

Policy Number:	B-0910
Policy Name:	Eligibility Factor - Residence
Responsible Unit:	Quality Control
Contact:	Heidi Godchaux/Tamra Patrick
Initial Effective Date:	11/15/2005
Revised:	5/8/2019
Effective Date:	07/01/2017

Purpose:

The following describes the eligibility criteria and procedure for determining residency for child care assistance services.

I. OVERVIEW

- A. All households must reside in Louisiana to be eligible for child care services. Households must provide a physical address when submitting an application, CCAP 2. A post office box is not acceptable.

Exception: Applicants that declare homelessness and meet the definition in accordance with the federal McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11302 or 42 U.S.C. 11434a(2) may provide a mailing address. In these situations, a post office box or other address information for mail delivery is acceptable. For example, a family living in the state due to natural disaster displacement would meet the residency requirement.

II. RESIDENCE

- A. Households living in Louisiana for any purpose other than a vacation meet the residency requirement. Households do not have to establish a permanent home or intent to remain in the state to be eligible.
- B. Homeless Households:
 - 1. The McKinney-Vento Act identifies the following individuals or families as homeless:
 - a. Children and youth who lack a fixed, regular, and adequate nighttime residence.
 - b. An individual or family whose primary nighttime residence is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.
 - c. Applicants who reside in a protective shelter environment are not required to provide the physical address of where they are living.

2. Analysts should accept the client's statement regarding residency and verify residence only when questionable.

III. RESIDENCY OUTSIDE OF THE STATE

- A. When a household reports the residential address has changed to residency outside of the state, the analyst should:
 1. Follow all procedures for processing changes (see C-0820 Actions on Changes).
 2. The case should be closed code 15 (MOVED OUT OF STATE) following procedures of CCAP closures or terminations.
 3. Send concurrent notice to the last known address.

IV. REFERENCE

- A. McKinney-Vento Homeless Assistance Act
- B. Bulletin 139
- C. Child Care and Development Fund (CCDF) Plan for Louisiana FFY 2019-2021