

CHILD CARE FOR HOMELESS CHILDREN GRANT PROGRAM

Operations Manual – Fiscal Year 2009



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GENERAL INFORMATION

BACKGROUND

The Child Care for Homeless Children Program is provided through the federally funded Child Care and Development Block Grant (CCDBG). The origination point of the block grant is the U.S. Department of Health and Human Services, Administration for Children and Families. The Virginia State Department of Social Services (DSS) is the lead agency, as designated by the chief executive officer of the State of Virginia, which administers the CCDBG. DSS makes available a portion of the CCDBG funds for the Child Care for Homeless Children Program (CCHCP). The Virginia Department of Housing and Community Development (DHCD) administers the CCHCP through an interagency agreement with DSS.

GOAL

The goal of the Child Care for Homeless Children Program is to increase the availability and affordability of quality child care to homeless families residing in an emergency shelter or transitional housing.

OBJECTIVES

- To provide federal funding to emergency shelters and transitional housing programs to afford homeless parents with a broader range of child care options for their children.
- To provide homeless families with financial resources to aid in the transition to self-sufficiency.

FUNDS AVAILABLE

The Virginia Department of Social Services, through the Child Care and Development Fund, has made available **\$300,000** to the Virginia Department of Housing and Community Development (DHCD) for the Child Care for Homeless Children Program. These funds will be used for child care services for homeless families in which the parents are working or in training or education programs. These funds are to be expended during the state fiscal year 2009 which is July 1, 2008 through June 30, 2009.

ALLOCATION OF FUNDS

Awards are made on a non-competitive basis to grantees that currently receive State Shelter Grant (SSG) funds.

Only grantees that have signed and submitted a formal "CCHCP Grant Agreement" will be eligible to receive funding.

FUND DISBURSEMENT PROCESS

Step #1

The grantee **mails** the Request for Funding form (Attachment I) for CCHCP funds to their assigned Program Administrator (PA).

Grantees may request the amount of money they anticipate spending for child care on eligible clients during a time period not to exceed 90 days.

Step #2

If appropriate, the PA approves the requests and sends notice back to the grantee.

Step #3

Grantees are paid on a reimbursement basis and must submit the Request for Reimbursement form, which can be accessed electronically through their PA, to initiate the reimbursement process.

DHCD will reimburse CCHCP grantees for actual child care expenditures paid in accordance with the following schedule

- August 10, 2008 for expenditure period July 1, 2008- July 31, 2008*
- September 10, 2008 for expenditure period July 1, 2008 - August 31, 2008*
- November 10, 2008 for expenditure period September 1, 2008 - October 31, 2008
- January 10, 2009 for expenditure period November 1, 2008 - December 31, 2008
- March 10, 2009 for expenditure period January 1, 2009 - February 28, 2009
- May 10, 2009 for expenditure period March 1, 2009 - April 30, 2009
- May 10, 2009 for projected expenditure period May 1, 2009- June 30, 2009

* Grantees have the option of submitting a reimbursement request for July expenditures by August 10, 2008. If a request is made in August for July expenditures, the September request is to reflect expenditures for only August.

There is no limit on the amount of funds an organization may spend each month as long as the approved amount is not exceeded.

CCHCP Requests for Reimbursements must be completed on the excel forms provided electronically by DHCD. Once complete, the form should be printed, signed and mailed to:

Program Administrator
Homeless and Special Needs Housing Unit
Department of Housing and Community Development
501 North Second Street
Richmond, VA 23219-1312

FAXES WILL NOT BE ACCEPTED. ALL REQUESTS FOR REIMBURSEMENTS MUST BE COMPLETED IN EXCEL, SIGNED AND MAILED (TO BE POST MARKED BY THE DATES INDICATED ABOVE)

DHCD recommends receiving funds via electronic transfer. To establish an account go to the Virginia Department of Accounts web site (<http://www.doa.virginia.gov>) and select EDI (Electronic Data Interchange) from the menu of options on the left hand side of the page.

PROGRAM DESIGN

A PROGRAM DESCRIPTION

A 1	CCHCP funds are available for the purchase of child care services on behalf of homeless children whose parents are employed or enrolled in job training/ educational programs.
A 2	Employment and training or education programs may be full-time or part-time activities.

B PARENT CO-PAYMENT

B 1	There is no DHCD requirement for parent co-payments however, grantees may adopt their own internal policies related co-payments.
B 2	Any requirement of co-payments must be applied through the implementation of an established, consistently applied agency policy. Such policy should determine the amount of a subsidy paid by the parent for participation in the program; not to exceed that equal to 10 percent of monthly gross income regardless of the number of children accessing child care or the number of hours of child care needed for the month.
B 3	Co-payment policies established may include that parents' co-payment to be no more than equal to ten percent (10%) of their monthly gross income or no more than \$25, whichever is greater.
B 4	It is preferred that the parent pay his/her portion of the child care costs (parent co-payment) directly to the child care provider. A copy of the receipt for the parent co-payment should then be given to the CCHCP grantee and included in the parent file. When this is not possible, the grantee must keep an accurate record of all co-payment funds received from the parent(s).

C CLIENT ELIGIBILITY

C 1	CCHCP funds are to be used only if no other avenue of funding for child care is available.
C 2	Parents are required to apply for child care services at the local DSS office and to provide the CCHCP grantee with documentation of the application in a timely manner.
C 3	Family income cannot exceed the Virginia Department of Social Services established maximum level. Income eligibility limits are found in the State Sliding Fee Scale for Child Day Care and should be obtained from the local Department of Social Services
C 6	In the case of two-parent families, both parents must be employed or in education/training programs.
C 7	In a two-parent household where one parent is unable to comply with this requirement, documentation of good cause why that parent cannot provide the needed child care must be submitted before assistance can be approved. For example, if a parent is medically

	disabled and therefore not capable of providing adequate child care, documentation of the medical disability and the inability to provide child care would be required.
C 10	Children must be 12 years old or younger, or under the age of 18 if they are physically or mentally incapable of caring for themselves

D TIME FRAME FOR SERVICES

D 1	Services may begin from the date an eligible parent signs the Parent Application for CCHCP Services when the family begins residing in the emergency shelter or transitional housing facility. Parents are required to submit an application to the local Department of Social Services for “fee for service” child care support within a reasonable time frame.
D 2	CCHCP funds may only be used while a family is residing in an emergency shelter or transitional housing facility.

PROGRAM IMPLEMENTATION

E DEVELOPMENT OF CHILD CARE PROVIDER LIST

E 1	The CCHCP grantee must obtain a list of approved child care providers from the local Department of Social Services in the areas served by the applicant organization. The list should include names, addresses, telephone numbers and fees charged.
E 2	Child care providers may be selected from this list but additional providers may be allowable if they are “operating legally in the Commonwealth of Virginia”. Grantees should communicate with their local Department of Social Services to verify this status.
E 3	Parents have full choice of child care providers that are eligible

F INTAKE

F 1	<p>The Parent Application for CCHCP Services (Attachment II) is to be completed by the designated grantee staff and signed by the parent. This form includes the basic certification that the family will comply with the program regulations. Such compliance includes:</p> <ul style="list-style-type: none"> • Providing income information (Attachment III – Income Determination Guidance) • Contributing to the child care costs (parent co-payment, if applicable) • Submitting verification of employment, job training or education program enrollment <p>The form may be modified to include any agency requirements related to co-pay.</p>
F 2	Parents must sign the Parent Responsibilities Form (Attachment IV) to acknowledge the requirement to notify the CCHCP grantee in the event of changes in their status during the term of assistance. Such areas of change include, but are not limited to: income level; employment status; place of employment; training or education program enrollment.

G VERIFICATION

G 1	Parental employment or training/education enrollment. Acceptable forms of documentation include: <ul style="list-style-type: none">• A current payroll check stub• An employer statement of current or future (projected) earnings• An enrollment registration form with the parent's name and an advisor or contact person's name
G 2	Designated staff must collect copies of payroll check stubs on a regular basis (weekly, bi-weekly, monthly or bi-monthly) to provide evidence of continued employment. In cases of participation in job training, a statement from the training program with the number of hours per week that the parent spends in training is required. A registration schedule from the educational program with course hours is necessary to verify program enrollment.
G 3	Income Verifications <ul style="list-style-type: none">• Documentation of monthly gross income must be used to determine the parent co-payment while participating in the CCHCP program. All sources must be recorded and verified in the parent file.

REQUIREMENTS

H PROGRAM REQUIREMENTS

H 1	Parents, rather than the grantee, must enter into contracts with child care providers as the parent has the primary responsibility for payment in the event the family becomes ineligible for program funds.
H 2	DHCD will not reimburse CCHCP grantees for child care expenditures incurred by parents whose family circumstances have changed causing the parent to become ineligible for child care assistance through CCHCP.
H 4	Arrangements for child care should be made by the parent with guidance from the CCHCP grantee.
H 5	Arrangements for a payment schedule to the child care provider must be worked out between the parent, the child care provider and the CCHCP grantee organization.
H 6	The cost for child care cannot exceed the area's market rate as provided by DSS unless the parent is willing to pay the difference between the market rate and the child care provider's fee. The market rate for the locality in which the child receives care should be used rather than the locality of residence or shelter.

I REPORTING REQUIREMENTS

I 1	CCHCP grantees must provide basic demographic information on families served
I 2	A completed demographic report must be submitted ELECTRONICALLY on a quarterly basis to DHCD. To receive reimbursement for CCHCP expenditures, the following quarterly demographic reporting schedule is to be strictly adhered to:

	1 st Quarter	due by	October 10, 2008
	2 nd Quarter	due by	January 10, 2009
	3 rd Quarter	due by	April 10, 2009
	4 th Quarter	due by	July 10, 2009
Statistical reports must be emailed to hsnh@dhcd.virginia.gov			

J RECORD KEEPING REQUIREMENTS

J 1	<p>A file must be maintained in the grantee's office for each participating family including the following information:</p> <ul style="list-style-type: none"> • Documentation of employment, education or training enrollment • Documentation of income • Parent Application for CCHCP services signed by the parent to include: <ol style="list-style-type: none"> 1. Information on the child care provider selected, hours and/or days the child care provider will be used, and the rate charged 2. The amount of CCHCP funds and the parent's co-payment 3. An estimate of the length of time the child care services will be needed • Parent Responsibilities Form signed by the parent • Receipts (copies) from child care providers for all funds received • For participating parents who will soon exit the program, a plan for continuing child care after the program has ended • Any concerns or issues with the child care services • Additional information as appropriate and necessary
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MONITORING

All CCHCP grantees may be monitored for financial and programmatic compliance by a DHCD representative. In addition, as DHCD's grantor, DSS may monitor sites at their discretion.

CHILD CARE FOR HOMELESS CHILDREN PROGRAM

REQUEST FOR FUNDING

Fiscal Year 2009

Grantee Name: _____

Grantee Address: _____

The time period (*not to exceed 90 days*): _____ to _____

Total Amount Requested: _____

___ Yes ___ No I, _____, have read, understand and agree to comply with all grant requirements identified in the CCHCP Operations Manual.

Authorized Agency Representative

Date

DHCD USE ONLY	
___ Approved	___ Not Approved
Amount Obligated: _____	
_____ DHCD Program Administrator	_____ Date

PARENT APPLICATION FOR CCHCP SERVICES

Applicants Last Name	First Name, MI	SS #	
Family size:	Gender of Applicant: <input type="checkbox"/> Male <input type="checkbox"/> Female	Monthly Gross Family Income:	
Family Composition: <input type="checkbox"/> Single parent <input type="checkbox"/> Two Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Other			
Eligible Activity: <input type="checkbox"/> Employment <input type="checkbox"/> Education/Job Training		Name of Employer/School	
Children for Whom Daycare Service is Requested			
First and Last name: (Print clearly)	Date of Birth: (mm/dd/yy)	Gender: (M=male; F= Female)	Type of Care: (Full day; Part day; After School)

CCHCP grantee payment: _____ Parent co-payment & frequency: _____

- I certify that all of the above information is true and that I will provide any necessary verification for this information.
- I understand that, upon approval for this program, I may be required to pay a percentage of the costs of daycare based on the information I have provided.
- I further understand that I must select a childcare provider approved by the shelter or transitional housing program I am residing.
- I am aware that I may go to the Department of Social Services if I do not wish to receive childcare services through the shelter or transitional housing provider.
- I also understand that childcare services through this program will be terminated after I leave the shelter or transitional housing facility or if I am no longer engaged in an eligible activity. I agree to hold harmless the Commonwealth of Virginia, the DHCD, their employees, successors, and assignees from any and all claims and demands based on or arising out of the provision of child care services through this program.

Signature of Applicant: _____ Date of Application: _____

INCOME DETERMINATION GUIDANCE

The following should be included in determining monthly gross income:

- Income from employment
- TANF Payments
- Child Support Received
- All other forms of public assistance in the form of check/cash payments.

The following should not be included in determining monthly gross income:

- Per capita payments to or funds held in trust for any individual in satisfaction of a judgment of the Indian Claims Commission or the Court of Claims
- Money received from the sale of property, such as stocks, bonds, a house, or a car
- Earnings of less than \$5.00 a month
- Withdrawals of bank deposits
- Money borrowed
- Tax refunds
- Gifts
- Lump sum inheritance or insurance payments
- Capital gains
- The value of the Food Stamp coupon allotment
- The value of USDA donated foods
- The value of any supplemental food assistance under the Child Nutrition Act of 1966 and the special food service programs for children under the National School Lunch Act as amended
- Any payment received under Title XX of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- Earnings of a child under 14 years of age
- Any benefits received under Title VII, Nutrition Program for the Elderly, of the Older Americans Act of 1965, as amended
- Any grant or loan to any undergraduate for educational purposes made or insured under any program administered by the Commissioner of Education
- Any other scholarship loan or grant obtained and used under conditions which preclude its use for current living costs
- Home produce utilized for household consumption
- Earnings received by any youth under the Youth Employment Demonstration Program of the Comprehensive Employment and Training Act of 1973 (CETA)
- Payment to VISTA volunteers
- Payment to vendors for services to recipients
- Garnisheed wages
- The portion of income paid for child support if being paid, whether court-ordered or not. The payment is to be considered income for the person receiving it
- Payments made as required by Medicaid for the support of a spouse or child in a nursing home

CHILD CARE FOR HOMELESS CHILDREN PROGRAM

PARENT RESPONSIBILITIES FORM

Reporting Changes

You must report all required changes to the CCHCP Sponsor Organization through which you are accessing child care services within 10 days of when the changes occur. The following are changes you are required to report.

1. Change in household income
2. Change in employment status or place of employment
3. Change in work hours
4. Change in education/training activity, including class days/hours and curriculum.
5. Parent/caretaker begins receiving child support payments
6. Change in the number of household members
7. Change in marital status
8. A child receiving day care services reaches his/her 13th birthday
9. A child receiving full-time day care begins school and requires less than full-time care
10. Parent/caretaker begins to receive additional financial support from DSS

Repayment

Anyone who causes the CCHCP Sponsor Organization to make an improper vendor payment by withholding any of the above changes will be required to repay the amount of the improper payment. Repayment will be in either a lump sum or according to a written repayment plan between the responsible person and the CCHCP Organization.

By my signature below, I declare that I fully understand and agree to the above reporting requirements. I further understand that I must remove my child from day care if I stop participating in the activity or work for which I am approved.

Parent Signature

Date

CCHCP Worker

Date

DEFINITIONS

Child Care and Development Fund	The federal Block Grant for day care that was authorized by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193).
Child day care service	Those activities that assist eligible families in the arrangement and/or purchase of day care for children that is less than a 24-hour day. This includes activities that promote parental choice, consumer education to help parents make informed choices about child care, activities to enhance health and safety standards established by the state, and activities that increase and enhance child care and early childhood development resources in the community.
Co-payment	The amount of a subsidy paid by the parent for participation in the program; to be determined by the grantee, not to exceed equal to 10% of monthly gross income regardless of the number of children accessing child care or the number of hours of child care needed for the month.
Education leading to employment	Includes basic remedial instruction designed to achieve a basic literacy level, instruction in English as a second language, preparation for GED or Adult Education, the completion of high school, associate degree or certificate. This includes college or degree work from a college or university <u>if</u> the course of instruction is limited to a curriculum directly related to the fulfillment of an individual's educational goal to obtain useful employment in a recognized profession or occupation. <u>There is no minimum number of hours a parent has to attend a job training or education program in order to be eligible.</u>
Education Program	Any course of instruction offered by an institution of higher education or a vocational school as determined by the Secretary of Education to meet the Higher Education Act of 1965.
Federal Poverty Level	Income levels by family size, determined by the federal Department of Health and Human Services, to be used as guidelines in determining at what level families in the country are living in poverty.
Fee System	Programs that provide child day care subsidies to low-income parents from the Child Care Development Fund which requires a parental co-payment.
Income eligible	Eligibility based on income and determined by measuring the family income and size against a percentage of the federal poverty level.
Job training	A formal training program, facilitated by an educational institution, that provides for the development of specific work attitudes, behaviors and skills leading to job readiness as well as the development of specified technical or vocational skills that leads to employment in a recognized occupation and results in other than a baccalaureate or advanced degree. There is no minimum number of hours a parent has to attend a job training or education program in order to be eligible.
Market Rate	The 75th percentile of the range of costs in a community for a particular type of child day care.
Parental Access	Parents may visit the day care setting at any time their child is in care.
Part-time	Regularly scheduled activity that engages a participant in employment for a

Attachment IV

	minimum of eight hours but less than 30 hours per week.
Residing with a child	A person is considered to be residing with a child if that individual is responsible for the day to day care and control of that child.
Special needs child day care	Care provided to children with diagnosed physical, mental or emotional problems such as learning disabilities, behavior disorders, and/or inability to adjust with the family and peers; this refers to children with developmental disabilities, atypical development, or deficit in social functioning.
Training leading to employment	The development of specific work attitudes, behaviors, or skills leading to job readiness as well as the development of specific technical or vocational skills that leads to employment in a recognized occupation and results in other than a baccalaureate or advanced degree.
Vendor	A provider of child care services.