

CONNECTICUT STATE OFFICE OF EARLY CHILDHOOD  
HARTFORD, CONNECTICUT

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**Administered State-Funded Program General Policy  
14-03**

- Child Day Care Contractors
- Priority School Readiness Districts
- Competitive School Readiness Municipalities

**TO:** Mayors, Superintendents, School Readiness Council Chairs/Co-Chairs and Liaisons,  
Child Day Care Contractors

**FROM:** Harriet Feldlaufer, Bureau Chief  
Early Care and Education  
Office of Early Childhood (OEC)



**SUBJECT:** Eligibility for program enrollment including income, residency and work

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**I. DEFINITIONS**

A. **"Family"** is:

1. A parent(s), a parent's spouse, and their minor children who reside together.
2. A parent is a person of majority age who has legally been granted "in loco parentis" status or who is a child's parent by blood, marriage or adoption.
3. Additionally, **for School Readiness**, parents who pay more than half the support of their minor child(ren) living with another family, as reported to the federal Internal Revenue Service (IRS) at their last annual IRS filing, may include such child(ren) as a member of their family (i.e., family size) for determining the family's fee.
4. A child for whom Temporary Family Assistance (TFA) is received, living with a supervising relative for whom no TFA is provided<sup>1</sup>. Such a child shall be considered as a family of one.
5. A child in foster care authorized by the Department of Children and Families. Such a child shall be considered a family of one.

**For Child Day Care**

B. **"Enrolled"** shall mean the contractor has determined:

1. The family is eligible for program services
2. The Child has been scheduled to attend the program

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<sup>1</sup>this status is known in DSS policy as "non-needy caretaker relative"

3. In the report period in which said child was scheduled to attend, the program, the child attended at least one calendar day, and,
4. The child shall be deemed to remain enrolled so long as:
  - a. Neither the contractor nor the family member terminate the child's enrollment, and,
  - b. The child attends at least one calendar day in each report period, or
  - c. The Child does not attend at least one calendar day but the contractor hold the slot for the child and the family pays the established Weekly Fee for the slot.

## **II. POLICY**

### **A. Income Eligibility**

#### **Child Day Care**

Programs shall enroll families whose gross income is less than 75% of the state's median income guideline. The Office of Early Childhood shall notify the contractor, in writing, of the state's median income guideline. When a family's gross income reaches or exceeds the 75% state median income level, the family's currently enrolled child(ren) may remain in the program so long as the family pays the applicable fees and remains eligible under all other conditions. If a family's gross income exceeds 100% of the state median income, programs will consult with the Child Day Care Program Manager regarding continuing eligibility and applicable fees.

Programs shall determine family income eligibility before enrollment and will re-determine per child fees at least annually thereafter. The contractor shall also require families to report changes in gross family income of fifty dollars or more per week and shall be required to re-determine per child fees based on and following receipt of the reported changes.

Federal funding that partially supports the Child Day Care Contracts requires that families enrolled meet the threshold of income below 200% of the federal poverty level. Information reported on the PSR reporting family size and income allows the Office of Early Childhood to monitor enrollment of families falling below 200% of the federal poverty level and to ensure compliance with the federal funding requirements.

#### **School Readiness**

60% of enrolled School Readiness families must fall below 75% of the State median income.

### **B. Residency Requirements**

#### **Child Day Care**

Programs shall limit the provision of services to families who reside in the State of Connecticut, except that families who reside in the states of Massachusetts, New York, and Rhode Island, who work in Connecticut and receive a child care subsidy from their state of residence which may be used in Connecticut, may receive services under the Child Day Care Contract.

#### **School Readiness**

Families must reside within School Readiness communities in order to be eligible for services under this grant program. Proof of residency is required for enrollment.

### **C. Work Requirements**

#### **Child Day Care**

Of the families enrolled under the Child Day Care Contract, 80% of enrolled children's families shall be earning income through employment. If a family's work status changes, programs can continue to provide services if:

1. The family can be included in the 20% of families not required to be earning income through employment

**OR**

2. The program may enter into an agreement with the family regarding their efforts to find work and/or enter into a training or education program with an ultimate goal of employment. It will be the programs responsibility to set expectations regarding documentation and follow-up as to adherence to this agreement.

**School Readiness**

There are no requirements regarding work status.

**D. Circumstances Outside of this Policy Statement**

When cases arise that do not fit into the circumstances described within this policy, programs, liaisons, and/or contractors should contact the appropriate program manager for individual guidance regarding the situation.

**III. RESPONSIBILITIES OF CHILD DAY CARE CONTRACTORS AND SCHOOL READINESS COUNCILS (SRCs)**

Child Day Care Contractors and/or School Readiness Councils (SRC) are responsible for ensuring that the practices and policies related to enrollment and eligibility are followed by all subcontractors.

**For further information on this GENERAL POLICY please contact the following programs managers at the Office of Early Childhood:**

Deb Adams or Gerri Rowell  
Priority and Competitive School Readiness Program Managers  
860-713-6744 and 860-713-6774

Michelle Levy  
Child Day Care Program Manager  
860-713-6756