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**Care 4 Kids Program**  
**PROGRAM OPERATIONS TRANSMITTAL**



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

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**Transmittal Number:** C4K-OPS-02-05

**Date:** December 30, 2002

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**To:** Lou Gettis, Program Director  
Care 4 Kids

**From:** Peter Palermino, Program Manager  
Department of Social Services

**CC:** Program Operations Distribution List

**Subject:** Travel Time

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**Program Issue:** Applicants for Care 4 Kids are required to be in an approved activity to have a need for care, in order to receive benefits. Staff have asked for guidance on how to allocate travel time when authorizing hours of care for payment, once they have determined that the applicant is in an approved activity.

**Background:** Subsection (b) of Section 17b-749-13 of the CCAP regulations requires Care 4 Kids to consider travel time when determining the actual number of hours of care that is needed. Travel time is limited to a maximum of one hour per day, unless the parent verifies that additional time is needed.

**Implementation Requirements:** The Care 4 Kids Application Form requests information from the parent about the activity schedule, as well as the time it takes to travel from the child care setting to the activity. The Parent Provider Agreement Form requests information about the child care schedule, which should include the time it takes the parent to reach the activity site. If the parent does not complete the section of the Application Form that asks about travel time, travel time should not be added to the hours of the activity schedule when determining the total number of hours that can be approved for payment.

Care 4 Kids staff may call the parent to ask about travel time if the hours on the Parent Provider Agreement Form appear to include travel time beyond the activity schedule, and if the additional hours would cause the total number of authorized hours to move into a higher payment range. A verbal request by the parent for travel time would need to be documented in the parent history narrative. A Missing Information Notice does not need to be sent out to the parent to question the discrepancy or to document the request, unless the parent is requesting more than one hour of travel time per day. In those instances, the reason for the additional travel time must be verified.

PJP:eph

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*Connecticut's Lead Agency for Child Care Services*