

Procedure Number:	B-1110
Procedure Name:	Eligibility Factors: Employment and Training
Responsible Unit:	Quality Control
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Purpose: *The following describes the criteria and procedure for determining eligibility based on employment and training.*

I. OVERVIEW

Training or Employment Mandatory Participants (TEMP) are required to meet the minimum employment, training and/or educational hours for the family to be eligible for Child Care Assistance.

II. IDENTIFY ROLES AND STANDARDIZE PROCESSING METHODS

A. The following household members, referred to as Training or Employment Mandatory Participants (TEMP), must meet the required number of hours for employment and training (E&T). The TEMP must be employed, enrolled in or attending a job training or educational program or be scheduled to begin an E&T activity within the 30-day application processing period to meet this requirement:

1. Head of Household,
2. Head of household's legal spouse or non-legal spouse,
3. Minor Unmarried Parent (MUP) age 16 or older whose children are in need of child care assistance. If the MUP'S children do not need child care assistance, the MUP is coded as a child and is not considered a TEMP.
4. MUP under age 16 if the MUP and his/her children live with a disabled parent/guardian who is unable to care for the MUP's children while the MUP participates in work, job training or educational activities.
5. If the MUP is age 16 or older, has children who are in need of child care assistance and is not employed or attending a job-training or educational program, payments may be made for other eligible children in the household but not for children of the MUP. In this situation, the MUP and his/her children are included as household members.

EXCEPTION: Disabled TEMPs and Homeless TEMPs are not required to meet the E&T requirement.

B. To meet the E&T requirement, the TEMP must:

1. Be employed a minimum average of **20** hours per week, and for all countable employment hours, must be paid at least at the federal minimum hourly wage.
2. Attend a job training or educational program for an average of at least 20 hours per week attendance at a job training or educational program and the expected date of completion must be verified.

3. Engage in some combination of employment which is paid at least at the federal minimum hourly wage, job training or educational program for a combined average of at least 20 hours per week.
4. Enroll as a full-time student in an education or training program resulting in a degree or certificate designed to promote job skills and employability. Full-time student status is determined by the institution which must be accredited by the State of Louisiana or a national organization. Participation in these activities may include online courses.
 - a. The analyst shall review documentation provided by the institution and verify that it is an education or training program which awards degrees and certificates designed to promote job skills and employability to determine whether the TEMP is eligible for full-time student status.
 - b. Refer to web address: <https://ope.ed.gov/accreditation/GetDownloadFile.aspx> for list of accredited schools.

EXEMPTION: If the TEMP has a child that has been diagnosed as a Special Needs child (SPED), the required weekly E&T hours are reduced to 15.

5. For employment, do not use pay periods when hours worked varied greatly due to unusual circumstances. If an atypical pay period occurred and the circumstances are not expected to recur, exclude the hours worked during the pay period from the average of all hours worked to determine the number of E&T hours expected in the future. Pay periods in which no hours worked should be used in the determination if these are regular occurrences in employment. Document the record to reflect the basis of the decision.

Example: Do not include a pay period in which the client did not work due to a death in the family or a pay-period in which the client worked overtime and the overtime is not expected to recur. Refer to **A-110** for definitions of employment, job-training and educational program.

6. Do not use the hour added for travel time each day the TEMP works and/or attends a job-training or educational program when determining whether the E&T requirement is met.
7. Countable employment hours are defined as only those hours paid at federal minimum wage. The E&T requirement is met if the TEMP works a minimum average of 20 hours per week at the federal minimum wage. Once the E&T requirement is met, employment hours for an additional job, not paid at the federal minimum wage are not countable hours and cannot be authorized as countable hours. However, the income is countable and should be entered in CAPS when determining eligibility.
8. An individual engaged in disaster related employment meets the E&T requirement if employed at least 20 hours a week at federal minimum wage or engaged in a combination of disaster related and other employment at federal minimum wage and another activity for at least 20 hours a week. The disaster related earnings are not included in determining the agency percentage of payments. The worker must determine if the individual meets the E&T requirement as stated above. If determined eligible, the disaster related employment hours will be entered on CAPS but not the wages from that employment. The disaster related earnings are not counted. Therefore, there is no maximum income limit applied to disaster related earnings. Regular income limits apply to other types of income for the individual or household.
9. A TEMP who is a Family Home provider cannot receive CCAP for his own child(ren) during the hours he is providing child care for someone else's child(ren).

10. A TEMP who is an In-Home provider can receive CCAP for his own child(ren) during the hours he is providing child care for someone else's child(ren) because he is providing the care in someone else's home. However, exchanging children to qualify for CCAP and receive payments for providing the care is not allowable.
11. Hours spent participating in correspondence courses or working from the home are countable E&T hours as long as the TEMP demonstrates a need for Child Care Assistance. The case should be well documented.
12. Attendance at a job training or educational program consists of hours spent at the job training site or on campus for the purpose of attending classes as long as breaks between classes do not exceed two hours. This does not include tutoring sessions or independent study labs, unless they are verified to be mandatory and required of all students enrolled in the course. This will also include students that are enrolled in online courses.

- a. Countable hours for a TEMP enrolled in online courses will not include breaks.

Example: If a student is enrolled in an online course, that student will only get credit for that course. Meaning if one class equals one credit, only one credit is countable for one hour of E&T.

13. Countable weekly job training or educational program hours are calculated using the time the student is on campus for the purpose of attending class. Count the attendance based on the official schedule prepared by the educational institution using rounding procedures as described below.
14. Determine the begin time of the first class each day and the end time of the last class each day. A break of more than two hours is subtracted from the countable hours. However, a 50-minute class rounds to 1 hour and a 1 hour and 15-minute class rounds to 1.5 hours.
 - a. Rounding procedures are as follows:
 - i. A 50-minute class rounds to 1 hour
 - ii. A 1 hour and 15 minute classes rounds to 1.5 hours
 - iii. Add all rounded class hours together.
 - iv. Round the sum total of all class hours to obtain the total countable hours per week.

Example 1: Student attends Biology class M-W-F. The class schedule shows the class lasts 1 hour and 15 minutes. This will round to 1.5 hours for each day class is attended during the week, which is 4.5 hours total for the week ($1.5 \times 3 = 4.5$). Therefore 4.5 hours per week are counted.

Example 2: Student attends English class M-W-F. The class schedule shows the class lasts 50 minutes. This will round to 1 hour. The class is attended 3 times per week, so 3 hours per week are counted.

- b. If a student took the courses listed in the examples above, the countable hours for each class are added together and the sum total is then rounded to obtain total countable hours per week ($4.5 + 3 = 7.5$ which rounds to 8 hours).

III. REQUIREMENTS

- A. Analyst must verify the activity hours and the anticipated date of completion for a job training or educational program.

B. Analyst are required to mail the Child Care Assistance Program Work Registration Requirement with Louisiana Workforce Commission (CCAP 4RW) form to applicants.

C. Verification of E&T Participation

1. Acceptable forms of verification include:

- a. Check stubs
- b. Current, Past or Anticipated Wage Verification Letter Form (CCAP 87) required only when the applicant does not receive check stubs. Reference policy B-0660.
- c. Statement from the employer with contact information, signature and date.
- d. Self-employment records such as yearly tax forms, Personal Wage Verification (CCAP 7P). Reference policy B-0670.
- e. Statement from job training or educational program.
- f. Official class schedule.
- g. Student Statement.
- h. Work Number.

D. Disabled TEMP

1. A disabled TEMP is not required to meet the E&T requirement.
2. A TEMP is considered disabled if he/she:
 - a. Receives Social Security.
 - b. Social Security Disability benefits.
 - c. Is disabled and unable to care for his/her children as verified by a doctor's statement or by worker determination.
3. Receives VA benefits with a rating of 70% or higher.
4. A two-parent household in which all TEMPs meet the disability criteria are eligible for LI-CC.
5. A two-parent household in which only one parent meets the disability criteria could be eligible for Low Income CCAP (LI-CC) if the other parent in the home meets the E&T requirement and the disabled parent is unable to care for the children.
6. A two parent household in which both parents meet the disability criteria could be eligible for LI-CC if there is an MUP in the home who meets the E&T requirement and the disabled parents are unable to care for the MUP's children.

7. The disability of the TEMP must be verified. Check the household composition and verify that the TEMP is labeled as disabled member type, Code 21- Disabled Case Head or Code 22 - Disable Spouse of Case Head/Severely Disabled Parent.

E. Homeless TEMP

1. A TEMP included in a homeless household is exempt from the E&T requirement at application for up to twelve months if the TEMP is:
 - a. participating in a Transitional Living Program or
 - b. seeking employment by registering for work with Louisiana Workforce Commission (LWC) by creating an active Helping Individuals Reach Employment (HiRE) account and maintaining an active work registration within the account.
2. An active HiRE account does not indicate that the TEMP is registered for work with LWC. There must be an active work registration in the HiRE account. In order to maintain an active work registration in HiRE, the TEMP must search for employment, look at a list of available jobs, or view details of a job. If the screen indicates that an account does not exist, there is no account.
3. HiRE accounts stay active for 90 days if the TEMP does nothing after creating the HiRE account. The 90-day clock starts over anytime the TEMP completes one of the actions listed above to maintain an active work registration in HiRE. If there is no activity after 90 days, the TEMP must reactivate the work registration in HiRE to have an active work registration.
4. Refer to **A-110** for the definitions of a homeless household and a Transitional Living Program.
5. Participation in a Transitional Living Program must be verified. If a homeless TEMP indicates she is not participating in a Transitional Living Program but is seeking employment, the TEMP must register for work.

F. Special Needs Child Care/Education (SPED)

1. When a child is qualified as disabled or considered special needs, the TEMP's weekly E&T hour requirement is reduced to 15 weekly hours, instead of the usual 20 weekly E&T hour requirement. All E&T hours have to be verified, including the child's need for specialized care.

G. Actively Seeking Employment or Enrolling in School or a Training Program

1. The E&T requirements for household certification may be waived for 90 days if a TEMP indicates on the application that they are actively seeking employment and/or training. The TEMP must:
 - a. meet all other eligibility requirements and
 - b. provide verification that they are seeking employment by registering for work with Louisiana Workforce Commission (LWC) by creating an active Helping Individuals Reach Employment (HiRE) account and maintaining an active work registration within the account.

2. If during the 90-day certification period the head of household submits documentation meeting the E&T requirements, the household may continue to be certified without interruption.
3. A TEMP is only eligible under this exception once every 24 months.
4. Refer to C-0630 CCAP Actively Seeking Employment for processing procedures.

IV. VERIFICATION PROCEDURES

A. How to Verify E&T

1. Refer to Section III.C for acceptable forms of documentation for E&T.
2. If documentary evidence of self-employment hours is not available, use a statement completed and signed by the self-employed TEMP. Advise the client that effective immediately, the self-employed TEMP must keep records of all hours spent on business related tasks and that the case will be closed if adequate records have not been kept.

B. Homeless TEMP

1. When a homeless TEMP indicates he is participating in a Transitional Living Program and verification has not been provided, send a semi-automated Verification Request/Client Contact Letter (CCAP 14) requesting a statement from the Transitional Living Program verifying the TEMP's participation. Ensure a copy of the statement is scanned into OnBase and documented in case notes.
2. When a homeless applicant indicates he/she is not participating in a Transitional Living Program but is seeking employment, the worker must:
 - a. Check the LWC website to determine if the applicant is currently registered for work with LWC by having an active work registration in their HiRE account.
 - b. If the applicant is registered for work with LWC, complete a virtual print of the screen and save into OnBase.
 - c. If the applicant is not registered for work with LWC, send a manual CCAP 14 advising of the requirement to register for work. The Child Care Assistance Program Work Registration Requirement with LWC, form CCAP 4RW, must also be sent with the CCAP 14. The CCAP 4RW provides the homeless applicant with information about registering for work. The deadline to register for work must be entered on the flyer which is 90 days from the application date. The applicant must be allowed at least 10 calendar days to register for work with LWC. Scan a copy of the CCAP 4RW into OnBase.
 - d. Document all actions in CAFÉ case notes. If the applicant is not participating in a Transitional Living Program and fails to register for work by the 90th day from the application date, Close the application using closure code 13-Other. Send the household a semi-automated Notice of Ineligibility (CCAP-9) and enter the following statement in the field for Rejection Code 13: "The following employment and training mandatory participants failed to register for work with the Louisiana Workforce Commission" and enter the TEMP's name on the form.

C. How to Verify a Student's Full Time Status

1. To establish that a TEMP meets the criteria as a full-time student, the following are acceptable forms of verification:
 - a. Statement from job training or educational program on letter head verifying full-time status,
 - b. Official class schedule that indicates full-time status,
 - c. Copy of enrollment verification from the National Student Clearinghouse or
 - d. Student Statement
 - e. Reference <https://ope.ed.gov/accreditation/GetDownloadFile.aspx> for list of accredited schools.

D. How to verify a Child Meets the SPED Requirements

1. To establish that a child is eligible for as a Special Needs (SPED) child, the following are acceptable forms of verification:
 - a. Form CCAP 3SN-Verification of Special Needs,
 - b. A current Individualized Family Services Plan also known as IFSP or
 - c. A current Individual Education Program also known as IEP.
2. A special needs child will qualify with one or more of the acceptable special needs verification forms as in accordance with the Individuals with Disabilities Education Act (IDEA).
3. Once the child is qualified as a special needs child, the analyst must ensure the child is receiving the correct type of care, special needs rates and applying the reduced 15 weekly hours of E&T. If the child needs full-time care, the worker must do the following:
 - a. Check the household composition and make sure the child has a member type indicating special needs, Code 23 - Disabled Child Needing Care,
 - b. Return to the CAPS Main Menu, located under Selection 4, Member Income/Activity Hours. The analyst must enter the E&T hours and associate them with the TEMP's identification number,
 - c. The analyst must enter a minimum of 20 weekly hours of E&T for CAPS to allow full-time care. This may also include a combination of both work, job training and/or educational program hours and
 - d. Must document all actions accordingly in CAFÉ Case Notes.
4. The TEMP must choose a licensed CCAP provider that provides specialized care, and must be charging a higher rate of care for the child. If the provider does not charge a higher rate for the special need child

than for other children in care who are at the same age, the qualification is not met for the special needs 15 weekly hours of E&T or special needs daily rate.

E. Temporary Interruptions in TEMP's E&T Hours

1. A TEMP can have a temporary interruption in E&T hours at Redetermination due to holiday, semester, and summer breaks. The household remains eligible if the individual is scheduled to:
 - a. Continue the same educational, or job training program or
 - b. Begin another educational or job-training program within the recertification period.

The TEMP must submit the verification of the scheduled date of return to an E&T activity within the 30-day redetermination application processing period for continued care.

Example: A June redetermination client sends school schedule/enrollment verification stating that classes begin August 10th, there is a 6 week gap in E & T hours but because of continuity of care, she will be recertified effective July 1.

2. If a TEMP is a seasonal worker who is not working at the time of redetermination, the TEMP must submit.
 - a. Wage verification (CCAP 87) or employer's statement specifying that the TEMP is still employed. Wage Verification should also specify the seasonal work is continuous and the date the activity will resume. If the TEMP provides this verification, there will be no break in service.

V. FORMS AND INSTRUCTIONS

- A. [CCAP 4RW Form/Instructions Child Care Assistance Program Work Registration Requirement with Louisiana Workforce Commission \(LWC\)](#)
- B. [CCAP 9 Form/Instructions-Notice of Ineligibility](#)
- C. [CCAP 14 Form/Instructions Verification Request-Client Contact Letter](#)
- D. [CCAP 3SN Form/Instructions Verification of Special Needs](#)

VI. REFERENCES

- A. [Louisiana Administrative Code – Title 67 Social Services, Subpart 12- Chapter 51: Child Care Assistance Program, Subchapter A – Administrative, Conditions of Eligibility, and Funding **](#)
- B. [Eligibility Factor: Budgeting Employment Income - Policy B-0660](#)
- C. [Self-Employment Income – Policy B-0670](#)