



Eric Holcomb, Governor  
State of Indiana

*Office of Early Childhood and Out-of-School Learning*  
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INDIANAPOLIS, IN 46204

June 18, 2018

Dear CCDF Program,

Thank you for caring for Hoosier children. We are writing to you today to share some detailed information about the CCDF rule changes that will go into effect October 1, 2018. In the original letter sent to you by the Office of Early Childhood and Out of School Learning (OECOSL) April 7, 2018. There were seven areas where federal rules were changed:

- 1. CCDF Eligibility**
- 2. Legally Licensed Exempt Providers Certificate (LLEP)**
- 3. Background Checks and Challenge Process**
4. Suspension and Expulsion
5. Consumer Statement
6. Consumer Education
7. Complaint Hotline

This letter provides detailed information about the first three areas that are bolded above: CCDF Eligibility, LLEP Certificates and Background Checks/Challenge Process. Additional communication will be sent over the next few months with detailed information of the other areas not covered in this letter. If you have any questions about these changes please contact Brighter Futures Call Center at 1-800-299-1627.

#### **Legally Licensed Exempt Providers (LLEP):**

All programs must have documentation that demonstrates they have met the CCDF provider eligibility requirements and this document must be visible for parents. All Legally Licensed Exempt Providers including Registered Ministries will be issued a CCDF certificate to display in their programs. This is an additional certificate to be posted for registered ministries. For LLEP home and public/private school providers this will be the first time you will be required to post a certificate that must be visible for parents to see in your home/facility.

#### **Background Checks/ Challenge Process**

States are required to put into place policies regarding background checks for individuals working in early care and education environments. Below, are two specific changes that will be implemented by October 1, 2018.

- **180 day Rule** - If an employee or volunteer changes from one early education program to another, without a gap of 180 consecutive days or greater, the individual is not required to obtain a new criminal background check with the new employer, unless the background



check is currently due for renewal. The employee or volunteer will still be required to have a new consent form completed for their child protective service and sex offender check through the OECOSL.

- **Challenge Process** - The State shall provide a process by which a child care staff member (including a prospective child care staff member) may challenge the results of a background check. Please keep in mind, a challenge should be made if there is a mistake in the process of obtaining the background check. The OECOSL is not the entity who can change or correct the information revealed in a background check.

#### **CCDF Eligibility:**

The federal rules put into place several requirements for states to implement changes that support families in receiving consistent care throughout an eligibility period.

- **Excessive Absences** – Services can be discontinued by the OECOSL after attempts to contact a family for excessive and/or unexplained absences. This will be monitored by 60 days of non-swipe activity. Families and programs need to be aware that **services can be discontinued if a child is not in attendance and no communication has been made by the family**. Intake staff will attempt to contact the family, if no response and no communication is established that family can lose their CCDF eligibility. It is important for early childhood programs to maintain ongoing communication with CCDF families enrolled at their sites.
- **CCDF Co-Payments** - Co-payments **cannot** be raised during the eligibility period of a families' CCDF voucher regardless of a job change and increase in wages. The co-payment will remain the same or can be lowered during the 53 week eligibility period. This does not impact a programs ability to charge an overage for families they are providing services to.
- **Work eligibility** - The law established a **minimum 12 month eligibility period**, regardless of a temporary change in parents' status as working, attending job training or education.
- **Aging out at 13** - Children **turning 13 years old during the subsidy period may remain on the CCDF program through the end of the subsidy period (53 weeks)**. For example: A family's subsidy begin date is June 30, 2017 and their child turns 13 on February 1, 2018, that child will remain eligible until their subsidy end date of June 30, 2018.
- **County transfer** – If a family moves within the eligibility period there is no need to re-determine eligibility. The **CCDF voucher will transfer** to the new county and to the new program.

The OECOSL would like to thank you for serving our Hoosier families. You will be receiving more detailed information over the next several months and will have the opportunity to participate in a webinar/teleconference on these new requirements. More information to come soon.

Sincerely,



Nicole Norvell

Director

Office of Early Childhood and Out of School Learning