



William F. Weld
Governor
Argeo Paul Cellucci
Lieutenant Governor

Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston MA 02111

Joseph Gallant
Secretary
Claire McIntire
Commissioner

Field Operations Memo 97-27
April 15, 1997

To: Local Office Staff
From: Joyce Sampson
Assistant Commissioner for Field Operations
Re: Child Care Eligibility Guide

Overview

Child Care is one of the most important support services we provide to help recipients so that they can work. Recipients should be informed of the availability of Child Care. The attached Child Care Eligibility Guide is a synopsis of the requirements for eligibility for Child Care services. Eligible individuals have been grouped into four categories: (1) Nonexempt recipients with a work requirement, (2) Teen Parents, (3) Volunteers, and (4) Former recipients. Volunteers include recipients who are exempt, nonexempt without a work requirement, and nonexempt meeting the work requirement.

Exemptions

A grantee is exempt from the work requirement, the 24-month Time Limited Benefits, and the reduced Need and Payment Standards if he or she meets one of the following:

- The grantee is disabled;
- The grantee must take care of a disabled family member who lives in the home;

(Continued on next page)

Exemptions (Cont.)

- The grantee is a pregnant woman in the last four months of pregnancy;
- The grantee's youngest child in the assistance unit is under age two or the youngest child under the age of two in the household would be in the assistance unit except that the child is in receipt of SSI; (See 106 CMR 203.100(A) and 203.400(A)).
- The grantee's youngest child not receiving TAFDC benefits is under three months of age;
- The grantee is a teen parent under 20 years of age and attending school, not beyond high school, full-time, or a combination of participating in a full-time GED program and in an approved training or employment-related activity for a total of 20 hours per week, or meeting the special rules for a teen structured living program;
- The grantee is 60 years of age or older; and
- The grantee is ineligible, except if he or she is legally obligated to support his or her dependent child(ren), unless he or she meets one of the other exemptions listed above or he or she cannot work for pay due to his or her noncitizen status.

Note: In a two-parent household, both parents must be exempt.

Authorizing Full-Time/Part-Time Hours for Child Care

The number of hours authorized for child care services must be clearly noted as either being part-time or full-time. Typically, part-time child care may fall within the hours of 7:00 a.m.-12:00 p.m. or 1:00 p.m.-6:00 p.m. However, if the hours of child care overlap during the a.m. and p.m. hours of service, such as 10:00 a.m.-2:00 p.m. or 11:00 a.m.-3:00 p.m., a full-time Child Care Authorization (CCA) should be issued.

**Non-TAFDC Recipients
Requesting Child Care**

Individuals seeking child care services who are **not** TAFDC recipients should be referred to the Massachusetts Child Care Resource Agency Network at 1-800-345-0131.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at (617) 348-8478.

DTA CHILD CARE ELIGIBILITY GUIDE

TAFDC ELIGIBILITY	ESP ACTIVITY	PARTICIPATION REQUIREMENT (Must have an approved EDP)	SERVICE CODE	DURATION OF CHILD CARE AUTHORIZATION	CITATION
<p>NONEXEMPT RECIPIENT with WORK REQUIREMENT</p> <ul style="list-style-type: none"> • Youngest child is 6 yrs. old or older (mandatory F/T school-age) • Initial 60-day job search and • Secure paid employment and/or • Participation in community service activity • Subject to time limit 	TEMP/Community Service Program	Unable to obtain a job Community service work for 20 hours/week or more	1S	6 months	106 CMR 207.210 106 CMR 203.400
	Employment	Paid employment for 20 hours/week or more or a combination of community service and employment which totals 20 hours or more	1D	2 or 6 months: If case is expected to close due to earnings, authorize for 2 months; If case is not expected to close, authorize for 6 months	106 CMR 207.210 106 CMR 203.400
	Full Employment Program	F/T employment of 35-40 hours/week	1B	6 months	106 CMR 207.210 106 CMR 203.400
	Supported Work	30 hours of activity per week Must attend at least 75% of scheduled hours/week	1A	6 months	106 CMR 207.210 106 CMR 203.400 106 CMR 207.160

DTA CHILD CARE ELIGIBILITY GUIDE

TAFDC ELIGIBILITY	ESP ACTIVITY	PARTICIPATION REQUIREMENT (Must have an approved EDP)	SERVICE CODE	DURATION OF CHILD CARE AUTHORIZATION	CITATION
<p>TEEN PARENT</p> <p>TAFDC:</p> <ul style="list-style-type: none"> • Parent under age 20 • Living in a teen structured living program 	<p>Attending school program on a full time basis not beyond high school or attending a GED program and participating in an approved training or employment related activity for a total of 20 hours or more.</p>	<p>Must not have achieved a high school diploma or GED*</p> <p>Must attend at least 75% of scheduled hours</p> <p>* Note: If teen parent has completed high school or GED, he or she must participate in an approved training or employment activity.</p>	<p style="text-align: center;">4A</p>	<p>Duration of activity not to exceed 9 months</p>	<p>106 CMR 203.610</p>

DTA CHILD CARE ELIGIBILITY GUIDE

TAFDC ELIGIBILITY	ESP ACTIVITY	PARTICIPATION REQUIREMENT (Must have an approved EDP)	SERVICE CODE	DURATION OF CHILD CARE AUTHORIZATION	CITATION
VOLUNTEER for ESP <ul style="list-style-type: none"> • Youngest child under 6 yrs. old • Youngest child over 6 yrs. old (once a grantee(s) has met his or her work requirement) 	Education	Must schedule at least 12 hours of activity/week	1A	6 months	106 CMR 207.150 106 CMR 207.210 106 CMR 207.210
	Skills Training	Must attend at least 75% of scheduled hours			
	Full Employment Program	F/T employment of 35-40 hours/week	1B	6 months	106 CMR 207.210

Volunteers include recipients who are exempt, nonexempt without a work requirement and nonexempt meeting the work requirement.

DTA CHILD CARE ELIGIBILITY GUIDE

TAFDC ELIGIBILITY	ESP ACTIVITY	PARTICIPATION REQUIREMENT (Must have an approved EDP)	SERVICE CODE	DURATION OF CHILD CARE AUTHORIZATION	CITATION
VOLUNTEER (continued)	Community College	Must be enrolled at least half time Must attend at least 75% of the scheduled hours	1A	Up to 6 months or duration of semester	106 CMR 207.210
	4-Year College	Must have had an EDP for a 4-year college as of 1/1/95 Must be enrolled at least half time Must attend at least 75% of the scheduled hours	1A	Up to 6 months or duration of semester	106 CMR 207.210

DTA CHILD CARE ELIGIBILITY GUIDE

TAFDC ELIGIBILITY	ESP ACTIVITY	PARTICIPATION REQUIREMENT (Must have an approved EDP)	SERVICE CODE	DURATION OF CHILD CARE AUTHORIZATION	CITATION
VOLUNTEER (continued)	Job Search / Employment Assistance Services	Actively seeking employment	1C	5 days part-time or 3 days full-time for a maximum of 2 months	106 CMR 207.210
	TEMP/Community Service Program	20 hours/week or more in a community service program or a combination of community service and employment which totals 20 hours or more	1S	Maximum of 6 months	106 CMR 207.210

DTA CHILD CARE ELIGIBILITY GUIDE

TAFDC ELIGIBILITY	ESP ACTIVITY	PARTICIPATION REQUIREMENT (Must have an approved EDP)	SERVICE CODE	DURATION OF CHILD CARE AUTHORIZATION	CITATION
VOLUNTEER (continued)	Employment	Paid employment - no minimum hours	1D	2 or 6 months	106 CMR 207.210
FORMER RECIPIENT (Grant closed/currently employed) <ul style="list-style-type: none"> • Employed within first 6 months of TAFDC closing • Employed 6 - 12 months after TAFDC closing 	Employment		2A 2B	7-12 months 1-6 months	106CMR 207.210

- NOTES: (1) Child care is provided for (1) a period not to exceed 2 weeks, while waiting to start an activity or (2) a period, not to exceed 1 month, where child care arrangements would be lost, and a subsequent component activity or the resumption of the current activity is scheduled to begin within the month (106 CMR 207.210.
- (2) Individuals seeking child care services who are not TAFDC recipients and who do not qualify under special eligibility requirements should be advised to call the Massachusetts Child Care Resource Agency Network at 1-800-345-0131.
- (3) The number of hours authorized for Child Care services must be clearly noted as either being part-time or full-time. Typically, part-time care may fall within the hours of 7:00 am - 12:00 pm or 1:00 pm - 6:00 pm. However, if the hours of care overlap the am and pm hours of service, such as 10:00 am - 2:00 pm or 11:00 am - 3:00 pm, a full-time Child Care Authorization (CCA) should be issued. If the needed care amounts to at least four full days per week, the authorization should be rounded up to full-time care for five days per week.
- (4) Child care authorizations for ESP Volunteers doing Job Search/Employment Assistance Services may be extended in accordance with their EDP.