



PROGRAM AREA: Economic Security Division	EFFECTIVE DATE: 12/1/14 REVISION DATE:
TITLE: Colorado Child Care Assistance Program (CCCAP) Pre-Eligibility Determination	AUTHORIZING SIGNATURE: 

**Reference:** 3.908 (1), HB14-1317 section 6 (10)

**In accordance with State Staff Manual Volume III regulation 3.908(1),** The Early Care and Education provider may provide services to the family prior to the final determination of eligibility and shall be reimbursed for such services only if the county determines the family is eligible for services and there is no need to place the family on the waiting list. The start date of eligibility is defined in Section 3.913, FF. If the family is found ineligible for services, the Early Care and Education provider shall not be reimbursed for any services provided during the period between his/her pre-eligibility determination and the county's final determination of eligibility. The Early Care and Education provider or county may conduct a pre-eligibility determination for child care assistance for a potential program participant to facilitate the determination process.

- A. The Early Care and Education provider may submit the prospective program participant's state approved application, release of information, and documentation to the county for final determination of eligibility for child care assistance. The provider must signify on the first page of the application in the space provided that a pre-eligibility determination has been made by the provider.
- B. The Early Care and Education provider or county may provide services to the family prior to final determination of eligibility, and the county shall reimburse a provider:
  - 1. As of the date the county receives the application from the provider for such services only if the county determines the prospective program participant is eligible for services; and,
  - 2. There is no need to place the prospective program participant on a waiting list.
- C. All supporting documentation for an application submitted by a provider must be received in thirty (30) calendar days or the application may be determined ineligible by the county.
- D. If the prospective program participant is found ineligible for services, the county must not reimburse the Early Care and Education provider for any services provided during the period between its pre-eligibility determination and the county's final determination of eligibility.
- E. If an Early Care and Education provider or county has conducted a pre-eligibility determination, they must include documentation of the information on which the pre-eligibility determination has been made in or with the application. The documentation must include household income, household composition, and eligible activity.
- F. When a county conducts a pre-eligibility determination, the county must notify the prospective provider with the referral for pre-eligibility authorization that payment for care provided prior to full eligibility may not occur if the adult caretaker or teen parent is ultimately deemed ineligible for the CCCAP program.

G. A provider may refuse to serve a county pre-eligibility authorized program participant.

**In accordance with HB14-1317 provision 26-8-802, section 6 (10)**, AN EARLY CARE AND EDUCATION PROVIDER OR COUNTY MAY CONDUCT A PRE-ELIGIBILITY DETERMINATION FOR CHILD CARE ASSISTANCE FOR A FAMILY TO FACILITATE THE DETERMINATION PROCESS. THE EARLY CARE AND EDUCATION PROVIDER SHALL SUBMIT ITS PRE-ELIGIBILITY DOCUMENTATION TO THE COUNTY FOR FINAL DETERMINATION OF ELIGIBILITY FOR CHILD CARE ASSISTANCE. THE EARLY CARE AND EDUCATION PROVIDER OR COUNTY MAY PROVIDE SERVICES TO THE FAMILY PRIOR TO FINAL DETERMINATION OF ELIGIBILITY, AND THE COUNTY SHALL REIMBURSE A PROVIDER FOR SUCH SERVICES ONLY IF THE COUNTY DETERMINES THE FAMILY IS ELIGIBLE FOR SERVICES AND THERE IS NO NEED TO PLACE THE FAMILY ON A WAITING LIST. IF THE FAMILY IS FOUND INELIGIBLE FOR SERVICES, THE COUNTY SHALL NOT REIMBURSE THE EARLY CARE AND EDUCATION PROVIDER FOR ANY SERVICES PROVIDED DURING THE PERIOD BETWEEN ITS PRE-ELIGIBILITY DETERMINATION AND THE COUNTY'S FINAL DETERMINATION OF ELIGIBILITY.

**Purpose:**

The Garfield County Department of Human Services shall have procedures for when Early Care and Education Providers choose to participate in the Pre-Eligibility determination process for the Child Care Assistance program.

**Policy:**

It is the policy of Garfield County to accept a State approved pre-eligibility CCCAP application from an Early Care and Learning Provider. If the applicant is found ineligible for CCCAP services, Garfield County shall not reimburse the Early Care and Education Provider for any services provided during the pre-eligibility period.