

Read and carefully review the Rights and Responsibilities:

1. Child Care Assistance is pending the availability of funds and eligibility.
2. Child care assistance cannot be denied based on race, color, sex, age, disability, religion, national origin, or political belief.
3. All adults in the Low-Income Eligibility group must:
 - ❖ Work twenty (20) or more hours per week or,
 - ❖ Attend school full time or job skills training program to equal twenty (20) hours per week or,
 - ❖ Combine work and school/job skills training program to equal twenty (20) or more hours per week.

At least one adult in the Extended Support Services (ESS) group must:
 In the first twelve (12) months:

 - ❖ Work at least twenty (20) hours per week, or your earnings must be enough to cause you to be ineligible for Transitional Employment Assistance (TEA) cash assistance.
 - ❖ Attend school full time or job skills training program to equal twenty (20) hours per week or,
 - ❖ Combine work and school/job skills training program to equal twenty (20) or more hours per week.

In the second twelve (12) months:

 - ❖ Work at least twenty- five (25) hours per week
 - ❖ Attend school full time or job skills training program to equal twenty-five (25) hours per week or,
 - ❖ Combine work and school/job skills training program to equal twenty-five (25) or more hours per week.
4. Withholding information or providing false information may result in the denial or termination of child care assistance. You agree to cooperate in any OEC inquiry concerning your child care assistance. Failure to cooperate will result in the termination of child care services.
5. Information provided will not be released without your written consent, except to parties allowed by law. Your name and Social Security Number may be furnished to employers, government agencies, educational institutions, or any other party deemed necessary by OEC to determine your eligibility. OEC will cross-reference information provided to other government programs. Eligibility information may be shared with your selected CCDF Program Participant (child care provider).
6. OEC will not retroactively pay or reimburse Low Income child care expenses prior to approval.
7. CCDF Program Participant (child care provider) may be selected according to parental choice. CCDF Program Participant information may be found on our website: https://ardhslicensing.my.site.com/elicensing/s/search-provider/find-providers?language=en_US&tab=CC
 - ❖ Website information includes: • Child care search tool • Facility complaints • Better Beginnings rating • Facility visits
8. No child receiving subsidy funding shall be suspended or expelled from the facility without approval from OEC. All families are required to cooperate with BehavioralHelp program, if applicable <https://www.behaviorhelponline.org/>
9. Once eligibility is determined, Low-Income applicants must complete an initial and redetermination interview with a Family Support Specialist (FSS).
10. The CCDF Program Participant (child care provider) may charge the following fees:
 - Co-pay based on Better Beginnings Rating. • Late pickup, late payment, or • Fees for exceeded absentee days
 - A maximum of 15% over the designated subsidy payment rate as stated in the Certificate of Authorization

Trimester	Days Allowed	Not to Exceed
July – October	12	6 in a given month
November– February	16	8 in a given month
March – June	12	6 in a given month

11. All notices will be sent electronically via email. An accurate and valid email address must be on file. Email should be checked regularly to ensure all notices are received. All emails are considered read after five (5) calendar days. OEC is not responsible for any lapse of communication for failure to report an email change within ten (10) calendar days of the change.
12. The following changes must be reported to your Family Support Specialist (FSS) within ten (10) calendar days of the change: Address, email, phone number, change of CCDF Program Participant, income over eighty-five (85%) of the SMI, household composition that increases household income over eighty-five (85%) of the SMI. Any cessation of work, and/or attendance at education or training program must be reported within ten (10) calendar days.

Family Size	Monthly Income	Exceeded Income Limit
1	\$3,188.91	\$3,188.92
2	\$4,170.12	\$4,170.13
3	\$5,151.32	\$5,151.33
4	\$6,132.53	\$6,132.54
5	\$7,113.73	\$7,113.74
6	\$8,094.94	\$8,094.95

13. A change of CCDF Program Participant (child care provider) may require a redetermination of eligibility. Payments to the new CCDF Program Participant are your responsibility until the change is processed. A Child Care Arrangement and Change Report Form are required ten (10) calendar days prior to the date of change.
14. If any adverse action is taken on your application or child care case, excluding overpayment or fraud, you have the right to an Internal Review. If an overpayment, fraud, and/or Intentional Program Violation is alleged, you have the right to an Administrative Hearing.
15. Families declaring assets above \$1,000,000 are ineligible for Subsidized Child Care Assistance. At the time of initial application and redetermination, families will be asked to declare if they have assets above \$1,000,000.
16. At least one (1) adult must complete the required parent training per eligibility period.