



Department Of Social Services

PROGRAM AREA: Economic Security	EFFECTIVE DATE: 7/1/05 REVISION DATE: 11/5/12
TITLE: Child Care Program Child Support Cooperation	AUTHORIZING SIGNATURE: 

**Policy:**

To provide guidelines for recipients for The Child Care program and ensure that the requirement to cooperate with Child Support Enforcement is met.

- I. Effective July 1, 2005, the County shall adopt the option as allowed by Volume 3.904 of the Colorado Department of Human Services Rules and Regulations.
- II. *Application for Child Care Assistance:* The County shall require that recipients of the Child Care Assistance Program (CCAP) be required to cooperate with Child Support Enforcement. The County shall not deny an application based on non-cooperation with Child Support Enforcement, the County shall allow all recipients 30 days to cooperate with the Child Support Enforcement Program once eligibility has been determined. A notice letter shall be attached to all CCAP applications.
- III. *Circumstances when a recipient is not required to cooperate:*  
There are several circumstances when the recipient is not required to cooperate with Child Support Enforcement.  
These include:
  - a) Good Cause has been established,
  - b) The recipient is a foster parent for the child on the Low-income case,
  - c) The child support case is closed pursuant to state rule, Volume 6.260.51, or
  - d) The household consists of a two-parent family where there are no absent parents for any of the children in the home.

Should there be one foster child in the home and a biological child lives in the home where an absent parent exist, the foster child would be the only exempt child in that household.
- IV. *Cases transitioning from the Colorado Works Program:* For cases transitioning from the Colorado Works program, the Case Manager shall inform the client in writing, within 5 business days of transitioning, the continued requirement to cooperate with Child Support Enforcement.
- V. *"Good Cause" exemption:* Information concerning the "Good Cause" exemption shall be given to the client via a 'Notice to Child Care Assistance Program Applicants' that is attached to the CCAP application. All "Good Cause" exemption requests must be made in writing. The County shall extend benefits until "Good Cause" is established or denied.

The county director or designee shall make the determination and notify the recipient in writing within 15 days of receiving the written request. The County's policy for "Good Cause" shall include the four valid claims as outlined in state rule, Volume 3.904.1(1b).

- VI. *Initial and Ongoing Communication with Child Support Enforcement:*  
The Child Care Assistance Program technician shall be responsible for communicating with Child Support Enforcement based on the time frames listed in Item IX below.
- VII. *Child Support Enforcement Fee:*  
All cases referred to the Child Support Enforcement Unit shall be assessed a one-time \$20 fee. This fee is required and shall be paid by the eligible recipient. The Child Care Assistance Program Technician or Program Coordinator may choose to waive the recipient's responsibility to pay the fee if it is determined that the fee is an economic hardship on the client. In this case, the fee shall be paid for by the Department. Failure for a recipient to pay the \$20 fee (if not waived by the County) shall result in non-cooperation. The client has 30 days to cooperate or the child care case shall be closed.
- VIII. *Failure to Cooperate/Sanction:*  
Failure to participate with the Child Support Enforcement unit shall result in loss of eligibility for Low-income Child Care Assistance. If the Child Care Assistance Program receives notice from the Child Support Enforcement staff that a person has failed to cooperate, the Child Care staff shall notify the recipient in writing within five business days that he/she has 15 days to cooperate or request a "Good Cause" exemption. If a recipient's benefits are terminated for failure to cooperate, benefits shall not be reinstated until the Child Support Unit verifies cooperation. If a case is closed due to failure to cooperate with Child Support Enforcement and the person comes back to re-apply, the individual shall not be eligible until verification of cooperation is received from the Child Support Enforcement Unit.
- IX. *Time Period Requirements:*
- a) After receiving written notice of child care eligibility approval from the County, the participant has 30 days to cooperate with the Child Support Enforcement Unit.
  - b) The County's Child Care Assistance Program (CCAP) staff has 5 business days from the eligibility determination date to notify Child Support Enforcement (CSE) of a referral. A copy of the approval notice shall be forwarded to the designated CSE staff.
  - c) For recipients transferring from Colorado Works to Low-income Child Care, the County has 5 business days to notify the recipient for their continued responsibility to cooperate with CSE.
  - d) CSE staff has 5 business days to notify CCAP staff in writing of a person's failure to cooperate.
  - e) CCAP staff has 5 business days to notify the recipient of failure to cooperate with CSE and that the individual's Child Care Assistance case shall close in 15 days.
  - f) The recipient has 15 days to cooperate with CSE upon notice on non-cooperation.
  - g) The county director or designee has 15 days to make a "Good Cause" exemption determination.