



PROGRAM AREA: Economic Security Division	EFFECTIVE DATE: 12/1/14 REVISION DATE:
TITLE: Colorado Child Care Assistance Program (CCCAP) Absences, Holds and Paid Holidays	AUTHORIZING SIGNATURE: 

Reference: 3.910 (B)

In accordance with State Staff Manual Volume III regulation 3.910(B).

1. Counties must pay for absences in accordance with the policy set by the county. Any absence policy set by the county must address payments to hold a child's slot with a provider when the child is not in care to include, but not limited to, payments for scheduled school breaks, absences, and holidays.
2. Counties have the discretion to roll payments for absences and holidays into their regular daily provider reimbursement rates, or may pay for absences and holidays with a daily rate as they occur and pursuant to the county policies.
3. Tiered Absences and Holidays
 - a. Whether a county rolls their absences and holidays in addition to their regular daily provider reimbursement rate, or they pay them separately, and if a child utilizes care at multiple providers, counties must reimburse providers proportionate to the quantity of care provided overall or in accordance with the child's actual use of care.
 - b. Counties must reimburse providers for absences and holidays per twelve (12) months of continuous eligibility based on the following schedule:
 1. For providers in the first level of the department's quality rating and improvement system, no fewer than six (6) absences or holidays;
 2. For providers in the second level of the department's quality rating and improvement system, no fewer than ten (10) absences or holidays;
 3. For providers in the top three levels of the department's quality rating and improvement system, no fewer than fifteen (15) absences or holidays.

Purpose:

To identify the number of days paid by Garfield County for absences, holds and holidays.

Policy:

It is the policy of Garfield County to pay two absences per month to all licensed providers, to pay seven holidays per year to all licensed providers, and to pay up to a thirty days of hold slots per year. Child care hold requests are not an entitlement and are contingent upon program funding and expenditures in Garfield County. Absences, holds and holidays are not available to Qualified Providers.

Absences:

Garfield County will pay up to two absences per child, per month for licensed centers or licensed homes. Absences are paid through the Child Care Automated Tracking System (CHATS). The two paid absences per month meet the criteria for all paid absence tiers defined in rule 3.910(B). No additional absences are required.

- Variable schedule

Example: Participant works up to three days per week between Sunday and Saturday. In this situation the county would have to set up authorized days in CHATS as Sunday through Saturday and document in the authorization notes that only three days a week are approved. Since CHATS will automatically pay the two absences per month per child two of the seven days during the first week of the month will be paid as absences even though only three days are supposed to be used by the participant.

In the variable schedule example listed above it is the policy of Garfield County to not recover those two days.

Holds:

Garfield County will consider payments to licensed child care provider(s) to hold a child's slot for absence days beyond the two days automatically paid by CHATS for currently active child care households. Payment for holds will only be considered when a request for a child care hold and the required verification is received from the parent **before** the child is absent from care. A hold request due to a medical emergency **must be made within 48 hours from the date of the medical emergency**. Hold requests are available only when a child's placement in a licensed home or center could be lost if these additional payments are not made. A written statement is required from the child's provider indicating whether or not the licensed home or center is at capacity. Holds are limited to a maximum of 30 days coverage or six calendar weeks per calendar year, whichever comes first. The program supervisor and or the Division Manager will review requests on a case by case basis and has the ability to approve more than the maximum 30 days or six calendar weeks based on the circumstances of the case.

The following situations will be considered for a child care hold:

- Scheduled school breaks.
- Circumstances deemed medically necessary.
- Visitations with the non-custodial parents or other extended family members.
- WORKS program participants' requests are to be reviewed by the program supervisor and or the Division Manager. A request must be made prior to the hold period. For emergency holds, requests must be made within 48 hours of the beginning of the hold period.

The following criteria must be met in order for consideration of a child care hold:

- The CCCAP case is currently active in Garfield County at the time the hold is requested.
- The child's slot would be at risk if these additional days were not paid.

The following verification must be received prior to considering the child care hold:

- All requests for a child care hold must be requested by the parent on the designated form and must be received **before** the child is absent from care unless the absence is due to a medical emergency (see below for verification of medical emergency). Requests from providers will not be considered.
 - All requests for a child care hold must include a statement from the child care provider indicating whether or not the licensed home or center is at capacity.

- Adult Caretakers must provide verification of their continued attendance after the hold.
- All visitation requests must include a written statement outlining the actual dates of visitation.
- All hold requests for medical purposes will only be considered when they are deemed medically necessary. Written verification by the attending physician is required and has to include the medical condition and the length of time the parent will be unable to participate in their eligible activity. **The hold must be requested prior to the medical hold unless it is due to a medical emergency. In this case, the parent has 48 hours from the date of the medical emergency to request the hold and provide the required verification.**

A recovery of child care benefits will be established if:

- The parent does not return to an eligible activity at the end of the hold period or
- A change in providers occurs within two weeks of the end of the hold period
Or
- The household becomes ineligible during the hold period because of changes in income, household composition or residency.

Paid Holidays:

The Garfield County Child Care Assistance Program will pay licensed providers for up to seven holidays per year. The designated holidays below are paid through CHATS automatically:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day