for subsidized child care will be required to comply with the regulation. There are approximately 74,000 families, representing approximately 105,000 children, that receive funding for subsidized child care. There are an additional 1,222 children on the waiting list.

Likewise, the 19 Early Learning Resource Center offices that serve as the eligibility agency will need to comply with the new regulation.

(17) Identify the financial, economic and social impact of the regulation on individuals, small businesses, businesses and labor communities and other public and private organizations. Evaluate the benefits expected as a result of the regulation.

The Department does not anticipate any additional costs to any of these groups. The Department anticipates, however, that the waiting list might increase. As stated above in the response under number 15, once a family receives subsidized child care, the family may remain eligible for a longer time and experience increased stability in the child's early care and education program.

There are valuable returns on investments with the new regulation. According to the Economic Report of the President (March 2014), investments in early childhood development will reap economic benefits now and in the future. Immediate benefits include increased parental earnings and employment. Future benefits come when children who experience high-quality early care and education opportunities are prepared for success in school and go on to earn higher wages as adults.

(18) Explain how the benefits of the regulation outweigh any cost and adverse effects.

The benefits of ensuring families have safe, dependable child care that remains stable for 12 months outweighs the adverse effects of the increased waiting list.

The benefits of ensuring families have continued child care, allowing the parent to seek employment, outweighs the adverse effects of the increased waiting list.

The proposed rulemaking also may stabilize the revenue of child care providers that receive subsidy payments, as they experience more predictable and reliable payments for services.

(19) Provide a specific estimate of the costs and/or savings to the **regulated community** associated with compliance, including any legal, accounting or consulting procedures which may be required. Explain how the dollar estimates were derived.

There are no new costs or savings to the regulated community associated with compliance with this proposed regulation. No new legal, accounting or consultant procedures are required.

(20) Provide a specific estimate of the costs and/or savings to the **local governments** associated with compliance, including any legal, accounting or consulting procedures which may be required. Explain how the dollar estimates were derived.

There are no new costs or savings to local governments associated with compliance with this proposed regulation. No new legal, accounting or consultant procedures are required.

(21) Provide a specific estimate of the costs and/or savings to the state government associated with the implementation of the regulation, including any legal, accounting, or consulting procedures which may be required. Explain how the dollar estimates were derived.

There are no new costs or savings to the Commonwealth associated with compliance with this proposed regulation. No new legal, accounting or consultant procedures are required.

(22) For each of the groups and entities identified in items (19)-(21) above, submit a statement of legal, accounting or consulting procedures and additional reporting, recordkeeping or other paperwork, including copies of forms or reports, which will be required for implementation of the regulation and an explanation of measures which have been taken to minimize these requirements.

The eligibility agency will collect only the verification that is necessary to make an eligibility determination. To comply with the CCDBG regulation (45 CFR 98.20(a)(2)), a parent or caretaker will be required to submit verification during the family's 12-month eligibility period only when the family's annual income exceeds 85% of the SMI or family assets exceed \$1 million. Therefore, the proposed rulemaking reduces verification requirements for families and prevents unnecessary subsidy eligibility loss.

Local and State governments will see no changes as a result of implementation of these changes.

(22a) Are forms required for implementation of the regulation?

The Department's current forms will be required for implementation of the new regulation.

(22b) If forms are required for implementation of the regulation, **attach copies of the forms here**. If your agency uses electronic forms, provide links to each form or a detailed description of the information required to be reported. **Failure to attach forms, provide links, or provide a detailed description of the information to be reported will constitute a faulty delivery of the regulation.**

The following forms are attached:

Subsidized Child Care Application

Redetermination Letter and Application

Employment Verification Form

Self-employment Verification Form

IRS Form 4070 and 4070A

Domestic Violence Verification Form

Homelessness Verification Form

Notice Confirming Voluntary Withdrawal § 3042.156.

Notice of Eligibility § 3042.153.

Notice of Ineligibility § 3042.154.

Notice of Adverse Action § 3042.155.

Notice Confirming a Change in Benefits § 3042.157.

Notice Confirming a Change in Co-payment Increase § 3042.158.

Notice Confirming a Change in Co-payment Decrease § 3042.158.

Absence Warning Letter

Application Transfer Letter

Enrollment Summary Form

Funds Available Letter

Funds Not Available

Medical Assessment Form

Waiting List Funds Available Letter

(23) In the table below, provide an estimate of the fiscal savings and costs associated with implementation and compliance for the regulated community, local government, and state government for the current year and five subsequent years.

| | Current FY Year | FY +1 Year | FY +2 Year | FY +3 Year | FY +4 Year | FY +5 Year |
|------------------------|-----------------|------------|------------|------------|------------|------------|
| SAVINGS: | \$ | \$ | \$ | \$ | \$ | \$ |
| Regulated Community | N/A | N/A | N/A | N/A | N/A | N/A |
| Local Government | N/A | N/A | N/A | N/A | N/A | N/A |
| State Government | N/A | N/A | N/A | N/A | N/A | N/A |
| Total Savings | N/A | N/A | N/A | N/A | N/A | N/A |
| COSTS: | N/A | N/A | N/A | N/A | N/A | N/A |
| Regulated Community | N/A | N/A | N/A | N/A | N/A | N/A |
| Local Government | N/A | N/A | N/A | N/A | N/A | N/A |
| State Government | N/A | N/A | N/A | N/A | N/A | N/A |
| Total Costs | N/A | N/A | N/A | N/A | N/A | N/A |
| REVENUE LOSSES: | N/A | N/A | N/A | N/A | N/A | N/A |
| Regulated Community | N/A | N/A | N/A | N/A | N/A | N/A |
| Local Government | N/A | N/A | N/A | N/A | N/A | N/A |
| State Government | N/A | N/A | N/A | N/A | N/A | N/A |
| Total Revenue Losses | N/A | N/A | N/A | N/A | N/A | N/A |

(23a) Provide the past three year expenditure history for programs affected by the regulation.
 *Note: The large changes in the FY -1 and Current FY columns for TANFBG – Child Care Asst – (Federal) and CCDFBG – Child Care Asst – (Federal) below were due to CCDFBG funding was maxed out requiring OCDEL to fund the former TANF children partially with TANF funds and partially with CCDFBG funds.

| Program | FY -3 | FY -2 | FY -1 | Current FY |
|--------------------------------------|---------------|---------------|---------------|---------------|
| Child Care Service – (State) | \$135,691,000 | \$155,691,000 | \$162,482,000 | \$156,482,000 |
| SSBG – Child Care – (Federal) | \$30,977,000 | \$30,977,000 | \$30,977,000 | \$30,977,000 |
| CCDFBG – Child Care – (Federal) | \$265,268,000 | \$284,966,000 | \$376,829,000 | \$392,812,000 |
| CCDFBG – School Age – (Federal) | \$1,260,000 | \$1,260,000 | \$1,260,000 | \$1,260,000 |
| Child Care Assistance – (State) | \$152,609,000 | \$139,885,000 | \$139,885,000 | \$104,569,000 |
| TANFBG – Child Care Asst – (Federal) | \$81,139,000 | \$84,590,000 | \$115,092,000 | \$152,214,000 |
| CCDFBG – Child Care Asst – (Federal) | \$86,866,000 | \$93,722,000 | \$82,415,000 | \$85,356,000 |

(24) For any regulation that may have an adverse impact on small businesses (as defined in Section 3 of the Regulatory Review Act, Act 76 of 2012), provide an economic impact statement that includes the following:

- (a) An identification and estimate of the number of small businesses subject to the regulation.
- (b) The projected reporting, recordkeeping and other administrative costs required for compliance with the proposed regulation, including the type of professional skills necessary for preparation of the report or record.
- (c) A statement of probable effect on impacted small businesses.
- (d) A description of any less intrusive or less costly alternative methods of achieving the purpose of the proposed regulation.

There are approximately 7,000 regulated child care providers, many of which are small businesses. The Department does not anticipate any adverse impact to these small businesses, with the exception of those that are unable to meet basic health and safety requirements.

The Department will not allow new enrollments of subsidized children with providers that do not meet the basic health and safety requirements. This will affect approximately five child care providers per month. The Department revokes or refuses to renew an average of five certificate of compliances per month to providers that are not meeting the basic health and safety requirements. Ensuring child health and safety outweighs the loss of new revenue from subsidy payments to a provider.

(25) List any special provisions which have been developed to meet the particular needs of affected groups or persons including, but not limited to, minorities, the elderly, small businesses, and farmers.

The proposed regulation allows parents who are experiencing homelessness to request a waiver of certain eligibility and verification requirements. It permits them additional time to secure employment and training and acquire documents that prove eligibility.

(26) Include a description of any alternative regulatory provisions which have been considered and rejected and a statement that the least burdensome acceptable alternative has been selected.

This regulation is the least burdensome alternative.

(27) In conducting a regulatory flexibility analysis, explain whether regulatory methods were considered that will minimize any adverse impact on small businesses (as defined in Section 3 of the Regulatory Review Act, Act 76 of 2012), including:

- a) The establishment of less stringent compliance or reporting requirements for small businesses;
- b) The establishment of less stringent schedules or deadlines for compliance or reporting requirements for small businesses;
- c) The consolidation or simplification of compliance or reporting requirements for small businesses;
- d) The establishment of performance standards for small businesses to replace design or operational standards required in the regulation; and
- e) The exemption of small businesses from all or any part of the requirements contained in the regulation.

The Department does not anticipate any adverse impacts on small businesses, with the exception noted in section 24 above.

(28) If data is the basis for this regulation, please provide a description of the data, explain in detail how the data was obtained, and how it meets the acceptability standard for empirical, replicable and testable data that is supported by documentation, statistics, reports, studies or research. Please submit data or supporting materials with the regulatory package. If the material exceeds 50 pages, please provide it in a searchable electronic format or provide a list of citations and internet links that, where possible, can be accessed in a searchable format in lieu of the actual material. If other data was considered but not used, please explain why that data was determined not to be acceptable.

Data was not the basis for this proposed regulation, but many studies support it. The National Academies of Sciences evaluated and integrated the research on early childhood development and the role of early experiences. An overarching conclusion was that early experiences matter for healthy child development. Nurturing and stimulating care given in the early years of life build optimal brain architecture that allows children to maximize their enormous potential for learning. Furthermore, decades of research show that the experiences babies and toddlers have in their earliest years have long-term impacts on human development. Studies have shown that access to reliable child care contributes to increased employment and earnings for parents. Phillips, D. Shonkoff, J. Ebrary, Inc. (2000). *From Neurons to Neighborhoods: The Science of Early Childhood Development*. Washington, D.C.: National Academies Press.

(29) Include a schedule for review of the regulation including:

- | | |
|---|--|
| A. The length of the public comment period: | 30 calendar days after Publication as proposed <u>Regulation</u> |
| B. The date or dates on which any public meetings or hearings will be held: | Tentative <u>None, due to pandemic</u> |
| C. The expected date of delivery of the final-form regulation: | <u>January 2021</u> |
| D. The expected effective date of the final-form regulation: | <u>Upon final publication</u> |
| E. The expected date by which compliance with the final-form regulation will be required: | <u>Upon final publication</u> |
| F. The expected date by which required permits, licenses or other approvals must be obtained: | <u>Not applicable</u> |

(30) Describe the plan developed for evaluating the continuing effectiveness of the regulations after its implementation.

The Department will continue ongoing monitoring of the eligibility agencies to determine the effectiveness of the regulation.



pennsylvania
DEPARTMENT OF HUMAN SERVICES

Pennsylvania Application for Subsidized Child Care

Child Care
WORKS

If you want help in paying your child care costs, you must complete this application. This is an application for subsidized child care. This application is also available in Spanish. If you need help with reading and/or completing this application, please contact your local ELRC agency.

如果您需要钱用于托儿服务，您必须填写此申请。这是一个育儿补充应用程序。此应用程序也提供西班牙语。如果您需要帮助阅读或完成本申请，请联系您当地的ELRC组织。

បើលោកអ្នកត្រូវការជំនួយបង់ថ្លៃមើលកូន លោកអ្នកត្រូវតែបំពេញក្រដាសដាក់ពាក្យសុំនេះ។ នេះគឺជាក្រដាសដាក់ពាក្យសុំប្រាក់ជំនួយថ្លៃមើលកូន។ បើលោកអ្នកត្រូវការជំនួយដើម្បីអាននិង ឬបំពេញក្រដាសដាក់ពាក្យសុំនេះ សូមទាក់ទងអង្គការ ELRC ដែលនៅតាមតំបន់លោកអ្នក។

Если вам требуется помощь в оплате детского сада для вашего ребенка, вы должны заполнить данную форму. Эта форма - заявление на субсидированное обслуживание в детском саду. Если вам нужна помощь в чтении и/или заполнении данной формы, обращайтесь в бюро ELRC по месту жительства.

Nếu quý vị muốn được trợ cấp để trả chi phí trông nom săn sóc con em quý vị, quý vị cần điền chi tiết vào mẫu đơn này. Đây là mẫu đơn xin hưởng trợ cấp trông nom săn sóc trẻ em. Nếu quý vị cần trợ giúp để đọc/hay điền đơn này, xin liên hệ cơ quan ELRC nơi quý vị cư ngụ.

Si necesita ayuda para pagar los gastos de guardería de su hijo, complete este formulario. Es una solicitud para recibir cuidado infantil subvencionado. Si necesita ayuda para leer o completar esta solicitud, comuníquese con la oficina de ELRC de su localidad.

Subsidized Child Care

The subsidized child care program helps low-income families pay their child care cost. You must live in Pennsylvania; apply in the county where you live and have a child or children who need child care while you are working or attending an education or training program.

By completing this application, the Early Learning Resource Center (ELRC) will be able to determine if you and your family are eligible to receive subsidized funding to help pay for your child care services.

You may submit your completed application by mail, fax or hand-deliver to the local ELRC. If you wish, you may complete a subsidized child care application on-line at www.compass.state.pa.us.

Note: After you submit your completed application, you will be asked to show documents to verify your information. The ELRC will let you know the exact information/documents you need and the time period you will have to submit all required information.

Here are some of the basic requirements:

| | | |
|---|--|--|
| Residency | Do I have to live in Pennsylvania? | YES |
| Employment/Training or Education Program | Do I have to work or train a certain number of hours per week? | YES - At least 20 hours per week, which can include 10 hours of work and 10 hours of training. |
| | I am a teen parent; do I have to be enrolled in school? | If you are a teen parent, you must be enrolled in school full-time. |
| Income | Are there income guidelines? | Yes - See the inserted chart. |
| Cost | Do I have to pay for child care services? | YES - The copay is based on your income and family size. |

Income Guidelines: The Income Guidelines change every year based on the Federal Poverty Income Guidelines (FPIG). The inserted chart will show you the maximum amount of income by family size for subsidized child care. Some family expenses may be deductible.

If you are not sure you meet the income guidelines, please complete the application and we will let you know if you qualify.

How to complete this application: Please follow the instructions in each section and remember to sign and date the application affidavit on page 7 before you submit your application. If you need help completing this application, please contact the ELRC.

1

Tell us about you: Enter your first and last name, home address, telephone numbers and email address. Please check the box if you are experiencing homelessness, live in temporary housing, or in a shelter. If so, you can give us a location where we can send your information or you can pick it up from the ELRC.

Proof of address can be a lease, utility bill, a deed, a rental agreement, state photo ID, driver's license, voter's registration card, or mail that you have received showing your address.

Benefits Please check yes or no to answer the question if you receive benefits or have received benefits within the last six months such as TANF cash benefits, Supplemental Nutrition Assistance Program (SNAP) benefits, or housing assistance.

What is your first name?

What is your last name?

Middle initial:

What is your address?

Apt. number:

City:

State:

ZIP code:

On what date did you become a resident of PA?

How can we get information to you if you do not have a permanent address?

If you are experiencing homelessness, live in a shelter, transitional housing, or share housing because you cannot afford your own housing, check this box.

What is the primary language spoken in your home?

What is your telephone number?

What is the primary language you read in your home?

Cell:

Home:

What language would you like to receive information in?

Work: _____

What is your military status?

Where should we call you if we have any questions?

Non-veteran Veteran Active National Guard/Reserves

Cell Home Work

What is your email address?

What is the best time to call you?

Benefits:

Yes No Do you currently receive TANF cash assistance?

Yes No Have you received TANF cash within the last six months?

If yes, where? PA Other state: _____

Yes No Do you currently receive SNAP?

Yes No Do you receive Medical Assistance?

Yes No Do you receive CHIP?

Yes No Do you currently receive housing assistance?

Yes No Do you receive WIC?

2

List all members of your household and their relationship to you. Enter the first and last name including the middle initial of all members of your household for whom you are responsible. Enter their date of birth, their sex M (male) or F (female). If you list your Social Security number (SSN), it will only be used to identify your case. What is the household member's relationship to you? Is this family member related to the second adult? Check the race and ethnicity of each family member; you may select all that apply. (Turn to page 10 to add more names.)

Proof of family composition can include a birth certificate, a custody order, a medical record or a written statement from a physician, or a school record. If you are a foster parent, you must submit a letter from the county Department of Human Service (DHS) or Children Youth and Families (CYF) that approves the foster child to be in care.

| FIRST NAME, LAST NAME, MIDDLE INITIAL | DATE OF BIRTH (MM/DD/YY) | SEX (M/F) | OPTIONAL SSN | HOW IS THIS PERSON RELATED TO YOU? | IS THIS PERSON RELATED TO THE SECOND ADULT? | ETHNICITY (CHECK ONLY ONE) |
|--|---|--------------------------------|---|------------------------------------|---|--------------------------------|
| You | | | | | | Hispanic Non-Hispanic |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |
| Spouse/Parent of child needing care | | | | | | Hispanic Non-Hispanic |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |
| Child | | | | | | Hispanic Non-Hispanic |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |
| Child | | | | | | Hispanic Non-Hispanic |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |
| Child | | | | | | Hispanic Non-Hispanic |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |
| Child | | | | | | Hispanic Non-Hispanic |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |
| Child | | | | | | Hispanic Non-Hispanic |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |

3

Tell us about your children who need child care services. List the name of your child or children living in your home who need child care or early learning services. (Turn to page 10 to add more children.)

Check the box Yes or No to answer if your child is a U.S. Citizen or in the United States lawfully and admitted for permanent residence. Check all days that you need child care services. The ELRC will discuss your child care schedule with you at your face-to-face meeting.

| List name of child needing service: | Is the child a U.S. Citizen or in the U.S. lawfully? | | Check the days that your child needs child care services. The ELRC will discuss your child care schedule to make sure you receive the services you need. | | | | | | |
|-------------------------------------|--|--------------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Yes | No | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Immunization Certificate:

I certify that my child(ren) listed below has/have received their age appropriate immunizations (shots):

I certify that my child(ren) listed below does/do NOT have age appropriate immunizations (shots) because of: Religious beliefs; or A medical condition of the child.

Parent Signature: _____

Date: _____

Additional Information About Your Child: Please check all boxes that may tell us about your child: If your child is learning English as a second language, transfers to different schools because the parent or guardian is a migrant worker, if there is an absent parent who may be incarcerated or deceased, or if the child was referred by a health/mental health service.

Yes No Are any of the above children learning English as a second language?
If yes, what is the child's name? _____

Yes No Have any of the above children attended a Head Start or Early Head Start program?
If yes, what is the child's name? _____

Yes No Have any of the above children been referred to PA Pre-K Counts from another health or mental health agency?
If yes, what is the child's name? _____

Yes No Have any of the above children moved from one school district to another because their parent or guardian is a migrant worker?
If yes, what is the child's name? _____

Yes No If any of the above children have an absent parent, is the parent: Deceased In the military Incarcerated (prison)
 Not living in the same household Whereabouts unknown
If yes, what is the child's name? _____

4

Employment/Education/Training: Check Yes or No if you are employed or enrolled in an education or training program. Please check Yes or No if you need child care while you are working or while you are attending the education or training program. You must submit proof of the days and hours you are working or enrolled in an education or training program.

Proof of employment/education or training must include a letter or a form (see enclosed) that shows the name of your employer, school or training program. It should state your actual days and daily schedule (such as Monday - Friday 9 AM - 5 PM) and your total number of hours weekly. If you are employed, the form should also include how often you are paid: weekly, bi-weekly (26 pays), twice a month (24 pays), monthly or annually. The letter or form must be signed and dated by your employer or authorized school representative.

| EMPLOYMENT | Is this person employed? | Is this person self-employed? | Place of employment or self-employment: | Does this person need child care while working? |
|--------------------------------|--|--|---|--|
| Yourself | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Spouse/Live-In Parent of Child | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| TRAINING | Is this person in a training program? | | Place of training: | Does this person need child care while attending the training program? |
| Yourself | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Spouse/Live-In Parent of Child | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

EDUCATION - If you are a teen parent:

Yes No Are you enrolled in elementary, middle school, high school, or a GED program?
 Yes No Do you need child care while you are attending your education program?

5

Income and Expenses: Answer the question Yes or No if you or someone in your home receives income (do not list the earned income of minor children). Check all the boxes of income types that are received. If income you receive is not listed, write the source in Other. List the name, type of income, amount, and how often the income is received.

Proof of income may include pay stubs showing your gross earnings, an employer statement showing gross earnings and how often you are paid, a letter from the government agency for SSI or Social Security Benefits, unemployment compensation letter, child support or alimony letter showing the amount and how often it is paid and if you are self-employed, you may submit your tax returns for the previous year and all supporting documentation.

Proof of expenses paid out may include medical bills for the last three month period, a court-order for child support payments paid for a child not living with you or alimony payments.

Yes No Does anyone in your home receive income? If Yes, check all that apply:

- | | | | | |
|-----------------|----------------|----------------------|---------------------------|---------------|
| Wages | SSI | Rent | Unemployment compensation | Child support |
| Social Security | Room and Board | Workers Compensation | Spousal support | Commission |
| Alimony | Union pay | Interest | Other: | |

| NAME OF PERSON WHO RECEIVES INCOME: | TYPE OF INCOME: | HOW OFTEN DO YOU RECEIVE INCOME? | HOW MUCH INCOME DO YOU RECEIVE? | DATE LAST RECEIVED: |
|-------------------------------------|-----------------|----------------------------------|---------------------------------|---------------------|
|-------------------------------------|-----------------|----------------------------------|---------------------------------|---------------------|

- Yes No Do you or your spouse/live-in parent of the child needing care, have medical expenses that were not paid by insurance within the past 90 days, which will continue for the next six months? Proof of medical expenses may include doctor bills, hospital bills, dental bills, health care premiums, bills for medication, prosthetic devices, and/or bills for durable medical equipment.
- Yes No Do you or your spouse/live-in parent of the child needing care, pay child support or alimony to someone who does not live with you? If YES, attach proof of child support or alimony you are ordered to pay.
- Yes No **ASSETS:** Do you have assets over one-million dollars?

Voter Registration Preference Question (Optional)

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

Yes No OR I am already registered to vote where I live now.

IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

To register, you must:

1. Be at least 18 on the day of the next election.
2. Be a citizen of the United States for at least one month PRIOR TO THE NEXT ELECTION;
3. Reside in Pennsylvania and the voting district at least 30 days prior to the next election.

Applying to register or declining to register to vote will not affect the amount of assistance you will be provided by this agency. If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private. Please contact the ELRC if you would like help. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Secretary of the Commonwealth, PA Department of State, Harrisburg, PA 17120. (Toll-free telephone number 1-877-VOTESPA.)

6

Permission to Share: Your information will be reviewed and a determination of subsidized eligibility will be made. However, if you are not eligible for subsidized child care, you may be eligible for another Pennsylvania early learning program such as Pre-K Counts, Head Start or Early Head Start.

We are asking your permission to share your application with another Pennsylvania early learning program such as Pre-K Counts, Head Start or Early Head Start if you are not eligible for subsidized child care.

By signing below, you are giving us permission to share your application and all documents you submitted with another early learning program that may meet the child care needs of you and your family.

We will discuss this with you before sharing your information.

Yes I give permission to the reviewer of this application to share my application and all documents I have submitted with one or more of the early learning programs to determine if I am eligible for their services.

I understand that my information will be reviewed again and that the program will contact me in writing or by telephone to inform me of my status or if I need to submit additional information.

No I do not give permission to the reviewer of this application to share my application with other early learning programs.

Parent/Caretaker Signature:

Date:

Parent/Caretaker Signature:

Date:

7

Release of Information: By my signature below, I am giving the ELRC permission to contact reliable sources to verify information. This release is also permitting the ELRC to contact people on my behalf when they are unable to reach me.

I hereby authorize and request the disclosure to the Early Learning Resource Center (ELRC) to contact reliable sources for knowledge of information pertinent to verification of: identity; residence; employment; education and training activities; family size and composition; care and control of child(ren) residing with a grandparent, aunt or uncle; reasons for subsidy suspension; income; and any additional information pertinent to eligibility for the Subsidized Child Care Program for myself and/or those individuals on whose behalf subsidy benefits are paid. I understand that the information obtained will be used only for purposes directly related to the determination or eligibility for the Subsidized Child Care Program.

Parent/Caretaker Signature:

Date:

Parent/Caretaker Signature:

Date:

ELRC Representative Signature:

Date:

In the event I cannot be reached, I give the ELRC permission to contact the person(s) identified below:

| NAME | TELEPHONE NUMBER | RELATIONSHIP TO YOU |
|------|------------------|---------------------|
| | | |
| | | |

The above names shall remain active until I contact the ELRC to remove them from my list of alternate contact names.

Parent/Caretaker Name: _____

ELRC Record #: _____

8

Affidavit: An affidavit is a sworn statement of fact. By signing this affidavit, you are saying that the information you entered in this form is true. The affidavit is the legal way to swear that your statements are fact. The parent or person applying for the early learning program should sign and date this application. Your signature validates the information you entered into the form.

I affirm that I have read or have had this application read to me in full and that I have received a written copy of my Rights and Responsibilities form on page 8. All information I have given is true, correct and complete to the best of my ability, knowledge and belief. I understand that the information in this application will be used to determine my eligibility for subsidized child care and may be used for Pre-K Counts, Head Start or Early Head Start, if my permission is given. I understand that information contained in this application may be shared with other Department of Human Services programs and the Office of the Inspector General. Further, I understand that I can be penalized by fine or imprisonment or subsidized child care ineligibility for making false statements or for my failure to report a change that I am required to report. I understand that changes are listed on the subsidized child care Rights and Responsibilities form on page 8. I understand that if I receive child care for which I was not eligible, I will be required to pay back the cost of the subsidized child care I received during the period of time when I was ineligible.

Parent/Caretaker Signature: _____

Date: _____

Parent/Caretaker Signature: _____

Date: _____

ELRC USE ONLY

PELICAN Record # _____

Meets subsidy requirements effective _____ Applicant notified in writing.

Does not meet subsidy requirements effective _____ Applicant notified in writing.

Reason for ineligibility: _____

ELRC Representative Signature: _____

Date: _____

Date and Time Stamp
Application received in ELRC office:

9

Rights and Responsibilities: You have the right to be treated fairly and with respect.

Your rights and responsibilities will be reviewed and discussed with you in detail by a person from the ELRC.

I understand that:

- The information in this form will be kept confidential.
- I may pick any eligible child care provider for my children. An eligible provider meets the requirements of the Subsidized Child Care Program and agrees to follow the Department of Human Services rules.
- I may need to pick another provider if my provider is not eligible to participate in the Subsidized Child Care Program.
- I will be told in writing when a change causes my family to lose help in paying for child care and that I may ask for hearing if I disagree with a decision that the ELRC has made.
- I must give the ELRC true and complete information and proof of information as requested.
- I must contact the ELRC within ten days following the date:
 - My family's gross monthly income exceeds income limits based on the flyer the ELRC provided me for reference;
 - The child no longer has a need for care or is no longer residing in the household;
 - A parent or caretaker in my family becomes an owner or director of a child care facility;
 - My family's assets are over \$1 million; or
 - I adopt my foster child.
- It is important that I contact the ELRC immediately if there is a change to:
 - My address;
 - My telephone number;
 - Who is providing child care for my child(ren); or
 - The number of days and hours my child needs care.

After the ELRC has determined you eligible for child care and funds are available to enroll your child(ren) in care, you need to know the following:

1. You must pay a copayment to your provider every week. The copayment is due to the provider on the first day of the week that your child(ren) attend(s). It is important that you pay your copayment on time. If you do not pay your copayment on time, you may lose the ELRC's help in paying for your child care.
2. Unless your child is ill, your child must attend the child care program on all the days that you told the ELRC he/she needed child care. If you need to make a change due to your work, education or training schedule, you must call the ELRC. You must report to the ELRC if your child will be absent for more than five days in a row. You could lose the ELRC's help in paying for your child care costs if your child has excessive, unexplained absences.
3. If your child is absent for more than 40 enrollment days between July 1 and June 30, you will be responsible to pay the provider the daily rate for each day of absence beginning with the 41st absence. You must pay the provider's daily rate in addition to your weekly copayment. For example, if your copayment is \$20/week and the daily rate is \$20, you must pay \$40 for the week that includes your child's 41st day of absence.
4. The ELRC will pay a child care center, family child care home or a group child care home for up to 15 days when the facility is not open to care for your child. The ELRC is unable to pay an alternate child care provider during these 15 days when your provider is not open to care for your child.
5. If the ELRC sends you a Notice of Adverse Action, it means there may be a change in your eligibility for subsidized child care. If you do not understand what is written in the notice, you should contact the ELRC immediately. If you disagree with a decision that the ELRC has made, you may ask for a hearing to review the decision. You must inform the ELRC that you do not agree with the decision by doing one of the following: (1) Fill out the bottom part of your notice or write a letter and then mail, fax or take the information to the ELRC; and (2) Call the ELRC to discuss the reason you do not agree with the decision and follow-up by putting your concerns in writing within seven days following the date of your telephone call with the ELRC. If you want the ELRC to continue to help pay for your child care during this process, you must mail, fax or take the bottom part of your notice or the letter that you wrote to the ELRC or call the ELRC on or before the date on the Notice of Adverse Action.
6. You may choose a new provider at any time. However, you must tell the ELRC and the ELRC must issue a new authorization before your child can begin child care with the new provider. The ELRC will authorize the transfer and continue to help pay for your child care after the transfer if: your family copayments are up-to-date AND you continue to be eligible for the ELRC's help in paying for your child care AND the new provider that you choose meets the requirements of the Subsidized Child Care Program. The new provider must also agree to follow the Department of Human Services rules. If the ELRC does not authorize the transfer, you will be responsible for paying the total cost of child care at the new provider.

Date discussed with parent/caretaker:

Initials of worker:

My signature below confirms that my Rights and Responsibilities were explained to me and that I have received a copy for my records:

Parent/Caretaker Signature:

Date:

10

Access to Other Services and Information: By answering these questions, we will be able to send you information about other services you may need.

- Yes No 1. Do you need help finding a quality child care program to meet the needs of your child and family? The ELRC can help you locate a quality child care program.
- Yes No 2. Would you like information about Pre-K Counts? If you have a child between the ages of 3 and 4, you may be eligible for Pre-K Counts. You do not have to be employed to receive Pre-K Counts.
- Yes No 3. Would you like information about Early Head Start or Head Start? If you are pregnant, have a child from birth up to 3 years old, you may be eligible for Early Head Start. If you have a child from 3 to 5 years old, you may be eligible for Head Start. You do not have to be employed to receive Head Start or Early Head Start.
- Yes No 4. Does your child(ren) need health insurance? Pennsylvania's Children's Health Insurance Program (CHIP) provides health insurance to children and teens who are not eligible for or enrolled in Medical Assistance.
- Yes No 5. Would you like information on Pennsylvania's supplemental food program for Women, Infants, and Children (WIC)? If you are pregnant, breastfeeding, not breastfeeding, or have an infant or children under age five, including foster children, you may meet the requirements to receive nutritional support from the WIC program.
- Yes No 6. Do you need dental or vision care?
- Yes No 7. Do you need health insurance?
- Yes No 8. Would you like information about Pennsylvania's Home Visiting Programs? Home Visiting Programs provide resources and skills to help raise children who are physically, socially, and emotionally healthy and ready to learn. If you are pregnant, an expectant father, a parent, a caregiver of children, or a member of a family that may be considered at-risk, you may be eligible.
- Yes No 9. Would you like information about a child's developmental stages?
- Yes No 10. Are you concerned about your child's development?
- Yes No 11. Would you like information about high quality child care and Keystone STARS?
- Yes No 12. Do you need help paying for food? (SNAP)
- Yes No 13. Would you like information about free and reduced school meals?
- Yes No 14. Do you need help paying for your heating, electric, or gas? The Low Income Home Energy Assistance Program (LIHEAP) helps low income families pay their heating bills. The payments would go directly to the utility company if you qualify.
- Yes No 15. Do you need information about housing or rental assistance?
- Yes No 16. Would you like to take classes to learn English as a second language (ESL)?
- Yes No 17. Would you like to enroll in a program to get your high school equivalency diploma (GED)?
- Yes No 18. Would you like to enroll in a job training program?
- Yes No 19. Would you like information about the Earned Income Tax Credit (EITC)? You may be eligible for an EITC if you work and earn low to modest incomes. If you are eligible, you may pay less federal taxes, no taxes, or get a refund.

Parent/Caretaker Name

ELRC Record #

Continued from #2 on Page 3: Use this page to list additional children living with you.

| FIRST NAME, LAST NAME, MIDDLE INITIAL | DATE OF BIRTH (MM/DD/YY) | SEX (M/F) | OPTIONAL SSN | HOW IS THIS PERSON RELATED TO YOU? | IS THIS PERSON RELATED TO THE SECOND ADULT? | ETHNICITY (CHECK ONLY ONE) |
|--|---|--------------------------------|---|------------------------------------|---|--|
| <input type="checkbox"/> Child | | | | | | <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |
| <input type="checkbox"/> Child | | | | | | <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |
| <input type="checkbox"/> Child | | | | | | <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |
| <input type="checkbox"/> Child | | | | | | <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |
| <input type="checkbox"/> Child | | | | | | <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |

Continued from #3 on Page 3:

| List name of child needing service: | Is the child a U.S. Citizen or in the U.S. lawfully? | | Check the days that your child needs child care services. The ELRC will discuss your child care schedule to make sure you receive the services you need. | | | | | | |
|-------------------------------------|--|--------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Yes | No | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

? Did you answer all questions?

? Did you sign and date the Affidavit on Page 7?

**Remember: You can mail, hand-deliver,
or fax this application to the ELRC.**



pennsylvania
DEPARTMENT OF HUMAN SERVICES

REDETERMINATION LETTER

Early Learning Resource Center for Region 22
5548 Chestnut St
2nd Floor
Philadelphia, PA 19139-3204
(215) 382-4762
Toll-Free 1-888-461-5437

Worker Name:
Phone Number: (215) 382-4762

CO RECORD
51

Date: 06/26/2018

Dear

You must submit information to our office no later than 08/07/2018 in order to maintain your eligibility for subsidized child care. You may update your information using the enclosed Redetermination Summary Form OR you may update your information online. If you have any questions about what proof you must submit for changes or you require assistance in completing your Redetermination Packet, please contact our office immediately.

INSTRUCTIONS FOR UPDATING INFORMATION USING THE ENCLOSED FORM:

The form gives you the most current information you reported to our office. Please review the information on the form carefully.

If there are **NO CHANGES** to the information on the form.

- Sign the form;
- Provide proof of pay received for 4 weeks out of the past 8 weeks; and
- Return **ALL PAGES OF THE FORM** to our office.

If there are **CHANGES** to the information on the form.

- Note the changes directly on the form;
- Sign the form;
- Provide proof of the changes you noted;
- Provide proof of pay received for 4 weeks out of the past 8 weeks; and
- Return **ALL PAGES OF THE FORM** to our office.

INSTRUCTIONS FOR UPDATING INFORMATION ONLINE:

If you would prefer to update your information online you must:

- Go to www.compass.state.pa.us and click on "Renew your benefits" under the red "Returning Users" block.
- On the "Renew Your Benefits" screen, choose "Department of Human Services Benefit: Child Care Works Subsidized Child Care Redetermination."
- Type in the following 3 items in the spaces provided on the web page:

1. Your Social Security Number; and

NOTE: If you have never reported your Social Security Number to the ELRC, you will be unable to update your information online.

2. Your County/Record Number: 51 and

3. Your family's Redetermination Date: 08/07/2018.

NOTE: If your Redetermination Date has already passed, you will be unable to update your information online.

- Click "Sign In," then compare the information online to the information shown on the enclosed Redetermination Summary Form;
- Update any information that has changed or add information as needed by following the online directions;
- Click "Submit" when you are finished updating your information online;
- Provide proof of the changes you made or of the information you added online;
- Provide proof of pay received for 4 weeks out of the past 8 weeks.

If you need help while updating your information online, click on "Help."

If you or your spouse have a disability and do not receive disability payments, you must also submit a Medical Assessment Form completed by a licensed physician or psychologist.

If you are receiving subsidy for a foster child, you must submit written verification by the county children and youth agency indicating whether the child continues to be a foster child.

Sincerely,
Early Learning Resource Center for Region 22

Redetermination Summary Form

Please make any corrections to printed information by writing the correct information in the gray row directly underneath the information you need to correct. If you need to add additional family members, please add their information in the extra two rows at the end of each section. If you need to remove a family member, please cross out their information.

| Last Name | First Name | Alt | DOB | Relationship to you | Sex | DOB | Current? | Applicant? | Domestic Partner? | Military Activity? | Interested in Registering to Vote? | Race | Ethnicity |
|-----------|------------|-----|-----|---------------------|-----|-----|----------|------------|-------------------|--------------------|------------------------------------|---------------------------|--------------|
| | | B | | Self Applicant | I | | X | | | | | Black or African American | Non-Hispanic |

* Please use one of the following options for Military Activity: Non-veteran, Veteran, Active military, National Guard/Reserves.

** Please use one of the following options for Interested in Registering to Vote: No, Not Applicable, Not a U.S. Citizen, Already Registered, Yes, No Preference.

| Last Name | First Name | Alt | DOB | Relationship to you | Sex | DOB | Current? | Applicant? | Domestic Partner? | Military Activity? | Interested in Registering to Vote? | Race | Ethnicity |
|-----------|------------|-----|-----|---------------------|-----|-----|----------|------------|-------------------|--------------------|------------------------------------|---------------------------|--------------|
| | | | | Spouse | I | | X | | | | | Black or African American | Non-Hispanic |

| Address | City | State | Zip Code | County |
|---------|--------------|-------|----------|--------------|
| | PHILADELPHIA | PA | | Philadelphia |

| Current Phone | Home Phone | Best Alternative |
|---------------|------------|------------------|
| | () | |

Parent/Caretaker Employment and Wage Information

| Name of Parent/Caretaker | Employer Name and Address | Type of Employment (e.g., Full-time, Part-time) | Annual Income | Date Received | Source of Funds |
|--------------------------|---------------------------|---|---------------|---------------|-----------------|
| | | Employment | \$ | 10/14/17 | 10/2017 |

Household Assets Details

Does the household have assets in excess of \$1 million?

Parent/Caretaker Education/Training Information

| Name of Parent/Caretaker (Last, First, Middle Initial) | College Degree | Year of Graduation (or Date of Completion) | Source of Funds | Source of Funds |
|--|----------------|--|-----------------|-----------------|
| | | | | |

Redetermination Summary Form

Disability Information

Information in the following section pertains to all of the family members with a disability.

If a parent or caretaker in your home has a disability and does not receive disability payments, a medical assessment form must be attached. The medical assessment must be completed by a licensed physician. A copy of the medical assessment form is available at your local ELRC.

| Name | Type | Disability Payment | Other Income | Amount of Other Income | State of Origin | Other State |
|------|------|--------------------|--------------|------------------------|-----------------|-------------|
| | | | | | | |
| | | | | | | |

Immunization Information

| Child's Name | Is this child immunized (Yes, Partially or No)? | Disability Exemption (If Exempt) | Other Exemption (If Exempt) |
|--------------|---|----------------------------------|-----------------------------|
| | Yes | Yes Imposed | Yes Imposed |
| | | | |
| | | | |

Other Income and Deductions

Please attach proof of all income and expenses. For employment income please provide proof of pay received for 4 weeks out of the past 6 week period. For self employment, please include a copy of your most recent tax return. For unearned income provide a copy of a check, check stub, or other documentation. Income includes, but is not limited to: money received for babysitting children, room and board, rent money received, Social Security, SSI, child support, Unemployment or Worker's Compensation, money for college or training, dividends or interest earned, pension, commissions and union pay received. Medical expenses include doctor bills, hospital bills, health care premiums, medication expenses, bills for prosthetic devices and/or bills for durable medical equipment. Medical expenses must have been incurred within the past 90 days and must be expected to continue for the next 6 months.

Other Income

| Name of person with income | Type of Income (Specify if disability) | Amount of Income | State of Origin | Other State |
|----------------------------|--|------------------|-----------------|-------------|
| | | \$ | | |
| | | | | |

Deductions

| Name of person with deduction | Type of Deduction (Specify if disability) | Amount of Deduction | State of Origin | Other State |
|-------------------------------|---|---------------------|-----------------|-------------|
| | | \$ | | |
| | | | | |

Other DHS Benefits
Do you receive:

| Disability Benefits | Food Stamps | Other Benefits |
|---------------------|-------------|----------------|
| NO | YES | NO |
| | | |

Redetermination Summary Form

Affidavit

I swear or affirm that I have read or have had the redetermination packet and summary form read to me in full. By my signature, I attest that all information I have given is true, correct and complete to the best of my ability, knowledge and belief. Also I have received a written copy of my rights and responsibilities. I understand that information contained in this form may be cross referenced with the Department of Human Services Programs. Further, I understand that I can be penalized by fine or imprisonment or subsidized child care eligibility by making any false statements or for my failure to report any changes that may affect my eligibility status.

Parent/Caretaker Signature

Date

Parent/Caretaker Signature

Date

To be completed by the ELRC Only

Family continues to be eligible

Family is no longer eligible

ELRC Representative Signature

Date

ELRC Representative Supervisor Signature

Date

Employment Verification Form for:

Employee's Name: _____

First Name

Last Name

Place of Employment: _____

Address of Employment: _____

Employee's Telephone Number
() _____

I authorize the release of this information and give permission to the Early Learning Resource Center (ELRC) to verify all information contained in this form.

X _____
Employee's Signature

_____ Date

THIS SECTION MUST BE COMPLETED BY THE EMPLOYER

Employer Identification Number (EIN): _____

EMPLOYEE INFORMATION:

Employee's Job Title: _____

Is the above-mentioned employee newly hired: Yes No

Employment Start Date: ____/____/____

EMPLOYMENT INCOME:

HOURLY RATE: \$ _____

AVERAGE DAILY TIPS: \$ _____

GROSS PAY: \$ _____

NEXT PAY DATE: ____/____/____

FREQUENCY OF PAY: Weekly Bi-Weekly (26 pay/year) Twice a Month (24 pay/year) Monthly

THE EMPLOYEE: Receives pay stubs Does not receive pay stubs Receives pay in CASH Has access to pay information online via the following website: _____

EMPLOYMENT SCHEDULE (Please indicate the days and hours the employee works and indicate whether the hours occur during A.M. or P.M.)

NOTE: If the schedule varies, please give a 4-week sample schedule.

WEEK ONE Dates: from _____ to _____
 Mon. from _____ A.M./P.M. to _____ A.M./P.M.
 Tues. from _____ A.M./P.M. to _____ A.M./P.M.
 Wed. from _____ A.M./P.M. to _____ A.M./P.M.
 Thur. from _____ A.M./P.M. to _____ A.M./P.M.
 Fri. from _____ A.M./P.M. to _____ A.M./P.M.
 Sat. from _____ A.M./P.M. to _____ A.M./P.M.
 Sun. from _____ A.M./P.M. to _____ A.M./P.M.
 TOTAL # HOURS/WEEK: _____

WEEK TWO Dates: from _____ to _____
 Mon. from _____ A.M./P.M. to _____ A.M./P.M.
 Tues. from _____ A.M./P.M. to _____ A.M./P.M.
 Wed. from _____ A.M./P.M. to _____ A.M./P.M.
 Thur. from _____ A.M./P.M. to _____ A.M./P.M.
 Fri. from _____ A.M./P.M. to _____ A.M./P.M.
 Sat. from _____ A.M./P.M. to _____ A.M./P.M.
 Sun. from _____ A.M./P.M. to _____ A.M./P.M.
 TOTAL # HOURS/WEEK: _____

WEEK THREE Dates: from _____ to _____
 Mon. from _____ A.M./P.M. to _____ A.M./P.M.
 Tues. from _____ A.M./P.M. to _____ A.M./P.M.
 Wed. from _____ A.M./P.M. to _____ A.M./P.M.
 Thur. from _____ A.M./P.M. to _____ A.M./P.M.
 Fri. from _____ A.M./P.M. to _____ A.M./P.M.
 Sat. from _____ A.M./P.M. to _____ A.M./P.M.
 Sun. from _____ A.M./P.M. to _____ A.M./P.M.
 TOTAL # HOURS/WEEK: _____

WEEK FOUR Dates: from _____ to _____
 Mon. from _____ A.M./P.M. to _____ A.M./P.M.
 Tues. from _____ A.M./P.M. to _____ A.M./P.M.
 Wed. from _____ A.M./P.M. to _____ A.M./P.M.
 Thur. from _____ A.M./P.M. to _____ A.M./P.M.
 Fri. from _____ A.M./P.M. to _____ A.M./P.M.
 Sat. from _____ A.M./P.M. to _____ A.M./P.M.
 Sun. from _____ A.M./P.M. to _____ A.M./P.M.
 TOTAL # HOURS/WEEK: _____

Effective Begin Date of Schedule change: ____/____/____

EXTENDED LEAVE
 Is the employee on extended leave (maternity, disability, etc.)? Yes No Effective begin date of extended leave: ____/____/____ Date returned from extended leave: ____/____/____

TEMPORARY/SEASONAL EMPLOYMENT
 Is the employee considered to be a temporary hire? Yes No If the employee is considered a temporary hire, what is the last date of guaranteed employment? ____/____/____ Expected date of return following break: ____/____/____

If the employee is seasonal, please give: Last day of work before break: ____/____/____

I understand that the information I am providing will be used to determine the above-named employee's eligibility for subsidized child care.
 X _____ Date

Please Print your name: _____

Employer's Signature

Date

Job Title: _____

Employee Verification Form

Dear Employer:

One of your employees has requested assistance paying his/her child care costs. We must verify his/her employment with you. This information will help us determine if this employee is eligible for the subsidized child care program. The form can be returned to the employee or mailed directly to the Early Learning Resource Center (ELRC).

An authorized COMPANY REPRESENTATIVE (not the employee) must complete this form.

We must have an accurate record of your employee's work schedule. Please complete the information on the back of this page. It is very important that the hours shown are specific and defined as either A.M. or P.M. (For example, 7:30 a.m. - 3:30 p.m.). If the employee's schedule varies, please give a 4-week sample schedule. **You do not need to give a 4-week sample schedule unless the employee's schedule varies from week to week.**

Thank you for your time and assistance. If you have any questions about how to complete this form, please contact the ELRC listed below.

ELRC

Self-Employment Verification Form

| PARENT / CARETAKER INFORMATION | | | |
|--------------------------------|--------------------|-------------------------|-----------|
| LAST NAME: | FIRST NAME: | MIDDLE NAME: | |
| STREET: | CITY: | STATE: | ZIP CODE: |
| SOCIAL SECURITY NUMBER: | HOME PHONE NUMBER: | ALTERNATE PHONE NUMBER: | |

| INFORMATION ABOUT SELF-EMPLOYED FAMILY MEMBER <i>(If different than above)</i> | | | |
|---|--------------------|-------------------------|-----------|
| LAST NAME: | FIRST NAME: | MIDDLE NAME: | |
| STREET: | CITY: | STATE: | ZIP CODE: |
| SOCIAL SECURITY NUMBER: | HOME PHONE NUMBER: | ALTERNATE PHONE NUMBER: | |

| INFORMATION ABOUT BUSINESS | | | |
|---|-------|---------------------------------------|-----------|
| NAME OF BUSINESS: | | BUSINESS START DATE: | |
| STREET: | CITY: | STATE: | ZIP CODE: |
| NATURE OF BUSINESS: | | BUSINESS PHONE NUMBER: | |
| CORPORATE STATUS OF BUSINESS (Please check one of the following): <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> S Corporation <input type="checkbox"/> Limited Liability Corp | | EMPLOYER IDENTIFICATION NUMBER (EIN): | |

| REQUIRED BUSINESS DOCUMENTATION ATTACHED | |
|---|---|
| PLEASE ATTACH THE FOLLOWING: | |
| <input type="checkbox"/> Copy of most recent Federal Income Tax Return | |
| IF YOU ARE UNABLE TO PROVIDE A FEDERAL INCOME TAX RETURN, PLEASE ATTACH: | |
| <input type="checkbox"/> A worksheet that shows profits from self-employment; total gross receipts minus costs of doing business. Costs of doing business are specified in 55 Pa. Code § 3042, Appendix A, Part 1, Income Inclusions (T); AND | |
| CHECK AND ATTACH TWO OF THE FOLLOWING: | |
| <input type="checkbox"/> Accounting ledgers | <input type="checkbox"/> Account statements |
| <input type="checkbox"/> Bank deposit slips | <input type="checkbox"/> Canceled checks |
| <input type="checkbox"/> Cash register tapes | <input type="checkbox"/> Credit card charge slips |
| <input type="checkbox"/> Invoices | <input type="checkbox"/> Credit card sales slips |
| <input type="checkbox"/> Any other document that reasonably establishes gross profit or allowable deductions | |

I affirm that I have read or had this statement read to me in full and that all information I have given is true, correct, and complete to the best of my ability, knowledge, and belief. I understand that my statement is made subject to 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and I can be penalized by fine, imprisonment, or subsidized childcare ineligibility for making any false statements that may affect my eligibility status. I understand that if I receive subsidized childcare for which I was not eligible, I will be required to pay back the cost of childcare I received in error.

X _____ DATE _____
PARENT / CARETAKER SIGNATURE

X _____ DATE _____
STAFF SIGNATURE



Department of the Treasury
Internal Revenue Service

Publication 1244
(Rev. August 2005)

**Employee's Daily
Record of Tips
and
Report to Employer**

This publication contains:

**Form 4070A, Employee's Daily Record of
Tips**

**Form 4070, Employee's Report of Tips to
Employer**

For the period
beginning..... and
ending.....

Name and address of employee

Instructions

You must keep sufficient proof to show the amount of your tip income for the year. A daily record of your tip income is considered sufficient proof. Keep a daily record for each workday showing the amount of cash and credit card tips received directly from customers or other employees. Also keep a record of the amount of tips, if any, you paid to other employees through tip sharing, tip pooling or other arrangements, and the names of employees to whom you paid tips. Show the date that each entry is made. This date should be on or near the date you received the tip income. You may use Form 4070A, Employee's Daily Record of Tips, or any other daily record to record your tips.

Reporting tips to your employer. If you receive tips that total \$20 or more for any month while working for one employer, you must report the tips to your employer. Tips include cash left by customers, tips customers add to debit or credit card charges, and tips you receive from other employees. You must report your tips for any one month by the 10th of the month after the month you receive the tips. If the 10th day falls on a Saturday, Sunday, or legal holiday, you may give the report to your employer on the next business day that is not a Saturday, Sunday, or legal holiday.

You must report tips that total \$20 or more every month regardless of your total wages and tips for the year. You may use Form 4070, Employee's Report of Tips to Employer, to report your tips to your employer. See the instructions on the back of Form 4070.

You must include all tips, including tips not reported to your employer, as wages on your income tax return. You may use the last page of this publication to total your tips for the year.

Your employer must withhold income, social security, and Medicare (or railroad retirement) taxes on tips you report. Your employer usually deducts the withholding due on tips from your regular wages.

(continued on inside of back cover)

Form **4070A**
 (Rev. August 2005)
 Department of the Treasury
 Internal Revenue Service

Employee's Daily Record of Tips

This is a voluntary form provided for your convenience.
 See instructions for records you must keep.

OMB No. 1545-0074

| | | |
|-----------------------------|-----------------------------------|----------------|
| Employee's name and address | Employer's name | Month and year |
| | Establishment name (if different) | |

| Date tips rec'd | Date of entry | a. Tips received directly from customers and other employees | b. Credit and debit card tips received | c. Tips paid out to other employees | d. Names of employees to whom you paid tips |
|-----------------------|---------------------|--|---|--|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| Subtotals | | | | | |

For Paperwork Reduction Act Notice, see instructions on the back of Form 4070.

Page 1

| Date tips rec'd | Date of entry | a. Tips received directly from customers and other employees | b. Credit and debit card tips received | c. Tips paid out to other employees | d. Names of employees to whom you paid tips |
|-----------------------|---------------------|--|---|--|--|
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| Subtotals | | | | | |

| Date tips rec'd | Date of entry | a. Tips received directly from customers and other employees | b. Credit and debit card tips received | c. Tips paid out to other employees | d. Names of employees to whom you paid tips |
|-----------------------|---------------------|--|---|--|--|
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |
| 24 | | | | | |
| 25 | | | | | |
| Subtotals | | | | | |

| Date tips rec'd | Date of entry | a. Tips received directly from customers and other employees | b. Credit and debit card tips received | c. Tips paid out to other employees | d. Names of employees to whom you paid tips |
|----------------------------------|---------------|--|--|-------------------------------------|---|
| 26 | | | | | |
| 27 | | | | | |
| 28 | | | | | |
| 29 | | | | | |
| 30 | | | | | |
| 31 | | | | | |
| Subtotals from pages 1, 2, and 3 | | | | | |
| Totals | | | | | |

1. Report total cash tips (col. a) on Form 4070, line 1.
2. Report total credit and debit card tips (col. b) on Form 4070, line 2.
3. Report total tips paid out (col. c) on Form 4070, line 3.

Form **4070**
(Rev. August 2005)
Department of the Treasury
Internal Revenue Service

Employee's Report of Tips to Employer

OMB No. 1545-0074

| | |
|--|---------------------------------------|
| Employee's name and address | Social security number : : |
| Employer's name and address (include establishment name, if different) | 1 Cash tips received |
| | 2 Credit and debit card tips received |
| | 3 Tips paid out |
| Month or shorter period in which tips were received from , to | 4 Net tips (lines 1 + 2 - 3) |
| Signature | Date |

For Paperwork Reduction Act Notice, see the instructions on the back of this form.

Cat. No. 4132DP

Form **4070** (Rev. 8-2005)

Purpose. Use this form to report tips you receive to your employer. This includes cash tips, tips you receive from other employees, and debit and credit card tips. You must report tips every month regardless of your total wages and tips for the year. However, you do not have to report tips to your employer for any month you received less than \$20 in tips while working for that employer.

Report tips by the 10th day of the month following the month that you receive them. If the 10th day is a Saturday, Sunday, or legal holiday, report tips by the next day that is not a Saturday, Sunday, or legal holiday.

See Pub. 531, Reporting Tip Income, for more details.

You can get additional copies of Pub. 1244, Employee's Daily Record of Tips and Report to Employer, which contains both Forms 4070A and 4070, by calling 1-800-TAX-FORM (1-800-829-3876) or by downloading the pub from the IRS website at www.irs.gov.

Paperwork Reduction Act Notice. We ask for the information on these forms to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For the estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Instructions (continued)

Unreported Tips. If you received tips of \$20 or more for any month while working for one employer but did not report them to your employer, you must figure and pay social security and Medicare taxes on the unreported tips when you file your tax return. If you have unreported tips, you must use Form 1040 and Form 4137, Social Security and Medicare Tax on Unreported Tip Income, to report them. You may not use Form 1040A or 1040EZ. Employees subject to the Railroad Retirement Tax Act cannot use Form 4137 to pay railroad retirement tax on unreported tips. To get railroad retirement credit, you must report tips to your employer.

If you do not report tips to your employer as required, you may be charged a penalty of 50% of the social security and Medicare taxes (or railroad retirement tax) due on the unreported tips unless there was reasonable cause for not reporting them.

Additional Information. Get Pub. 531, Reporting Tip Income, and Form 4137 for more information on tips. If you are an employee of certain large food or beverage establishments, see Pub. 531 for tip allocation rules.

Recordkeeping. If you do not keep a daily record of tips, you must keep other reliable proof of the tip income you received. This proof includes copies of restaurant bills and credit card charges that show amounts customers added as tips.

Keep your tip income records for as long as the information on them may be needed in the administration of any Internal Revenue law.

DOMESTIC VIOLENCE VERIFICATION FORM

| | |
|-------------|--------------------|
| NAME: _____ | CASE NUMBER: _____ |
|-------------|--------------------|

PLEASE READ THESE INSTRUCTIONS CAREFULLY. - ONLY ONE OF THE COLORED BLOCKS MUST BE COMPLETED. BLOCK 2 OR 3 IS USED WHEN VERIFICATION IS AVAILABLE. BLOCK 4 IS USED WHEN VERIFICATION IS NOT READILY AVAILABLE AND THE CLIENT AFFIRMS THE DOMESTIC VIOLENCE. BLOCKS 1 AND 5 ARE COMPLETED FOR ALL GOOD CAUSE BASED ON DOMESTIC VIOLENCE CLAIMANTS.

1. GOOD CAUSE CLAIM

I, _____, request to be excused from the following TANF program or CCIS Child Care program requirement(s) because of domestic violence: support cooperation; RESET time limit (Time-Out); time limit (Extended TANF); or other TANF or CCIS program requirement (please specify) _____

I have been asked to provide verification to support my claim. I have cooperated/will cooperate in providing verification below.

2. RECORDS

I SUBMIT ONE OF THE FOLLOWING IF AVAILABLE:

| | |
|--|--|
| <input type="checkbox"/> LAW ENFORCEMENT RECORDS | <input type="checkbox"/> SOCIAL SERVICE RECORDS |
| <input type="checkbox"/> COURT RECORDS | <input type="checkbox"/> CHILD PROTECTIVE SERVICES RECORDS |
| <input type="checkbox"/> MEDICAL/TREATMENT RECORDS | <input type="checkbox"/> OTHER (SPECIFY) _____ |

3. AUTHORIZATION/VERIFICATION BY A THIRD PARTY

I authorize _____ to complete the verification below and to provide it to the Department of Public Welfare for the purpose of verifying my good cause.

_____ DATE _____ CLIENT SIGNATURE _____

THIS STATEMENT IS SUBMITTED BY

_____ (NAME)
 _____ (TITLE)
 _____ (ORGANIZATIONAL AFFILIATION)
 _____ (ADDRESS)

I AM (CHECK ONE)

| | |
|--|---|
| <input type="checkbox"/> A DOMESTIC VIOLENCE SERVICE PROVIDER | <input type="checkbox"/> A LEGAL REPRESENTATIVE |
| <input type="checkbox"/> A MEDICAL, PSYCHOLOGICAL OR SOCIAL SERVICE PROVIDER | <input type="checkbox"/> AN ACQUAINTANCE/FRIEND/RELATIVE/NEIGHBOR OF THE CLAIMANT |
| <input type="checkbox"/> A LAW ENFORCEMENT PROFESSIONAL | <input type="checkbox"/> OTHER (SPECIFY) _____ |
| <input type="checkbox"/> A COUNTY CHILDREN AND YOUTH REPRESENTATIVE | |

I have knowledge of the claimant's experience with and/or steps to escape domestic violence and submit this statement to verify that compliance with the TANF/CCIS program requirement(s) checked above may place the claimant and/or household or family members at risk of further domestic violence; make it more difficult for the claimant and/or household or family members to escape domestic violence, or unfairly penalize the claimant and/or household or family members who is or has been victimized by domestic violence

_____ DATE _____ THIRD PARTY SIGNATURE _____

4. SELF-AFFIRMATION

I affirm that compliance with the TANF/CCIS program requirement(s) checked above would place me and/or my household or family members at risk of further domestic violence; make it more difficult for me or a member of my family or household to escape domestic violence, or unfairly penalize me or a member of my family or household who is or has been victimized by domestic violence. I do not have and am unable to safely obtain evidence to verify the domestic violence

_____ DATE _____ CLIENT SIGNATURE _____

5. GOOD CAUSE DECISION (CAO USE ONLY)

EXCUSED NOT EXCUSED

_____ WORKER _____ DATE _____



Homelessness Verification Form

| | |
|-------|--------------|
| NAME: | CASE NUMBER: |
|-------|--------------|

PLEASE READ INSTRUCTIONS CAREFULLY. You must complete Block 1 in order to receive additional supportive services. You must complete **ONE** of the following **BLOCKS (2, 3, or 4)**. Use Block 2 OR 3 when verification is available. Use Block 4 when verification is not readily available to affirm your family is experiencing homelessness. The CCIS will complete Block 5 and will provide you with a copy of this completed form indicating which additional supportive service(s) you will receive.

1. REQUEST FOR ADDITIONAL SUPPORTIVE SERVICES

I, _____, request additional supportive services to help my family since we are experiencing homelessness. I am specifically requesting a waiver of the following CCIS program requirements (Specify below):

The CCIS asked me to provide verification to support my claim that my family is experiencing homelessness. I have cooperated in providing verification as indicated below.

2. RECORDS

I submit one of the following, if available:

- | | |
|---|--|
| <input type="checkbox"/> Social service records | <input type="checkbox"/> Medical/treatment records |
| <input type="checkbox"/> School records | <input type="checkbox"/> Other (specify): _____ |

3. AUTHORIZATION / VERIFICATION BY A THIRD PARTY

I authorize _____ to complete the verification below and to provide it to the Department of Human Services / Child Care Information Services (CCIS) agency for the purposes of verifying my request for additional supportive services.

_____ CLIENT SIGNATURE _____ DATE

This statement is submitted by: _____ (Name & Title)
 _____ (Organizational Affiliation)
 _____ (Address & Telephone Number)

I am:

- | | |
|---|---|
| <input type="checkbox"/> Social service provider | <input type="checkbox"/> Medical / psychological service provider |
| <input type="checkbox"/> School representative | <input type="checkbox"/> Legal representative |
| <input type="checkbox"/> Friend / relative / acquaintance | <input type="checkbox"/> Other (Specify): _____ |

I have knowledge of the client's experience with homelessness and would like to request the additional supportive services checked above. I do not have and am unable to provide evidence to verify homelessness.

_____ THIRD PARTY SIGNATURE _____ DATE

4. SELF-AFFIRMATION

I affirm that my family is experiencing homelessness and would like to request the additional supportive services checked above. I do not have and am unable to provide evidence to verify homelessness.

_____ CLIENT SIGNATURE _____ DATE

5. CCIS DECISION

- ELIGIBLE for supportive services NOT ELIGIBLE for supportive services

_____ CCIS REPRESENTATIVE SIGNATURE _____ DATE

Early Learning Resource Center for Region 10
 228 N. Main Street
 Doylestown, PA 18001-3732
 (610) 497-8000
 Toll-Free 1-800-528-7222

**CONFIRMATION
 NOTICE**

Notice ID: 24570219

ELRCRETURNADDRESS CASELOAD: 0001

| | | |
|----|--------|-----|
| CO | RECORD | CAT |
| | | CC |

DATE: 6/29/2018

IMPORTANT APPEALS INFORMATION IS ENCLOSED IN THIS PACKET

OUR OFFICE HAS TAKEN THE FOLLOWING ACTION CONCERNING YOUR CHILD CARE BENEFITS:

| SECTION: An Individual | | |
|------------------------|----------------------|----------------------|
| Name | Eligibility Status | Eligibility End Date |
| - | Eligible Adult | NA |
| - | Not Requesting Child | NA |
| - | Not Requesting Child | NA |
| - | Eligible Child | NA |
| - | Eligible Child | NA |
| - | Eligible Child | NA |

65 Pa. Code, Chapter 3041, § 3041.132 Our records indicate that you have requested your family's subsidy to be voluntarily terminated. Effective 07/13/2018, your family will be ineligible for subsidized child care. You may re-apply at any time.

APPEAL AND FAIR HEARING

If you disagree with our decision, you have the right to appeal. See attached explanation of your right to appeal.

Although you have 30 days from the date above to appeal, the ELRC must receive your written appeal on or before 07/12/2018 in order for your subsidized child care to continue pending the hearing decision.

If your subsidized child care continues and the Hearing Officer finds in favor of the Department you may be required to pay back the funding that was paid on your behalf for child care.

Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION ON THE BACK OF THIS NOTICE.

APPLICANT NAME AND ADDRESS

[Empty box for Applicant Name and Address]

Please correct your address here if necessary

CO RECORD CAT
[Redacted] CC

Worker Name: TESTAUT121 T.
Telephone: (610) 437-8000
Date: 6/29/2018

Notice ID: 24570219

ELRC ADDRESS

Early Learning Resource Center for Region 18
228 N. Main Street
Doyletown, PA 18001-3732

LEGAL HELP AVAILABLE AT:

LEGAL AID OF SOUTHEASTERN PENNSYLVANIA
1200 VETERANS HIGHWAY
BOX 809
BRISTOL PA 19007
(877) 426-6694

IF YOU HAVE CONCERNS ABOUT THE LEGAL AID ADDRESS LISTED, CONTACT THE ELRC TO DISCUSS WHETHER THERE IS ANOTHER OFFICE LOCATED CLOSER TO YOUR HOME OR WORK

YOUR RIGHT TO APPEAL TO A FAIR HEARING

You have the right to appeal any Early Learning Resource Center (ELRC) agency or Departmental action or failure to act, and to have a hearing if you are dissatisfied with any decision to deny, discontinue or change your subsidized child care request.

If a change in your subsidized child care eligibility is caused by a State or Federal law, regulation or policy change, you may appeal the change; however you will not be granted a hearing unless you are appealing the correctness of your eligibility determination. If you are only challenging the law, regulation or policy, your appeal will be dismissed by the Department but may be appealed to a higher court.

At the hearing you can present to the Hearing Officer the reason you think the decision made by the ELRC is incorrect and present evidence or witnesses in your own behalf. You have the right to represent yourself or to have anyone represent you.

If you speak a language other than English and need an interpreter, please contact your ELRC so arrangements can be made to provide an interpreter.

If you and your representative would like to meet with the ELRC staff to discuss the matter informally or to present information which might change the proposed action, please call your ELRC worker. This will not delay or replace your fair hearing.

Your request for a hearing must be postmarked or received within 30 calendar days of the date of this notice. If your request is not received within the 30-day time limit, your appeal will be dismissed without a hearing.

HOW TO REQUEST A FAIR HEARING

To appeal and request a hearing you must put the appeal in writing as follows:

1. Include a copy of your notice.
2. Give a number where you can be reached.
3. Give your exact address.
4. Complete and return the bottom portion of the notice.

HEARING LOCATIONS

Erie for: Cameron, Clarion, Crawford, Elk, Erie, Forest, McKean, Mercer, Potter, Venango, Warren.
 Harrisburg for: Adams, Centre, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Mordour, Northumberland, Perry, Snyder, Union, York.
 Philadelphia for: Bucks, Chester, Delaware, Montgomery, Philadelphia.
 Pittsburgh for: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Clearfield, Fayette, Greene, Indiana, Jefferson, Lawrence, Somerset, Washington, Westmoreland.
 Reading for: Berks, Lehigh, Northampton, Schuylkill.
 Wilkes-Barre for: Bradford, Carbon, Clinton, Columbia, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Tioga, Wayne, Wyoming.

Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION BELOW.

Notice ID: 24570219

Please check one of the boxes to show which type of hearing you want: I want a telephone hearing. I want a face-to-face hearing.

Please check if you require any reasonable special accommodation because of a hearing impairment or other disability.

Please check if you need an interpreter. What language? _____

NOTE: If you ask for an interpreter but later get your own interpreter, please call the Office of Hearings and Appeals (717) 783-3950

I WANT TO REQUEST A HEARING BECAUSE: (Attach additional pages if necessary) _____

Check here if you do not want your subsidized child care to continue at the current amount pending the hearing decision.

Parent / Caretaker Signature Address Telephone No. (between 9 A.M. and 5 P.M.) Date

Parent / Caretaker Rep. Signature Address Telephone No. (between 8 A.M. and 5 P.M.) Date

Early Learning Resource Center for Region 18
 2516 Germantown Avenue
 Philadelphia, PA 19133-1236
 (215) 703-0100
 Toll-Free 1-888-431-5437

**CHILD CARE ELIGIBLE
 NOTICE**

Notice ID: 24552005

| CO | RECORD | CAT |
|----|--------|-----|
| 61 | | CC |

DATE: 05/03/2018

ELRC RETURN ADDRESS | CASELOAD: 0901

IMPORTANT APPEALS INFORMATION IS ENCLOSED IN THIS PACKET

THIS NOTICE IS NOT AN AUTHORIZATION FOR PAYMENT
 Effective 05/01/2018, the individuals named in Section A of this notice are eligible to participate in the subsidized child care program.

| SECTION A: Individuals | | |
|------------------------|--------------------|----------------------|
| Name | Eligibility Status | Eligibility End Date |
| - | Eligible Adult | N/A |
| - | Eligible Child | N/A |

SECTION B: Household Income

| Items | Gross Annual | |
|-------------------------------------|--------------|-------------|
| | Earned | Other |
| | \$12,800.00 | |
| | | \$0.00 |
| | \$0.00 | |
| | | \$0.00 |
| SUPPORT/ALIMONY | | \$0.00 |
| MEDICAL | | \$0.00 |
| GROSS ANNUAL INCOME | | \$12,800.00 |
| CALCULATED ANNUAL DEDUCTIONS | | \$0.00 |
| ADJUSTED ANNUAL INCOME | | \$12,800.00 |
| FAMILY SIZE | | 2 |

Your total family co-payment is \$18 per week.

You are responsible for paying your co-payment to your child care provider.

The child care co-payment is based upon your income and household size. Refer to Section B above for the income and other factors used in determining your child care allowance and co-payment amount. Regulation: 55 PA CODE 3041.101(a).

APPEAL AND FAIR HEARING

If you disagree with our decision, you have the right to appeal. See attached explanation of your right to appeal.

Although you have 30 days from the date above to appeal, the ELRC must receive your written appeal on or before 05/16/2018 in order for your subsidized child care to continue pending the hearing decision.

If your subsidized child care continues and the Hearing Officer finds in favor of the Department you may be required to pay back the funding that was paid on your behalf for child care.

Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION ON THE BACK OF THIS NOTICE.

APPLICANT NAME AND ADDRESS

Please correct your address here if necessary

Notice ID: 24552005

ELRC ADDRESS

Early Learning Resource Center for Region 18
 2516 Germantown Avenue
 Philadelphia, PA 19133-1638

| | | |
|----|--------|-----|
| CO | RECORD | CAT |
| 51 | | CC |

LEGAL HELP AVAILABLE AT:

COMMUNITY LEGAL SERVICES, INC
 1410 W. ERIE AVE.
 PHILADELPHIA, PA 19140
 (215) 227-4200

Worker Name: TESTAUTH21 T.
 Telephone: (215) 783-0100
 Date: 05/03/2018

IF YOU HAVE CONCERNS ABOUT THE LEGAL AID ADDRESS LISTED, CONTACT THE ELRC TO DISCUSS WHETHER THERE IS ANOTHER OFFICE LOCATED CLOSER TO YOUR HOME OR WORK

YOUR RIGHT TO APPEAL TO A FAIR HEARING

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Philadelphia for: Bucks, Chester, Delaware, Montgomery, Philadelphia.

Pittsburgh for: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Clearfield, Fayette, Greene, Indiana, Jefferson, Lawrence, Somerset, Washington, Westmoreland.

Reading for: Berks, Lehigh, Northampton, Schuylkill.

Wilkes-Barre for: Bradford, Carbon, Clinton, Columbia, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Tioga, Wayne, Wyoming.

Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION BELOW.

Notice ID: 24552005

Please check one of the boxes to show which type of hearing you want: I want a telephone hearing. I want a face-to-face hearing.

Please check if you require any reasonable special accommodation because of a hearing impairment or other disability.

Please check if you need an interpreter. What language? _____

NOTE: If you ask for an interpreter but later get your own interpreter, please call the Office of Hearings and Appeals (717) 783-3000

I WANT TO REQUEST A HEARING BECAUSE: (Attach additional pages if necessary.) _____

Check here if you do not want your subsidized child care to continue at the current amount pending the hearing decision.

Parent / Caretaker Signature Address Telephone No. (between 8 A.M. and 5 P.M.) Date

Parent / Caretaker Rep. Signature Address Telephone No. (between 8 A.M. and 5 P.M.) Date

Early Learning Resource Center for Region 18
 2515 Germantown Avenue
 Philadelphia, PA 19133-1036
 (215) 783-0100
 Toll-Free 1-888-481-5437

ELRC RETURN ADDRESS | CASELOAD: 0901

INCOME GUIDELINES

CORRESPONDENCE ID: 24552005

| | | |
|----|--------|-----|
| CO | RECORD | CAT |
| 51 | | CC |

DATE: 05/03/2018

You are required to report to the ELRC when your family's income is above 85% of the state median income limits. Please refer to the chart below, which lists the state median income limits.

SMI Limits

Your SMI limit →

| Family Size | Household Income (\$) 85% |
|-------------|------------------------------|
| 1 | 37596 |
| 2 | 49150 |
| 3 | 60716 |
| 4 | 72281 |
| 5 | 83846 |
| 6 | 95411 |
| 7 | 97579 |
| 8 | 99748 |
| 9 | 101916 |
| 10 | 104084 |
| 11 | 106253 |
| 12 | 108421 |
| 13 | 110589 |
| 14 | 112758 |
| 15 | 114926 |
| 16 | 117094 |
| 17 | 119263 |
| 18 | 121431 |
| 19 | 123600 |
| 20 | 125769 |
| 21 | 127937 |

Your family size: 2
 Your household income: 0 (2300.00)
 Your household income percentage: 22.31%
 Current maximum percentage allowed: 85%

Early Learning Resource Center for Region 5
 306 Wood St
 Pittsburgh, PA 15222-1082
 (412) 251-2273
 Toll Free 1-800-392-3131

**CHILD CARE INELIGIBLE
 NOTICE**

Notice ID: 24570707

ELRC RETURN ADDRESS CAELCAD: 0101

| | | |
|----|--------|-----|
| CO | RECORD | CAT |
| 02 | | CC |

DATE: 07/02/2018

IMPORTANT APPEALS INFORMATION IS ENCLOSED IN THIS PACKET

Your family or a member of your family is ineligible to participate in the subsidized child care program. The individuals named in Section A of this notice are ineligible to participate in the subsidized child care program in accordance with 55 Pa. Code, Chapter 3041.

SECTION A: Individuals

| Name | Eligibility Status | Eligibility End Date |
|------|--------------------|----------------------|
| | Ineligible Adult | N/A |
| | Ineligible Child | N/A |

A family is ineligible for subsidized child care when one parent or caretaker or both parents or caretakers, or all children in the family fail to meet eligibility requirements under 55 Pa. Code, Chapter 3041.

Individual Name

55 Pa. Code, Chapter 3041, § 3041.12(b) You failed to self certify the child's age and the ELRC is unable to determine whether the child is under 13 years of age; therefore your family or a member of your family is ineligible for subsidized child care.

SECTION B: Household Income

| Name | Gross Annual | |
|-------------------------------------|--------------|-------------------|
| | Earned | Other |
| - | \$8,400.00 | \$0.00 |
| - | \$0.00 | \$0.00 |
| SUPPORT/ALIMONY | | \$0.00 |
| MEDICAL | | \$0.00 |
| GROSS ANNUAL INCOME | | \$8,400.00 |
| CALCULATED ANNUAL DEDUCTIONS | | \$0.00 |
| ADJUSTED ANNUAL INCOME | | \$8,400.00 |

FAMILY SIZE 2

APPEAL AND FAIR HEARING

If you disagree with our decision, you have the right to appeal. See attached explanation of your right to appeal.

You have 30 days from the date above to appeal.

Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION ON THE BACK OF THIS NOTICE.

APPLICANT NAME AND ADDRESS

Please correct your address here if necessary

CO RECORD CAT
02 CC

Worker Name: TESTAUTH1 T.
Telephone: (412) 281-2273
Date: 07/02/2018

Notice ID: 24570707

ELRC ADDRESS

Early Learning Resource Center for Region 5
305 Wood St.
Pittsburgh, PA 15222-1062

LEGAL HELP AVAILABLE AT:

NEIGHBORHOOD LEGAL SERVICES ASSOCIATION
CENTRAL OFFICE
628 PENN AVENUE
PITTSBURGH, PA 15222
(800) 781-6572

IF YOU HAVE CONCERNS ABOUT THE LEGAL AID ADDRESS LISTED, CONTACT THE ELRC TO DISCUSS WHETHER THERE IS ANOTHER OFFICE LOCATED CLOSER TO YOUR HOME OR WORK

YOUR RIGHT TO APPEAL TO A FAIR HEARING

You have the right to appeal any Early Learning Resource Center (ELRC) agency or Departmental action or failure to act, and to have a hearing if you are dissatisfied with any decision to deny, discontinue or change your subsidized child care request.

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At the hearing you can present to the Hearing Officer the reason you think the decision made by the ELRC is incorrect and present evidence or witnesses in your own behalf. You have the right to represent yourself or to have anyone represent you.

If you speak a language other than English and need an interpreter, please contact your ELRC so arrangements can be made to provide an interpreter.

If you and your representative would like to meet with the ELRC staff to discuss the matter informally or to present information which might change the proposed action, please call your ELRC worker. This will not delay or replace your fair hearing.

Your request for a hearing must be postmarked or received within 30 calendar days of the date of this notice. If your request is not received within the 30-day time limit, your appeal will be dismissed without a hearing.

HOW TO REQUEST A FAIR HEARING

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3. Give your exact address.
4. Complete and return the bottom portion of the notice.

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Philadelphia for: Berks, Chester, Delaware, Montgomery, Philadelphia.

Pittsburgh for: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Clearfield, Fayette, Greene, Indiana, Jefferson, Lawrence, Somerset, Washington, Westmoreland.

Reading for: Berks, Lehigh, Northampton, Schuylkill.

Williams-Barre for: Bradford, Carbon, Clinton, Columbia, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Tioga, Wayne, Wyoming.

Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION BELOW.

Notice ID: 24570707

Please check one of the boxes to show which type of hearing you want: I want a telephone hearing. I want a face-to-face hearing.

Please check if you require any reasonable special accommodation because of a hearing impairment or other disability.

Please check if you need an interpreter. What language? _____

NOTE: If you ask for an interpreter but later get your own interpreter, please call the Office of Hearings and Appeals (717) 783-3360

I WANT TO REQUEST A HEARING BECAUSE: (Attach additional pages if necessary.) _____

Check here if you do not want your subsidized child care to continue at the current amount pending the hearing decision.

Parent / Caretaker Signature Address Telephone No. (between 8 A.M. and 6 P.M.) Date

Parent / Caretaker Rep. Signature Address Telephone No. (between 8 A.M. and 6 P.M.) Date

Early Learning Resource Center for Region 5
 305 Wood St.
 Pittsburgh, PA 15222-1992
 (412) 261-2273
 Toll-Free 1-800-392-3131

NOTICE OF ADVERSE ACTION

Notice ID: 24670711

ELRC RETURN ADDRESS CASELOAD: 0101

| CO | RECORD | CAT |
|----|------------|-----|
| 02 | [REDACTED] | CC |

DATE: 07/02/2018

ONE SAMPLE
 18 RICHLAND LN
 ADAMSBURG, PA 16501

IMPORTANT APPEALS INFORMATION IS ENCLOSED IN THIS PACKET

Eligibility in the subsidized child care program for your family or a member of your family will end on 07/16/2018. The individuals named in Section A of this notice are ineligible to participate in the subsidized child care program in accordance with 55 Pa. Code, Chapter 3041. If you are able to resolve the issue(s) by 07/16/2018, contact your ELRC.

| SECTION A - Individuals | | |
|-------------------------|--------------------|----------------------|
| Name | Eligibility Status | Eligibility End Date |
| SAMPLE, ONE | Ineligible Adult | 07/16/2018 |
| SAMPLE, TWO | Ineligible Adult | 07/16/2018 |
| SAMPLE, THREE | Ineligible Child | 07/16/2018 |

55 Pa. Code, You failed to submit acceptable verification regarding income and/or the work-hour requirement to the Chapter 3041, §§ ELRC; therefore your family is ineligible for subsidized child care.
 3041.85(a) and (b)
 and 3041.87

| Individual Name: ONE SAMPLE | |
|-----------------------------|--|
| 55 Pa. Code, | You failed to submit acceptable verification regarding income and/or the work-hour requirement to the Chapter 3041, §§ ELRC; therefore your family is ineligible for subsidized child care. 3041.85(a) and (b) and 3041.87 |

SECTION B: Household Income

| Name | Gross Annual | |
|-------------------------------------|---------------------|----------------|
| SAMPLE, ONE | Earned | \$10.00 |
| | Other | \$0.00 |
| SAMPLE, TWO | Earned | \$10.00 |
| | Other | \$0.00 |
| SAMPLE, THREE | Earned | \$0.00 |
| | Other | \$0.00 |
| SUPPORT/ALIMONY | | \$0.00 |
| MEDICAL | | \$0.00 |
| GROSS ANNUAL INCOME | | \$20.00 |
| CALCULATED ANNUAL DEDUCTIONS | | \$0.00 |
| ADJUSTED ANNUAL INCOME | | \$20.00 |

FAMILY SIZE

3

SECTION C: Appeal Information

APPEAL AND FAIR HEARING

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If your subsidized child care continues and the Hearing Officer finds in favor of the Department you may be required to pay back the funding that was paid on your behalf for child care.

Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION ON THE BACK OF THIS NOTICE.

APPLICANT NAME AND ADDRESS

ONE SAMPLE
 18 RICHLAND LN
 ADAMSBORO, PA 10001

Please correct your address here if necessary

| | | |
|----|--------|-----|
| CO | RECORD | CAT |
| 02 | | CC |

Worker Name: TESTAUTH21 T.
 Telephone: (412) 261-2273
 Date: 07/02/2018

Notice ID: 24570711

ELRC ADDRESS

Early Learning Resource Center for Region 5
 305 Wood St.
 Pittsburgh, PA 15222-1092

LEGAL HELP AVAILABLE AT:

NEIGHBORHOOD LEGAL SERVICES ASSOCIATION
 CENTRAL OFFICE
 026 PENN AVENUE
 PITTSBURGH, PA 15222
 (412) 255-6700

IF YOU HAVE CONCERNS ABOUT THE LEGAL AID ADDRESS LISTED, CONTACT THE ELRC TO DISCUSS WHETHER THERE IS ANOTHER OFFICE LOCATED CLOSER TO YOUR HOME OR WORK.

YOUR RIGHT TO APPEAL TO A FAIR HEARING

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Reading for: Berks, Lehigh, Northampton, Schuylkill.

Wilkes-Barre for: Bradford, Carbon, Clinton, Columbia, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Tioga, Wayne, Wyoming.

Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION BELOW.

Notice ID: 24570711

Please check one of the boxes to show which type of hearing you want: I want a telephone hearing. I want a face-to-face hearing.

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Please check if you need an interpreter. What language? _____

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I WANT TO REQUEST A HEARING BECAUSE: (Attach additional pages if necessary) _____

Check here if you do not want your subsidized child care to continue at the current amount pending the hearing decision.

Parent / Caretaker Signature Address Telephone No. (between 8 A.M. and 6 P.M.) Date

Parent / Caretaker Rep. Signature Address Telephone No. (between 8 A.M. and 6 P.M.) Date

Family Learning Resource Center for Region 5
605 Wood St
Pittsburgh, PA 15222-1982
(412) 261-2273
Toll-Free 1-800-392-3131

**CONFIRMATION
NOTICE**

Notice ID: 24570716

ELRC RETURN ADDRESS CASELOAD: 0101

| | | |
|----|--------|-----|
| CO | RECORD | CAT |
| 02 | | CC |

DATE: 7/2/2018

ONE SAMPLE
18 RICHLAND LN
ADAMSBURG, PA 16501

IMPORTANT APPEALS INFORMATION IS ENCLOSED IN THIS PACKET

OUR OFFICE HAS TAKEN THE FOLLOWING ACTION CONCERNING YOUR CHILD CARE BENEFITS:

SECTION II - INDIVIDUALS

| Name | Eligibility Status | Eligibility End Date |
|---------------|--------------------|----------------------|
| SAMPLE, ONE | Eligible Adult | N/A |
| SAMPLE, TWO | Eligible Adult | N/A |
| SAMPLE, THREE | Eligible Child | N/A |

55 Pa.Code, You completed your redetermination and your family continues to be eligible for subsidized child care.
Chapter 3041, § Your co-payment amount is \$10.00.
3041.163(b)

SECTION B: Household Income

| Name | Gross Annual | |
|-------------------------------------|--------------|--------------------|
| SAMPLE, ONE | Earned | \$12,000.00 |
| | Other | \$0.00 |
| SAMPLE, TWO | Earned | \$12,000.00 |
| | Other | \$0.00 |
| SAMPLE, THREE | Earned | \$0.00 |
| | Other | \$0.00 |
| SUPPORT/ALIMONY | | \$0.00 |
| MEDICAL | | \$0.00 |
| GROSS ANNUAL INCOME | | \$24,000.00 |
| CALCULATED ANNUAL DEDUCTIONS | | \$0.00 |
| ADJUSTED ANNUAL INCOME | | \$24,000.00 |

FAMILY SIZE 3

SECTION C: Appeal Information

APPEAL AND FAIR HEARING

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Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION ON THE BACK OF THIS NOTICE.

APPLICANT NAME AND ADDRESS

ONE SAMPLE
18 RICHLAND LN
ADAMSBURG, PA 16501

Please correct your address here if necessary

CO RECORD CAT
02 [REDACTED] CC

Worker Name: TESTAUTH21 T.
Telephone: (412) 261-2273
Date: 7/2/2018

Notice ID: 24570716

ELRC ADDRESS

Early Learning Resource Center for Region 5
305 Wood St.
Pittsburgh, PA 15222-1982

LEGAL HELP AVAILABLE AT:

NEIGHBORHOOD LEGAL SERVICES ASSOCIATION
CENTRAL OFFICE
928 PENN AVENUE
PITTSBURGH, PA 15222
(412) 255-6700

IF YOU HAVE CONCERNS ABOUT THE LEGAL AID ADDRESS LISTED, CONTACT THE ELRC TO DISCUSS WHETHER THERE IS ANOTHER OFFICE LOCATED CLOSER TO YOUR HOME OR WORK.

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At the hearing you can present to the Hearing Officer the reason you think the decision made by the ELRC is incorrect and present evidence or witnesses in your own behalf. You have the right to represent yourself or to have anyone represent you.

If you speak a language other than English and need an interpreter, please contact your ELRC so arrangements can be made to provide an interpreter.

If you and your representative would like to meet with the ELRC staff to discuss the matter informally or to present information which might change the proposed action, please call your ELRC worker. This will not delay or replace your fair hearing.

Your request for a hearing must be postmarked or received within 30 calendar days of the date of this notice. If your request is not received within the 30-day time limit, your appeal will be dismissed without a hearing.

HOW TO REQUEST A FAIR HEARING

To appeal and request a hearing you must put the appeal in writing as follows:

1. Include a copy of your notice.
2. Give a number where you can be reached.
3. Give your exact address.
4. Complete and return the bottom portion of the notice.

HEARING LOCATIONS

Erie for: Cameron, Clarion, Crawford, Elk, Erie, Forest, McKean, Mercer, Potter, Venango, Warren.
Harrisburg for: Adams, Centre, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder, Union, York.
Philadelphia for: Bucks, Chester, Delaware, Montgomery, Philadelphia.
Pittsburgh for: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Clearfield, Fayette, Greene, Indiana, Jefferson, Lawrence, Somerset, Washington, Westmoreland.
Reading for: Berks, Lehigh, Northampton, Schuylkill.
Wilkes-Barre for: Bradford, Carbon, Clinton, Columbia, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Tioga, Wayne, Wyoming.

Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION BELOW.

Notice ID: 24570716

Please check one of the boxes to show which type of hearing you want: I want a telephone hearing. I want a face-to-face hearing.

Please check if you require any reasonable special accommodation because of a hearing impairment or other disability.

Please check if you need an interpreter. What language? _____

NOTE: If you ask for an interpreter but later get your own interpreter, please call the Office of Hearings and Appeals (717) 783-3950

I WANT TO REQUEST A HEARING BECAUSE: (Attach additional pages if necessary.) _____

Check here if you do not want your subsidized child care to continue at the current amount pending the hearing decision.

Parent / Caretaker Signature Address Telephone No. (between 8 A.M. and 5 P.M.) Date

Parent / Caretaker Rep. Signature Address Telephone No. (between 8 A.M. and 5 P.M.) Date

Early Learning Resource Center for Region 5
 35 Wood St.
 Pittsburgh, PA 15222-1882
 (412) 261-2273
 Toll-Free 1-800-392-3131

ELRC RETURN ADDRESS CASELOAD: 0101

**CONFIRMATION
 NOTICE**

Notice ID: 24570719

| CO | RECORD | CAT |
|----|------------|-----|
| 02 | [REDACTED] | CC |

DATE: 7/2/2018

ONE SAMPLE
 18 RICHLAND LN
 ADAMSBURG, PA 16501

IMPORTANT APPEALS INFORMATION IS ENCLOSED IN THIS PACKET

OUR OFFICE HAS TAKEN THE FOLLOWING ACTION CONCERNING YOUR CHILD CARE BENEFITS:

| SECTION A - Individuals | | |
|-------------------------|--------------------|----------------------|
| Name | Eligibility Status | Eligibility End Date |
| SAMPLE, ONE | Eligible Adult | N/A |
| SAMPLE, TWO | Eligible Adult | N/A |
| SAMPLE, THREE | Eligible Child | N/A |

55 Pa.Code, Chapter 3041, § 3041.104(e) Based on the information you provided, your co-payment has increased. You should begin to pay \$30.00 effective 07/11/2018.

SECTION B: Household Income

| Name | Gross Annual | |
|-------------------------------------|---------------------|--------------------|
| SAMPLE, ONE | Earned | \$12,000.00 |
| | Other | \$0.00 |
| SAMPLE, TWO | Earned | \$12,000.00 |
| | Other | \$0.00 |
| SAMPLE, THREE | Earned | \$0.00 |
| | Other | \$0.00 |
| SUPPORT/ALIMONY | | \$0.00 |
| MEDICAL | | \$0.00 |
| GROSS ANNUAL INCOME | | \$24,000.00 |
| CALCULATED ANNUAL DEDUCTIONS | | \$0.00 |
| ADJUSTED ANNUAL INCOME | | \$24,000.00 |

FAMILY SIZE 3

SECTION C: Appeal Information

APPEAL AND FAIR HEARING

If you disagree with our decision, you have the right to appeal. See attached explanation of your right to appeal.

Although you have 30 days from the date above to appeal, the ELRC must receive your written appeal on or before 07/16/2018 in order for your subsidized child care to continue pending the hearing decision.

If your subsidized child care continues and the Hearing Officer finds in favor of the Department you may be required to pay back the funding that was paid on your behalf for child care.

Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION ON THE BACK OF THIS NOTICE.

APPLICANT NAME AND ADDRESS

ONE SAMPLE
18 RICHLAND LN
ADAMSBURG, PA 16501

Please correct your address here if necessary

CG RECORD CAT
02 CC

Worker Name: TESTAUTH21 T.
Telephone: (412) 261-2273
Date: 7/2/2018

Notice ID: 24570719

ELRC ADDRESS

Early Learning Resource Center for Region 5
305 Wood St.
Pittsburgh, PA 15222-1982

LEGAL HELP AVAILABLE AT:

NEIGHBORHOOD LEGAL SERVICES ASSOCIATION
CENTRAL OFFICE
828 PENN AVENUE
PITTSBURGH, PA 15222
(412) 265-8700

IF YOU HAVE CONCERNS ABOUT THE LEGAL AID ADDRESS LISTED, CONTACT THE ELRC TO DISCUSS WHETHER THERE IS ANOTHER OFFICE LOCATED CLOSER TO YOUR HOME OR WORK.

YOUR RIGHT TO APPEAL TO A FAIR HEARING

You have the right to appeal any Early Learning Resource Center (ELRC) agency or Departmental action or failure to act, and to have a hearing if you are dissatisfied with any decision to deny, discontinue or change your subsidized child care request.

If a change in your subsidized child care eligibility is caused by a State or Federal law, regulation or policy change, you may appeal the change; however you will not be granted a hearing unless you are appealing the correctness of your eligibility determination. If you are only challenging the law, regulation or policy, your appeal will be dismissed by the Department but may be appealed to a higher court.

At the hearing you can present to the Hearing Officer the reason you think the decision made by the ELRC is incorrect and present evidence or witnesses in your own behalf. You have the right to represent yourself or to have anyone represent you.

If you speak a language other than English and need an interpreter, please contact your ELRC so arrangements can be made to provide an interpreter.

If you and your representative would like to meet with the ELRC staff to discuss the matter informally or to present information which might change the proposed action, please call your ELRC worker. This will not delay or replace your fair hearing.

Your request for a hearing must be postmarked or received within 30 calendar days of the date of this notice. If your request is not received within the 30-day time limit, your appeal will be dismissed without a hearing.

HOW TO REQUEST A FAIR HEARING

To appeal and request a hearing you must put the appeal in writing as follows:

1. Include a copy of your notice.
2. Give a number where you can be reached.
3. Give your exact address.
4. Complete and return the bottom portion of the notice.

HEARING LOCATIONS

Erie for: Cameron, Clarion, Crawford, Elk, Erie, Forest, McKean, Mercer, Potter, Venango, Warren.
 Harrisburg for: Adams, Centre, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder, Union, York.
 Philadelphia for: Bucks, Chester, Delaware, Montgomery, Philadelphia.
 Pittsburgh for: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Clearfield, Fayette, Greene, Indiana, Jefferson, Lawrence, Somerset, Washington, Westmoreland.
 Reading for: Berks, Lehigh, Northampton, Schuylkill.
 Wilkes-Barre for: Bradford, Carbon, Clinton, Columbia, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Tioga, Wayne, Wyoming.

Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION BELOW.

Notice ID: 24570719

Please check one of the boxes to show which type of hearing you want: I want a telephone hearing. I want a face-to-face hearing.

Please check if you require any reasonable special accommodation because of a hearing impairment or other disability.

Please check if you need an interpreter. What language? _____

NOTE: If you ask for an interpreter but later get your own interpreter, please call the Office of Hearings and Appeals (717) 783-3950

I WANT TO REQUEST A HEARING BECAUSE: (Attach additional pages if necessary.) _____

Check here if you do not want your subsidized child care to continue at the current amount pending the hearing decision.

Parent / Caretaker Signature Address Telephone No. (between 8 A.M. and 5 P.M.) Date

Parent / Caretaker Rep. Signature Address Telephone No. (between 8 A.M. and 5 P.M.) Date

Early Learning Resource Center for Region 5
 305 Wood St.
 Pittsburgh, PA 15222-1982
 (412) 261-2273
 Toll-Free 1-800-392-3131

ELRC RETURN ADDRESS CASELOAD: 0101

CONFIRMATION NOTICE

Notice ID: 24570720

| | | |
|----|--------|-----|
| CO | RECORD | CAT |
| 02 | | CC |

DATE: 7/2/2018

ONE SAMPLE
 18 RICHLAND LN
 ADAMSBURG, PA 16501

IMPORTANT APPEALS INFORMATION IS ENCLOSED IN THIS PACKET

OUR OFFICE HAS TAKEN THE FOLLOWING ACTION CONCERNING YOUR CHILD CARE BENEFITS:

| SECTION A: INDIVIDUALS | | |
|------------------------|--------------------|----------------------|
| Name | Eligibility Status | Eligibility End Date |
| SAMPLE, ONE | Eligible Adult | N/A |
| SAMPLE, TWO | Eligible Adult | N/A |
| SAMPLE, THREE | Eligible Child | N/A |

56 Pa.Code, Chapter 3041, § 3041.104(c) Based on the information you provided, your co-payment has decreased. You should begin to pay \$20 effective 07/11/2018.

SECTION B: Household Income

| Name | Gross Annual | |
|-------------------------------------|---------------------|--------------------|
| SAMPLE. ONE | Earned | \$12,000.00 |
| | Other | \$0.00 |
| SAMPLE, TWO | Earned | \$12,000.00 |
| | Other | \$0.00 |
| SAMPLE. THREE | Earned | \$0.00 |
| | Other | \$0.00 |
| SUPPORT/ALIMONY | | \$0.00 |
| MEDICAL | | \$0.00 |
| GROSS ANNUAL INCOME | | \$24,000.00 |
| CALCULATED ANNUAL DEDUCTIONS | | \$0.00 |
| ADJUSTED ANNUAL INCOME | | \$24,000.00 |

FAMILY SIZE

3

SECTION C: Appeal Information

APPEAL AND FAIR HEARING

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If your subsidized child care continues and the Hearing Officer finds in favor of the Department you may be required to pay back the funding that was paid on your behalf for child care.

Detach here

Detach here

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APPLICANT NAME AND ADDRESS

ONE SAMPLE
18 RICHLAND LN
ADAMSBURG, PA 16501

Please correct your address here if necessary

| | | |
|----|--------|-----|
| CO | RECORD | CAT |
| 02 | | CC |

Worker Name: TESTAUTH21 T.
 Telephone: (412) 261-2273
 Date: 7/2/2018

Notice ID: 24570720

ELRC ADDRESS

Early Learning Resource Center for Region 5
305 Wood St.
Pittsburgh, PA 15222-1982

LEGAL HELP AVAILABLE AT:

NEIGHBORHOOD LEGAL SERVICES ASSOCIATION
CENTRAL OFFICE
928 PENN AVENUE
PITTSBURGH, PA 15222
(412) 255-8700

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 Philadelphia for: Bucks, Chester, Delaware, Montgomery, Philadelphia.
 Pittsburgh for: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Clearfield, Fayette, Greene, Indiana, Jefferson, Lawrence, Somerset, Washington, Westmoreland.
 Reading for: Berks, Lehigh, Northampton, Schuylkill.
 Wilkes-Barre for: Bradford, Carbon, Clinton, Columbia, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Tioga, Wayne, Wyoming.

Detach here

Detach here

IF YOU WISH TO APPEAL, COMPLETE AND RETURN TO THE ELRC THE INFORMATION BELOW.

Notice ID: 24570720

Please check one of the boxes to show which type of hearing you want: I want a telephone hearing. I want a face-to-face hearing.

Please check if you require any reasonable special accommodation because of a hearing impairment or other disability.

Please check if you need an interpreter. What language? _____

NOTE: If you ask for an interpreter but later get your own interpreter, please call the Office of Hearings and Appeals (717) 783-3950

I WANT TO REQUEST A HEARING BECAUSE: (Attach additional pages if necessary.) _____

Check here if you do not want your subsidized child care to continue at the current amount pending the hearing decision.

Parent / Caretaker Signature Address Telephone No. (between 8 A.M. and 5 P.M.) Date

Parent / Caretaker Rep. Signature Address Telephone No. (between 8 A.M. and 5 P.M.) Date

ABSENCE WARNING LETTER

Early Learning Resource Center for Region 3
Address Line 1 ELRC 3
Address Line 2 ELRC 3
City ELRC 3, PA 15834-0388
(814) 486-1161
Toll-Free 1-800-638-4670

Worker Name: TESTAJTH21 1
Phone Number: (814) 486-1161

CO RECORD
10

Date: 4/18/2018

Sample

Dear

You continue to be eligible for subsidized child care enrollment, but your child, [REDACTED], has been absent for 21 enrollment days.

The maximum number of absent days allowed in a State Fiscal Year (FY) is 25 days.

The State FY begins July 1 of one year and ends June 30 of the following year.

If the child listed above exceeds absent days in a State FY, you will be required to pay your child care provider, the provider's daily rate for your child's days of absence starting with Day of your child's absences. You must pay the provider's daily rate in addition to your weekly co-payment.

We suggest that you ask your child care provider about the child's daily rate so you can prepare for the additional amount you will owe if the child listed above exceeds 25 absent days in a State FY.

If you have any questions or would like to make any changes in the enrollment schedule for above telephone number.

please call us at the

Sincerely,

Early Learning Resource Center for Region 3

Cc: BUTLER CO FAMILY YMCA DAY.

APPLICATION TRANSFER LETTER

Early Learning Resource Center for Region 3
139 Rieger Road
Butter, PA 16001-7604
(724) 286-9491
Toll-Free 1-888-864-1654

Date: 07/02/2018

[REDACTED]
d
d, PA 17110

Dear

We received your online application [REDACTED] for child care assistance. The information you submitted in the online application indicates that you do not reside in the county/geographic area of our ELRC agency. Therefore, we have forwarded your application to the Early Learning Resource Center for Region 10 for review. Please submit documentation and/or direct any questions regarding your application to the Early Learning Resource Center for Region 10 at

Early Learning Resource Center for Region 10
29 North Duke Street
York, PA 16001-1204
(717) 854-2273

Sincerely,

Early Learning Resource Center for Region 3

Early Learning Resource Center for Region 5
 305 Wood St.
 Pittsburgh, PA 15222
 (412) 261-2273
 Toll-Free 1-800-382-3131

CHILD CARE ENROLLMENT SUMMARY

| PARENT/CARETAKER | | | |
|---|-------------|------------|-------------|
| ONE SAMPLE 18 RICHLAND LN ADAMSBURG, PA 16501 | | | |
| CASE IDENTIFICATION | | | |
| CO | DIST/OFFICE | RECORD NUM | CASELOAD ID |
| 02 | Allegheny | | 101 |

ONE SAMPLE
 18 RICHLAND LN
 ADAMSBURG, PA 16501

| PROVIDER INFORMATION | | | |
|--|--------------------|-----------------------------------|----------------------------|
| PROVIDER ID | PROVIDER TYPE | PROVIDER LEGAL ENTITY | PROVIDER LOCATION |
| 02-1 | Center | SUNSHINE AND STARS CHILD CARE LLC | SUNSHINE AND STARS CHILD C |
| LOCATION ADDRESS | | | |
| 132 W SUNNY BLVD WLAWN, PA 19609 | | | |
| TELEPHONE NUMBER | | | |
| (610) 222-2222 | | | |
| CHILD INFORMATION AS OF: 07/09/2018 | | | |
| CHILD NAME | INDIVIDUAL # | HS ENROLLED | |
| SAMPLE, THREE | | No | |
| WEEKLY CO-PAY AMOUNT | CARE LEVEL | PRE-K ENROLLED | |
| \$0.00 | Preschool | No | |
| ENROLLMENT BEGIN DATE WITH THIS PROVIDER | TOTAL FY ABSENCES | | |
| 06/01/2018 | 0 as of 07/01/2018 | | |
| REASON | | | |
| New enrollment - effective 07/11/2018 | | | |
| ADDITIONAL INFORMATION | | | |

| CHILD'S SCHEDULE | | | | | | | |
|---|------------|---------|-----------|---|----------|----------|-------------------|
| EFFECTIVE DATE: 07/09/2018 | | | | | | | Standard Schedule |
| Unit Type | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Week 1: | | | | | | | |
| Unit of Care | FT | FT | FT | FT | FT | | |
| Exceptions | | | | | | | |
| Week 2: | | | | | | | |
| Unit of Care | FT | FT | FT | FT | FT | | |
| Exceptions | | | | | | | |
| Week 3: | | | | | | | |
| Unit of Care | FT | FT | FT | FT | FT | | |
| Exceptions | | | | | | | |
| Week 4: | | | | | | | |
| Unit of Care | FT | FT | FT | FT | FT | | |
| Exceptions | | | | | | | |
| FT - Full-time, 5 or more hours PT - Part-time, less than 5 hours SUS - Suspended | | | | NFT - Non-traditional full-time, 5 or more hours NPT - Non-traditional part-time, between 3 and 5 hours PC - Provider Paid Closure NPC - Provider Non-Paid Closure | | | |
| Average anticipated weekly cost of care (Based on 4 weeks shown above) | | | | | | | \$138.00 |
| Less Average weekly co-pay (Based on 4 weeks shown above) | | | | | | | \$0.00 |
| Average estimated weekly payment amount (Based on 4 weeks shown above) | | | | | | | \$138.00 |
| Date | 07/02/2018 | | | Correspondence ID: | 24570733 | | Page 1 of 1 |

FUNDS AVAILABLE LETTER

Early Learning Resource Center for Region 10
Address Line 1 ELRC 10
Address Line 2 ELRC 10
City ELRC 10, PA 16801-3007
(814) 231-1352
Toll-Free 1-888-440-2247

Worker Name:
Phone Number: (814) 231-1352

CO RECORD
67

Date: 05/01/2018

Dear ,

Effective 05/01/2018, funds are available for

You must call our office at the number listed above to schedule a face-to-face meeting and enroll no later than 05/31/2018. Failure to enroll your child and meet the face-to-face requirement will affect your eligibility to receive subsidized child care.

If you plan to use a Relative provider, you must supply the Relative provider's name, address and telephone number immediately. In order for our office to enroll the child with a Relative provider, the Relative provider must meet specific requirements by the date shown above. If the Relative provider does not comply timely, you must select an approved child care provider in order to maintain your child's eligibility for subsidized child care.

If you need help in locating a regulated child care provider that meets your family's needs please contact the ELRC to discuss what resource and referral services are available.

Sincerely,

Early Learning Resource Center for Region 10

FUNDS NOT AVAILABLE LETTER

Early Learning Resource Center for Region 10
999 Main Street
Lancaster, PA 17603
(717) 555-5555
Toll-Free 1-800-555-5555

Worker Name: TESTAUTH21 T.
Phone Number: (717) 555-6555

CO RECORD
36

Date: 06/22/2018

Dear ,

Effective 06/15/2018, has been placed on the waitlist.

The ELRC will contact you when funds are available.

Sincerely,

Early Learning Resource Center for Region 10



PATIENT NAME: _____

SECTION TWO: Must be completed by a physician or psychologist.
The following information will be used by the Early Learning Resource Center to assess your patient's eligibility for subsidized child care.

1. **Diagnosis - condition causing the disability:**

2. **Is the disability permanent?** Yes No

3. **Ability to work or participate in an education or training program:**

The patient's condition **DOES NOT PROHIBIT** him/her from working or participating in an education or training program.

The patient's condition **DOES PROHIBIT** him/her from working or participating in an education or training program.

How does the condition affect the patient's ability to work or participate in education or training?

4. **Expected date the inability to work or participate in an education or training program will end:** _____ / _____ / _____

5. **Ability to care for the child(ren) for whom subsidy is requested:**
Names and ages of patient's children:

The patient's condition **DOES NOT PROHIBIT** him/her from providing care for the child(ren) for whom subsidy is requested.

The patient's condition **DOES PROHIBIT** him/her from providing care for the child(ren) for whom subsidy is requested.

How does the condition affect the patient's ability to provide care for the child(ren) for whom the subsidy is requested?

6. **Expected date the inability to provide care for the child(ren) for whom the subsidy is requested will end:** _____ / _____ / _____

7. **The date of last examination:** _____ / _____ / _____

8. **Date of next scheduled appointment:** _____ / _____ / _____

| | |
|---|--|
| PREPARED BY: | |
| PRINTED NAME OF PHYSICIAN OR PSYCHOLOGIST: | TITLE: |
| ADDRESS: | TELEPHONE: () _____ - _____ |
| SIGNATURE OF PHYSICIAN OR PSYCHOLOGIST: | DATE COMPLETED FORM: _____ / _____ / _____ |



PATIENT NAME:

| | |
|--|---|
| EARLY LEARNING RESOURCE CENTER: | EARLY LEARNING RESOURCE CENTER RECORD NUMBER: |
| EARLY LEARNING RESOURCE CENTER STAFF NAME & TITLE: | |

SECTION ONE: Must be completed by the parent with the disability.

PLEASE PRINT CLEARLY - Be sure to sign your name and date the form in the appropriate space below.

| | | | |
|--------------------------|---------------------------------|-------|----------|
| NAME (First, M.I., Last) | DATE OF BIRTH ____/____/____ | | |
| ADDRESS: | | | |
| STREET | CITY | STATE | ZIP CODE |

I authorize and request the disclosure to the Early Learning Resource Center (ELRC), acting on behalf of the Department of Human Services, any medical/clinical information as necessary for the ELRC to assess my eligibility for the subsidized child care program.

X _____ X _____
SIGNATURE OF PARENT WITH A DISABILITY DATE

A physician or psychologist must complete section two of this form.
Return the completed form to the Early Learning Resource Center listed below.

RETURN TO:

WAITING LIST FUNDS AVAILABLE LETTER

Early Learning Resource Center for Region 10
999 Main Street
Lancaster, PA 17603
(717) 555-5555
Toll-Free 1-800-555-5555

Worker Name: TESTAUTH21 T.
Phone Number: (717) 555-6556

CO RECORD
36 [REDACTED]

Date: 07/02/2018

Dear

Effective 07/02/2018, funds are available for

You must call our office at the telephone number listed above to schedule a face-to-face meeting and enroll no later than 08/01/2018. Failure to enroll your child and meet the face-to-face requirement will affect your eligibility to receive subsidized child care.

If you plan to use a Relative provider, you must supply the Relative provider's name, address and telephone number immediately. In order for our office to enroll the child with a Relative provider, the Relative provider must meet specific requirements by the date shown above. If the Relative provider does not comply timely, you must select an approved child care provider in order to maintain your child's eligibility for subsidized child care.

If you need help in locating a regulated child care provider that meets your family's needs please contact the ELRC to discuss what resource and referral services are available.

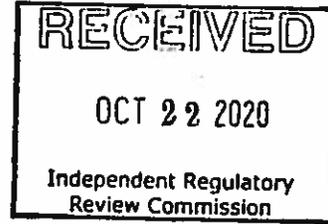
Sincerely,

Early Learning Resource Center for Region 10

CDL-1

FACE SHEET
FOR FILING DOCUMENTS
WITH THE LEGISLATIVE REFERENCE BUREAU

(Pursuant to Commonwealth Documents Law)



DO NOT WRITE IN THIS SPACE

| | | |
|---|--|--|
| <p>Copy below is hereby approved as to form and legality. Attorney General</p> <p><i>Kevin K. White</i> By: _____ (Deputy Attorney General)</p> <p>_____ Date of Approval</p> <p><input type="checkbox"/> Check if applicable Copy not approved. Objections attached.</p> | <p>Copy below is hereby certified to be a true and correct copy of a document issued, prescribed or promulgated by:</p> <p>DEPARTMENT OF HUMAN SERVICES (Agency)</p> <p>LEGAL COUNSEL: <i>Dale Jordan</i></p> <p>DOCUMENT/FISCAL NOTE NO. <i>14-545</i></p> <p>DATE OF ADOPTION: _____</p> <p>BY: <i>Wesley D. Hill</i></p> <p>TITLE: <u>SECRETARY OF HUMAN SERVICES</u> (Executive Officer, Chairman or Secretary)</p> | <p>Copy below is hereby approved as to form and legality. Executive or Independent Agencies.</p> <p>BY: <i>James H. White</i></p> <p><u>JUN 26 2019</u> Date of Approval</p> <p>(Deputy General Counsel) (Chief Counsel, Independent Agency) (Strike inapplicable title)</p> <p><input type="checkbox"/> Check if applicable. No Attorney General approval or objection within 30 days after submission.</p> |
|---|--|--|

NOTICE OF PROPOSED RULEMAKING

DEPARTMENT OF HUMAN SERVICES

OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING

[55 Pa. Code Chapter 3042]

Subsidized Child Care Eligibility

Statutory Authority

Notice is hereby given that the Department of Human Services ("Department") under the authority of sections 201(2), 403(b), 403.1 of the Human Services Code (62 P.S. §§ 201(2), 403(b) and 403.1) intends to rescind Chapter 3041 (relating to subsidized child care eligibility) and adopt Chapter 3042 (relating to subsidized child care eligibility) as set forth in Annex A.

Purpose of the Proposed Rulemaking

Subsidized child care is a benefit made available through limited Federal and State funds. The current subsidized child care regulation at 55 Pa. Code Chapter 3041 (relating to subsidized child care eligibility) provide the eligibility criteria a parent or caretaker must meet in order to obtain and maintain assistance with child care costs through the subsidized child care program. The regulation also sets forth the procedures the eligibility agency shall follow in administering the subsidized child care program.

The proposed rulemaking rescinds and reserves 55 Pa. Code Chapter 3041 and replaces the chapter with 55 Pa. Code Chapter 3042 (relating to subsidized child care eligibility).

The proposed rulemaking at 55 Pa. Code Chapter 3042 is needed to address the requirements set forth in the Federal Child Care and Development Block Grant of 2014 ("CCDBG") (42 U.S.C.A. §§ 9857—9858r, as reauthorized by Pub. L. No. 113-186). The CCDBG, along with Section 418 of the Social Security Act (42 U.S.C.A. § 618),

authorizes the Child Care and Development Fund ("CCDF"). The CCDF is the primary Federal funding source devoted to assisting low-income families that are working or participating in education or training activities with paying for child care and improving the quality of child care for all children.

The proposed rulemaking is also needed to ensure the Commonwealth's compliance with the CCDBG, which provides more than \$197 million in funding to support child care services in the State. The original CCDBG authorized in 1996 included the first mandates for child care in the United States. The CCDBG provides assistance to low-income families by making funds available to child care providers that provide services to these families, establishing baseline health and safety protections for child care providers that receive funds, and requiring states to use a portion of the funds to improve the quality of child care services. The Congressional reauthorization of the CCDBG made clear the importance of continuity of child care in supporting a parent's or caretaker's ability to achieve financial stability and a child's ability to develop a nurturing relationship with the child's child care provider, which creates the foundation for a high-quality early learning experience.

Background

The Department has worked with child development and community service advocates, child care providers, eligibility agencies and other interested stakeholders in drafting the proposed rulemaking. The Department has also worked with the Federal Office of Child Care ("OCC"), Administration for Children and Families ("ACF"), Department of Health and Human Services ("HHS") to understand the Federal

requirements, as well as to obtain clarification about and ensure compliance with the CCDBG (42 U.S.C.A. §§ 9857—9858r, as reauthorized by Pub. L. No. 113-186).

Requirements

The proposed rulemaking will comply with the Federal requirements set forth in the CCDBG and help low-income families more easily obtain affordable, accessible and high-quality child care. Compliance with the CCDBG will also allow the Commonwealth maximum flexibility in developing child care policies that best meet the needs of the State's children and their families.

The CCDBG (42 U.S.C.A. § 9858c(c)(2)(N)(i)) requires extending children's eligibility for child care to a minimum of 12 months, regardless of temporary changes in participation in work, training or education. This requirement will enable parents to maintain employment or complete education programs, and supports both family financial stability and the relationship between children and their child care providers. A parent or caretaker will not need to report a loss of work or a decrease in work hours between 12-month redetermination periods. Subsidized child care eligibility and payment will continue for the full 12-month eligibility period.

Between eligibility redeterminations, a parent or caretaker will only be required to report when the family's annual income exceeds 85% of the State Median Income ("SMI") (45 CFR 92.20(a)(2)(i) and (ii)). A parent or caretaker will now only be required to report: a loss or decrease in hours of work, education or training; a change in the number of days or hours during which the child needs care; or a change in family size

and composition at redetermination. Continuity and stability of child care contributes to improved job stability and is important to a family's financial health. Family economic stability is undermined by policies that result in unnecessary disruptions to receipt of affordable child care in the form of a subsidy. Removing policies that present administrative barriers and make it difficult for parents and caretakers to maintain their eligibility and thus fully benefit from the support subsidy offers is important.

The Department intends to create a child care system that not only supports families in their efforts to achieve and maintain financial self-sufficiency, but also promotes the healthy development of children. Continuity of care is of vital importance to the healthy development of young children. Disruptions in care can stunt or delay socio-emotional and cognitive development in children. Safe, stable environments allow young children the opportunity to develop the relationships and trust necessary to comfortably explore and learn from their surroundings. Research has demonstrated a relationship between child care stability and social competence, behavior outcomes, cognitive outcomes, language development, school adjustment and overall child well-being. Adams, G. and Rohacek, M. (2010). "Child Care Instability: Definitions, Context, and Policy Implications." *The Urban Institute*, page 6. Retrieved from <https://www.urban.org/research/publication/child-care-instability-definitions-context-and-policy-implications>.

According to the Economic Report of The President (March 2014), investments in early childhood development will reap economic benefits now and in the future. Immediate benefits include increased parental earnings and employment. Future

benefits come when children who experience high-quality early care and education opportunities are prepared for success in school and go on to earn higher wages as adults.

A cost-savings study conducted by the Pennsylvania Department of Education's Pennsylvania Build Initiative: The Cost Savings to Special Education (October 2005), concluded that if high-quality early care and education were made available to all children in this Commonwealth, the number of students requiring special education services would be reduced by 2,380, saving State taxpayers between \$68 and \$102 million over the course of the children's kindergarten through twelfth grade education. According to the study, for every \$1 invested, the Department of Education will save \$0.16 to \$0.31 elsewhere in the school system, which could prevent as many as 1,700 children from committing crimes when they grow up. Additional future tax savings are possible because children who are better educated are likely to earn higher income as adults, likely to be healthier, pay more taxes and less likely to require public assistance.

In addition to making changes to the regulation as required by the CCDBG, the Department is proposing other changes to better ensure child care continuity and stability of care. The eligibility agency will continue child care eligibility and payment until the end of the child's 12-month eligibility period when a child's parent or caretaker loses employment, education or training, whether the loss is temporary or permanent. At initial and ongoing eligibility determinations, the parent or caretaker must work a minimum of 20 hours per week, or work a minimum of 10 hours combined with a minimum of 10 hours of training per week. If a parent or caretaker experiences a loss of

work, education or training between 12-month eligibility redeterminations, the CCDBG (42 U.S.C.A. § 9858c(c)(2)(N)) offers the State some options.

States may discontinue subsidy due to a parent's or caretaker's loss of work, education or training that is not considered temporary, as long as the eligibility agency continues subsidy for a minimum 3-month period. The OCC has interpreted "temporary" to be, at minimum: (1) any time-limited absence from work; (2) any interruption in work for a seasonal employee; (3) any student or holiday break in a parent's or caretaker's education and training schedule; (4) a reduction in hours of work, education or training; or (5) any other cessation of work, education or training that does not exceed 3 months or a longer period of time determined by the State (45 CFR 98.21(a)(1)(ii)). This definition is in line with Congressional intent to stabilize assistance for working families as part of two-generational strategies. Two-generational strategies focus on creating opportunities for and addressing needs of both vulnerable children and their parents simultaneously, so the family can succeed together. Connecting low-income families with early care and education, in addition to opportunities to achieve financial stability, may help break the cycle of poverty.

States must consider all changes on this list to be temporary, but are not limited by this definition and may consider additional changes to be temporary, including longer periods of time for eligibility (45 CFR 98.21 (a)(2)). Many low-income families likely do not have a consistent work history pattern, but many are also managing more than one job and experience significant fluctuations in schedules and work history. The Department originally contemplated the option of discontinuing child care if the parent

did not find new employment, education, or training within the three-month period. However, a review for the period December 2015 through December 2016 showed that child care was discontinued for about 300 families, or 1% of all families being provided services in the program, each month because the parent or caretaker did not find new employment or training within the three-month period.

The level of effort needed to track work history, job-search activity, and the system changes needed to support it are not commensurate with the 1% of families affected by this requirement. Additionally, many of these families eventually returned to the program through new employment obtained after the three-month period, or through receipt of Temporary Assistance for Needy Families ("TANF") benefits. This change has the net effect of providing families the remainder of their 12-month eligibility period so the parent or caretaker may find other work that meets the requirement. Continuation of child care for the full 12-month eligibility period best meets the needs of the family during difficult times and provides stability for the child.

The Department also proposes changes that will allow an increased ability to align child care eligibility periods with other programs serving low-income children, such as Head Start and Early Head Start. Aligning these programs will allow the eligibility agency to continue child care payment for the child through the completion of the child's Head Start or Early Head Start program.

Additional proposed changes include provisions to allow a period of presumptive eligibility for a parent or caretaker experiencing homelessness. This period of

presumptive eligibility will provide a parent or caretaker experiencing homelessness additional time to submit verification and secure work, education or training.

Historically, families cycle in and out of the subsidized child care program. Parents or caretakers find jobs, then lose jobs, resulting in loss of eligibility and subsidy. Children leave their early care and education program only to need early care and education again in a few months and be placed on a waiting list until funds become available. This cycling in and out is disruptive to a child's ability to learn and to a parent's or caretaker's ability to work and is not an effective use of taxpayer dollars. Stability of child care arrangements can affect children's healthy development, especially for vulnerable children who may be at special risk of poor developmental outcomes. Adams, G. and Rohacek, M. (2010). "Child Care Instability: Definitions, Context, and Policy Implications." *The Urban Institute*, page 6. Retrieved from <https://www.urban.org/research/publication/child-care-instability-definitions-context-and-policy-implications>

New CCDBG Requirements

The proposed rulemaking will stabilize a parent's or caretaker's access to child care subsidy and, in turn, help stabilize the parent's or caretaker's employment or education, and the child's care arrangement. The CCDBG (42 U.S.C.A. § 9858c(c)(2)(E), as reauthorized by Pub. L. No. 113-186) expanded requirements for the content of consumer education available to parents receiving CCDF assistance, the public and where applicable, child care providers. By adding child care providers,

Congress recognized the positive role trusted providers could play in communicating and collaborating with parents on a daily basis regarding their children's development.

The proposed rulemaking has the potential to stabilize the revenue of child care providers that receive subsidy payments, as they experience more predictable and reliable payments for services. Strengthening the stability of providers providing services to children is important. Provider instability can lead to instability in a parent's or caretaker's employment, which is an outcome that undercuts a core principle of the CCDBG to ensure children have access to child care that is comparable to the care available to unsubsidized families.

These requirements facilitate a two-generation approach that supports work, education and training for parents or caretakers, as well as access to high-quality, coordinated early care and education services for the children. This approach will maximize a parent's or caretaker's options; support a parent or caretaker in finding and maintaining employment; improve the development of participating children; and increase the number and percentage of low-income children participating in high-quality child care settings.

The proposed rulemaking also substantially reorganizes the existing subsidized child care chapter to meet the requirements of the CCDBG. Therefore, the Department proposes a new chapter to replace the existing regulation. In addition, simplification of regulatory language will make the eligibility process easier to understand. Chapter 3042 replaces Chapter 3041 in its entirety.

Following is a summary of the major proposed amendments required by the CCDBG:

§§ 3042.1—3042.4 (relating to general provisions)

The proposed rulemaking complies with the CCDBG statute and regulation (42 U.S.C.A. § 9858c(c)(2)(N)(i); 45 CFR 98.14(a)(1) and 98.41(a)(1)(i)(C)) by allowing a period of presumptive eligibility for a parent or caretaker experiencing homelessness. The proposed rulemaking defines "homelessness," as well as a "period of presumptive eligibility." "Homelessness" refers to an individual who lacks a fixed, regular and adequate nighttime residence as set forth in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C.A. § 11434a(2)). A "period of presumptive eligibility" means a temporary period not to exceed 92 calendar days, during which a family is eligible for subsidized child care under certain conditions. During the 92-day period of presumptive eligibility, a parent or caretaker in a family that is experiencing homelessness may substitute job search activities to meet the work requirement at the time of application or redetermination.

The proposed rulemaking includes procedures the eligibility agency must follow when granting a period of presumptive eligibility, which are discussed in further detail under §§ 3042.141—3042.147 (relating to a period of presumptive eligibility and waivers).

The proposed rulemaking defines "SMI" and ensures that a family shall remain eligible for subsidized child care following the initial determination of eligibility as long as

the family's annual income does not exceed 85% of the SMI, as required by the CCDBG regulation (45 CFR 98.20(a)(2)(i)). In addition, the proposed rulemaking ensures the family's income shall not exceed 235% of the Federal Poverty Income Guidelines ("FPIG") or 85% of the SMI at the time of the redetermination.

§§ 3042.11—3042.21 (relating to general benefits)

The proposed rulemaking expands eligibility for a child who turns 13 before the expiration of the child's 12-month eligibility period, as required by the CCDBG regulation (45 CFR 98.21(a)(1)(ii)(F)). The CCDBG requires the eligibility agency to complete a redetermination of a child's eligibility for child care services no sooner than 12 months following the initial determination or most recent redetermination. The proposed rulemaking complies with the CCDBG by assuring the child will remain eligible for the full 12-month eligibility period, unless the family's annual income exceeds 85% of the SMI (45 CFR 98.20(a)(2)(i) and (ii)).

The proposed rulemaking restricts the types of child care providers that may receive payment to comply with the CCDBG (42 U.S.C.A. § 9858c(c)(2)(K)(i)(iv)). The CCDBG requires licensing inspectors or qualified inspectors designated by the Department to perform an annual inspection of each provider in the State receiving payment under the CCDF, unless the provider is a relative. The CCDBG (42 U.S.C.A. § 9858n(6)(B)), however, defines a relative provider as being exempt from the inspection requirement.

All other providers receiving funding are certified child care providers subject to health and safety requirements, including the annual inspection. Congress established minimum health and safety standards, including mandatory criminal background checks, at least annual monitoring of child care providers, and health and safety training. Children in CCDF-funded child care will now receive care from providers certified by the Department and that have had basic training in health and safety practices and child development.

The proposed rulemaking attempts to bring a basic level of safety to all children whose care is supported with taxpayer funds. Health and safety is a necessary foundation for care that supports early learning and development. It is critical that the support that the child care subsidized families receive is of sufficient quality. The proposed rulemaking supports this goal of ensuring quality of care by requiring that providers providing CCDF-funded services to children have background checks, receive basic training in health and safety and are monitored on a regular basis.

In addition, the proposed rulemaking restricts when the Department's grantee may enroll additional children with a child care provider when the Department determines the provider is not meeting health and safety requirements and revokes or refuses to renew the provider's certificate of compliance.

The proposed rulemaking allows continuity of care for the remainder of a child's required 12-month eligibility period during a break in or following the loss of work, education or training, as required by the CCDBG regulation (45 CFR 98.21(a)(1)). The intent is to stabilize assistance for families through changes in circumstance, which

allows a parent or caretaker time to resume work or attendance at a job training or educational activity.

Continuity of care will provide some measure of stability in instances where parents or caretakers, despite their best efforts, cycle in and out of employment. In these instances, when the home life may be in flux, a level of stability in the child's care arrangement becomes that much more valuable. Instability in the child's care arrangement further disrupts the parent's or caretaker's employment and education, harms children and runs counter to nearly all the purposes of the CCDBG regulation (45 CFR 98.1). In addition, the proposed rulemaking allows continuity of care for the remainder of a child's required 12-month eligibility period when there is a change in the child's primary parent or caretaker, so long as the family's annual income does not exceed 85% of the SMI.

This ensures continuity of care for children experiencing the trauma of a parent or caretaker leaving the home for reasons including death, inpatient treatment, incarceration or military deployment (45 CFR 98.1(b)(7)). The CCDBG regulation prohibits the Department from acting on information between 12-month redetermination periods that would reduce the family's subsidy unless the information provided indicates the family's income exceeds 85% of SMI (45 CFR 98.21(e)(4)(ii) and (45CFR 98.20(a)(2)).

The proposed rulemaking also ensures continuity of care by expanding the reasons a parent or caretaker may request a child's subsidy be suspended, rather than terminated by the eligibility agency. For example, a child's subsidy may be suspended

when the child does not need care for more than 5 consecutive days, but will return to care within the minimum 12-month eligibility period required by the CCDBG statute and regulation (42 U.S.C.A. § 9858c(c)(2)(N)(i); 45 CFR 98.20(a), (b)(4)).

In addition, the proposed rulemaking removes the restriction on the number of days during which the eligibility agency may suspend the child's subsidy. The proposed rulemaking permits the eligibility agency to suspend subsidy for as long as needed. The eligibility agency can end the child's eligibility before the expiration of the child's 12-month eligibility period if the parent indicates there is no longer a need for care as permitted by the CCDBG regulation (45 CFR 98.21(a)(5)).

Despite the requirement to provide a minimum 12-month eligibility period following the initial determination of eligibility, the CCDBG does not require the parent or caretaker to continue receiving services nor does it force the child to remain with a provider if the parent or caretaker no longer chooses to receive such services. By allowing the eligibility agency to suspend care for a period up to the family's redetermination due date, the Department will not be obligated to pay for care that is not being used. Suspending care and not paying the provider permits the Department to use funds to provide subsidized child care to children on the waiting list.

The proposed rulemaking expands the total number of paid absences in a State fiscal year from 25 to 40 days. After the child has been absent for 40 days, the child remains eligible, but the parent or caretaker is responsible to pay to the child care provider the provider's verified published daily rate for each day of absence starting with the 41st day of absence. The eligibility agency resets the number of absences accrued

for each child to coincide with the beginning of the State fiscal year. This supports the intent of the CCDBG regulation to delink payment for child care from a child's occasional absences. See 45 CFR 98.45(l)(2)(iv). The proposed rulemaking allows the Department to address concerns from families receiving subsidy around absences for children with verified, significant illnesses, injuries and impairments.

The proposed rulemaking aligns payment practices for subsidized child care with those for other early care and education programs such as Pennsylvania PreK Counts, and provides child care providers greater financial stability. The proposed rulemaking aligns the number of paid absence days more closely with the number of paid absence days provided by other states and territories in the region; those range from 44 per year in Virginia to 240 in the District of Columbia. The proposed rulemaking follows the CCDBG that requires the eligibility agency to make multiple attempts to contact families and providers to determine a continued need for child care when the child has excessive unexplained absences (45 CFR 98.21(a)(5)). The eligibility agency may adjust the child's schedule based on the parent's or caretaker's request.

§§ 3042.31—3042.37 (relating to eligibility requirements)

The proposed rulemaking ensures that a family shall remain eligible for subsidized child care following the initial determination of eligibility as long as the family's annual income does not exceed 85% of the SMI as required by the CCDBG regulation (45 CFR 98.20(a)(2)). In addition, the proposed rulemaking ensures the family's income shall not exceed 235% of the Federal Poverty Income Guidelines (FPIG) or 85% of the SMI at the time of the redetermination (45 CFR 98.21(b)).

The proposed rulemaking permits a single parent or caretaker who experiences the onset of a disability following application to maintain eligibility for the remainder of the 12-month eligibility period as required by the CCDBG regulation (45 CFR 98.14(a)(1)). During the remainder of the minimum 12-month eligibility period, the CCDBG permits the eligibility agency to excuse the parent or caretaker from the work, education and training requirements until the family's 12-month eligibility period expires and the eligibility agency completes the family's annual redetermination (45 CFR 98.21(a)(1)).

§§ 3042.51—3042.57 (relating to eligibility determination)

As required by the CCDBG statute and regulation (42 U.S.C.A. § 9858c(c)(2)(N)(i)(I); 45 CFR 98.20(a)(2)), the proposed rulemaking requires a parent or caretaker to notify the eligibility agency when the family's annual income exceeds 85% of the SMI.

§§ 3042.61—3042.74 (relating to self-certification and verification)

The eligibility agency will collect only the verification that is necessary to make an eligibility determination. To comply with the CCDBG regulation (45 CFR 98.20(a)(2)), a parent or caretaker will be required to submit verification during the family's 12-month eligibility period only when the family's annual income exceeds 85% of the SMI. Therefore, the proposed rulemaking reduces verification requirements for families and prevents unnecessary subsidy eligibility loss.

§§ 3042.81—3042.88 (relating to eligibility agency responsibilities)

As required by the CCDBG regulation (45 CFR 98.21(e)(4)), the proposed rulemaking allows the eligibility agency to act on any change reported by a parent or caretaker that benefits the family. A parent or caretaker has the option of reporting information on an ongoing basis, particularly information that would be beneficial to assistance, such as an increase in work hours that necessitates additional child care hours or a loss of earnings that could result in a reduction of the family co-payment. A parent's or caretaker's ability to report changes in circumstances will not be restricted, particularly in cases where a parent or caretaker may have entered into more stressful or vulnerable situations, or would be eligible for additional child care assistance.

Although the eligibility agency must act on reported changes between 12-month eligibility redeterminations if it would increase the family's benefit, the eligibility agency may not act on reported changes that would reduce the family's benefit, with the following exceptions:

- The family's income exceeds 85% of the SMI.
- The family moves out-of-State.
- The parent voluntarily requests discontinuance of service.
- The parent commits substantiated fraud or intentional program violations.
- The child has excessive, unexplained absences. The agency must make multiple attempts to contact the family and provider prior to terminating services.

These provisions comply with the Federal HHS recommendation to eliminate or reduce policies that result in unnecessary disruptions to receipt of a subsidy and make it difficult for parents and caretakers to maintain their eligibility. See Final Rule on Child Care and Development Fund (CCDF) Program Final Rule at 81 FR 67445 (September 30, 2016).

§§ 3042.101 and 3042.102 (relating to eligibility redetermination)

The proposed rulemaking requires the eligibility agency to complete a redetermination of eligibility no sooner than every 12 months as required by the CCDBG regulation (45 CFR 98.21(a)). At redetermination, families must meet all eligibility requirements with the exception of the circumstances under which the eligibility agency permits a period of presumptive eligibility. Income limits may not exceed 235% of the FPIG or 85% of the SMI.

As required by the CCDBG regulation (45 CFR 98.21(b)(1)), the Department must allow a phase-out period when income increases above initial eligibility limits. The Commonwealth provides this phase-out period by allowing families to enter the program at 200% or less of the FPIG and remain eligible up to 235% of the FPIG, which allows parents and caretakers to accept raises or higher paying positions without immediately losing child care benefits.

§§ 3042.111—3042.122 (relating to former TANF families)

As required by the CCDBG regulation (45 CFR 98.14(a)(1)), the proposed rulemaking allows continuity of care for a former TANF family during the required 12-month eligibility period so long as the family's annual income does not exceed 85% of

the SMI. Former TANF families have up to 183 calendar days following the date TANF benefits end to contact the eligibility agency for assistance with their child care costs. The proposed rulemaking will eliminate the need for the eligibility agency to complete an eligibility redetermination on the 184th day following the date TANF benefits ended. In addition, the proposed rulemaking ensures a former TANF family is not eligible if a parent or caretaker is disqualified from receiving TANF benefits as specified in §§ 255.1(c) and 275.51 (relating to restitution and disqualification policy; and imposing the disqualification).

The CCDBG regulation (45 CFR 98.21(a)(5)(A)(iii)) allows for the discontinuance of child care when there is substantiated fraud or an intentional program violation by a parent or caretaker that invalidates prior determinations of eligibility. It is important to ensure the Department uses CCDF funds effectively and efficiently targets the use of CCDF funds towards eligible low-income families.

§§ 3042.141—3042.147 (relating to a period of presumptive eligibility and waivers)

The proposed rulemaking complies with the CCDBG regulation (45 CFR 98.14(a)(1) and 98.41(a)(1)(i)(C)) by allowing a period of presumptive eligibility for a parent or caretaker experiencing homelessness. In addition, the proposed rulemaking allows a parent or caretaker who is experiencing homelessness to request a waiver of certain eligibility and verification requirements. The proposed rulemaking permits additional time to acquire documents that demonstrate eligibility, which allows a child experiencing homelessness to receive subsidy while allowing the child's parent or

caretaker reasonable time to comply with immunization and other health and safety requirements.

The Department appreciates the extra assistance and support that may be necessary to help families experiencing homelessness to stabilize their living situations. The proposed rulemaking allows a parent or caretaker experiencing homelessness to substitute job search activities to meet work requirements for up to 92 calendar days from the date of application or redetermination. The proposed rulemaking also allows the eligibility agency to grant a period of presumptive eligibility at application or redetermination for a parent or caretaker who is experiencing homelessness.

The eligibility agency will ensure the parent or caretaker meets all eligibility requirements upon expiration of the period of presumptive eligibility. Upon expiration of the period of presumptive eligibility, the eligibility agency will complete a full redetermination to establish the 12-month eligibility period and reset the redetermination due date.

Additional Changes Proposed by the Department

The proposed rulemaking reduces reporting requirements, as permitted by the CCDBG, and allows additional options for a parent or caretaker when submitting acceptable eligibility verification. The proposed rulemaking will make it easier to coordinate child care services with other programs serving low-income children, such as Head Start and Early Head Start. This coordination of care complies with the Federal HHS recommendation to promote stability of child care programs and allow for greater

alignment between child care services, Head Start and Early Head Start for families in poverty that rely on child care subsidy to participate in work, education or training. See Child Care and Development Fund (CCDF) Program Final Rule at 81 FR 67450 (September 30, 2016).

Following is a summary of the major proposed revisions in addition to the Federal requirements. Some of the revisions are based on the intent of the CCDBG, while the remainder of the revisions clarify and support the subsidized child care program.

§§ 3042.1—3042.4 (relating to general provisions)

The proposed rulemaking expands the definition of “caretaker who does not need legal custody of the child” and includes the child’s great-grandparent and sibling who is 18 years of age or older. These individuals may be considered having care and control of the child without having a court order awarding them legal custody of the child. The current regulation limits individuals who can have care and control of the child without a court order to grandparents, aunts and uncles. Including these additional individuals aligns with the CCDBG definition of “relatives.” This regulation permits close family members to care for children without incurring additional expenses, such as legal and court fees.

The proposed rulemaking expands the definition of “education” to include charter schools, cyber schools and any other program approved by the school district or the Pennsylvania Department of Education. The current regulation allows only for

elementary school, middle school, junior high or a high school program including a general educational development program.

The proposed rulemaking defines "Head Start" and "Early Head Start." "Early Head Start" means a program that serves families with at-risk children from birth to age three. "Head Start" means a program designed to prepare at-risk children, three years of age or older but under five years of age, for school success. These definitions are critical to identifying the children who may qualify for subsidy under a special eligibility program.

The proposed rulemaking defines "owner or operator of a child care facility" as the legal entity or individual that owns the facility, or the legal entity or a person designated by the legal entity to serve as the facility director.

The proposed rulemaking allows a 92-day period of presumptive eligibility at redetermination for a family with a parent or caretaker who is on leave approved by the Department and who has verified work, education or training that will begin within 92 calendar days of the redetermination date. For example, a parent or caretaker who is on maternity leave or temporary disability leave at the time the family's redetermination is due will need to verify that the parent's or caretaker's work, education or training meets the work-hour requirement within 92 calendar days from the family's redetermination date.

The proposed rulemaking redefines self-employment as operating one's own business, trade or profession for profit. While earning a profit is required, this change

removes the mandate that a parent or caretaker make a profit greater than or equal to the hourly State minimum wage. This ensures that a self-employed parent or caretaker shall meet the same income limits as a parent or caretaker who is not self-employed. At the time of initial application and redetermination of eligibility, a family that includes a self-employed parent or caretaker is ineligible if the family's annual income exceeds 200% of the FPIG or 85% of the SMI, whichever is lesser. In between redetermination periods, a family that includes a self-employed parent or caretaker is ineligible if the family's annual income exceeds 85% of the SMI.

The proposed rulemaking defines "tiered-reimbursement" as an amount the Department sets and adds to a provider's payment rate if the provider meets additional quality standards.

§§ 3042.11—3042.21 (relating to general benefits)

The proposed rulemaking expands the hours of uninterrupted sleep time during which a parent or caretaker is eligible for subsidized child care. This change will permit payment of subsidy when the parent or caretaker requires sleep time following the end of an overnight work shift and does not place limitations on the time the work shift must end. This change supports the needs of the child whose parent or caretaker works at night and must sleep after the work shift ends to be a productive caregiver and worker on the following day.

The Federal HHS encourages states to increase the quality of child care providers and set rates that consider the additional costs of higher-quality child care.

See Child Care and Development Fund (CCDF) Program Final Rule at 81 FR 67440 (September 30, 2016). The proposed rulemaking permits the Department to direct and prioritize funding to child care providers that meet additional quality standards. The amount of the tiered-reimbursement is based on the level of quality the provider maintains and the amount of time the child receives care from the provider in a day. The Department provides tiered-reimbursement based on the availability of funding; therefore, the amount and availability of tiered-reimbursement is subject to change. Tiered-reimbursement, based on the Keystone STARS rating, recognizes providers that are Keystone STARS-certified and promotes continuous quality improvements in early care and education environments. This funding change includes paying tiered-reimbursement based on a child care provider's quality rating or, as recommended by the CCDBG, entering into contracted slots based on the child care provider's quality rating. See 42 U.S.C.A. § 9858e(b) and 45 CFR 98.53.

The proposed rulemaking restricts retroactive payment for child care to 30 calendar days, with the exception of former TANF families as specified in § 3042.119 (relating to retroactive payment). Former TANF families have up to 183 calendar days following the date TANF benefits end to contact the eligibility agency for assistance with their child care costs. This restriction allows the Department to better utilize funds for low-income families that have not received TANF benefits and are ready to enroll their children.

The CCDBG statute and regulation (42 U.S.C.A. § 9858c(c)(2)(A-M); 45 CFR 98.30 and 45 CFR 98.53) mandate quality child care settings. In the general comments

section of the Federal implementing regulation, the ACF indicated that it can no longer "in good conscience" use Federal taxpayer dollars to support sub-standard child care for our nation's most vulnerable and disadvantaged children. See 81 FR 67446 (September 30, 2016). In response to this comment, the proposed rulemaking prohibits new enrollments of children receiving subsidy when the Department determines the provider is not meeting health and safety requirements, and revokes or refuses to renew the provider's certificate of compliance. Private-pay parents and caretakers may decide to continue paying such providers; however, the Department intends to limit public funding to providers that are currently certified by the Department, but do not meet basic health and safety requirements. To provide continued stability and support already established staff and child relationships, the Department will continue to pay for children who are currently enrolled at the time of the sanction.

The proposed rulemaking provides low-income families the same rights as other families by permitting the parent or caretaker the opportunity to decide if a child is ready to start kindergarten. This allows a parent or caretaker to hold a child back from attending kindergarten for 1 year and continue to receive full subsidy payments. The current regulation requires a parent or caretaker who is receiving subsidy to enroll the child in kindergarten, if available, if the child will be five years of age before September 1 of the upcoming school year.

The proposed rulemaking permits families to postpone enrollment for more than 30 calendar days if the child does not immediately need care when funding becomes available. Historically, there have been a variety of circumstances in which a child may

not immediately need care when funding becomes available and the current regulation resulted in ineligibility. Families experiencing these types of circumstances would be forced to reapply for services and the child would be subject once again to the waiting list. For example, if funding becomes available during the school year for a school-aged child who needs care only during the summer months, the parent or caretaker may postpone the enrollment and that child may remain eligible while in suspended status until the child needs care.

The proposed rulemaking allows a child to remain eligible for subsidy when the child is absent for more than 5 consecutive days; however, the proposed rulemaking also prohibits payment until the child returns to care following the absences. The eligibility agency will suspend payment when a child is absent for more than 5 consecutive days. This change will allow a child who is frequently absent due to illness or other reasons to maintain eligibility. Under the current regulation, the child would become ineligible after 5 consecutive absences, the parent or caretaker would be required to reapply for services and the child would be subject once again to the waiting list.

The proposed rulemaking expands the total number of paid absences in a State fiscal year from 25 days to 40 days. After the child has been absent for 40 days, the child remains eligible but the parent or caretaker is responsible to pay to the child care provider the provider's verified published daily rate for each day of absence starting with the 41st day of absence. The eligibility agency resets the number of absences accrued for each child to coincide with the beginning of the State fiscal year. This supports the

intent of the CCDBG regulation to delink payment for child care from a child's occasional absences. See 45 CFR 98.45(l)(2)(iv). The proposed rulemaking allows the Department to address concerns from families receiving subsidy around absences for children with verified, significant illnesses, injuries and impairments. The proposed rulemaking follows the CCDBG that the eligibility agency shall make multiple attempts to contact families and providers to determine a continued need for child care when the child has excessive unexplained absences. The eligibility agency may adjust the child's schedule based on the parent's or caretaker's request.

§§ 3042.51—3042.57 (relating to eligibility determination)

The proposed rulemaking permits the eligibility agency to substitute a telephone contact for a face-to-face meeting if the eligibility agency cannot schedule a face-to-face meeting without the parent or caretaker experiencing a hardship. The current regulation only provides this provision for former TANF families. In addition, the proposed rulemaking permits the eligibility agency to waive the face-to-face meeting if the parent or caretaker has completed a face-to-face meeting within the past 12 months.

§§ 3042.61—3042.74 (relating to self-certification and verification)

The proposed rulemaking allows additional opportunities for a parent or caretaker to self-certify information that is not likely to change within the 12-month eligibility period, such as the inclusion of an adult child in the family composition, and the days and hours for which the child needs care. The current regulation restricts the ability to

self-certify the days and hours for which the child needs care to those parents or caretakers that have previously received TANF benefits.

The proposed rulemaking allows for additional options for a parent or caretaker when submitting acceptable eligibility verification. The CCDBG regulation (45 CFR 98.21(e)(2)) provides that the eligibility agency only asks for information that has changed and not require a parent or caretaker to resubmit verification if it has been collected in the past (for example, children's birth certificates, parents' identification and the like) or is available from other electronic data sources (for example, verified data from other benefit programs).

The proposed rulemaking expands verification of income from self-employment to allow a parent or caretaker to complete the Department's self-employment verification form indicating gross earnings minus allowable costs of doing business, which shows a profit. In addition, the proposed rulemaking requires verification of foster child status from the local children and youth agency or other government or social service agency.

§§ 3042.91—3042.99 (relating to co-payment and payment by the Department)

The proposed rulemaking removes the requirement for a parent or caretaker to pay an equivalent advance co-payment to the child care provider when the eligibility agency enrolls a child in care. The current regulation establishes a barrier to a parent or caretaker who is attempting to become more self-sufficient. The requirement is also difficult for the eligibility agency to enforce. Payment of an advanced co-payment is an

issue between the parent or caretaker and the child care provider, and should not affect a family's eligibility for subsidy.

§§ 3042.111—3042.122 (relating to former TANF families)

The proposed rulemaking removes the requirement for a parent or caretaker who previously received TANF benefits to pay an equivalent advance co-payment to the child care provider when the eligibility agency enrolls a child in care. As discussed in the previous section, the current regulation also establishes the same barrier to a parent or caretaker who is transitioning off TANF benefits and attempting to become more self-sufficient. Children whose parents or caretakers have received TANF benefits and are transitioning off those benefits are some of this State's most at-risk children. Many former TANF parents or caretakers are transitioning off TANF benefits because the parents or caretakers found employment and the family's income exceeds TANF income limits. These families are already facing an adjustment to paying a co-payment toward their child care costs. To establish an additional barrier of requiring these families to pay an equivalent advance co-payment is unnecessary.

Requirements Maintained from the Current Regulation

The proposed rulemaking maintains the language and requirements of the current regulation with regard to the following sections:

(1) *§§ 3042.141—3042.147 (relating to a period of presumptive eligibility and waivers).*

These sections apply to individuals experiencing domestic violence.

(2) §§ 3042.151—3042.159 (*relating to notification and right to appeal*). These sections apply to notification and right to appeal.

(3) §§ 3042.161—3042.166 (*relating to appeal and hearing procedures*). These sections apply to appeal and hearing procedures.

(4) §§ 3042.171—3042.179 (*relating to overpayment and disqualification*). These sections apply to overpayment and disqualification.

Affected Individuals and Organizations

The proposed rulemaking affects children who receive subsidized child care, parents and caretakers who apply for or receive subsidy, child care providers and eligibility agencies. Children and their parents or caretakers are affected by the requirements in the proposed rulemaking that specify the eligibility conditions, reporting requirements and verification requirements that they must meet to access subsidized child care. The longer, stabilized 12-month eligibility periods may, however, increase the number of children on the waiting list.

The proposed rulemaking may decrease the workload of the eligibility agencies, allowing more time for eligibility agencies to help families find child care and provide information about a parent's or caretaker's options regarding quality child care. Eligibility agencies will also be able to refer families to services that encompass the total family's needs, such as providing referrals to Medical Assistance, the Children's Health Insurance Program, Women, Infants and Children Program, and Early Intervention Services.

The proposed rulemaking affects child care providers because there are changes to the eligibility conditions for families currently provided services or that may be provided services in the future. In addition, children will remain eligible for a full 12-month eligibility period, so child care providers may experience stability in the monthly child care payment received from the Department for subsidized child care services. Providers that receive CCDF funds may also experience more predictable and reliable payments for services.

Accomplishments and Benefits

The proposed rulemaking benefits children and low-income families by allowing easier access to affordable, high-quality child care. The proposed rulemaking allows more families to be eligible for subsidized child care benefits for longer periods, and complies with the CCDBG (42 U.S.C.A. §§ 9857—9858r, as reauthorized by Pub. L. No. 113-186), which requires a minimum 12-month eligibility period. This change will allow a family to remain eligible for an entire year before having to provide verification to establish continued eligibility, thus allowing for continuity and stability of care.

The proposed rulemaking further benefits children by providing stabilized, high-quality, learning environments that result in better outcomes for children, increase school readiness and provide steady, nurturing relationships for children for significant periods. The proposed rulemaking will provide support to a low-income parent or caretaker who is working or looking for work by reducing unnecessary verifications.

The proposed rulemaking benefits child care providers by allowing stable, predictable income from the subsidized child care program. For every dollar the Commonwealth invests in early care and education, more than \$2 circulates throughout local economies through employment and purchasing of goods and services. Likewise, for every ten jobs created in the State's early care and education sector, three jobs are created outside that sector.

Fiscal Impact

The Department does not anticipate the proposed rulemaking will result in additional cost to the Commonwealth, local governments, the parents and caretakers receiving subsidized child care, the child care providers or the eligibility agencies.

Paperwork Requirements

The proposed rulemaking will result in reduced paperwork and recordkeeping for a parent or caretaker and the eligibility agency. A parent or caretaker will only be required to complete an eligibility redetermination every 12 months, instead of every 6 months. The proposed rulemaking also reduces reporting requirements for a parent or caretaker during the family's 12-month eligibility period; therefore, the need for a parent or caretaker to provide verification to the eligibility agency may also decrease.

Reduced reporting and paperwork requirements will remove unnecessary tracking of a parent's or caretaker's status by the eligibility agency. The reduction in paperwork and tracking may allow more funding for direct services and will provide stability and continuity in the program. Policies that result in unnecessary disruptions to

receipt of a subsidy, or other administrative processes that make it difficult for parents to maintain their eligibility and thus fully benefit from the support it offers, undermine family economic stability.

Effective Date

This proposed rulemaking is effective 30 calendar days after final-form publication in the *Pennsylvania Bulletin*.

Public Comment

Interested persons may submit written comments, suggestions or objections regarding the proposed rulemaking to the Department at the following address: Jessica Sands, Department of Human Services, Office of Child Development and Early Learning, 333 Market Street, Harrisburg, PA 17011, jsands@pa.gov, within 30 calendar days after the date of publication of this proposed rulemaking in the *Pennsylvania Bulletin*. Reference Regulation No. 14-545 when submitting comments. Persons with a disability who require an auxiliary aid or service may submit comments by using the AT&T Relay Service at (800) 654-5984 (TDD users) or (800) 654-5988 (voice users).

Regulatory Review

Under section 5(a) of the Regulatory Review Act (71 P.S. § 745.5(a)), on October 22, 2020, the Department submitted a copy of this proposed rulemaking to the Independent Regulatory Review Commission ("IRRC") and to the Chairpersons of the House Children and Youth Committee and the Senate Health and Human Services

Committee. In addition to submitting the proposed rulemaking, the Department has provided the IRRC and the Committees with a copy of a Regulatory Analysis Form prepared by the Department. A copy of this form is available to the public upon request.

Under § 5(g) of the Regulatory Review Act (71 P.S. § 745.5(g)), if the IRRC has any comments, recommendations or objections to any portion of the proposed regulation, it may notify the Department and the Committees within 30 days after the close of the public comment period. Such notification shall specify the regulatory review criteria that have not been met. The Regulatory Review Act specifies detailed procedures for review by the Department, the General Assembly and the Governor, of any comments, recommendations or objections raised, prior to final publication of the regulation.

Annex A

TITLE 55. HUMAN SERVICES

PART V. CHILDREN, YOUTH AND FAMILIES MANUAL

Subpart B. ELIGIBILITY FOR SERVICES

Chapter 3041. (RESERVED)

§§ 3041.1—3041.3. [Reserved].

§§ 3041.11—3041.22. [Reserved].

§§ 3041.31—3041.34. [Reserved].

§§ 3041.41—3041.48. [Reserved].

§ 3041.51. [Reserved].

§ 3041.52. [Reserved].

§§ 3041.61—3041.78. [Reserved].

§§ 3041.81—3041.86. [Reserved].

§§ 3041.91—3041.94. [Reserved].

§§ 3041.101—3041.109. [Reserved].

§§ 3041.121—3041.133. [Reserved].

§§ 3041.141—3041.150 [Reserved].

§§ 3041.161—3041.167. [Reserved].

§§ 3041.171—3041.176. [Reserved].

§§ 3041.181—3041.189. [Reserved].

CHAPTER 3042. SUBSIDIZED CHILD CARE ELIGIBILITY

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GENERAL PROVISIONS

§ 3042.1. Purpose.

This chapter establishes the requirements for a family to receive subsidized child care. Subsidized child care is a nonentitlement benefit made available through limited Federal and State funds.

§ 3042.2. Scope.

This chapter applies to child care eligibility agencies, child care providers, and parents and caretakers requesting or receiving subsidized child care.

§ 3042.3. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Adjusted family income—Gross countable family income, minus allowable deductions.

Annual income—The family's adjusted monthly income, multiplied by 12 months.

Appeal—A written or oral request by a parent, caretaker or individual acting on behalf of a parent or caretaker for a hearing under Chapter 275 (relating to appeal and fair hearing and administrative disqualification hearings), indicating disagreement with a

Departmental or eligibility agency action or failure to act that affects the family's eligibility for subsidized child care.

Application—A signed, dated request by a parent, caretaker or individual acting on behalf of a parent or caretaker for subsidized child care.

CAO—County Assistance Office—The local office of the Department responsible for the determination of eligibility and service delivery in the Cash Assistance, Medical Assistance and Supplemental Nutrition Assistance Programs.

Caretaker—An individual who has legal custody of the child or any one of the following individuals who lives with and exercises care and control of the child:

- (i) A foster parent.
- (ii) A grandparent.
- (iii) A great-grandparent.
- (iv) An aunt.
- (v) An uncle.
- (vi) A sibling who is 18 years of age or older.

Child care—Care in lieu of parental care for part of a 24-hour day.

Collateral contact—A form of verification in which the eligibility agency obtains information from a third party.

Co-payment—The weekly amount the family pays for subsidized child care.

Department—The Department of Human Services of the Commonwealth.

Disability—A physical or mental impairment that precludes a parent or caretaker from participating in work, education or training.

Disqualification—The prohibition against receipt of subsidized child care that results from fraud or an intentional program violation.

Domestic and other violence (domestic violence)—Includes one of the following:

(i) A physical act that results in, or threatens to result in, physical injury to the individual.

(ii) Mental abuse, including stalking, threats to kidnap, kill or otherwise harm people or property, threats to commit suicide, repeated use of degrading or coercive language, controlling access to food or sleep, and controlling or withholding access to economic and social resources.

(iii) Sexual abuse.

(iv) Sexual activity involving a dependent child.

(v) Being forced as the caretaker or relative of a dependent child to engage in nonconsensual sexual acts or activities.

(vi) A threat of, or attempt at, physical or sexual abuse.

(vii) Neglect or deprivation of medical care.

Education—An elementary school, middle school, junior high or high school program including a general educational development program, charter school, cyber school and any other program approved by the school district or the Pennsylvania Department of Education.

Eligibility agency—The entity designated by the Department with authority to purchase subsidized child care and determine a family's eligibility and co-payment.

Eligibility determination—A decision regarding whether a family qualifies for the subsidized child care program and a determination of the co-payment.

Eligibility redetermination—An annual review by the eligibility agency to determine if a family continues to qualify for subsidized child care, including a review of the co-payment.

Employment—Working for another individual or entity for income.

FPIG—Federal Poverty Income Guidelines—The income levels published annually in the *Federal Register* by the United States Department of Health and Human Services.

Family—The child or children for whom subsidized child care is requested and the following individuals who live with that child or children in the same household:

- (i) A parent of the child.
- (ii) A caretaker and a caretaker's spouse.

(iii) A biological, adoptive or foster child or stepchild of the parent or caretaker who is under 18 years of age and not emancipated by marriage or by the court.

(iv) An unrelated child under the care and control of the parent or caretaker, who is under 18 years of age and not emancipated by marriage or by the court.

(v) A child who is 18 years of age or older but under 22 years of age who is enrolled in a high school, a general educational development program or a post-secondary program leading to a degree, diploma or certificate and who is wholly or partially dependent upon the income of the parent or caretaker or spouse of the parent or caretaker.

Fraud—The intentional act of a parent or caretaker, at the time of application or redetermination, that results in obtaining, continuing or increasing child care subsidy for which the family is not eligible and that involves any of the following:

- (i) A false or misleading statement.
- (ii) The failure to disclose information.

Head Start—Refers to Early Head Start or Head Start as follows:

- (i) *Early Head Start*—A program that serves families with at-risk children from birth to age 3.
- (ii) *Head Start*—A program designed to prepare at-risk children, 3 years of age or older but under 5 years of age, for school success.

Homelessness—Refers to a child who lacks a fixed, regular and adequate nighttime residence as specified in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C.A § 11434a(2)). The term includes:

(i) Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels or hotels due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.

(ii) Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

(iii) Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

(iv) Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Income—Includes the following:

(i) Earned income, including gross wages from work, cash and income from self-employment.

(ii) Unearned income or benefits, including cash and contributions received by an individual for which the individual does not provide a service.

Maternity or Family Leave—As defined under the Family and Medical Leave Act of 1993 (29 U.S.C.A. §§ 2601—2654).

Maximum child care allowance—The highest amount the Department will pay for child care services provided to families eligible for subsidized child care.

Overpayment—The receipt of subsidy for a child for which the family is not or was not eligible or an amount in excess of the amount for which the family was eligible.

Owner or operator of a child care facility—The legal entity or individual that owns the facility, or the legal entity or a person designated by the legal entity to serve as the facility director.

Parent—The biological or adoptive mother or father, or stepmother or stepfather, who exercises care and control of the child for whom subsidy is requested.

Period of Presumptive Eligibility— A temporary period not to exceed 92 calendar days, during which the family is eligible for subsidized child care and meets one of the following conditions:

(i) At application or redetermination, a parent or caretaker in a family that is experiencing homelessness may substitute job search activities to meet the work requirement as specified in § 3042.33 (relating to work, education and training).

(ii) At redetermination, a family with a parent or caretaker who is on leave approved by the Department and has verified work, education or training that will begin

no later than 92 calendar days following the redetermination due date is considered to be meeting the work requirement as specified in § 3042.33.

Prospective work, education or training—Employment, education or training verified by the employer, school official or training official to begin no later than 30 calendar days following the date the parent or caretaker signs and dates the application for subsidized child care.

Provider—An organization or individual that directly delivers child care services.

Published rate—A provider's daily charge for a child who does not receive subsidized child care.

Recoupment—Recovery of an overpayment by increasing the co-payment or other payment arrangement.

Self-certification—A written statement provided by a parent or caretaker for the purpose of establishing selected factors of nonfinancial eligibility.

Self-declaration—A written statement provided by the parent or caretaker for the purpose of establishing financial or nonfinancial eligibility for a period of time not to exceed 30 calendar days.

Self-employment—Operating one's own business, trade or profession for profit.

SMI—State Median Income—An income figure that represents the midpoint in the range of State household income.

Subsidized child care—Child care service paid for in part with State or Federal funds.

Subsidy suspension—A temporary lapse of subsidized child care that does not affect the family's eligibility status.

TANF—Temporary Assistance for Needy Families Program—

(i) A Federal nonentitlement program under sections 401—419 of the Social Security Act (42 U.S.C.A. §§ 601—619) that provides cash assistance to families including dependent children and an adult.

(ii) The term includes extended TANF benefits that are received beyond the 5-year TANF period.

Tiered-reimbursement— An amount the Department sets and adds to a provider's payment rate if the provider meets additional quality standards, based on the level of quality the provider maintains and the amount of time the child receives care from the provider in a day.

Training—

(i) Instruction that provides the skills or qualifications necessary for a specific vocation or field of employment.

(ii) The term includes adult basic education, English as a second language, a 2-year or 4-year postsecondary degree program, an internship, clinical placement, apprenticeship, lab work and field work required by the training institution.

Verification—

(i) The process of confirming information needed to determine eligibility for subsidized child care.

(ii) The term includes documentary evidence or information obtained through collateral contacts, self-certification and self-declaration.

*Waiting list—*A record maintained by the eligibility agency of the names of families and their children determined eligible to receive subsidized child care, but for whom funding is not currently available.

*Work—*Employment or self-employment.

§ 3042.4. Nondiscrimination.

(a) An eligibility agency may not discriminate against applicants for or recipients of Federal or State subsidized funds on the basis of age, race, sex, color, religious creed, national or ethnic origin, ancestry, sexual orientation, gender identity, or physical or mental disability.

(b) An eligibility agency shall offer child care subsidy within the provisions of applicable civil rights laws and regulations, including the following:

(1) The Pennsylvania Human Relations Act (43 P.S. §§ 951—963).

(2) The Age Discrimination Act of 1975 (42 U.S.C.A. §§ 6101—6107).

- (3) Title VI of the Civil Rights Act of 1964 (42 U.S.C.A. §§ 2000d—2000d-4a).
- (4) Title VII of the Civil Rights Act of 1964 (42 U.S.C.A. §§ 2000e—2000e-15).
- (5) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.A. § 794).
- (6) The Americans with Disabilities Act of 1990 (42 U.S.C.A. §§ 12101—12213).

GENERAL BENEFITS

§ 3042.11. Provision of subsidized child care.

- (a) Subsidized child care is provided for a child whose family meets financial and nonfinancial eligibility requirements.
- (b) Subsidized child care is available to an otherwise eligible child who is under 13 years of age.
- (c) Subsidized child care will continue until the eligibility agency completes the family's next scheduled annual redetermination when a child turns 13 years of age between redeterminations.
- (d) Subsidized child care is available to an otherwise eligible child who is 13 years of age or older but under 19 years of age and who is incapable of self-care.
- (e) A former TANF family is eligible for a child care subsidy under this chapter as specified in §§ 3042.111—3042.122 (relating to former TANF families).

(f) The Department, through the Department's contract with the eligibility agency, will direct funding for various populations, including individuals who formerly received TANF benefits and foster children.

§ 3042.12. Parent choice.

A family that is eligible for subsidized child care shall have the right to choose care from a provider that agrees to comply with the Department's standards for provider participation. Providers eligible to participate include:

- (1) A child care center certified under Chapter 3270 (relating to child day care centers).
- (2) A group child care home certified under Chapter 3280 (relating to group child day care homes).
- (3) A family child care home certified under Chapter 3290 (relating to family child day care homes).
- (4) A grandparent, great-grandparent, aunt, uncle, or sibling of the child who is 18 years of age or older and does not reside within the same household as the child.

§ 3042.13. Subsidy benefits.

A subsidy-eligible family may receive child care during the hours that the child needs care if the parent or caretaker:

(1) Works or attends education or training, including travel between the parent's or caretaker's work, education or training and the child care facility.

(2) Requires uninterrupted sleep time following the completion of an overnight work shift.

§ 3042.14. Payment of provider charges.

(a) A provider participating in the subsidized child care program is eligible to receive payment from the eligibility agency for services provided to a subsidy-eligible child.

(b) The eligibility agency may not pay child care costs that exceed the maximum child care allowance minus the family co-payment for the type of care the child received from the provider, except when the Department provides tiered-reimbursement to providers that are eligible based on their participation in the Department's Quality Rating and Improvement System.

(c) The Department may provide tiered-reimbursement based on the availability of funding.

(d) If a parent or caretaker selects a provider whose published rate exceeds the Department's payment rate, the provider may charge the parent or caretaker the difference between these two amounts, in addition to the weekly co-payment.

(e) A change in a parent's or caretaker's need for child care and the resulting adjustment in the amount of payment to the provider shall begin on the date the parent or caretaker reports the change or on the date the change begins, whichever is later.

(f) When additional funding becomes available, the Department may direct any additional funding to providers that offer child care services during non-traditional hours.

(g) The eligibility agency will not make retroactive payments for child care costs incurred more than 30 days prior to the issuance of an enrollment authorization, with the exception of a former TANF family as specified in § 3042.119 (relating to retroactive payment for former TANF families).

(h) The Department will not permit new subsidy enrollments at a provider for whom the Department has issued a revocation or refusal to renew.

§ 3042.15. Subsidy limitations.

(a) A family in which a parent or caretaker is receiving funds from the TANF cash assistance program is not eligible for subsidized child care under this chapter.

(b) Subsidized child care may not be used as a substitute for a publicly-funded educational program, such as kindergarten or a specialized treatment program. At the parent's or caretaker's request, a subsidy-eligible, kindergarten-age child is permitted 1 additional school year to be enrolled in kindergarten.

(c) If a parent or caretaker is the operator of a child care center, group child care home or family child care home as specified in Chapter 3270, Chapter 3280 or Chapter 3290 (relating to child day care center; group child day care homes; and family child day care homes), and if space is available to enroll the parent's or caretaker's child at the facility operated by the parent or caretaker, that child is not eligible to receive subsidized child care.

(d) If a parent or caretaker is the operator of a home that is exempt from certification under section 1001 of the Human Services Code (62 P.S. § 1001), and if space is available to enroll the parent's or caretaker's child at the facility operated by the parent or caretaker, that child is not eligible to receive subsidized child care.

(e) A child is ineligible for subsidized child care if not enrolled with an eligible child care provider within 30 calendar days following the date the eligibility agency notifies the parent or caretaker that funding is available to enroll the child. Exceptions may apply with Departmental approval.

§ 3042.16. Prohibition of additional conditions and charges.

The eligibility agency may not:

(1) Impose eligibility conditions other than conditions listed in this chapter.

(2) Require the parent or caretaker to select a particular provider or combination of providers as a condition of eligibility.

§ 3042.17. Attendance.

(a) When the parent or caretaker enrolls a child in subsidized child care, the parent or caretaker shall specify, in writing to the eligibility agency, the days for which the parent or caretaker requested child care.

(b) A child must attend child care at the provider on all days for which the parent or caretaker requested child care as specified in § 3042.13 (relating to subsidy benefits), unless the provisions specified in § 3042.20 (relating to subsidy suspension) apply.

§ 3042.18. Absence.

(a) Upon notification from the provider that a child has been absent more than 5 consecutive days for which the child is scheduled to attend child care, the eligibility agency shall send the parent or caretaker a notice confirming the suspension of the child's enrollment and payment to the provider.

(b) Upon notification from a parent or caretaker that a child has been or will be absent more than 5 consecutive days for which the child is scheduled to attend child care, the eligibility agency shall send the parent or caretaker a notice confirming the suspension of the child's enrollment and payment to the provider.

(c) The notice shall inform the parent or caretaker of the following:

(1) The responsibility of the parent or caretaker to report to the eligibility agency the date of the child's return to care.

(2) Payment shall resume on the date the child returns to care.

(d) If a child's absences exceed 40 total enrollment days in the State's fiscal year, the parent or caretaker is responsible to pay to the provider the provider's verified published daily rate for each day of absence starting with the 41st day of absence. A child is considered absent only once during an enrollment day. Suspended days of service as

specified in § 3042.20 (relating to subsidy suspension) are not considered days of absence.

§ 3042.19. Subsidy continuation.

(a) A family's eligibility and payment for subsidized child care continues during a break in or following the loss of work, education or training for the remainder of the child's current 12-month eligibility period.

(b) A child's eligibility and payment for subsidized child care continues for the remainder of the child's current 12-month eligibility period when there is a change in the child's primary parent or caretaker. The substitute caretaker must meet only the requirement that the family's annual income does not exceed 85% of the SMI.

(c) Subsidized child care will continue at the same level until the family's next scheduled annual redetermination in the following circumstances, unless the parent or caretaker requests the eligibility agency suspend care:

- (1) A parent or caretaker has a break in work, education or training.
- (2) A parent or caretaker experiences a decrease in work, education or training hours.
- (3) A parent or caretaker experiences the onset of a disability.
- (4) A parent or caretaker is on maternity or family leave, as defined under the Family and Medical Leave Act of 1993 (29 U.S.C.A. §§ 2601—2654).

§ 3042.20. Subsidy suspension.

(a) The eligibility agency shall suspend subsidy if a child is unable to attend child care for more than 5 consecutive days for which the child is scheduled to attend.

(b) At the parent's or caretaker's request, the eligibility agency shall suspend subsidy for a child who is expected to be absent more than 5 consecutive days.

(c) The eligibility agency shall terminate subsidy for excessive unexplained absences after the subsidy has been suspended for a minimum of 60 consecutive days and the eligibility agency's repeated attempts to contact the parent or caretaker regarding the child's absences are unsuccessful, and following proper notification to the family as specified in § 3042.155 (relating to notice of adverse action).

§ 3042.21. Subsidy disruption.

Subsidy to a child may be disrupted if the eligibility agency cannot continue to subsidize the number of children enrolled in subsidized child care due to insufficient State or Federal funding.

(1) Subsidy for children whose family's income is at the highest percentage of the FPIG is disrupted first.

(2) A child whose subsidy is disrupted under this subsection is placed on the waiting list according to the date of the initial eligibility for subsidized child care.

ELIGIBILITY REQUIREMENTS

§ 3042.31. Financial eligibility.

- (a) At initial application, annual family income may not exceed 200% of the FPIG.
- (b) Following an initial determination of eligibility, a family shall remain financially eligible for subsidized child care as long as the family's annual income does not exceed 85% of the SMI.
- (c) At redetermination, the family's annual income may not exceed 235% of the FPIG or 85% of the SMI.
- (d) The eligibility agency shall inform the parent or caretaker of the annual family income that will exceed 235% of the FPIG or 85% of the SMI and will cause the family to be ineligible for subsidized child care.
- (e) A family is ineligible for subsidized child care when the family's assets exceed \$1 million at application and redetermination.

§ 3042.32. Residence.

- (a) Family members shall be residents of this Commonwealth.
- (b) The parent or caretaker shall apply to the eligibility agency that is responsible for the geographic area that includes the zip code of the family's residence.
- (c) A parent or caretaker experiencing domestic violence or homelessness may use an alternate address for receipt of mail or telephone number for receipt of telephone calls.

§ 3042.33. Work, education and training.

(a) The parent or caretaker shall work at least 20 hours per week.

(b) The eligibility agency shall average a parent's or caretaker's work hours in cases where hours of work vary from week to week.

(c) The eligibility agency shall consider a parent or caretaker as meeting the work-hour requirement specified in subsection (a), under the following circumstances:

(1) A parent or caretaker is under 22 years of age and does not have a high school or general educational development diploma, but is enrolled in and attending education on a full-time basis.

(2) A parent or caretaker attends training and works at least 10 hours per week. The time spent in training counts toward the 20-hour-per-week work requirement.

§ 3042.34. Prospective work, education and training.

(a) A family in which a parent or caretaker has prospective work, education or training may be eligible for subsidized child care if the following requirements are met:

(1) The work, education or training will begin no later than 30 calendar days following the date of application.

(2) Verification of prospective work, education or training is provided as specified in § 3042.67 (relating to verification of work, education and training).

(b) Subsidized child care may not begin until the parent or caretaker begins work, education or training.

(c) The parent or caretaker shall notify the eligibility agency of the actual amount of income no later than 10 calendar days after receiving the first income for work.

§ 3042.35. Immunization.

(a) A child receiving subsidized child care shall be up-to-date with immunizations as recommended by the American Academy of Pediatrics. For facilities subject to certification by the Department, immunizations shall be provided as specified in §§ 3270.131, 3280.131 and 3290.131 (relating to health information). The eligibility agency shall grant exemption from the immunization requirement under one of the following circumstances:

(1) A child's parent or caretaker objects to immunizations on religious grounds.

(2) A parent or caretaker informs the eligibility agency that a child's medical condition contraindicates immunization.

(b) If an otherwise eligible child is not up-to-date with immunizations and not exempt from immunization, the eligibility agency shall authorize the family for subsidy and give the parent or caretaker 90 calendar days to obtain immunizations for the child and self-certify that the child is up-to-date with immunizations or that the child is exempt from the immunization requirement.

§ 3042.36. Citizenship.

A child receiving subsidized child care shall be a United States citizen or an alien lawfully admitted for permanent residence or otherwise lawfully and permanently residing in the United States.

§ 3042.37. Eligibility of households including a parent or caretaker with a disability.

(a) Following the determination of eligibility for subsidized child care, a single parent or caretaker who meets all of the following conditions is excused from the work, education and training requirements until the family's next scheduled annual redetermination:

(1) Experiences the onset of a disability that is verified as specified in § 3042.70 (relating to verification of inability to work due to a disability).

(2) Is unable to continue work, education or training due to the disability or the need to attend treatment for the disability.

(b) A two-parent or -caretaker family may be eligible for subsidized child care if all of the following conditions are met:

(1) One parent or caretaker is working.

(2) The parent or caretaker that is not working has a disability that is verified as specified in § 3042.70 at the time of application, or at the time the parent or caretaker becomes disabled and at each subsequent redetermination.

(3) The parent or caretaker with the disability is unable to work or participate in education or training and is unable to care for the child for whom the family requested subsidy, or has a need to attend treatment for the disability and is unable to care for the child.

(4) There is a court order or safety plan issued by a children and youth agency that prohibits the other parent or caretaker from caring for the child for whom the family requested subsidy.

DETERMINING FAMILY SIZE AND INCOME

§ 3042.41. Family size.

(a) Individuals included in the definition of family as specified in § 3042.3 (relating to definitions) shall be counted when determining family size.

(b) A foster child may be counted as a family of one or may be included in a family as defined in this chapter.

§ 3042.42. Income counted.

The eligibility agency shall include the income of the following family members when determining financial eligibility:

(1) The parent or caretaker of the child for whom subsidy is sought, excluding a teenage parent's earned income.

(2) A parent's or caretaker's spouse.

(3) Children for whom the parent or caretaker receives unearned income.

§ 3042.43. Income adjustment.

To determine adjusted family income, the eligibility agency shall:

(1) Determine gross income as specified in Appendix A, Part I (relating to income to be included, deducted and excluded in determining gross monthly income) for each family member listed in § 3042.42 (relating to income counted).

(2) Estimate monthly income from each income source in accordance with § 3042.44 (relating to estimating income).

(3) Convert weekly, biweekly, semimonthly and other pay periods to gross monthly amounts using the Conversion Table in Appendix A, Part I.

(4) Calculate the total gross monthly income.

(5) Determine the stepparent deduction as specified in Appendix C (relating to stepparent deduction chart).

(6) Determine other allowable deductions listed in Appendix A, Part II (relating to income to be included, deducted and excluded in determining gross monthly income) for each source of income.

(7) Determine adjusted family income by subtracting the total monthly deductions specified in paragraphs (5) and (6) from the total gross monthly income specified in paragraph (4).

(8) Multiply adjusted family income by 12 to determine annual family income.

§ 3042.44. Estimating income.

(a) The eligibility agency shall use its best estimate of monthly income based upon circumstances at the time of application or redetermination as specified in Appendix A, Part I (relating to income to be included, deducted and excluded in determining gross monthly income) for the table used to convert weekly, biweekly, semimonthly and other pay periods to monthly amounts.

(b) For parents or caretakers who are working and have received pay at the time they apply for subsidized child care, the eligibility agency shall estimate income based upon verified, actual amounts already received by the family prior to application or redetermination.

(c) The eligibility agency shall adjust its estimate of monthly income to reflect recent or anticipated changes and unusual circumstances that are not expected to recur, such as overtime not likely to continue.

(d) When an applicant anticipates starting work within the next 30 days or has not yet received a first paycheck, income eligibility is established based on verified anticipated income.

ELIGIBILITY DETERMINATION

§ 3042.51. Application.

(a) The eligibility agency shall make applications for subsidized child care available to any person upon request.

(b) A parent or caretaker may file a signed application for subsidized child care under this chapter, including an electronically-signed, online application, on any day and at any time.

(c) A parent or caretaker may submit an application by mail, hand-delivery, facsimile or electronically.

§ 3042.52. Initial determination of eligibility.

(a) The eligibility agency shall stamp the date and time of receipt on the signed application on the same day the eligibility agency receives the application by mail, hand-delivery, facsimile or electronically.

(b) The eligibility agency shall determine a family's eligibility and authorize payment for subsidized child care no later than 10 calendar days following verification of all factors of eligibility. The eligibility agency may not delay a determination of eligibility beyond 30 calendar days following receipt of a signed application from the parent or caretaker.

(c) The eligibility agency shall determine a family eligible retroactive to the date the family submitted a signed application if the eligibility agency has received all information necessary to complete the application and the verification provided by the parent or caretaker establishes eligibility.

§ 3042.53. Effective date of coverage.

(a) If the eligibility agency determines a family eligible for subsidized child care and if funding is available, coverage of child care costs is retroactive to the date the family submitted a signed application.

(b) If the eligibility agency places a child on a waiting list following the determination of eligibility, coverage of child care costs must begin on the date funding is available.

§ 3042.54. Notification of eligibility status and availability of funding.

(a) The eligibility agency shall notify the parent or caretaker of the family's eligibility status within 30 calendar days of receiving a signed application.

(b) If the eligibility agency determines a family eligible for subsidized child care, the eligibility agency shall notify the family's child care provider when funding becomes available to enroll the child.

§ 3042.55. Period of eligibility.

A family receiving subsidy remains eligible until determined ineligible.

§ 3042.56. Face-to-face meeting.

(a) If the eligibility agency determines a family eligible for subsidized child care and if funding is available, the parent or caretaker shall attend a face-to-face meeting with the eligibility agency no later than 30 calendar days following the date the eligibility agency notifies the family of eligibility for subsidized child care.

(b) If the eligibility agency determines a family eligible for subsidized child care and if funding is not available, the parent or caretaker shall attend a face-to-face meeting with the eligibility agency no later than 30 calendar days following the date the first child from a family is enrolled in subsidized child care.

(c) The eligibility agency shall accommodate the parent's or caretaker's work hours in scheduling the meeting.

(d) The eligibility agency may extend the 30-day time frame for the face-to-face meeting if, on or before the 30th calendar day, the parent or caretaker claims hardship due to conflicts with the parent's or caretaker's working hours, transportation problems, or illness of the parent or caretaker or another family member. When the parent or caretaker claims hardship, the eligibility agency may grant an additional 30 days from the date the hardship is claimed for the meeting.

(e) The eligibility agency may substitute a telephone contact for a face-to-face meeting if a face-to-face meeting cannot be scheduled without the parent or caretaker experiencing a hardship.

(f) The eligibility agency may waive the requirement for the face-to-face meeting if the parent or caretaker has completed a face-to-face meeting with the eligibility agency within the previous 12 months.

§ 3042.57. Waiting List.

(a) If funds are not available to enroll a child following determination of the family's eligibility for subsidy, the eligibility agency shall place an eligible child on a waiting list on a first-come, first-served basis.

(b) If a parent or caretaker requests subsidized child care for an additional child following the date the family was initially determined eligible for subsidized child care, the eligibility agency shall place the additional child on the waiting list according to the date and time that the parent or caretaker requests care for the additional child.

(c) A child is ineligible for subsidized child care if not enrolled with an eligible child care provider within 30 calendar days following the date the eligibility agency notifies the parent or caretaker that funding is available to enroll the child. Exceptions may apply with Departmental approval. These exceptions may include instances with circumstances that are beyond a family's control, such as , returning to work following maternity leave or not being able to enroll a child in care until a spot opens at the only child care facility in the area.

SELF-CERTIFICATION AND VERIFICATION

§ 3042.61. General verification requirements.

(a) The parent or caretaker shall be the primary source of verification in establishing and maintaining eligibility for subsidized child care.

(b) The eligibility agency shall assist parents and caretakers in obtaining verification, including making a collateral contact.

(c) The eligibility agency may not impose requirements for verification beyond the requirements of this chapter.

(d) At the time of application for subsidized child care, the eligibility agency shall obtain consent from the parent or caretaker and the parent's or caretaker's spouse permitting the eligibility agency to obtain verification of eligibility information.

(e) The eligibility agency shall retain the signed consent in the family's file.

(f) The consent shall remain in effect for as long as the family receives subsidy.

(g) The eligibility agency may not deny or terminate subsidy to a family when the parent or caretaker has cooperated in the verification process and needed verification is pending or cannot be obtained due to circumstances beyond the parent's or caretaker's control.

(h) The eligibility agency may not require a parent or caretaker to re-verify information unless the eligibility agency has information that indicates the subsidy status of the family has changed.

§ 3042.62. Collateral contact.

(a) The eligibility agency shall make a collateral contact on behalf of the parent or caretaker.

(b) The eligibility agency shall obtain from the parent or caretaker a list of sources of reliable collateral contact information.

(c) The eligibility agency shall cooperate with a source who acts as a collateral contact.

(d) Sources of reliable collateral contact information may include the following:

(1) Public records, such as domestic relations or other courthouse records.

(2) A school teacher or principal.

(3) A regulated child care provider.

(4) A health care professional.

(5) A social service worker or counselor.

(6) A religious professional.

(7) An attorney.

(8) Any other third party with knowledge about a fact or circumstance bearing on eligibility.

(e) The eligibility agency may not contact an alleged abuser or former abuser in a domestic violence situation.

§ 3042.63. Self-certification.

(a) The eligibility agency shall inform the parent or caretaker in writing that self-certification is made subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

(b) The eligibility agency shall accept the statement of the parent or caretaker as sufficient proof of the following eligibility factors:

(1) Age of the child.

(2) Inclusion in the family composition of a child who is 18 years of age or older but under 22 years of age and meets the definition of family set forth in § 3042.3 (relating to definitions).

(3) Citizenship or immigration status.

(4) Immunization status or exemption from the immunization requirement.

(5) Days and hours for which the child needs care.

(6) Status of an individual who formerly received TANF as specified in § 3042.115(1) (relating to reporting requirements for former TANF families).

(7) Face-to-face time frame extension or telephone contact based on hardship as specified in §§ 3042.56(d)—(f) (relating to face-to-face meeting).

§ 3042.64. Self-declaration.

(a) If attempts to verify eligibility by documentary evidence or collateral contact are unsuccessful, the eligibility agency shall proceed without delay to determine the family's eligibility based upon a self-certification as specified in § 3042.63 (relating to self-certification) or by written self-declaration by the parent or caretaker.

(b) The eligibility agency shall instruct the parent or caretaker that a written self-declaration is made subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

(c) The eligibility agency shall accept a parent's or caretaker's self-declaration statement, unless evidence contradicts the statement.

(d) If a parent or caretaker uses self-declaration as verification, the eligibility agency shall require the parent or caretaker to provide another form of acceptable verification no later than 30 calendar days following the date the written self-declaration is accepted by the eligibility agency, unless otherwise specified in this chapter.

§ 3042.65. Verification of income.

(a) Acceptable verification of earned income from employment includes one of the following:

(1) Pay stubs reflecting earnings for 4 weeks in the most recent 6-week period, the Department's employment verification form reflecting actual or anticipated earnings, the Internal Revenue Service form used for reporting tips, an employer statement of anticipated earnings and hours, or other document that establishes the parent's or caretaker's earnings or anticipated earnings from employment.

(2) Another document that establishes income from work.

(3) The Department's cash verification form.

(4) A collateral contact as specified in § 3042.62 (relating to collateral contact).

(5) A written self-declaration by the parent or caretaker as specified in § 3042.64 (relating to self-declaration).

(b) Acceptable verification of income from self-employment includes:

(1) Tax returns, including schedules related to self-employment, filed for the preceding Federal tax year and which document profit for that year.

(2) The Department's self-employment verification form that includes a statement of gross earnings, minus allowable cost of doing business, and that shows a profit.

(c) Acceptable verification of unearned income includes one of the following:

(1) A copy of a current benefit check, an award letter that designates the amount of a grant or benefit, such as a letter from the Social Security Administration stating the amount of the Social Security benefit, a bank statement, a court order, or other document or database report that establishes the amount of unearned income.

(2) A collateral contact as specified in § 3042.62.

(3) A written self-declaration by the parent or caretaker as specified in § 3042.64.

(d) Acceptable verification of the amount of support received or paid by the family includes one of the following:

(1) Information from the Pennsylvania Child Support Enforcement System.

- (2) Information from a domestic relations office.
- (3) Court order.
- (4) Pay stub.
- (5) Written statement by the noncustodial parent or the noncustodial parent's legal representative.
- (6) A copy of a current benefit check that designates the amount of support.
- (7) Collateral contact as specified in § 3042.62.
- (8) A written self-declaration by the parent or caretaker as specified in § 3042.64.

§ 3042.66. Verification of residence.

(a) The parent or caretaker shall submit verification of residence at the time of application.

(b) Acceptable verification of residence includes any of the following:

(1) Mail received by the parent or caretaker or a copy of a lease, utility bill, deed, driver's license, rental agreement or other document establishing residence.

(2) A collateral contact as specified in § 3042.62 (relating to collateral contact).

(3) A written self-declaration by the parent or caretaker as specified in § 3042.64 (relating to self-declaration).

(c) The parent or caretaker shall submit verification of residence at the time of redetermination if the parent or caretaker reported a change of address.

§ 3042.67. Verification of work, education or training.

Acceptable verification of the number of hours of work, education, training or enrollment in education or training includes one of the following:

(1) A document provided by the parent or caretaker as verification of earned or anticipated earned income, if this verification indicates or can be used to compute the number of hours the parent or caretaker worked, is normally scheduled to work or, in cases when hours vary, the average number of hours worked.

(2) A copy of a work schedule signed by the employer.

(3) A copy of the class or training schedule from an education or training representative.

(4) Another document that establishes the number of hours of work or anticipated hours of work, education or training.

(5) A collateral contact as specified in § 3042.62 (relating to collateral contact).

(6) A written self-declaration by the parent or caretaker that indicates the parent or caretaker works or will work at least 20 hours per week as specified in § 3042.64 (relating to self-declaration).

§ 3042.68. Verification of circumstances relating to a decrease in co-payment.

Acceptable verification of circumstances relating to a decrease in co-payment includes any of the following:

- (1) Verification of a decrease in income as specified in § 3042.65 (relating to verification of income).
- (2) Verification of a change in family size and composition as specified in § 3042.71 (relating to verification of family size and composition).
- (3) Verification of maternity and family leave as indicated by one of the following:
 - (i) A birth certificate.
 - (ii) The Department's medical assessment form.
 - (iii) A medical record or a written statement from a physician.
 - (iv) A written statement or other documentation completed by a licensed physician that describes the inability to work or participate in education or training and includes a date of anticipated return to work.
 - (v) A written statement from the employer or an education or training representative.
 - (vi) A collateral contact as specified in § 3042.62 (relating to collateral contact).

(vii) A written self-declaration by the parent or caretaker as specified in § 3042.64 (relating to self-declaration).

(4) Verification relating to inability to work due to a disability as specified in § 3042.70 (relating to verification of inability to work relating to a disability).

§ 3042.69. Verification of identity.

(a) The parent or caretaker shall submit verification of identity at the time of application.

(b) Acceptable verification of identity includes any of the following:

- (1) Employer identification card.
- (2) Military photo-identification card.
- (3) Passport.
- (4) Other verifiable photo-identification.
- (5) Driver's license with or without a photograph.
- (6) State-issued birth certificate.
- (7) Certificate of naturalization.
- (8) Certificate of United States citizenship.
- (9) Alien registration receipt card or permanent resident card.

(10) Valid or expired State driver's learner's permit.

(11) Social Security card.

(12) Marriage license, divorce decree or court order for a name change.

(13) Marriage record that contains the date of birth.

(14) Voter registration card.

(15) A collateral contact as specified in § 3042.62 (relating to collateral contact).

(16) A written self-declaration by the parent or caretaker as specified in § 3042.64 (relating to self-declaration).

(c) The parent or caretaker shall submit verification of identity at the time of redetermination if the eligibility agency becomes aware of an additional parent or caretaker residing in the household.

§ 3042.70. Verification of inability to work due to a disability.

Acceptable verification of inability to work due to a disability at the time of application or redetermination includes:

(1) In a two-parent or -caretaker family, verification of the parent's or caretaker's disability shall include an assessment by a physician or psychologist that states the following:

(i) The condition causing the inability to work or to participate in education or training.

(ii) The manner in which the condition causing the disability prevents the parent or caretaker from providing care for the child.

(iii) The date the parent or caretaker is expected to return to work or resume participation in education or training or the date the parent or caretaker will be able to care for the child.

(2) In a two-parent or -caretaker family, if the parent or caretaker with a disability submits written verification of disability payments from Social Security, Supplemental Security Income (SSI), Worker's Compensation, 100% of Veterans Disability or 100% of another type of work-related disability, that verification shall serve as permanent verification of the parent's or caretaker's inability to work.

§ 3042.71. Verification of family size.

Acceptable verification of family size includes one of the following:

(1) A birth certificate.

(2) A custody order.

(3) A medical record or a written statement from a physician.

(4) A written statement from the parent indicating that the caretaker has care and control of the child for whom subsidized child care is requested.

- (5) A school record.
- (6) A government or social service agency record.
- (7) A collateral contact as specified in § 3042.62 (relating to collateral contact).
- (8) A written self-declaration by the parent or caretaker as specified in § 3042.64 (relating to self-declaration).

§ 3042.72. Verification of child's incapability of caring for himself.

Acceptable verification of a child's incapability of caring for himself as specified in § 3042.11(c) (relating to provision of subsidized child care) is documentation by a licensed physician or psychologist.

§ 3042.73. Verification of care and control.

Acceptable verification of care and control includes one of the following:

- (1) A school record.
- (2) A medical record or a written statement from a physician.
- (3) A social service record.
- (4) A religious record.
- (5) A domestic relations office support order.
- (6) A court order.

- (7) A rental or lease agreement.
- (8) A notarized written statement from the parent or caretaker.
- (9) A collateral contact as specified in § 3042.62 (relating to collateral contact).
- (10) A written self-declaration by the parent or caretaker as specified in § 3042.64 (relating to self-declaration).

§ 3042.74. Verification of foster child status.

(a) Acceptable verification of foster child status includes one of the following:

- (1) A statement from a children and youth agency.
- (2) A record from a government or social service agency.

(b) Verification of foster child status must be verified at application, redetermination or upon adding the child to the family composition.

ELIGIBILITY AGENCY RESPONSIBILITIES

§ 3042.81. Eligibility agency.

(a) The eligibility agency shall manage the subsidized child care program in part of a county, a single county or several counties.

(b) The eligibility agency may be either a prime contractor or a subcontractor designated in a prime contract.

§ 3042.82. Eligibility determination.

(a) The eligibility agency shall determine eligibility for subsidized child care as specified in this chapter.

(b) The eligibility agency may not impose eligibility conditions other than the conditions listed in this chapter.

(c) The eligibility agency may not require the parent or caretaker to select a particular provider or combination of providers as a condition of eligibility.

§ 3042.83. Confidentiality.

(a) The eligibility agency and its employees shall keep confidential the information in the family file and use that information only for purposes directly connected to the administration of their duties.

(b) Agents of the United States, the Commonwealth and the Department who are responsible for eligibility review, evaluation or audit functions shall have access to, and the right to the use and disclosure of, information on applicants or recipients of subsidized child care. This use and disclosure is confined to the agent's responsibility to carry out review, evaluation or audit functions.

(c) Disclosure of information beyond the scope of review, evaluation or audit functions performed by the agents requires the parent's or caretaker's informed and written consent.

(d) Information in the family file may be disclosed to the local CAO when necessary to ensure that funds are authorized appropriately.

(e) The eligibility agency shall ensure the confidentiality of an individual who files an appeal or complaint about a family's receipt of subsidized child care for a child.

§ 3042.84. Family file.

(a) An eligibility agency shall establish and maintain a separate file for the family of each parent or caretaker who applies for subsidized child care.

(b) The family file shall contain documents pertaining to eligibility determination, redetermination, subsidized child care authorization, co-payment agreements and copies of written notices required by this chapter.

(c) A parent or caretaker or an authorized representative has a right to examine the family file.

§ 3042.85. Record retention.

(a) An eligibility agency shall retain paper or electronic family files, completed application forms, written notices, books, records and other fiscal and administrative documents pertaining to subsidized child care.

(b) An eligibility agency shall maintain records for at least 6 years from the end of the fiscal year in which subsidized child care has been provided or until an audit or litigation is resolved.

(c) The fiscal year is a period of time beginning July 1 of any calendar year and ending June 30 of the following calendar year.

§ 3042.86. Processing reported changes.

(a) A parent or caretaker may report a change in circumstances whenever a change occurs.

(b) A parent or caretaker shall report income in excess of 85% of the SMI no later than 10 calendar days following the date of the change.

(c) If the parent or caretaker reports a change that results in the family or a child in the family becoming ineligible for subsidy, the eligibility agency shall take the necessary steps to terminate the subsidy with proper notification to the family as specified in § 3042.155 (relating to notice of adverse action).

(d) If the parent or caretaker reports a change that may result in a decrease in the family co-payment, the eligibility agency shall review the change and decrease the co-payment as specified in § 3042.94 (relating to parent or caretaker co-payment requirements).

(e) If the parent or caretaker fails to report a change in the child's provider, the child remains eligible. The eligibility agency may not make retroactive payment more than 30 calendar days prior to the date the parent or caretaker reported the change, except for a former TANF family as specified in § 3042.119 (relating to retroactive payment for former TANF families).

§ 3042.87. Voluntary request to terminate subsidized child care.

- (a) A parent or caretaker may request the eligibility agency to terminate subsidy.
- (b) Upon receipt of a request to terminate subsidy, the eligibility agency shall take steps to terminate the family's eligibility.
- (c) The eligibility agency shall notify the parent or caretaker as specified in § 3042.156 (relating to notice confirming voluntary withdrawal).

§ 3042.88. Child abuse reporting.

The eligibility agency shall immediately report suspected child abuse in accordance with the Child Protective Services Law (23 Pa.C.S. §§ 6301—6386) and Chapter 3490 (relating to protective services).

CO-PAYMENT AND PAYMENT BY THE DEPARTMENT

§ 3042.91. General co-payment requirements.

- (a) The eligibility agency shall determine the amount of the parent's or caretaker's co-payment during the eligibility process based on the parent's or caretaker's actual or verified anticipated income and family size.
- (b) The eligibility agency will set the co-payment at an initial determination of eligibility for subsidized child care and reestablish it at each successive redetermination of eligibility.

(c) The co-payment covers each child in the family who is receiving subsidized child care.

(d) The co-payment includes each day of the week for which the family establishes a need for child care.

(e) The co-payment is due on the first day of the service week and each week thereafter, regardless of the day the parent or caretaker enrolls the child.

§ 3042.92. Department's payment.

(a) The payment rate is the daily amount paid to a child care provider for services delivered to a child who is eligible for subsidized child care.

(b) If the co-payment does not exceed the payment rate for care, the difference between the payment rate and the weekly co-payment is the Department's payment for subsidized child care.

(c) If the Department's weekly payment to the provider is less than \$5, the family is not eligible for subsidized child care with that provider.

§ 3042.93. Adjusted co-payment for prospective work.

(a) Upon notification by the parent or caretaker of receipt of payment for employment, the eligibility agency shall:

(1) Adjust the family co-payment, if applicable, no later than 20 calendar days following the date the parent or caretaker reports the receipt of payment from employment.

(2) Provide notice to the parent or caretaker of the planned change in the co-payment.

(b) The parent or caretaker shall begin paying the adjusted co-payment starting the first day of the service week following the date the written notice is postmarked or hand-delivered to the parent or caretaker by the eligibility agency.

(c) A single parent or caretaker who applies for subsidized child care and who reports prospective work is not required to pay a co-payment until the parent or caretaker receives income from work.

§ 3042.94. Parent or caretaker co-payment requirements.

(a) If the co-payment is decreased as the result of a parent or caretaker voluntarily reporting a change or as the result of a redetermination, the parent or caretaker shall begin paying the reduced co-payment on the first day of the service week following the date the parent or caretaker reported a change or the date the redetermination was completed.

(b) If the co-payment is increased as the result of a redetermination, the parent or caretaker shall begin paying the increased co-payment on the first service day of the week following the expiration of the notification period specified in § 3042.151(a)

(relating to general notification requirements) advising the parent or caretaker of the co-payment increase.

(c) The co-payment is due on the first day of the service week and each week thereafter, regardless of the day the parent or caretaker enrolls the child.

§ 3042.95. Delinquent co-payment.

(a) A co-payment is delinquent if it is not paid by the last day of the service week.

(b) On the day the provider reports the co-payment is delinquent, the eligibility agency shall notify the parent or caretaker in writing that action will be taken to terminate subsidy for the child.

(c) If a co-payment is delinquent, the eligibility agency will apply the first payment paid during a week to the current week's co-payment. The eligibility agency will apply subsequent payments during a week to the delinquent co-payment.

(d) To maintain eligibility for subsidized child care when a parent or caretaker incurs a co-payment delinquency, the parent or caretaker shall pay all of the following prior to the expiration of the notification period:

(1) The current weekly co-payment.

(2) The delinquent co-payment.

(3) The amount of any additional delinquencies accumulated during the notification period.

§ 3042.96. Eligibility agency responsibilities regarding co-payment.

(a) The eligibility agency shall generate notices based on delinquent co-payments.

(b) The eligibility agency shall send the provider a copy of each notice issued to a parent or caretaker whose child is enrolled with the provider.

(c) When a co-payment is reported to the eligibility agency as delinquent, the eligibility agency shall mail a notice to the parent or caretaker. The notice must state that service will be terminated on a date set forth on the notice, which is the first day after 10 calendar days following the date of the written notice, unless the delinquent co-payment is paid by that date.

(d) A family whose subsidy is terminated for failure to make required co-payments may not be reauthorized for subsidy until all outstanding co-payments have been paid in full as specified in § 3042.95(d) (relating to delinquent co-payment).

(e) The eligibility agency shall retain a copy of the termination notice.

(f) The eligibility agency shall distribute, to each parent or caretaker who applies for subsidized child care, a handbook of parent's rights and responsibilities in the subsidized child care program provided by the Department.

§ 3042.97. Use of the Federal Poverty Income Guidelines and State Median Income.

(a) The FPIG are used to determine the income limits and co-payments for subsidized child care.

(b) Following annual publication of the FPIG, the Department will publish an updated co-payment chart in Appendix B (relating to co-payment chart) through a notice in the *Pennsylvania Bulletin*.

(c) The eligibility agency shall inform each parent or caretaker of the dollar amount that is equivalent to 235% of FPIG or 85% of the SMI.

(d) The eligibility agency shall explain that 235% of FPIG and the specific dollar figure are the highest annual income amounts permitted at the time of redetermination.

(e) A family is ineligible at any time if its annual income exceeds 85% of the SMI.

§ 3042.98. Co-payment determination.

(a) The eligibility agency shall determine the family co-payment based on the following:

(1) The family size and family income as specified in §§ 3042.41—3042.44 (relating to determining family size and income).

(2) The co-payment is at least \$5, unless waived as specified in §§ 3042.34(a), 3042.141(d)(2) and 3042.142(c)(2) (relating to prospective work, education and training; domestic and other violence; and homelessness).

(3) The family's annual co-payment may not exceed 11% of the family's annual income.

(4) If the family's annual income is 100% of FPIG or less, the annual co-payment may not exceed 8% of the family's annual income.

(b) The eligibility agency shall determine the co-payment by using the co-payment chart in Appendix B (relating to co-payment chart).

§ 3042.99. Co-payment exceeding monthly payment for care.

(a) If the co-payments for 1 month are equal to or exceed the monthly payment for care, the family is not eligible for subsidized child care with that provider. The family must enroll the child or children with another eligible provider as specified in § 3042.12 (relating to parent choice).

(b) If the co-payments for 1 month are equal to or exceed the monthly payment for care because other children in the family are currently on the waiting list, the family may choose to suspend the child's care with that provider until funding becomes available to enroll other children in the family in care.

ELIGIBILITY REDETERMINATION

§ 3042.101. Eligibility redetermination.

(a) The eligibility agency shall complete a redetermination of eligibility no less than every 12 months and establish the family's next redetermination date.

(b) Prior to the redetermination, the eligibility agency shall do the following:

(1) Provide the parent or caretaker with the Department's form listing the following information last reported for each parent or caretaker or child in the family:

- (i) Earned income.
- (ii) Unearned income.
- (iii) Hours of work, education or training.
- (iv) Family composition.
- (v) Address.

(2) Request that the parent or caretaker verify the family's current income.

(3) Verify the following factors only if the parent or caretaker reports a change:

- (i) Work, education or training.
- (ii) The number of hours of work, education or training.
- (iii) Family composition.
- (iv) Address.

(c) The parent or caretaker's annual income must meet the requirements set forth in § 3042.31(c) (relating to financial eligibility).

§ 3042.102. Procedures for redetermination.

(a) No earlier than 6 weeks prior to redetermination, the eligibility agency shall send the family a form that lists the factors that will be reviewed for the redetermination of eligibility and explain the verification that will be needed to complete the redetermination.

(b) If the parent or caretaker submits only some of the required verification elements prior to the redetermination, the eligibility agency shall request in writing that the parent or caretaker submit the additional verification no later than the family's redetermination date.

(c) The eligibility agency shall retain a copy of the notification in the family file.

(d) The eligibility agency shall send a written notice to the parent or caretaker regarding failure to provide required verification only after the family's redetermination date.

(e) The eligibility agency shall require the parent or caretaker to complete, sign, and either mail, hand-deliver, fax or electronically submit the applicable form at each redetermination.

FORMER TANF FAMILIES

§ 3042.111. General provisions for former TANF families.

(a) A family that is no longer eligible for TANF cash assistance benefits or a family that voluntarily left the TANF program and meets the eligibility requirements specified in this chapter may qualify for subsidized child care.

(b) The eligibility agency shall review the information received from the CAO about a parent or caretaker who formerly received TANF benefits.

(c) The eligibility agency shall determine the date TANF benefits ended and establish the 183-day period after eligibility for TANF benefits ends, within which the parent or caretaker may receive child care benefits.

(d) Eligibility for former TANF child care benefits shall begin the day following the date TANF benefits ended and shall continue for 183 consecutive days.

(e) The parent or caretaker may request child care benefits at any time during the 183-day period after eligibility for TANF ended.

(f) The eligibility agency may not place a child on a waiting list if a former TANF parent or caretaker requests subsidized child care for that child any time prior to 184 calendar days after TANF benefits ended.

(g) A family is not eligible for former TANF benefits if a parent or caretaker is currently disqualified from receiving TANF benefits as specified in §§ 255.1(c) and 275.51 (relating to restitution and disqualification policy; and imposing the disqualification).

§ 3042.112. General requirements for former TANF families.

(a) During the 183-day period after eligibility for TANF benefits ended or after a family voluntarily left the TANF program, a parent or caretaker shall meet the following conditions:

(1) A former TANF parent or caretaker who is not transferred to the eligibility agency by the CAO or who applies for subsidized child care during the 183-day period after eligibility for TANF ended shall meet the work requirement as specified in § 3042.33 (relating to work, education and training).

(2) The family's annual income may not exceed 85% SMI.

(3) The parent or caretaker shall select an eligible child care provider as specified in § 3042.12(a) (relating to parent choice).

(4) The parent or caretaker shall make timely payment of the co-payment as specified in § 3042.91 (relating to general co-payment requirements).

(b) A former TANF parent or caretaker who is transferred to the eligibility agency by the CAO or who applies for subsidized child care during the 183-day period after eligibility for TANF ended as specified in subsection (a) shall not be placed on a waiting list.

(c) The eligibility agency shall complete a redetermination of eligibility and establish the family's next redetermination date as specified in § 3042.101(a) (relating to eligibility redetermination).

§ 3042.113. Notification requirements for former TANF families.

(a) If the eligibility agency determines that a parent or caretaker met the requirements in § 3042.112 (relating to general requirements for former TANF families) and was receiving child care on the date TANF benefits ended, the eligibility agency shall notify

the parent or caretaker of the family's eligibility status and the date the 183-day former TANF period will expire.

(b) If the eligibility agency determines that a parent or caretaker was not receiving child care or cannot determine whether the parent or caretaker was receiving child care on the date TANF benefits ended, the eligibility agency shall notify the parent or caretaker by letter of the following:

(1) The parent or caretaker may be eligible for child care benefits.

(2) The parent or caretaker may contact the eligibility agency if child care is needed during the 183-day period after TANF benefits ended.

(3) Eligibility for subsidized child care is assured if the minimum requirements specified in § 3042.112(a) are met.

§ 3042.114. Face-to-face requirements for former TANF families.

(a) When the parent or caretaker contacts the eligibility agency within 183 days after TANF benefits end, the eligibility agency shall inform the parent or caretaker of the requirement to attend a face-to-face meeting with the eligibility agency. The face-to-face meeting shall occur no later than 30 calendar days following the date of the letter unless, on or before the 30th day, the parent or caretaker claims hardship. At the time the parent or caretaker claims hardship, the eligibility agency may grant an additional 30 days from the date the hardship is claimed for the meeting.

(b) When the parent or caretaker contacts the eligibility agency in response to the letter specified in § 3042.113(b) (relating to notification requirements for former TANF families), the eligibility agency shall schedule a face-to-face meeting with the parent or caretaker. The eligibility agency may substitute a telephone contact for a face-to-face meeting if a face-to-face meeting would cause a hardship for the parent or caretaker.

(c) To maintain continuous child care payment from the day following the date TANF benefits ended, the parent or caretaker shall attend a face-to-face meeting or participate in a telephone contact with the eligibility agency as specified in § 3042.115 (relating to reporting requirements for former TANF families).

(d) The eligibility agency may waive the requirement for the face-to-face meeting if the parent or caretaker has completed a face-to-face meeting with the eligibility agency within the previous 12 months.

§ 3042.115. Reporting requirements for former TANF families.

Either at the time of the parent's or caretaker's face-to-face meeting with the eligibility agency and within the 183-day period after TANF benefits ended or at the time of telephone contact by the eligibility agency with the parent or caretaker and within the 183-day period after TANF benefits ended, the eligibility agency shall:

(1) Require the parent or caretaker who contacts the eligibility agency within 60 calendar days following the date TANF benefits ended to self-certify the following information that was electronically transferred by the CAO:

(i) The need for child care in order to work or attend education or training and the days and hours for which the child needs care.

(ii) The name of the employer, education or training.

(iii) The hours the parent or caretaker works or attends education or training.

(iv) The accuracy of the facts in the TANF transfer information regarding family address, size and income.

(v) Financial eligibility as specified in § 3042.112(a) (relating to general requirements for former TANF families).

(2) Require the parent or caretaker whose information was unavailable or has changed since the time of the electronic transfer to self-declare the information that was unavailable or has changed.

(3) Require the parent or caretaker who does not contact the eligibility agency within 60 calendar days following the date TANF benefits ended to self-declare the following:

(i) The need for child care to work or attend education or training and the days and hours for which the child needs care.

(ii) The name of the employer, education or training.

(iii) The hours the parent or caretaker works or attends education or training.

(iv) The accuracy of the facts in the TANF transfer information regarding family address, size and income.

(v) Financial eligibility as specified in § 3042.112(a).

(4) Advise the parent or caretaker to report income in excess of 85% of the SMI.

(5) The eligibility agency shall require a parent or caretaker to complete a subsidized child care application under the following circumstances:

(i) The parent or caretaker received TANF benefits in another state.

(ii) The CAO did not have sufficient information to electronically transfer to establish a case file.

(6) Advise the parent or caretaker that the eligibility agency shall complete an eligibility determination or redetermination.

(7) Collect information regarding the parent's or caretaker's choice of provider or help the parent or caretaker to locate an eligible provider.

§ 3042.116. Verification of transfer of TANF benefits.

Documentation by the eligibility agency that indicates the date TANF benefits ended within the State or in another state, as specified in § 3042.120(b) (relating to transfer from other states), is acceptable verification of transfer of TANF benefits within the State or from another state.

§ 3042.117. Failure to contact the eligibility agency following transfer.

(a) If a parent or caretaker who was receiving child care on the date TANF benefits ended fails to contact the eligibility agency in response to the letter specified in § 3042.113(a) (relating to notification requirements for former TANF families), the eligibility agency shall contact the parent or caretaker by telephone no later than 31 calendar days following the date of the letter.

(b) When the eligibility agency contacts the parent or caretaker as specified in subsection (a), the eligibility agency shall determine the following:

(1) The parent's or caretaker's choice to meet the contact requirement using a telephone contact or participating in a face-to-face meeting.

(2) The parent's or caretaker's continuing need for child care.

(c) If the eligibility agency determines that the parent or caretaker was not receiving child care or cannot determine whether the parent or caretaker was receiving child care on the date TANF benefits ended, the eligibility agency may not authorize payment for child care benefits until the date the parent or caretaker contacts the eligibility agency and requests benefits.

(d) If a parent or caretaker who was receiving child care on the date TANF benefits ended does not attend a face-to-face meeting as specified in § 3042.114(a) (relating to face-to-face requirements for former TANF families), the eligibility agency shall contact the parent or caretaker by telephone no later than the day following the date the parent

or caretaker failed to attend the face-to-face meeting to determine the information specified in subsection (b).

§ 3042.118. Payment authorization for former TANF families.

(a) The eligibility agency shall review a request from a parent or caretaker to authorize child care payment at any time during the 183-day period after eligibility for TANF benefits ended.

(b) The eligibility agency shall authorize child care payment at any time during the 183-day period after eligibility for TANF ended.

(c) The eligibility agency may not pay child care costs that exceed the maximum child care allowance minus the family co-payment for the type of care the child received from the provider.

§ 3042.119. Retroactive payment for former TANF families.

(a) If the eligibility agency authorizes payment to an eligible provider that is currently participating in the subsidized child care program for a parent or caretaker who was receiving child care on the date TANF benefits ended, the authorization is retroactive to the day following the date TANF benefits ended.

(b) If the eligibility agency determines that the parent or caretaker was not receiving child care or cannot determine whether the parent or caretaker was receiving child care on the date TANF benefits ended, the eligibility agency shall require the parent or

caretaker to submit verification of child care costs incurred during the 183-day period after eligibility for TANF ended.

(c) The eligibility agency shall authorize payment to an eligible provider that is currently participating in the subsidized child care program for the parent or caretaker specified in section (b) retroactive to the date the parent or caretaker first incurred child care expenses.

(d) If the eligibility agency determines that the parent or caretaker has selected an ineligible provider, it shall inform the parent or caretaker that the parent or caretaker shall contact the eligibility agency to discuss child care arrangements within 30 calendar days as specified in § 3042.12 (relating to parent choice).

§ 3042.120. Transfer from other states.

(a) A parent or caretaker who received TANF program benefits in another state and applies for subsidized child care is eligible if the parent or caretaker meets the following conditions:

(1) The parent or caretaker applies within 183 days after TANF benefits ended.

(2) The parent or caretaker meets the requirements specified in § 3042.112 (relating to general requirements for former TANF families).

(b) The eligibility agency shall determine the date TANF benefits ended in the other state and establish eligibility for the 183-day period after eligibility for TANF ended as specified in § 3042.111 (relating to general provisions for former TANF families).

§ 3042.121. Expiration of TANF benefits.

(a) A parent or caretaker who was receiving child care on the date TANF benefits ended and who has exhausted the 5-year limit on TANF benefits is eligible for up to 92 calendar days of subsidized child care to seek work.

(b) The eligibility agency shall determine the date TANF benefits ended and establish the period of former TANF eligibility as specified in § 3042.111 (relating to general provisions for former TANF families).

(c) The parent or caretaker may apply at any time during the 183-day period after eligibility for TANF ended.

(d) The maximum period of potential eligibility for former TANF child care benefits under this section is 183 days.

§ 3042.122. Verification of expiration of TANF benefits.

Documentation by the eligibility agency that indicates the date TANF benefits expired within the State or in another state, as specified in § 3042.121(b) (relating to expiration of TANF benefits), is acceptable verification of expiration of TANF benefits.

HEAD START

§ 3042.131. General provisions for Head Start.

(a) A child who is enrolled in a Head Start program, whose parent or caretaker needs extended hours or days of child care beyond the hours or days provided by the Head

Start program to work, is eligible for subsidized child care under this section if the parent or caretaker meets the eligibility requirements for subsidized child care as specified in subsection (d) each time a child in the family applies for Head Start special eligibility.

(b) The eligibility agency shall verify with the Head Start program that the child is enrolled in a Head Start program that meets Federal and State Head Start standards.

(c) If a child in the family as specified in § 3042.41 (relating to family size) is enrolled in the Head Start program, the family co-payment is based on family size and income. If additional children in the family are enrolled in subsidized child care, the family co-payment is based on family size and income.

(d) If extended hours or days of care are provided beyond the Head Start program hours or days, a facility that has a certificate of compliance by the Department as a child care facility shall provide the extended hours and days of care.

§ 3042.132. Eligibility determination for Head Start.

Upon program entry and continuation in the Head Start special eligibility program, a parent or caretaker shall meet the following conditions:

(1) Verification of a minimum of 20 hours of work per week as specified in § 3042.33 (relating to work, education and training) each time a parent or caretaker applies for a child in the family for the Head Start special eligibility program.

(2) Verification that extended hours and days of child care are needed to work as specified in § 3042.131(a) (relating to general provisions for head start).

(3) Verification of income eligibility for subsidized child care as specified in § 3042.31 (relating to financial eligibility) each time a parent or caretaker applies for a child in the family for the Head Start program.

(4) Compliance with the waiting list conditions specified in § 3042.57 (relating to waiting list).

(5) Payment of the co-payment as specified in § 3042.91 (relating to general co-payment requirements).

(6) Report when a child is no longer enrolled in Head Start within 10 calendar days following the date the Head Start enrollment ended.

§ 3042.133. Eligibility redetermination for Head Start.

(a) The eligibility agency may not complete a redetermination prior to the expiration of the 12-month eligibility period as specified in § 3042.101(a) (relating to eligibility redetermination) upon receiving notification that a child is no longer enrolled in a Head Start program.

(b) The eligibility agency shall conduct a redetermination when the child is no longer enrolled in the Head Start program, if the 12-month redetermination period has expired as specified in § 3042.101(a).

(c) The eligibility agency shall conduct a redetermination as specified in § 3042.101 if the family has additional children who are not enrolled in Head Start but receive subsidized child care. A family that includes a child enrolled in a Head Start program

and a child who is not enrolled in a Head Start program is subject to redetermination requirements as specified in § 3042.101(a).

(d) Eligibility for a child enrolled in a Head Start program is unrelated to the eligibility of other children in the family who are not enrolled in a Head Start program and receive subsidized child care. Eligibility for a child enrolled in a Head Start program shall continue as specified in this section.

(e) The eligibility agency shall conduct a redetermination between the time a child is no longer enrolled in Early Head Start and the time the child enters Head Start, with the exception of the requirement set forth in (a).

WAIVERS AND PERIODS OF PRESUMPTIVE ELIGIBILITY

§ 3042.141. Domestic and other violence.

(a) The eligibility agency may grant a waiver to a parent or caretaker for the following reasons:

(1) A family member is the victim of past or present domestic or other violence.

(2) A family member is the victim of a threat of past or present domestic or other violence.

(b) The eligibility agency may grant a waiver if compliance with a requirement of this chapter would either make it more difficult for a family or household member to escape domestic violence or place a family or household member at risk of domestic violence.

(c) The following requirements of this chapter may not be waived:

(1) Age of the child as specified in §§ 3042.11(b) and (c) (relating to provision of subsidized child care).

(2) Income limits as specified in § 3042.31 (relating to financial eligibility).

(3) State residency as specified in § 3042.32 (relating to residence).

(4) The minimum number of hours of work, education or training as specified in § 3042.33 (relating to work, education and training).

(5) Citizenship as specified in § 3042.36 (relating to citizenship).

(6) The number of paid absences as specified in § 3042.18 (relating to absences).

(d) The following may be waived, not to exceed 92 days:

(1) Verification requirements as specified in §§ 3042.61—3042.74 (relating to self-certification and verification).

(2) The amount of co-payment as specified in § 3042.98 (relating to co-payment determination).

§ 3042.142. Homelessness.

(a) The eligibility agency may grant a waiver to a parent or caretaker who is experiencing homelessness as defined in § 3042.3 (relating to definitions).

(b) The following requirements of this chapter may not be waived:

(1) Age of the child as specified in §§ 3042.11(b) and (c) (relating to provision of subsidized child care).

(2) Income limits as specified in § 3042.31 (relating to financial eligibility).

(3) State residency as specified in § 3042.32 (relating to residence).

(4) Citizenship as specified in § 3042.36 (relating to citizenship).

(5) The number of paid absences as specified in § 3042.18 (relating to absences).

(c) The following may be waived, not to exceed 92 days:

(1) Verification requirements as specified in §§ 3042.61—3042.73 (relating to self-certification; and verification).

(2) The amount of the co-payment as specified in § 3042.98 (relating to co-payment determination).

(d) At the time of application or redetermination, the eligibility agency may grant a period of presumptive eligibility to a parent or caretaker who is experiencing homelessness.

(e) At the end of the 92-day period, the eligibility agency will complete a full redetermination to establish the 12-month eligibility period and reset the redetermination due date.

§ 3042.143. Leave periods at redetermination.

(a) The eligibility agency may grant a period of presumptive eligibility, as defined in §3042.3 (relating to definitions), in the following circumstances:

(1) Maternity or family leave as defined under the Family and Medical Leave Act of 1993 (29 U.S.C.A. §§ 2601—2654).

(2) Experiences the onset of a disability that is verified as specified in § 3042.70 (relating to verification of inability to work due to a disability).

(3) A parent or caretaker has a break in work, education or training that does not exceed 92 days.

(b) Upon expiration of the period of presumptive eligibility granted as specified in (a), the parent or caretaker shall submit verification that the parent or caretaker has work, education or training that meets the work-hour requirement as specified in § 3042.33 (relating to work, education and training).

(c) At the end of the 92-day period, the eligibility agency will complete a full redetermination to establish the 12-month eligibility period and reset the redetermination due date.

§ 3042.144. General waiver requirements.

The eligibility agency may grant a waiver to a family experiencing domestic violence or homelessness upon the request of the parent or caretaker as specified in §§ 3042.141 and 3042.142 (relating to domestic and other violence; and homelessness).

§ 3042.145. Time frame for waiver determinations.

The eligibility agency shall act on a parent's or caretaker's waiver request no later than 15 calendar days following the date the parent or caretaker requests the waiver.

§ 3042.146. General verification requirements for waivers.

The Department's form that provides for verification by documentary evidence, third party statement or self-certification is acceptable verification of domestic violence or homelessness.

§ 3042.147. General notification requirements for waivers.

(a) The eligibility agency shall provide written notice to the parent or caretaker regarding the eligibility agency's determination to grant or deny a waiver request. At the request of the parent or caretaker, the eligibility agency shall mail the notice to an alternate address or hand-deliver it to the parent or caretaker.

(b) If the eligibility agency grants the waiver, the notice must include the basis for granting the waiver.

(c) If the eligibility agency denies the waiver, the notice must include the following:

(1) The basis for the denial.

(2) The right to appeal the decision and how to appeal as specified in §§ 3042.152 and 3042.161 (relating to notice of right to appeal; and appealable actions).

(3) The verification the parent or caretaker shall submit for the eligibility agency to grant the waiver and the time frames in which the parent or caretaker shall submit the verification.

(4) The evidence or information needed to substantiate the waiver request and the time frames in which the parent or caretaker shall provide the information.

NOTIFICATION AND RIGHT TO APPEAL

§ 3042.151. General notification requirements.

(a) The eligibility agency shall notify the parent or caretaker in writing no later than 10 calendar days prior to taking an action that affects the family's eligibility status for subsidized child care or a change in the amount of the family's subsidized child care benefit.

(b) Following the preparation of a written notice, the eligibility agency shall:

(1) Mail or hand-deliver, within 1 working day of preparation, the original and one copy of the notice to the parent or caretaker.

(2) Notify the family's child care provider as soon as the family is determined eligible or ineligible for subsidized child care.

(3) Retain a copy of the notice in the family file as specified in § 3042.84 (relating to family file).

§ 3042.152. Notice of right to appeal.

The following information must be included in the notice of the right to appeal:

- (1) The statement regarding the parent's or caretaker's right to appeal.
- (2) The time frame associated with filing a timely appeal as specified in §§ 3042.164(d) and 3042.166(b) (relating to parent or caretaker rights and responsibilities regarding appeal; and hearing procedures).
- (3) The time frame associated with subsidy continuation as specified in § 3042.163 (relating to subsidy continuation during the appeal process).
- (4) The consequence of filing an appeal untimely.
- (5) The responsibility to repay if subsidy continues and the parent or caretaker does not win the appeal.
- (6) Instructions regarding how to appeal.

§ 3042.153. Notice of eligibility.

- (a) The notice of eligibility must be on a form provided by the Department.
- (b) If the eligibility agency determines a family eligible for subsidy upon initial application, at the time of redetermination or at a review of a reported change, the written notification must include the following:
 - (1) The amount of the co-payment.

(2) The parent's or caretaker's responsibility to pay the co-payment as specified in § 3042.91(e) (relating to general co-payment requirements).

(3) The parent's or caretaker's responsibility to report changes as specified in § 3042.86 (relating to processing reported changes).

(4) The name, address and telephone number of the local legal services office where the parent or caretaker may obtain free legal representation.

(5) The right of the parent or caretaker to appeal the decision and how to appeal as specified in §§ 3042.152 and 3042.161 (relating to notice of right to appeal; and appealable actions).

§ 3042.154. Notice of ineligibility.

(a) The notice of ineligibility must be on a form provided by the Department.

(b) If the eligibility agency determines a family ineligible for subsidy, the written notification must include the following:

(1) The decision.

(2) The reason for the decision.

(3) A citation, and brief explanation in simple, nontechnical language, of the applicable section of this chapter or other applicable law that was the basis for the decision.

(4) The name, address and telephone number of the local legal services office where the parent or caretaker may obtain free legal representation.

(5) The right of the parent or caretaker to appeal the decision and how to appeal as specified in §§ 3042.152 and 3042.161 (relating to notice of right to appeal; and appealable actions).

§ 3042.155. Notice of adverse action.

(a) The eligibility agency shall send a notice to a parent or caretaker currently receiving subsidy when the eligibility agency proposes to terminate subsidy payment.

(b) The eligibility agency shall prepare a notice of adverse action on a form provided by the Department.

(c) The notice of adverse action must include:

(1) The decision or proposed action.

(2) The date the action will occur.

(3) The reason for the decision or proposed action and information about how to become eligible.

(4) A citation, and brief explanation in simple, nontechnical language, of the applicable section of this chapter or other applicable law that is the basis for the decision or proposed action.

(5) The name, address and telephone number of the local legal services office where the parent or caretaker may obtain free legal representation.

(6) The right of the parent or caretaker to appeal the decision and how to appeal as specified in §§ 3042.152 and 3042.161 (relating to notice of right to appeal; and appealable actions).

§ 3042.156. Notice confirming voluntary withdrawal.

(a) The eligibility agency shall, by written notice to the parent or caretaker, confirm the parent's or caretaker's voluntary withdrawal of a child from subsidized child care.

(b) The notice confirming voluntary withdrawal must be on a form provided by the Department.

(c) The written notice confirming voluntary withdrawal must include the following:

(1) The decision.

(2) The reason for the decision.

(3) A citation, and brief explanation in simple, nontechnical language, of the applicable section of this chapter or other applicable law that was the basis for the decision.

(4) The name, address and telephone number of the local legal services office where the parent or caretaker may obtain free legal representation.

(5) The right of the parent or caretaker to appeal the decision and how to appeal as specified in §§ 3042.152 and 3042.161 (relating to notice of right to appeal; and appealable actions).

§ 3042.157. Notice confirming a change in benefits.

(a) The eligibility agency shall, by written notice to the parent or caretaker, confirm a change in the parent's or caretaker's subsidized child care benefits when the change does not affect the family's eligibility. Changes in benefits include a change in the number of days or hours during which the child is enrolled, subsidy suspension and subsidy disruption.

(b) The notice confirming a change in benefits must be on a form provided by the Department.

(c) The written notice confirming a change in benefits must include the following:

(1) The decision.

(2) The reason for the decision.

(3) A citation, and brief explanation in simple, nontechnical language, of the applicable section of this chapter or other applicable law that was the basis for the decision.

(4) The name, address and telephone number of the local legal services office where the parent or caretaker may obtain free legal representation.

(5) The right of the parent or caretaker to appeal the decision and how to appeal as specified in §§ 3042.152 and 3042.161 (relating to notice of right to appeal; and appealable actions).

§ 3042.158. Notice confirming a change in co-payment.

(a) The eligibility agency shall, by written notice to the parent or caretaker, confirm a change in the family co-payment amount.

(b) The notice confirming a change in co-payment must be on a form provided by the Department.

(c) The written notice confirming a change in co-payment must include the following:

(1) The decision.

(2) The reason for the decision.

(3) A citation, and brief explanation in simple, nontechnical language, of the applicable section of this chapter or other applicable law that was the basis for the decision.

(4) The amount of the co-payment and the date the change in co-payment will become effective.

(5) The name, address and telephone number of the local legal services office where the parent or caretaker may obtain free legal representation.

(6) The right of the parent or caretaker to appeal the decision and how to appeal as specified in §§ 3042.152 and 3042.161 (relating to notice of right to appeal; and appealable actions).

§ 3042.159. Notice of overpayment.

(a) The eligibility agency shall notify the parent or caretaker in writing of an overpayment.

(b) The notice of overpayment must include the following:

(1) The reason for the overpayment as specified in § 3042.171 (relating to overpayment).

(2) The period of the overpayment.

(3) The amount of the overpayment.

(4) An explanation of how the overpayment was calculated.

(5) The repayment methods as specified in § 3042.176 (relating to collection), except in cases of suspected fraud.

(6) The name, address and telephone number of the local legal services office where the parent or caretaker may obtain free legal representation.

(7) The right of the parent or caretaker to appeal the decision on the overpayment and how to appeal as specified in §§ 3042.152 and 3042.161 (relating to notice of right to appeal; and appealable actions).

APPEAL AND HEARING PROCEDURES

§ 3042.161. Appealable actions.

A parent or caretaker has the right to appeal a Departmental or eligibility agency action or failure to act, including the following:

- (1) Denial of subsidy, including a period of presumptive eligibility as specified in §§ 3042.142(c) and 3042.143(a) (relating to homelessness; and leave periods at redetermination).
- (2) Termination of subsidy.
- (3) Computation of the co-payment.
- (4) Denial of a request for waiver of a requirement of this chapter based on domestic violence or homelessness as specified in §§ 3042.141 and 3042.142 (relating to domestic and other violence; and homelessness).
- (5) Failure of the eligibility agency to act upon a request for subsidy within the time limits specified in this chapter.
- (6) Subsidy suspension as specified in §§ 3042.18 and 3042.20 (relating to absence; and subsidy suspension).

(7) Subsidy disruption as specified in § 3042.21 (relating to subsidy disruption).

§ 3042.162. Discontinuation of subsidy during the appeal process.

(a) Subsidy is not continued pending a hearing decision if the parent or caretaker appeals the disruption of subsidy when the eligibility agency lacks funding to continue subsidy to a child as specified in § 3042.21 (relating to subsidy disruption).

(b) Subsidy is suspended pending a hearing decision if the parent or caretaker fails to make timely payment of the co-payment.

§ 3042.163. Subsidy continuation during the appeal process.

(a) Subsidy continues at the prior level until the Department hears the appeal and makes a final decision, if the parent or caretaker does the following:

(1) Files an appeal that is postmarked or received no later than 10 calendar days after the date of the written notice.

(2) Appeals for a reason other than disruption of subsidy or a lack of funding.

(b) If subsidy continues as specified in subsection (a), the parent or caretaker shall continue to make timely payment of the co-payment that was in effect prior to issuance of the written notice until the Department makes a final decision as specified in § 3042.91 (relating to general co-payment requirements).

(c) If subsidy continues during the appeal process and the hearing officer finds in favor of the eligibility agency or the Department, the parent or caretaker shall reimburse the

Department for the amount of the subsidy or increase in subsidy paid for child care from the proposed effective date of the written notice until the date subsidy is terminated or decreased, based on the final administrative action order.

§ 3042.164. Parent or caretaker rights and responsibilities regarding appeal.

(a) A parent or caretaker appealing a written notice shall submit a written request to the eligibility agency in accordance with Chapter 275 (relating to appeal and fair hearing and administrative disqualification hearings) within 30 calendar days following notification. The parent or caretaker shall specify the reason for the appeal and the current address and a telephone number, if possible, where the parent or caretaker can be reached during the day.

(b) A parent or caretaker may orally appeal. The eligibility agency shall document the date of the oral appeal in the case file. The parent or caretaker shall confirm the oral appeal in writing to the eligibility agency no later than 7 calendar days following the date the parent or caretaker orally requested an appeal.

(c) A parent or caretaker may authorize an adult to represent the parent or caretaker at the hearing.

(d) If the parent or caretaker wants subsidy to continue pending a hearing decision, subject to § 3042.163 (relating to subsidy continuation during the appeal process), the parent or caretaker shall submit a written appeal no later than 10 calendar days following the date the written notice is postmarked or hand-delivered to the parent or caretaker by the eligibility agency.

(e) If the parent or caretaker requests that subsidy continue pending a hearing decision, the parent or caretaker shall make timely payment of the co-payment that was in effect prior to issuance of the written notice until the Department makes a final decision as specified in § 3042.91 (relating to general co-payment requirements).

§ 3042.165. Eligibility agency responsibilities regarding appeal.

(a) If the parent or caretaker is unable to prepare a written appeal, the eligibility agency shall assist the parent or caretaker in preparing a written appeal. The parent or caretaker shall sign the appeal request.

(b) When the eligibility agency receives an appeal that is timely postmarked or delivered, the eligibility agency shall date-stamp the appeal, the envelope and the attachments with the date of receipt and retain copies of all original appeal information.

(c) The eligibility agency shall keep a copy and forward the original appeal along with the postmarked envelope to the Department's Bureau of Hearings and Appeals no later than 3 working days following the date the appeal is received by the eligibility agency.

(d) The eligibility agency may not take the proposed adverse action until 10 calendar days following the date the written notice is postmarked or hand-delivered to the parent or caretaker and then only if the parent or caretaker has not filed an appeal. Subsidy may be continued at the prior level only if the parent or caretaker meets the requirements in § 3042.163 (relating to subsidy continuation during the appeal process).

(e) The eligibility agency may take the proposed adverse action before 10 calendar days following the date a provider closes for financial difficulties or loss of certification or if funding is not available to continue subsidized care to the child.

§ 3042.166. Hearing procedures.

(a) Chapter 275 (relating to appeal and fair hearing and administrative disqualification hearings) applies to hearings that are held under this chapter, except as specifically superseded by this chapter.

(b) The Department will dismiss an appeal postmarked or received after 30 calendar days from the date the written notice is postmarked or hand-delivered to the parent or caretaker unless one of the provisions allowing for appeals after 30 calendar days applies as specified in §§ 275.3(b)(2) and (3) (relating to time limitations on right to appeal).

(c) The hearing may be conducted by a telephone conference call with the parties to the appeal, including the parent or caretaker, the authorized representative of the parent or caretaker, the eligibility agency, the Department and the hearing officer.

(d) The parent or caretaker has the right to request a face-to-face hearing instead of a telephone hearing. Face-to-face hearings will be held in locations specified by the Department.

(e) If a parent or caretaker does not withdraw an appeal, the eligibility agency, or the Department, if appropriate, will take part in the scheduled hearing to justify the action to which the parent or caretaker objects.

(f) If the eligibility agency or the Department fails to appear at the hearing and the parent or caretaker appears, the parent's or caretaker's appeal will be sustained.

(g) If the parent or caretaker fails to appear for the hearing, regardless of whether the eligibility agency or the Department appears, the appeal is considered abandoned and the decision of the eligibility agency or the Department will be sustained.

(h) The Department will notify the eligibility agency and the parent or caretaker, in writing, when disposition of the appeal is made.

(i) The eligibility agency shall implement the final administrative action within the time limit ordered by the Department or on the first day child care is needed in the week following receipt of the final administrative action order.

OVERPAYMENT AND DISQUALIFICATION

§ 3042.171. Overpayment.

The parent or caretaker may not be required to repay an overpayment except for an overpayment resulting from one of the following:

- (1) Fraud.
- (2) Failure to comply with this chapter.

(3) Subsidy continuation pending an appeal when the parent or caretaker did not win the appeal.

§ 3042.172. Eligibility agency responsibilities regarding overpayment.

(a) The eligibility agency shall inform a parent or caretaker who files an appeal and requests subsidy continuation pending appeal that, if the hearing decision is in favor of the eligibility agency or the Department, the parent or caretaker shall reimburse the amount of the overpayment unless the hearing officer determines a hardship.

(b) The eligibility agency shall pursue possible overpayments in active and closed cases, including those that were voluntarily closed.

(c) The following are the responsibilities of the eligibility agency when exploring possible overpayments:

(1) Determination of whether the overpayment is the result of one of the conditions specified in § 3042.171 (relating to overpayment).

(2) Written assurance that the methods of exploring overpayments are appropriate to the particular situation and to the different eligibility factors.

(3) Assurance that the methods of exploring overpayments do not infringe on the civil liberties of individuals or interfere with the due process of law.

(4) Investigation of a credible complaint that a parent or caretaker is erroneously receiving subsidized child care.

- (5) Identification and documentation of the causes of the overpayment.
 - (6) Computation of the amount of the overpayment.
 - (7) Referral of suspected fraud cases to the Office of Inspector General.
 - (8) Submission of an overpayment notice to the parent or caretaker as specified in § 3042.159 (relating to notice of overpayment).
- (d) The eligibility agency shall refer all cases of suspected provider fraud to the Office of Inspector General.

§ 3042.173. Delaying recoupment.

- (a) Recoupment shall be delayed until after a hearing decision, if the family files an appeal of the overpayment decision no later than 10 calendar days after the date the written notice is postmarked or hand-delivered to the parent or caretaker by the eligibility agency.
- (b) Recoupment shall be delayed for cases referred to the Office of Inspector General for suspected fraud until the investigation is complete.
- (c) The method of recoupment in cases of suspected fraud will be determined in conjunction with the Office of Inspector General.

§ 3042.174. Notifying the Department.

The eligibility agency shall notify the Department when recoupment stops before the overpayment is fully recouped.

§ 3042.175. Repayment.

The parent or caretaker shall repay the eligibility agency or Department the full amount of the overpayment.

§ 3042.176. Collection.

(a) The eligibility agency shall collect the total amount of the overpayment from a family whose child continues to receive subsidized child care when the eligibility agency identifies an overpayment as specified in § 3042.172 (relating to eligibility agency responsibilities regarding overpayment).

(b) If the Department, eligibility agency or other entity identifies an overpayment unrelated to fraud, subject to repayment as specified in § 3042.171 (relating to overpayment), related to a family whose child continues to receive subsidized child care, the eligibility agency shall:

(1) Notify the parent or caretaker by a letter that a repayment is required, the amount of the repayment and the following repayment options:

(i) A one-time payment of the full amount owed.

(ii) A one-time partial payment and an increase in the co-payment to be paid until repayment is complete.

(iii) An increase in the co-payment until the repayment is complete.

(2) Automatically implement an increase to the co-payment until the repayment is complete when the parent or caretaker does not select an option as specified in paragraph (1) no later than 10 calendar days following the date of the letter.

(3) Notify the parent or caretaker by a second letter of failure to choose a repayment option as specified in paragraph (1), the amount of the increased co-payment and the number of weeks the increased co-payment will continue.

(c) When the Office of Inspector General has determined fraud in an active case, the eligibility agency shall determine collection methods in conjunction with the Office of Inspector General.

§ 3042.177. Co-payment increase related to overpayment.

(a) A co-payment increase for the purpose of collecting an overpayment may not exceed an amount greater than 5% of the family's gross monthly income. If the parent or caretaker indicates to the eligibility agency that an increase to 5% would cause hardship to the family, the family and the eligibility agency may agree to a lesser amount.

(b) A parent or caretaker may choose to increase the co-payment beyond the amount specified in subsection (a) to repay an overpayment in a shorter period of time.

(c) The eligibility agency shall issue a written notice before implementation of an increase in the co-payment.

§ 3042.178. Collection for a family whose child is no longer in care.

(a) The eligibility agency shall collect the total amount of the overpayment as specified in § 3042.172 (relating to eligibility agency responsibilities regarding overpayment) from a family whose child is no longer receiving subsidized child care if the eligibility agency identifies an overpayment.

(b) If the Department, eligibility agency or other entity identifies an overpayment unrelated to fraud, for a family whose child is no longer receiving subsidized child care, the eligibility agency shall:

(1) Notify the Department of the subsidy termination date, the amount of the overpayment recouped and the amount outstanding. The Department will notify the parent or caretaker by letter of the overpayment, the amount of the outstanding overpayment and that repayment is required in either a single payment or under a payment plan agreeable to the parent or caretaker and the eligibility agency. The letter must state that the parent or caretaker has 10 calendar days to respond to the Department indicating agreement or disagreement and indicating the choice of a repayment method.

(2) Send a second letter that repeats the information contained in the letter specified in paragraph (1) when the Department notifies the eligibility agency that the parent or caretaker failed to respond. The second letter must also request a response from the parent or caretaker no later than 10 calendar days following the date of the letter.

(c) When the Office of Inspector General has determined fraud in a case when the child is no longer in care, the eligibility agency shall determine the collection methods in conjunction with the Office of Inspector General.

(d) The Department may institute civil legal proceedings when the parent or caretaker fails to respond to the second letter.

§ 3042.179. Disqualification.

(a) The parent or caretaker is disqualified from participating in the subsidized child care program if one of the following applies:

(1) A Federal or State court finds the parent or caretaker guilty of fraud in applying for or receiving subsidized child care.

(2) A hearing officer determines that the parent or caretaker committed fraud pursuant to the procedures and standards in Chapter 275 (relating to appeal and fair hearing and administrative disqualification hearings).

(3) The parent or caretaker signs a disqualification consent agreement as part of a court's deferred adjudication process.

(4) The parent or caretaker agrees to be disqualified by signing an administrative disqualification hearing waiver.

(b) Upon disqualification under subsection (a), a parent or caretaker and eligible children in the parent's or caretaker's family is prohibited from participation in the subsidized child care program:

(1) For 6 months from the date of the first conviction, hearing decision or determination.

(2) For 12 months from the second conviction, hearing decision or determination.

(3) Permanently from the date of the third conviction, hearing decision or determination.

(c) A parent or caretaker may not be granted a hearing on a court conviction or administrative disqualification hearing decision that led to the disqualification.

APPENDIX A

INCOME TO BE INCLUDED, DEDUCTED AND EXCLUDED IN DETERMINING GROSS MONTHLY INCOME

PART I. INCOME INCLUSIONS.

Income from the following sources is included when determining total gross monthly income:

A. Money, wages or salary earned by a parent or caretaker before deductions for taxes, Social Security, savings bonds, pensions, union dues, health insurance and similar purposes, for work performed as an employee. This includes commissions, tips, piece-rate payments and cash bonuses. Income earned by an unemancipated minor is not included.

B. Armed forces pay, which includes base pay plus cash, but does not include housing subsistence, allowances or the value of rent-free quarters.

C. Voluntary and court-ordered support received for any person in the family.

D. Net income from nonresident and real property, defined as gross receipts minus the expenses for continuing the income, such as depreciation charges, business taxes (not personal income taxes), interest on mortgages, repairs and similar expenses.

E. Social Security benefits, Supplemental Security Income, survivors' benefits and permanent disability insurance payments made by the Social Security Administration before deductions of health insurance premiums.

F. Railroad retirement, disability or survivors' benefit payments made by the United States Government under the Railroad Retirement Act of 1974 (45 U.S.C.A. § 231—231v) before deductions of health insurance premiums.

G. State blind pension payments made by the Department.

H. Public assistance benefits or retirement benefits.

I. Private pensions and annuities, including retirement benefits paid to a retired person or his survivors by a former employer or a union, either directly or through an insurance company.

J. Government employee pensions paid by Federal, State, county or other governmental agencies to former employees, including members of the armed forces, or their survivors.

K. Unemployment compensation received from government unemployment insurance agencies or private companies during periods of unemployment and strike benefits received from union funds.

L. Workers' compensation received from private or public insurance companies.

M. Veterans' payments, defined as money paid periodically by the Veterans Administration ("VA") to disabled members of the armed forces or to the survivors or dependents of deceased or disabled veterans, subsistence allowances paid to the survivors of deceased veterans and subsistence allowances paid to veterans for education and on-the-job training, as well as so-called "refunds" paid to ex-service persons as GI insurance premiums. For a disabled veteran in the Vocational Rehabilitation Program, the subsistence allowance and the veteran's disability allowance are counted as income.

N. Capital gains, profit from S-corporations and dividends, including dividends from stocks, bonds, mutual funds or from membership in an association.

O. Interest on savings and bonds.

P. Income from estates and trust funds.

Q. Net income from royalties.

R. Lump sum cash of more than \$100; inheritances, life insurance benefits; personal injury and other damage awards and settlements; retroactive benefits such as retirement, survivor's or disability insurance and delayed unemployment; divorce settlements; gifts; or workers' compensation.

S. Lump-sum cash lottery winnings or cash prizes of more than \$100.

T. Profit from self-employment, calculated as total gross receipts minus costs of doing business. The costs of doing business shall only include:

(1) Costs of maintaining a place of business, such as rent, utilities, insurance on the business and its property, and property taxes. If a business is operated in a home, the costs of maintaining a place of business are only those costs identified for the part of the home used exclusively for the business.

(2) Interest on the purchase of income-producing equipment and property.

(3) Employee labor costs, such as wage, salaries, taxes, benefits, unemployment compensation or workers' compensation.

(4) Cost of goods sold, supplies and materials.

(5) Advertising costs.

(6) Accounting and legal fees.

(7) Transportation costs necessary to produce income.

U. Net income from room rent or room and board, calculated as follows: Gross income received minus \$10 per month for each room rented. Divide the remainder by 2. That number is the income inclusion.

CONVERSION TABLE

Convert weekly, biweekly, semi-monthly and other pay periods to gross monthly amounts using the following Conversion Table:

| Frequency of income | Conversion method |
|-------------------------------|--|
| Daily | Multiply the daily income by the number of workdays in a week, then multiply by 4.3. |
| Weekly | Multiply by 4.3. |
| Biweekly (every 2 weeks) | Divide by 2, then multiply by 4.3. |
| Semimonthly (twice per month) | Multiply by 2 for monthly gross income. |
| Monthly | Use the figure given. |
| Quarterly | Divide by 3. |
| Annually | Divide by 12. |
| Lump sum income | Divide by 12. |

PART II. INCOME DEDUCTIONS.

The following are deducted when determining adjusted monthly income:

- A. Voluntary or court-ordered support paid by the parent or caretaker or a family member to a present or former spouse not residing in the same household.

- B. Voluntary or court-ordered child support paid by the parent or caretaker or family member to a person not residing in the same household.

C. A medical expense not reimbursed through medical insurance that exceeds 10% of the family gross monthly income. The medical expense must have been incurred within the 90-day period prior to the date the parent or caretaker notifies the eligibility agency of that expense and there must be an expectation that the expense will continue to be incurred for the 6 months following the outset of the expense. Medical expenses are based on the monthly expenses or monthly payment plan, or both. Medical expenses include bills for doctors, hospital costs, dental services, health care premiums, institutional care, medications, prosthetic devices, durable medical equipment or mental health services.

D. The stepparent deduction as shown in the Stepparent Deduction Chart in Appendix C.

PART III. INCOME EXCLUSIONS.

Income from the following sources is excluded in determining gross monthly income:

A. Employment earnings of an individual who is an unemancipated minor.

B. Tax refunds, including earned income tax credits.

C. Withdrawals of bank, credit union or brokerage deposits.

D. Money borrowed.

E. Nonrecurring money in amounts under \$100 per person per year, given as a gift, from any source.

F. The value of benefits under the Food Stamp Act of 1977 (7 U.S.C.A. §§ 2011—2036c).

G. The value of foods donated from the United States Department of Agriculture.

H. The value of supplemental foods assistance under the Child Nutrition Act of 1966 (42 U.S.C.A. §§ 1771—1793) and the special food service programs for children under that act.

I. Loans and grants, such as scholarships, obtained and used for conditions that preclude their use for living costs.

J. Any grant or loan to an undergraduate student for educational purposes, made or insured under any program administered under the Higher Education Act of 1965 (20 U.S.C.A. §§ 1001—1161aa-1).

K. Any payment received under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C.A. §§ 4601—4655).

L. Any home produce used for household consumption.

M. Any payment made on behalf of an individual for household expenses, such as rent, food and utilities.

N. Payments to Volunteers in Service to America under the Domestic Volunteer Service Act of 1973 (42 U.S.C.A. §§ 4951—5085), which include AmeriCorps income.

O. Earnings received by any youth under the Workforce Investment Act of 1998, as amended (Pub. L. No. 105-220) or the YouthBuild program (Pub.L. No. 113-128) (29 U.S.C.A. § 3226).

P. Any foster care payments by a foster care placement agency, including payments to permanent legal custodians.

Q. Stipends derived from the Foster Grandparent Programs under section 211 of the Domestic Violence Service Act of 1973 (42 U.S.C.A. § 5011).

R. Low Income Home Energy Assistance Program ("LIHEAP") benefits and cash in-kind energy assistance provided by private agencies and utility companies.

S. Any adoption assistance payments by a county children and youth agency.

T. Income received from Federal student aid or participation in a Federal work-study program.

U. Payments made by the Veterans Administration to children of Vietnam veterans under The Benefits for Children of Vietnam Veterans Act (38 U.S.C.A. § 1802-- 1834).

APPENDIX B

Co-Payment Chart

Family Co-Payment Scale Effective May 4, 2020

(Based on the 2020 Federal Poverty Income Guidelines)

| Weekly Co-pay | Family Size: | 1 |
|---------------|---------------|----------|
| | Annual Income | |
| \$5 | Less than: | \$5,997 |
| \$6 | \$5,997.01 | \$6,747 |
| \$7 | \$6,747.01 | \$7,497 |
| \$8 | \$7,497.01 | \$8,246 |
| \$10 | \$8,246.01 | \$8,996 |
| \$11 | \$8,996.01 | \$9,745 |
| \$12 | \$9,745.01 | \$10,495 |
| \$14 | \$10,495.01 | \$11,245 |
| \$15 | \$11,245.01 | \$11,994 |
| \$17 | \$11,994.01 | \$12,744 |
| \$19 | \$12,744.01 | \$13,494 |
| \$20 | \$13,494.01 | \$14,243 |
| \$22 | \$14,243.01 | \$14,993 |
| \$23 | \$14,993.01 | \$15,743 |
| \$25 | \$15,743.01 | \$16,492 |
| \$27 | \$16,492.01 | \$17,242 |
| \$28 | \$17,242.01 | \$17,992 |
| \$30 | \$17,992.01 | \$18,741 |
| \$32 | \$18,741.01 | \$19,491 |
| \$33 | \$19,491.01 | \$20,241 |
| \$35 | \$20,241.01 | \$20,990 |
| \$37 | \$20,990.01 | \$21,740 |
| \$39 | \$21,740.01 | \$22,490 |
| \$41 | \$22,490.01 | \$23,239 |
| \$43 | \$23,239.01 | \$23,989 |
| \$45 | \$23,989.01 | \$24,738 |
| \$47 | \$24,738.01 | \$25,488 |
| \$49 | \$25,488.01 | \$26,238 |
| \$51 | \$26,238.01 | \$26,987 |
| \$53 | \$26,987.01 | \$27,737 |
| \$56 | \$27,737.01 | \$28,487 |
| \$58 | \$28,487.01 | \$29,236 |
| \$60 | \$29,236.01 | \$29,986 |
| | 200% FPIG | \$25,520 |
| | | |
| | | |

| Weekly Co-pay | Family Size: | 2 |
|---------------|---------------|----------|
| | Annual Income | |
| \$5 | Less than: | \$7,090 |
| \$7 | \$7,090.01 | \$8,103 |
| \$8 | \$8,103.01 | \$9,116 |
| \$10 | \$9,116.01 | \$10,129 |
| \$11 | \$10,129.01 | \$11,141 |
| \$13 | \$11,141.01 | \$12,154 |
| \$15 | \$12,154.01 | \$13,167 |
| \$17 | \$13,167.01 | \$14,180 |
| \$19 | \$14,180.01 | \$15,193 |
| \$21 | \$15,193.01 | \$16,206 |
| \$23 | \$16,206.01 | \$17,218 |
| \$25 | \$17,218.01 | \$18,231 |
| \$27 | \$18,231.01 | \$19,244 |
| \$30 | \$19,244.01 | \$20,257 |
| \$32 | \$20,257.01 | \$21,270 |
| \$34 | \$21,270.01 | \$22,283 |
| \$36 | \$22,283.01 | \$23,296 |
| \$38 | \$23,296.01 | \$24,308 |
| \$40 | \$24,308.01 | \$25,321 |
| \$43 | \$25,321.01 | \$26,334 |
| \$45 | \$26,334.01 | \$27,347 |
| \$48 | \$27,347.01 | \$28,360 |
| \$50 | \$28,360.01 | \$29,373 |
| \$53 | \$29,373.01 | \$30,386 |
| \$55 | \$30,386.01 | \$31,398 |
| \$58 | \$31,398.01 | \$32,411 |
| \$61 | \$32,411.01 | \$33,424 |
| \$64 | \$33,424.01 | \$34,437 |
| \$66 | \$34,437.01 | \$35,450 |
| \$69 | \$35,450.01 | \$36,463 |
| \$72 | \$36,463.01 | \$37,475 |
| \$75 | \$37,475.01 | \$38,488 |
| \$78 | \$38,488.01 | \$39,501 |
| \$81 | \$39,501.01 | \$40,514 |
| | 200% FPIG | \$34,480 |
| | | |
| | | |

| Weekly Co-pay | Family Size: | 3 |
|---------------|---------------|----------|
| | Annual Income | |
| \$5 | Less than: | \$7,656 |
| \$7 | \$7,656.01 | \$8,932 |
| \$8 | \$8,932.01 | \$10,208 |
| \$10 | \$10,208.01 | \$11,484 |
| \$12 | \$11,484.01 | \$12,761 |
| \$14 | \$12,761.01 | \$14,037 |
| \$16 | \$14,037.01 | \$15,313 |
| \$19 | \$15,313.01 | \$16,589 |
| \$21 | \$16,589.01 | \$17,865 |
| \$24 | \$17,865.01 | \$19,141 |
| \$26 | \$19,141.01 | \$20,417 |
| \$29 | \$20,417.01 | \$21,693 |
| \$32 | \$21,693.01 | \$22,969 |
| \$35 | \$22,969.01 | \$24,245 |
| \$37 | \$24,245.01 | \$25,521 |
| \$40 | \$25,521.01 | \$26,797 |
| \$42 | \$26,797.01 | \$28,073 |
| \$45 | \$28,073.01 | \$29,349 |
| \$48 | \$29,349.01 | \$30,625 |
| \$51 | \$30,625.01 | \$31,901 |
| \$54 | \$31,901.01 | \$33,177 |
| \$57 | \$33,177.01 | \$34,453 |
| \$60 | \$34,453.01 | \$35,729 |
| \$63 | \$35,729.01 | \$37,005 |
| \$66 | \$37,005.01 | \$38,282 |
| \$70 | \$38,282.01 | \$39,558 |
| \$73 | \$39,558.01 | \$40,834 |
| \$77 | \$40,834.01 | \$42,110 |
| \$80 | \$42,110.01 | \$43,386 |
| \$84 | \$43,386.01 | \$44,662 |
| \$87 | \$44,662.01 | \$45,938 |
| \$91 | \$45,938.01 | \$47,214 |
| \$95 | \$47,214.01 | \$48,490 |
| \$99 | \$48,490.01 | \$49,766 |
| \$102 | \$49,766.01 | \$51,042 |
| | 200% FPIG | \$43,440 |
| | | |
| | | |

| Weekly Co-pay | Family Size: 4 | |
|------------------|----------------|----------|
| | Annual Income | |
| \$5 | Less than: | \$7,696 |
| \$6 | \$7,696.01 | \$9,236 |
| \$8 | \$9,236.01 | \$10,775 |
| \$10 | \$10,775.01 | \$12,314 |
| \$12 | \$12,314.01 | \$13,853 |
| \$15 | \$13,853.01 | \$15,393 |
| \$17 | \$15,393.01 | \$16,932 |
| \$20 | \$16,932.01 | \$18,471 |
| \$22 | \$18,471.01 | \$20,010 |
| \$25 | \$20,010.01 | \$21,550 |
| \$28 | \$21,550.01 | \$23,089 |
| \$32 | \$23,089.01 | \$24,628 |
| \$35 | \$24,628.01 | \$26,167 |
| \$39 | \$26,167.01 | \$27,707 |
| \$42 | \$27,707.01 | \$29,246 |
| \$45 | \$29,246.01 | \$30,785 |
| \$48 | \$30,785.01 | \$32,324 |
| \$51 | \$32,324.01 | \$33,864 |
| \$55 | \$33,864.01 | \$35,403 |
| \$58 | \$35,403.01 | \$36,942 |
| \$61 | \$36,942.01 | \$38,481 |
| \$65 | \$38,481.01 | \$40,021 |
| \$69 | \$40,021.01 | \$41,560 |
| \$72 | \$41,560.01 | \$43,099 |
| \$76 | \$43,099.01 | \$44,638 |
| \$80 | \$44,638.01 | \$46,178 |
| \$84 | \$46,178.01 | \$47,717 |
| \$88 | \$47,717.01 | \$49,256 |
| \$92 | \$49,256.01 | \$50,795 |
| \$97 | \$50,795.01 | \$52,335 |
| \$101 | \$52,335.01 | \$53,874 |
| \$105 | \$53,874.01 | \$55,413 |
| \$110 | \$55,413.01 | \$56,952 |
| \$114 | \$56,952.01 | \$58,492 |
| \$119 | \$58,492.01 | \$60,031 |
| \$124 | \$60,031.01 | \$61,570 |
| | 200% FPIG | \$52,400 |

| Weekly Co-pay | Family Size: 5 | |
|------------------|----------------|----------|
| | Annual Income | |
| \$5 | Less than: | \$7,210 |
| \$6 | \$7,210.01 | \$9,012 |
| \$8 | \$9,012.01 | \$10,815 |
| \$10 | \$10,815.01 | \$12,617 |
| \$12 | \$12,617.01 | \$14,420 |
| \$14 | \$14,420.01 | \$16,222 |
| \$17 | \$16,222.01 | \$18,025 |
| \$20 | \$18,025.01 | \$19,827 |
| \$23 | \$19,827.01 | \$21,629 |
| \$26 | \$21,629.01 | \$23,432 |
| \$30 | \$23,432.01 | \$25,234 |
| \$33 | \$25,234.01 | \$27,037 |
| \$37 | \$27,037.01 | \$28,839 |
| \$41 | \$28,839.01 | \$30,642 |
| \$45 | \$30,642.01 | \$32,444 |
| \$49 | \$32,444.01 | \$34,247 |
| \$53 | \$34,247.01 | \$36,049 |
| \$56 | \$36,049.01 | \$37,851 |
| \$60 | \$37,851.01 | \$39,654 |
| \$64 | \$39,654.01 | \$41,456 |
| \$68 | \$41,456.01 | \$43,259 |
| \$72 | \$43,259.01 | \$45,061 |
| \$76 | \$45,061.01 | \$46,864 |
| \$80 | \$46,864.01 | \$48,666 |
| \$85 | \$48,666.01 | \$50,469 |
| \$89 | \$50,469.01 | \$52,271 |
| \$94 | \$52,271.01 | \$54,074 |
| \$99 | \$54,074.01 | \$55,876 |
| \$103 | \$55,876.01 | \$57,678 |
| \$108 | \$57,678.01 | \$59,481 |
| \$113 | \$59,481.01 | \$61,283 |
| \$118 | \$61,283.01 | \$63,086 |
| \$123 | \$63,086.01 | \$64,888 |
| \$128 | \$64,888.01 | \$66,691 |
| \$134 | \$66,691.01 | \$68,493 |
| \$139 | \$68,493.01 | \$70,296 |
| \$145 | \$70,296.01 | \$72,098 |
| | 200% FPIG | \$61,360 |

| Weekly Co-pay | Family Size: 6 | |
|------------------|----------------|----------|
| | Annual Income | |
| \$5 | Less than: | \$8,263 |
| \$7 | \$8,263.01 | \$10,328 |
| \$9 | \$10,328.01 | \$12,394 |
| \$11 | \$12,394.01 | \$14,460 |
| \$14 | \$14,460.01 | \$16,525 |
| \$17 | \$16,525.01 | \$18,591 |
| \$20 | \$18,591.01 | \$20,657 |
| \$23 | \$20,657.01 | \$22,722 |
| \$26 | \$22,722.01 | \$24,788 |
| \$30 | \$24,788.01 | \$26,853 |
| \$34 | \$26,853.01 | \$28,919 |
| \$38 | \$28,919.01 | \$30,985 |
| \$43 | \$30,985.01 | \$33,050 |
| \$47 | \$33,050.01 | \$35,116 |
| \$52 | \$35,116.01 | \$37,182 |
| \$56 | \$37,182.01 | \$39,247 |
| \$60 | \$39,247.01 | \$41,313 |
| \$64 | \$41,313.01 | \$43,379 |
| \$69 | \$43,379.01 | \$45,444 |
| \$73 | \$45,444.01 | \$47,510 |
| \$78 | \$47,510.01 | \$49,576 |
| \$83 | \$49,576.01 | \$51,641 |
| \$87 | \$51,641.01 | \$53,707 |
| \$92 | \$53,707.01 | \$55,773 |
| \$97 | \$55,773.01 | \$57,838 |
| \$102 | \$57,838.01 | \$59,904 |
| \$108 | \$59,904.01 | \$61,970 |
| \$113 | \$61,970.01 | \$64,035 |
| \$118 | \$64,035.01 | \$66,101 |
| \$124 | \$66,101.01 | \$68,166 |
| \$130 | \$68,166.01 | \$70,232 |
| \$135 | \$70,232.01 | \$72,298 |
| \$141 | \$72,298.01 | \$74,363 |
| \$147 | \$74,363.01 | \$76,429 |
| \$153 | \$76,429.01 | \$78,495 |
| \$159 | \$78,495.01 | \$80,560 |
| \$166 | \$80,560.01 | \$82,626 |
| | 200% FPIG | \$70,320 |

| Weekly Co-pay | Family Size: 7 Annual Income | |
|---------------|---------------------------------|----------|
| \$5 | Less than: | \$9,315 |
| \$7 | \$9,315.01 | \$11,644 |
| \$10 | \$11,644.01 | \$13,973 |
| \$13 | \$13,973.01 | \$16,302 |
| \$15 | \$16,302.01 | \$18,631 |
| \$19 | \$18,631.01 | \$20,960 |
| \$22 | \$20,960.01 | \$23,289 |
| \$26 | \$23,289.01 | \$25,617 |
| \$30 | \$25,617.01 | \$27,946 |
| \$34 | \$27,946.01 | \$30,275 |
| \$38 | \$30,275.01 | \$32,604 |
| \$43 | \$32,604.01 | \$34,933 |
| \$48 | \$34,933.01 | \$37,262 |
| \$53 | \$37,262.01 | \$39,590 |
| \$59 | \$39,590.01 | \$41,919 |
| \$63 | \$41,919.01 | \$44,248 |
| \$68 | \$44,248.01 | \$46,577 |
| \$73 | \$46,577.01 | \$48,906 |
| \$78 | \$48,906.01 | \$51,235 |
| \$83 | \$51,235.01 | \$53,564 |
| \$88 | \$53,564.01 | \$55,892 |
| \$93 | \$55,892.01 | \$58,221 |
| \$98 | \$58,221.01 | \$60,550 |
| \$104 | \$60,550.01 | \$62,879 |
| \$110 | \$62,879.01 | \$65,208 |
| \$115 | \$65,208.01 | \$67,537 |
| \$121 | \$67,537.01 | \$69,866 |
| \$127 | \$69,866.01 | \$72,194 |
| \$133 | \$72,194.01 | \$74,523 |
| \$140 | \$74,523.01 | \$76,852 |
| \$146 | \$76,852.01 | \$79,181 |
| \$153 | \$79,181.01 | \$81,510 |
| \$159 | \$81,510.01 | \$83,839 |
| \$166 | \$83,839.01 | \$86,167 |
| \$173 | \$86,167.01 | \$88,496 |
| \$180 | \$88,496.01 | \$90,825 |
| \$187 | \$90,825.01 | \$93,154 |
| | 200% FPIG | \$79,280 |

| Weekly Co-pay | Family Size: 8 Annual Income | |
|---------------|---------------------------------|-----------|
| \$5 | Less than: | \$7,776 |
| \$6 | \$7,776.01 | \$10,368 |
| \$8 | \$10,368.01 | \$12,960 |
| \$11 | \$12,960.01 | \$15,552 |
| \$14 | \$15,552.01 | \$18,144 |
| \$17 | \$18,144.01 | \$20,736 |
| \$21 | \$20,736.01 | \$23,328 |
| \$25 | \$23,328.01 | \$25,921 |
| \$29 | \$25,921.01 | \$28,513 |
| \$33 | \$28,513.01 | \$31,105 |
| \$38 | \$31,105.01 | \$33,697 |
| \$43 | \$33,697.01 | \$36,289 |
| \$48 | \$36,289.01 | \$38,881 |
| \$53 | \$38,881.01 | \$41,473 |
| \$59 | \$41,473.01 | \$44,065 |
| \$65 | \$44,065.01 | \$46,657 |
| \$70 | \$46,657.01 | \$49,249 |
| \$76 | \$49,249.01 | \$51,841 |
| \$81 | \$51,841.01 | \$54,433 |
| \$86 | \$54,433.01 | \$57,025 |
| \$92 | \$57,025.01 | \$59,617 |
| \$98 | \$59,617.01 | \$62,209 |
| \$104 | \$62,209.01 | \$64,801 |
| \$110 | \$64,801.01 | \$67,393 |
| \$116 | \$67,393.01 | \$69,985 |
| \$122 | \$69,985.01 | \$72,577 |
| \$128 | \$72,577.01 | \$75,169 |
| \$135 | \$75,169.01 | \$77,762 |
| \$142 | \$77,762.01 | \$80,354 |
| \$148 | \$80,354.01 | \$82,946 |
| \$155 | \$82,946.01 | \$85,538 |
| \$163 | \$85,538.01 | \$88,130 |
| \$170 | \$88,130.01 | \$90,722 |
| \$177 | \$90,722.01 | \$93,314 |
| \$185 | \$93,314.01 | \$95,906 |
| \$192 | \$95,906.01 | \$98,498 |
| \$200 | \$98,498.01 | \$101,090 |
| \$208 | \$101,090.01 | \$103,682 |
| | 200% FPIG | \$88,240 |

| Weekly Co-pay | Family Size: 9 Annual Income | |
|---------------|---------------------------------|-----------|
| \$5 | Less than: | \$8,566 |
| \$6 | \$8,566.01 | \$11,421 |
| \$9 | \$11,421.01 | \$14,276 |
| \$12 | \$14,276.01 | \$17,132 |
| \$15 | \$17,132.01 | \$19,987 |
| \$19 | \$19,987.01 | \$22,842 |
| \$23 | \$22,842.01 | \$25,697 |
| \$27 | \$25,697.01 | \$28,553 |
| \$32 | \$28,553.01 | \$31,408 |
| \$36 | \$31,408.01 | \$34,263 |
| \$42 | \$34,263.01 | \$37,118 |
| \$47 | \$37,118.01 | \$39,974 |
| \$53 | \$39,974.01 | \$42,829 |
| \$59 | \$42,829.01 | \$45,684 |
| \$65 | \$45,684.01 | \$48,539 |
| \$72 | \$48,539.01 | \$51,395 |
| \$77 | \$51,395.01 | \$54,250 |
| \$83 | \$54,250.01 | \$57,105 |
| \$89 | \$57,105.01 | \$59,960 |
| \$95 | \$59,960.01 | \$62,816 |
| \$101 | \$62,816.01 | \$65,671 |
| \$108 | \$65,671.01 | \$68,526 |
| \$114 | \$68,526.01 | \$71,381 |
| \$121 | \$71,381.01 | \$74,237 |
| \$127 | \$74,237.01 | \$77,092 |
| \$134 | \$77,092.01 | \$79,947 |
| \$141 | \$79,947.01 | \$82,802 |
| \$149 | \$82,802.01 | \$85,658 |
| \$156 | \$85,658.01 | \$88,513 |
| \$164 | \$88,513.01 | \$91,368 |
| \$171 | \$91,368.01 | \$94,223 |
| \$179 | \$94,223.01 | \$97,079 |
| \$187 | \$97,079.01 | \$99,934 |
| \$195 | \$99,934.01 | \$102,789 |
| \$203 | \$102,789.01 | \$105,644 |
| \$212 | \$105,644.01 | \$108,500 |
| \$220 | \$108,500.01 | \$111,355 |
| \$229 | \$111,355.01 | \$114,210 |
| | 200% FPIG | \$97,200 |

| Weekly Co-pay | Family Size: 10 Annual Income | |
|---------------|----------------------------------|-----------|
| \$5 | Less than: | \$9,355 |
| \$7 | \$9,355.01 | \$12,474 |
| \$10 | \$12,474.01 | \$15,592 |
| \$13 | \$15,592.01 | \$18,711 |
| \$17 | \$18,711.01 | \$21,829 |
| \$21 | \$21,829.01 | \$24,948 |
| \$25 | \$24,948.01 | \$28,066 |
| \$30 | \$28,066.01 | \$31,185 |
| \$35 | \$31,185.01 | \$34,303 |
| \$40 | \$34,303.01 | \$37,421 |
| \$45 | \$37,421.01 | \$40,540 |
| \$51 | \$40,540.01 | \$43,658 |
| \$58 | \$43,658.01 | \$46,777 |
| \$64 | \$46,777.01 | \$49,895 |
| \$71 | \$49,895.01 | \$53,014 |
| \$79 | \$53,014.01 | \$56,132 |
| \$85 | \$56,132.01 | \$59,251 |
| \$91 | \$59,251.01 | \$62,369 |
| \$97 | \$62,369.01 | \$65,487 |
| \$104 | \$65,487.01 | \$68,606 |
| \$111 | \$68,606.01 | \$71,724 |
| \$117 | \$71,724.01 | \$74,843 |
| \$125 | \$74,843.01 | \$77,961 |
| \$132 | \$77,961.01 | \$81,080 |
| \$139 | \$81,080.01 | \$84,198 |
| \$147 | \$84,198.01 | \$87,317 |
| \$154 | \$87,317.01 | \$90,435 |
| \$162 | \$90,435.01 | \$93,554 |
| \$170 | \$93,554.01 | \$96,672 |
| \$179 | \$96,672.01 | \$99,790 |
| \$187 | \$99,790.01 | \$102,909 |
| \$196 | \$102,909.01 | \$106,027 |
| \$204 | \$106,027.01 | \$109,146 |
| \$213 | \$109,146.01 | \$112,264 |
| \$222 | \$112,264.01 | \$115,383 |
| \$231 | \$115,383.01 | \$118,501 |
| \$241 | \$118,501.01 | \$121,620 |
| \$250 | \$121,620.01 | \$124,738 |
| | 200% FPIG | \$106,160 |

| Weekly Co-pay | Family Size: 11 Annual Income | |
|---------------|----------------------------------|-----------|
| \$5 | Less than: | \$10,145 |
| \$7 | \$10,145.01 | \$13,527 |
| \$11 | \$13,527.01 | \$16,908 |
| \$14 | \$16,908.01 | \$20,290 |
| \$18 | \$20,290.01 | \$23,672 |
| \$22 | \$23,672.01 | \$27,053 |
| \$27 | \$27,053.01 | \$30,435 |
| \$32 | \$30,435.01 | \$33,817 |
| \$37 | \$33,817.01 | \$37,198 |
| \$43 | \$37,198.01 | \$40,580 |
| \$49 | \$40,580.01 | \$43,961 |
| \$56 | \$43,961.01 | \$47,343 |
| \$63 | \$47,343.01 | \$50,725 |
| \$70 | \$50,725.01 | \$54,106 |
| \$77 | \$54,106.01 | \$57,488 |
| \$85 | \$57,488.01 | \$60,870 |
| \$92 | \$60,870.01 | \$64,251 |
| \$99 | \$64,251.01 | \$67,633 |
| \$105 | \$67,633.01 | \$71,015 |
| \$113 | \$71,015.01 | \$74,396 |
| \$120 | \$74,396.01 | \$77,778 |
| \$127 | \$77,778.01 | \$81,160 |
| \$135 | \$81,160.01 | \$84,541 |
| \$143 | \$84,541.01 | \$87,923 |
| \$151 | \$87,923.01 | \$91,305 |
| \$159 | \$91,305.01 | \$94,686 |
| \$168 | \$94,686.01 | \$98,068 |
| \$176 | \$98,068.01 | \$101,450 |
| \$185 | \$101,450.01 | \$104,831 |
| \$194 | \$104,831.01 | \$108,213 |
| \$203 | \$108,213.01 | \$111,594 |
| \$212 | \$111,594.01 | \$114,976 |
| \$222 | \$114,976.01 | \$118,358 |
| \$231 | \$118,358.01 | \$121,739 |
| \$241 | \$121,739.01 | \$125,121 |
| \$251 | \$125,121.01 | \$128,503 |
| \$261 | \$128,503.01 | \$131,884 |
| \$271 | \$131,884.01 | \$135,266 |
| | 200% FPIG | \$115,120 |

| Weekly Co-pay | Family Size: 12 Annual Income | |
|---------------|----------------------------------|-----------|
| \$5 | Less than: | \$10,935 |
| \$8 | \$10,935.01 | \$14,579 |
| \$12 | \$14,579.01 | \$18,224 |
| \$15 | \$18,224.01 | \$21,869 |
| \$20 | \$21,869.01 | \$25,514 |
| \$24 | \$25,514.01 | \$29,159 |
| \$29 | \$29,159.01 | \$32,804 |
| \$35 | \$32,804.01 | \$36,449 |
| \$40 | \$36,449.01 | \$40,093 |
| \$47 | \$40,093.01 | \$43,738 |
| \$53 | \$43,738.01 | \$47,383 |
| \$60 | \$47,383.01 | \$51,028 |
| \$67 | \$51,028.01 | \$54,673 |
| \$75 | \$54,673.01 | \$58,318 |
| \$83 | \$58,318.01 | \$61,962 |
| \$92 | \$61,962.01 | \$65,607 |
| \$99 | \$65,607.01 | \$69,252 |
| \$106 | \$69,252.01 | \$72,897 |
| \$114 | \$72,897.01 | \$76,542 |
| \$121 | \$76,542.01 | \$80,187 |
| \$129 | \$80,187.01 | \$83,832 |
| \$137 | \$83,832.01 | \$87,476 |
| \$146 | \$87,476.01 | \$91,121 |
| \$154 | \$91,121.01 | \$94,766 |
| \$163 | \$94,766.01 | \$98,411 |
| \$172 | \$98,411.01 | \$102,056 |
| \$181 | \$102,056.01 | \$105,701 |
| \$190 | \$105,701.01 | \$109,346 |
| \$199 | \$109,346.01 | \$112,990 |
| \$209 | \$112,990.01 | \$116,635 |
| \$219 | \$116,635.01 | \$120,280 |
| \$229 | \$120,280.01 | \$123,925 |
| \$239 | \$123,925.01 | \$127,570 |
| \$249 | \$127,570.01 | \$131,215 |
| \$260 | \$131,215.01 | \$134,859 |
| \$270 | \$134,859.01 | \$138,504 |
| \$281 | \$138,504.01 | \$142,149 |
| \$292 | \$142,149.01 | \$145,794 |
| | 200% FPIG | \$124,080 |

| Weekly Co-pay | Family Size: 13 Annual Income | |
|---------------|----------------------------------|-----------|
| \$5 | Less than: | \$11,724 |
| \$9 | \$11,724.01 | \$15,632 |
| \$12 | \$15,632.01 | \$19,540 |
| \$16 | \$19,540.01 | \$23,448 |
| \$21 | \$23,448.01 | \$27,356 |
| \$26 | \$27,356.01 | \$31,264 |
| \$31 | \$31,264.01 | \$35,172 |
| \$37 | \$35,172.01 | \$39,081 |
| \$43 | \$39,081.01 | \$42,989 |
| \$50 | \$42,989.01 | \$46,897 |
| \$57 | \$46,897.01 | \$50,805 |
| \$64 | \$50,805.01 | \$54,713 |
| \$72 | \$54,713.01 | \$58,621 |
| \$81 | \$58,621.01 | \$62,529 |
| \$89 | \$62,529.01 | \$66,437 |
| \$98 | \$66,437.01 | \$70,345 |
| \$106 | \$70,345.01 | \$74,253 |
| \$114 | \$74,253.01 | \$78,161 |
| \$122 | \$78,161.01 | \$82,069 |
| \$130 | \$82,069.01 | \$85,977 |
| \$139 | \$85,977.01 | \$89,885 |
| \$147 | \$89,885.01 | \$93,793 |
| \$156 | \$93,793.01 | \$97,701 |
| \$165 | \$97,701.01 | \$101,609 |
| \$174 | \$101,609.01 | \$105,517 |
| \$184 | \$105,517.01 | \$109,425 |
| \$194 | \$109,425.01 | \$113,333 |
| \$203 | \$113,333.01 | \$117,242 |
| \$214 | \$117,242.01 | \$121,150 |
| \$224 | \$121,150.01 | \$125,058 |
| \$234 | \$125,058.01 | \$128,966 |
| \$245 | \$128,966.01 | \$132,874 |
| \$256 | \$132,874.01 | \$136,782 |
| \$267 | \$136,782.01 | \$140,690 |
| \$278 | \$140,690.01 | \$144,598 |
| \$290 | \$144,598.01 | \$148,506 |
| \$302 | \$148,506.01 | \$152,414 |
| \$314 | \$152,414.01 | \$156,322 |
| | 200% FPIG | \$133,040 |

| Weekly Co-pay | Family Size: 14 Annual Income | |
|---------------|----------------------------------|-----------|
| \$5 | Less than: | \$8,343 |
| \$6 | \$8,343.01 | \$12,514 |
| \$9 | \$12,514.01 | \$16,685 |
| \$13 | \$16,685.01 | \$20,856 |
| \$18 | \$20,856.01 | \$25,028 |
| \$22 | \$25,028.01 | \$29,199 |
| \$28 | \$29,199.01 | \$33,370 |
| \$33 | \$33,370.01 | \$37,541 |
| \$40 | \$37,541.01 | \$41,713 |
| \$46 | \$41,713.01 | \$45,884 |
| \$53 | \$45,884.01 | \$50,055 |
| \$61 | \$50,055.01 | \$54,226 |
| \$69 | \$54,226.01 | \$58,398 |
| \$77 | \$58,398.01 | \$62,569 |
| \$86 | \$62,569.01 | \$66,740 |
| \$95 | \$66,740.01 | \$70,911 |
| \$105 | \$70,911.01 | \$75,083 |
| \$113 | \$75,083.01 | \$79,254 |
| \$122 | \$79,254.01 | \$83,425 |
| \$130 | \$83,425.01 | \$87,596 |
| \$139 | \$87,596.01 | \$91,768 |
| \$148 | \$91,768.01 | \$95,939 |
| \$157 | \$95,939.01 | \$100,110 |
| \$167 | \$100,110.01 | \$104,281 |
| \$176 | \$104,281.01 | \$108,453 |
| \$186 | \$108,453.01 | \$112,624 |
| \$196 | \$112,624.01 | \$116,795 |
| \$207 | \$116,795.01 | \$120,966 |
| \$217 | \$120,966.01 | \$125,138 |
| \$228 | \$125,138.01 | \$129,309 |
| \$239 | \$129,309.01 | \$133,480 |
| \$250 | \$133,480.01 | \$137,651 |
| \$262 | \$137,651.01 | \$141,823 |
| \$273 | \$141,823.01 | \$145,994 |
| \$285 | \$145,994.01 | \$150,165 |
| \$297 | \$150,165.01 | \$154,336 |
| \$309 | \$154,336.01 | \$158,508 |
| \$322 | \$158,508.01 | \$162,679 |
| \$335 | \$162,679.01 | \$166,850 |
| | 200% FPIG | \$142,000 |

| Weekly Co-pay | Family Size: 15 Annual Income | |
|---------------|----------------------------------|-----------|
| \$5 | Less than: | \$8,869 |
| \$6 | \$8,869.01 | \$13,303 |
| \$10 | \$13,303.01 | \$17,738 |
| \$14 | \$17,738.01 | \$22,172 |
| \$19 | \$22,172.01 | \$26,607 |
| \$24 | \$26,607.01 | \$31,041 |
| \$29 | \$31,041.01 | \$35,476 |
| \$36 | \$35,476.01 | \$39,910 |
| \$42 | \$39,910.01 | \$44,345 |
| \$49 | \$44,345.01 | \$48,779 |
| \$57 | \$48,779.01 | \$53,213 |
| \$65 | \$53,213.01 | \$57,648 |
| \$73 | \$57,648.01 | \$62,082 |
| \$82 | \$62,082.01 | \$66,517 |
| \$91 | \$66,517.01 | \$70,951 |
| \$101 | \$70,951.01 | \$75,386 |
| \$112 | \$75,386.01 | \$79,820 |
| \$120 | \$79,820.01 | \$84,255 |
| \$129 | \$84,255.01 | \$88,689 |
| \$138 | \$88,689.01 | \$93,123 |
| \$148 | \$93,123.01 | \$97,558 |
| \$157 | \$97,558.01 | \$101,992 |
| \$167 | \$101,992.01 | \$106,427 |
| \$177 | \$106,427.01 | \$110,861 |
| \$187 | \$110,861.01 | \$115,296 |
| \$198 | \$115,296.01 | \$119,730 |
| \$209 | \$119,730.01 | \$124,165 |
| \$220 | \$124,165.01 | \$128,599 |
| \$231 | \$128,599.01 | \$133,034 |
| \$242 | \$133,034.01 | \$137,468 |
| \$254 | \$137,468.01 | \$141,902 |
| \$266 | \$141,902.01 | \$146,337 |
| \$278 | \$146,337.01 | \$150,771 |
| \$290 | \$150,771.01 | \$155,206 |
| \$303 | \$155,206.01 | \$159,640 |
| \$316 | \$159,640.01 | \$164,075 |
| \$329 | \$164,075.01 | \$168,509 |
| \$342 | \$168,509.01 | \$172,944 |
| \$356 | \$172,944.01 | \$177,378 |
| | 200% FPIG | \$150,960 |

| Weekly Co-pay | Family Size: 16 Annual Income | |
|---------------|----------------------------------|-----------|
| \$5 | Less than: | \$9,395 |
| \$6 | \$9,395.01 | \$14,093 |
| \$10 | \$14,093.01 | \$18,791 |
| \$15 | \$18,791.01 | \$23,488 |
| \$20 | \$23,488.01 | \$28,186 |
| \$25 | \$28,186.01 | \$32,884 |
| \$31 | \$32,884.01 | \$37,581 |
| \$38 | \$37,581.01 | \$42,279 |
| \$45 | \$42,279.01 | \$46,977 |
| \$52 | \$46,977.01 | \$51,674 |
| \$60 | \$51,674.01 | \$56,372 |
| \$68 | \$56,372.01 | \$61,069 |
| \$77 | \$61,069.01 | \$65,767 |
| \$87 | \$65,767.01 | \$70,465 |
| \$97 | \$70,465.01 | \$75,162 |
| \$107 | \$75,162.01 | \$79,860 |
| \$118 | \$79,860.01 | \$84,558 |
| \$127 | \$84,558.01 | \$89,255 |
| \$137 | \$89,255.01 | \$93,953 |
| \$147 | \$93,953.01 | \$98,651 |
| \$156 | \$98,651.01 | \$103,348 |
| \$167 | \$103,348.01 | \$108,046 |
| \$177 | \$108,046.01 | \$112,744 |
| \$188 | \$112,744.01 | \$117,441 |
| \$199 | \$117,441.01 | \$122,139 |
| \$210 | \$122,139.01 | \$126,837 |
| \$221 | \$126,837.01 | \$131,534 |
| \$233 | \$131,534.01 | \$136,232 |
| \$245 | \$136,232.01 | \$140,930 |
| \$257 | \$140,930.01 | \$145,627 |
| \$269 | \$145,627.01 | \$150,325 |
| \$282 | \$150,325.01 | \$155,022 |
| \$295 | \$155,022.01 | \$159,720 |
| \$308 | \$159,720.01 | \$164,418 |
| \$321 | \$164,418.01 | \$169,115 |
| \$335 | \$169,115.01 | \$173,813 |
| \$349 | \$173,813.01 | \$178,511 |
| \$363 | \$178,511.01 | \$183,208 |
| \$377 | \$183,208.01 | \$187,906 |
| | 200% FPIG | \$159,920 |

| Weekly Co-pay | Family Size: 17 Annual Income | |
|---------------|----------------------------------|-----------|
| \$5 | Less than: | \$9,922 |
| \$7 | \$9,922.01 | \$14,883 |
| \$11 | \$14,883.01 | \$19,843 |
| \$16 | \$19,843.01 | \$24,804 |
| \$21 | \$24,804.01 | \$29,765 |
| \$27 | \$29,765.01 | \$34,726 |
| \$33 | \$34,726.01 | \$39,687 |
| \$40 | \$39,687.01 | \$44,648 |
| \$47 | \$44,648.01 | \$49,609 |
| \$55 | \$49,609.01 | \$54,569 |
| \$63 | \$54,569.01 | \$59,530 |
| \$72 | \$59,530.01 | \$64,491 |
| \$82 | \$64,491.01 | \$69,452 |
| \$92 | \$69,452.01 | \$74,413 |
| \$102 | \$74,413.01 | \$79,374 |
| \$113 | \$79,374.01 | \$84,334 |
| \$125 | \$84,334.01 | \$89,295 |
| \$135 | \$89,295.01 | \$94,256 |
| \$145 | \$94,256.01 | \$99,217 |
| \$155 | \$99,217.01 | \$104,178 |
| \$165 | \$104,178.01 | \$109,139 |
| \$176 | \$109,139.01 | \$114,100 |
| \$187 | \$114,100.01 | \$119,060 |
| \$198 | \$119,060.01 | \$124,021 |
| \$210 | \$124,021.01 | \$128,982 |
| \$221 | \$128,982.01 | \$133,943 |
| \$233 | \$133,943.01 | \$138,904 |
| \$246 | \$138,904.01 | \$143,865 |
| \$258 | \$143,865.01 | \$148,826 |
| \$271 | \$148,826.01 | \$153,786 |
| \$284 | \$153,786.01 | \$158,747 |
| \$298 | \$158,747.01 | \$163,708 |
| \$311 | \$163,708.01 | \$168,669 |
| \$325 | \$168,669.01 | \$173,630 |
| \$339 | \$173,630.01 | \$178,591 |
| \$353 | \$178,591.01 | \$183,551 |
| \$368 | \$183,551.01 | \$188,512 |
| \$383 | \$188,512.01 | \$193,473 |
| \$398 | \$193,473.01 | \$198,434 |
| | 200% FPIG | \$168,880 |

| Weekly Co-pay | Family Size: 18 Annual Income | |
|---------------|----------------------------------|-----------|
| \$5 | Less than: | \$10,448 |
| \$7 | \$10,448.01 | \$15,672 |
| \$12 | \$15,672.01 | \$20,896 |
| \$16 | \$20,896.01 | \$26,120 |
| \$22 | \$26,120.01 | \$31,344 |
| \$28 | \$31,344.01 | \$36,568 |
| \$35 | \$36,568.01 | \$41,792 |
| \$42 | \$41,792.01 | \$47,016 |
| \$50 | \$47,016.01 | \$52,241 |
| \$58 | \$52,241.01 | \$57,465 |
| \$67 | \$57,465.01 | \$62,689 |
| \$76 | \$62,689.01 | \$67,913 |
| \$86 | \$67,913.01 | \$73,137 |
| \$97 | \$73,137.01 | \$78,361 |
| \$108 | \$78,361.01 | \$83,585 |
| \$119 | \$83,585.01 | \$88,809 |
| \$132 | \$88,809.01 | \$94,033 |
| \$142 | \$94,033.01 | \$99,257 |
| \$152 | \$99,257.01 | \$104,481 |
| \$163 | \$104,481.01 | \$109,705 |
| \$174 | \$109,705.01 | \$114,929 |
| \$185 | \$114,929.01 | \$120,153 |
| \$197 | \$120,153.01 | \$125,377 |
| \$209 | \$125,377.01 | \$130,601 |
| \$221 | \$130,601.01 | \$135,825 |
| \$233 | \$135,825.01 | \$141,049 |
| \$246 | \$141,049.01 | \$146,273 |
| \$259 | \$146,273.01 | \$151,497 |
| \$272 | \$151,497.01 | \$156,722 |
| \$285 | \$156,722.01 | \$161,946 |
| \$299 | \$161,946.01 | \$167,170 |
| \$313 | \$167,170.01 | \$172,394 |
| \$328 | \$172,394.01 | \$177,618 |
| \$342 | \$177,618.01 | \$182,842 |
| \$357 | \$182,842.01 | \$188,066 |
| \$372 | \$188,066.01 | \$193,290 |
| \$388 | \$193,290.01 | \$198,514 |
| \$403 | \$198,514.01 | \$203,738 |
| \$419 | \$203,738.01 | \$208,962 |
| | 200% FPIG | \$177,840 |

| Weekly Co-pay | Family Size: 19 Annual Income | |
|---------------|----------------------------------|-----------|
| \$5 | Less than: | \$10,975 |
| \$7 | \$10,975.01 | \$16,462 |
| \$12 | \$16,462.01 | \$21,949 |
| \$17 | \$21,949.01 | \$27,436 |
| \$23 | \$27,436.01 | \$32,924 |
| \$29 | \$32,924.01 | \$38,411 |
| \$36 | \$38,411.01 | \$43,898 |
| \$44 | \$43,898.01 | \$49,385 |
| \$52 | \$49,385.01 | \$54,873 |
| \$61 | \$54,873.01 | \$60,360 |
| \$70 | \$60,360.01 | \$65,847 |
| \$80 | \$65,847.01 | \$71,334 |
| \$90 | \$71,334.01 | \$76,822 |
| \$102 | \$76,822.01 | \$82,309 |
| \$113 | \$82,309.01 | \$87,796 |
| \$125 | \$87,796.01 | \$93,283 |
| \$138 | \$93,283.01 | \$98,771 |
| \$149 | \$98,771.01 | \$104,258 |
| \$160 | \$104,258.01 | \$109,745 |
| \$171 | \$109,745.01 | \$115,232 |
| \$183 | \$115,232.01 | \$120,720 |
| \$195 | \$120,720.01 | \$126,207 |
| \$207 | \$126,207.01 | \$131,694 |
| \$219 | \$131,694.01 | \$137,181 |
| \$232 | \$137,181.01 | \$142,669 |
| \$245 | \$142,669.01 | \$148,156 |
| \$258 | \$148,156.01 | \$153,643 |
| \$272 | \$153,643.01 | \$159,130 |
| \$286 | \$159,130.01 | \$164,618 |
| \$300 | \$164,618.01 | \$170,105 |
| \$314 | \$170,105.01 | \$175,592 |
| \$329 | \$175,592.01 | \$181,079 |
| \$344 | \$181,079.01 | \$186,567 |
| \$359 | \$186,567.01 | \$192,054 |
| \$375 | \$192,054.01 | \$197,541 |
| \$391 | \$197,541.01 | \$203,028 |
| \$407 | \$203,028.01 | \$208,516 |
| \$424 | \$208,516.01 | \$214,003 |
| \$440 | \$214,003.01 | \$219,490 |
| | 200% FPIG | \$186,800 |

| Weekly Co-pay | Family Size: 20 Annual Income | |
|---------------|----------------------------------|-----------|
| \$5 | Less than: | \$11,501 |
| \$8 | \$11,501.01 | \$17,251 |
| \$13 | \$17,251.01 | \$23,002 |
| \$18 | \$23,002.01 | \$28,752 |
| \$24 | \$28,752.01 | \$34,503 |
| \$31 | \$34,503.01 | \$40,253 |
| \$38 | \$40,253.01 | \$46,004 |
| \$46 | \$46,004.01 | \$51,754 |
| \$55 | \$51,754.01 | \$57,505 |
| \$64 | \$57,505.01 | \$63,255 |
| \$73 | \$63,255.01 | \$69,005 |
| \$84 | \$69,005.01 | \$74,756 |
| \$95 | \$74,756.01 | \$80,506 |
| \$106 | \$80,506.01 | \$86,257 |
| \$119 | \$86,257.01 | \$92,007 |
| \$131 | \$92,007.01 | \$97,758 |
| \$145 | \$97,758.01 | \$103,508 |
| \$156 | \$103,508.01 | \$109,259 |
| \$168 | \$109,259.01 | \$115,009 |
| \$179 | \$115,009.01 | \$120,759 |
| \$191 | \$120,759.01 | \$126,510 |
| \$204 | \$126,510.01 | \$132,260 |
| \$217 | \$132,260.01 | \$138,011 |
| \$230 | \$138,011.01 | \$143,761 |
| \$243 | \$143,761.01 | \$149,512 |
| \$257 | \$149,512.01 | \$155,262 |
| \$271 | \$155,262.01 | \$161,013 |
| \$285 | \$161,013.01 | \$166,763 |
| \$299 | \$166,763.01 | \$172,514 |
| \$314 | \$172,514.01 | \$178,264 |
| \$329 | \$178,264.01 | \$184,014 |
| \$345 | \$184,014.01 | \$189,765 |
| \$361 | \$189,765.01 | \$195,515 |
| \$377 | \$195,515.01 | \$201,266 |
| \$393 | \$201,266.01 | \$207,016 |
| \$410 | \$207,016.01 | \$212,767 |
| \$427 | \$212,767.01 | \$218,517 |
| \$444 | \$218,517.01 | \$224,268 |
| \$461 | \$224,268.01 | \$230,018 |
| | 200% FPIG | \$195,760 |

| Weekly Co-pay | Family Size: 21 Annual Income | |
|---------------|----------------------------------|-----------|
| \$5 | Less than: | \$12,027 |
| \$8 | \$12,027.01 | \$18,041 |
| \$13 | \$18,041.01 | \$24,055 |
| \$19 | \$24,055.01 | \$30,068 |
| \$25 | \$30,068.01 | \$36,082 |
| \$32 | \$36,082.01 | \$42,096 |
| \$40 | \$42,096.01 | \$48,109 |
| \$48 | \$48,109.01 | \$54,123 |
| \$57 | \$54,123.01 | \$60,137 |
| \$67 | \$60,137.01 | \$66,150 |
| \$77 | \$66,150.01 | \$72,164 |
| \$88 | \$72,164.01 | \$78,177 |
| \$99 | \$78,177.01 | \$84,191 |
| \$111 | \$84,191.01 | \$90,205 |
| \$124 | \$90,205.01 | \$96,218 |
| \$137 | \$96,218.01 | \$102,232 |
| \$151 | \$102,232.01 | \$108,246 |
| \$163 | \$108,246.01 | \$114,259 |
| \$175 | \$114,259.01 | \$120,273 |
| \$188 | \$120,273.01 | \$126,287 |
| \$200 | \$126,287.01 | \$132,300 |
| \$213 | \$132,300.01 | \$138,314 |
| \$227 | \$138,314.01 | \$144,328 |
| \$240 | \$144,328.01 | \$150,341 |
| \$254 | \$150,341.01 | \$156,355 |
| \$268 | \$156,355.01 | \$162,369 |
| \$283 | \$162,369.01 | \$168,382 |
| \$298 | \$168,382.01 | \$174,396 |
| \$313 | \$174,396.01 | \$180,410 |
| \$329 | \$180,410.01 | \$186,423 |
| \$344 | \$186,423.01 | \$192,437 |
| \$361 | \$192,437.01 | \$198,450 |
| \$377 | \$198,450.01 | \$204,464 |
| \$394 | \$204,464.01 | \$210,478 |
| \$411 | \$210,478.01 | \$216,491 |
| \$428 | \$216,491.01 | \$222,505 |
| \$446 | \$222,505.01 | \$228,519 |
| \$464 | \$228,519.01 | \$234,532 |
| \$483 | \$234,532.01 | \$240,546 |
| | 200% FPIG | \$204,720 |

APPENDIX C

STEPPARENT DEDUCTION CHART

| County of residence | Family composition/size | | | | | |
|--|-------------------------|-------|-------|-------|--------|------------------------|
| | 2 | 3 | 4 | 5 | 6 | Each additional person |
| Adams, Allegheny, Berks, Blair, Bradford, Butler, Centre, Columbia, Crawford, Cumberland, Dauphin, Delaware, Erie, Lackawanna, Lebanon, Lehigh, Luzerne, Lycoming, Monroe, Montour, Northampton, Philadelphia, Sullivan, Susquehanna, Union, Warren, Wayne, Westmoreland, Wyoming and York | \$461 | \$587 | \$724 | \$859 | \$976 | \$121 |
| Armstrong, Bedford, Cambria, Clarion, Clearfield, Fayette, Forest, Fulton, Greene, Huntingdon, Jefferson, Juniata, Northumberland, Schuylkill and Somerset | \$406 | \$532 | \$662 | \$791 | \$894 | \$121 |
| Beaver, Cameron, Carbon, Clinton, Elk, Franklin, Indiana, Lawrence, McKean, Mercer, Mifflin, Perry, Potter, Snyder, Tioga, Venango and Washington | \$444 | \$573 | \$698 | \$829 | \$943 | \$121 |
| Bucks, Chester, Lancaster, Montgomery and Pike | \$481 | \$614 | \$749 | \$885 | \$1001 | \$121 |



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HUMAN SERVICES

October 22, 2020

The Honorable Michele Brooks
Senate of Pennsylvania
Harrisburg, Pennsylvania 17120

Dear Senator Brooks:

Enclosed is a proposed regulation that will align child care subsidy eligibility with the new requirements set forth in the Federal Child Care and Development Block Grant of 2014 (CCDBG) (42 U.S.C.A. §§ 9857 – 9858r, as reauthorized by Pub. L. 113 – 186), enacted by Congress on November 19, 2014.

The Department of Human Services proposes to change the redetermination period for the subsidized child care program, requiring that a redetermination be completed every 12 months.

Because of the proposed change to the redetermination period, the Department also proposes changes regarding reporting requirements, continued eligibility for persons experiencing job loss, a period of presumptive eligibility for families experiencing homelessness, and changes to align policies with other programs serving low income children.

Under the proposed regulation, families may be determined ineligible during the minimum 12-month eligibility period if the family's income exceeds the federal limits, the family has assets that exceed \$1 million, the child has excessive unexplained absences from child care, the parent or caretaker commits intentional program violations or fraud, or the family moves out of the state. Additional state-imposed eligibility criteria apply only at initial eligibility determination and redetermination.

This proposed regulation, which replaces the *Pennsylvania Code*, Title 55, Chapter 3041 Subsidized Child Care Eligibility in its entirety, is submitted for review by your Committee pursuant to the Regulatory Review Act.

The Department of Human Services will provide your Committee with any assistance required to facilitate a thorough review of this proposal.

Sincerely,

A handwritten signature in black ink that reads "Teresa D. Miller".

Teresa D. Miller
Secretary

Enclosure

OFFICE OF THE SECRETARY



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HUMAN SERVICES

October 22, 2020

The Honorable Art Haywood
Senate of Pennsylvania
Harrisburg, Pennsylvania 17120

Dear Senator Haywood:

Enclosed is a proposed regulation that will align child care subsidy eligibility with the new requirements set forth in the Federal Child Care and Development Block Grant of 2014 (CCDBG) (42 U.S.C.A. §§ 9857 – 9858r, as reauthorized by Pub. L. 113 – 186), enacted by Congress on November 19, 2014.

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Teresa D. Miller
Secretary

Enclosure

OFFICE OF THE SECRETARY



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HUMAN SERVICES

October 22, 2020

The Honorable Karen Boback
House of Representatives
Harrisburg, Pennsylvania 17120

Dear Representative Boback:

Enclosed is a proposed regulation that will align child care subsidy eligibility with the new requirements set forth in the Federal Child Care and Development Block Grant of 2014 (CCDBG) (42 U.S.C.A. §§ 9857 – 9858r, as reauthorized by Pub. L. 113 – 186), enacted by Congress on November 19, 2014.

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Teresa D. Miller
Secretary

Enclosure

OFFICE OF THE SECRETARY



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HUMAN SERVICES

October 22, 2020

The Honorable Joseph A. Petrarca
House of Representatives
Harrisburg, Pennsylvania 17120

Dear Representative Petrarca:

Enclosed is a proposed regulation that will align child care subsidy eligibility with the new requirements set forth in the Federal Child Care and Development Block Grant of 2014 (CCDBG) (42 U.S.C.A. §§ 9857 – 9858r, as reauthorized by Pub. L. 113 – 186), enacted by Congress on November 19, 2014.

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Teresa D. Miller
Secretary

Enclosure

OFFICE OF THE SECRETARY

**TRANSMITTAL SHEET FOR REGULATIONS SUBJECT TO THE
REGULATORY REVIEW ACT**

I.D. NUMBER: 14-545

SUBJECT: Subsidized Child Care Eligibility

AGENCY: DEPARTMENT OF HUMAN SERVICES
Office of Child Development and Early Learning

TYPE OF REGULATION

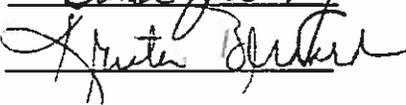
- X Proposed Regulation
- Final Regulation
- Final Regulation with Notice of Proposed Rulemaking Omitted
- 120-day Emergency Certification of the Attorney General
- 120-day Emergency Certification of the Governor
- Re-Delivery of Disapproved Regulation
 - a. With Revisions
 - b. Without Revisions

RECEIVED

OCT 22 2020

Independent Regulatory
Review Commission

FILING OF REGULATION

| <u>DATE</u> | <u>SIGNATURE</u> | <u>DESIGNATION</u> |
|-------------|---|---|
| | | <i>HOUSE COMMITTEE ON CHILDREN AND YOUTH</i> |
| 10/22/20 |  | MAJORITY CHAIR <u>Karen Boback</u> |
| 11/22/20 |  | MINORITY CHAIR <u>Joseph A. Petrarca</u> |
| | | <i>SENATE COMMITTEE ON HEALTH AND HUMAN SERVICES</i> |
| | | MAJORITY CHAIR <u>Michele Brooks</u> |
| | | MINORITY CHAIR <u>Art Haywood</u> |
| | | <i>INDEPENDENT REGULATORY REVIEW COMMISSION</i> |
| | | <i>ATTORNEY GENERAL (for Final Omitted only)</i> |
| | | <i>LEGISLATIVE REFERENCE BUREAU (for Proposed only)</i> |

Stephen Hoffman

From: Bulletin <bulletin@palrb.us>
Sent: Thursday, October 22, 2020 11:01 AM
To: Dietrich, Dawn
Subject: [External] Read: Reg. No. 14-545 Subsidized Child Care Eligibility
Attachments: [External] Read: Reg. No. 14-545 Subsidized Child Care Eligibility

Importance: High

Follow Up Flag: Follow up

Flag Status: Flagged

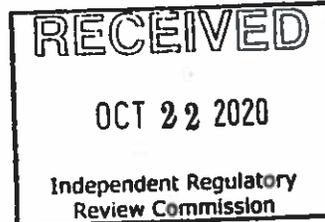
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Stephen Hoffman

From: Brooks, Senator Michele <mbrooks@pasen.gov>
Sent: Thursday, October 22, 2020 2:22 PM
To: Dietrich, Dawn; Bulletin; Brooks, Senator Michele; senatorhaywood@pasen.gov; Clarissa.Freeman@pasenate.com; jlynch@pasen.gov
Cc: Martin, Megan; DeLiberato, Vincent C. (LRB); Duane Searle; A.J. Mendelsohn; Bradbury, Joan
Subject: RE: [External] Delivery of Proposed Rulemaking--No. 14-545 Subsidized Child Care Eligibility

Received, thank you!



From: Dietrich, Dawn <dadietrich@pa.gov>
Sent: Thursday, October 22, 2020 2:14 PM
To: Bulletin <bulletin@palrb.us>; Brooks, Senator Michele <mbrooks@pasen.gov>; senatorhaywood@pasen.gov; Clarissa.Freeman@pasenate.com; jlynch@pasen.gov
Cc: Martin, Megan (OS) <mtmartin@os.pasen.gov>; DeLiberato, Vincent C. (LRB) <vdeliberato@palrb.us>; Duane Searle <dsearle@palrb.us>; A.J. Mendelsohn <amendelsohn@palrb.us>; Bradbury, Joan <jbradbury@pasen.gov>
Subject: RE: [External] Delivery of Proposed Rulemaking--No. 14-545 Subsidized Child Care Eligibility
Importance: High

© CAUTION : External Email ©

Good afternoon.

We are waiting for a confirmation of receipt from Senator Brooks' office so we can complete the delivery to IRRC. Can you please send this at your earliest convenience?

Thank you,

Dawn

Delivery of DHS Office of Chief Counsel physical mail has been affected due to the current restrictions. If you need to send documents to any of our offices (Harrisburg, Philadelphia, Pittsburgh or Wilkes-Barre), please email them to: RA-PWDHS-OGC-Mail@pa.gov

Dawn Dietrich | Administrative Officer 2
Department of Human Services | Governor's Office of General Counsel
625 Forster Street, 3rd Floor West | Harrisburg, PA 17120
Phone: 717.787.6398 | Fax: 717.772.0717
www.dhs.pa.gov

From: Bulletin <bulletin@palrb.us>
Sent: Thursday, October 22, 2020 10:07 AM
To: mbrooks@pasen.gov; senatorhaywood@pasen.gov; Clarissa.Freeman@pasenate.com; jlynch@pasen.gov
Cc: Martin, Megan <mtmartin@os.pasen.gov>; Vincent Deliberato <vdeliberato@palrb.us>; Duane Searle <dsearle@palrb.us>; A.J. Mendelsohn <amendelsohn@palrb.us>; jbradbury@pasen.gov; Dietrich, Dawn

<dadietrich@pa.gov>

Subject: [External] Delivery of Proposed Rulemaking--No. 14-545 Subsidized Child Care Eligibility

ATTENTION: *This email message is from an external sender. Do not open links or attachments from unknown sources. To report suspicious email, forward the message as an attachment to CWOPA_SPAM@pa.gov.*

Good Morning:

We have attached Proposed Rulemaking No. 14-545 from the Department of Human Services.

Please confirm receipt of this email by replying to all.

Thank you.

The Pennsylvania Code & Bulletin Office

Stephen Hoffman

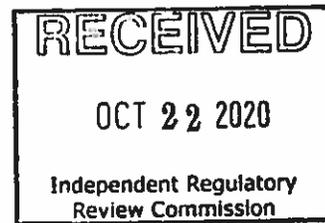
From: Freeman, Clarissa <Clarissa.Freeman@pasenate.com>
Sent: Thursday, October 22, 2020 9:34 AM
To: Dietrich, Dawn
Subject: RE: Reg. No. 14-545 Subsidized Child Care Eligibility

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you. Received by Clarissa Freeman- Senator Haywood's office 10/22/2020

Clarissa L Freeman, Esq.
Health and Human Services Committee
Senate of Pennsylvania
Office of Senator Art Haywood

10 East Wing, Main Capitol Building
Harrisburg, Pennsylvania 17120-3004
717-787-1427 (P)
717-772-0572 (F)



[Click here](#) to register to vote and request a mail-in ballot to vote from home.

The Philadelphia District Office is open for appointments only from Monday to Thursday, 9:00 am - 5:00 pm. However, we will continue to serve you via telework, Monday to Friday, during the same time.

Please call us at 215-242-8171 for an appointment or visit our [Self-Service](#) page.



From: Dietrich, Dawn <dadietrich@pa.gov>
Sent: Thursday, October 22, 2020 9:30 AM
To: Bulletin <bulletin@palrb.us>
Cc: jbradbury@pasen.gov; Freeman, Clarissa <Clarissa.Freeman@pasenate.com>
Subject: Reg. No. 14-545 Subsidized Child Care Eligibility
Importance: High

■ EXTERNAL EMAIL ■

Good morning.

Pursuant to SR 318, authorizing the Legislative Reference Bureau to transmit regulations to the appropriate committees for consideration, we are submitting Proposed Rulemaking – Subsidized Child Care Eligibility (14-545) to the Senate Health and Human Services Committee.

Please provide written (email) confirmation that this rulemaking was received by each of the offices of the respective Committee chairs.

Thank you,

Dawn

Delivery of DHS Office of Chief Counsel physical mail has been affected due to the current restrictions. If you need to send documents to any of our offices (Harrisburg, Philadelphia, Pittsburgh or Wilkes-Barre), please email them to: RA-PWDHS-OGC-Mail@pa.gov

Dawn Dietrich | Administrative Officer 2
Department of Human Services | Governor's Office of General Counsel
625 Forster Street, 3rd Floor West | Harrisburg, PA 17120
Phone: 717.787.6398 | Fax: 717.772.0717
www.dhs.pa.gov

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