

## DEPARTMENT OF EARLY CHILDHOOD

### Colorado Child Care Assistance Program

## COLORADO CHILD CARE ASSISTANCE PROGRAM RULES AND REGULATIONS

### 8 CCR 1403-1

*[Editor's Notes follow the text of the rules at the end of this CCR Document.]*

\*\*\*

### 3.109 ADULT CARETAKER OR TEEN PARENT AND CHILD CARE PROVIDER APPEAL RIGHTS

Counties' or designee(s)' staff shall advise the adult caretaker(s) or teen parent(s) in writing of their right to a county dispute resolution conference or state-level fair-hearing pursuant rule section 6.300 of the Administrative Appeals for the Colorado Department of Early Childhood (8 CCR 1406-1), to Colorado Department of Human Services rule sections 3.840 and 3.850 of Income Maintenance Volume 3 (9 CCR 2503-8) (July 1, 2020), herein incorporated by reference. No later editions or amendments are incorporated. A copy of these rules are available at no cost from the Colorado Department of Human Services, 1575 Sherman St., Denver, CO 80203 or at <https://www.sos.state.co.us/CCR>. These rules are also available for public inspection and copying at the Colorado Department of Early Childhood, 710 Ash St., Denver, CO 80246, during regular business hours.

Child care providers shall be given written notice of their right to an informal county conference when they are given their copy of the fiscal agreement.

### 3.110 LOW-INCOME CHILD CARE

Eligible CCCAP participants must: be an adult caretaker(s) or teen parent(s) of a child; meet program guidelines; be a low-income adult caretaker(s) or teen parent(s) participating in a low-income eligible activity; and need child care assistance.

### 3.111 LOW-INCOME CHILD CARE ELIGIBILITY

To be eligible for Low-Income Child Care assistance the following criteria shall be met:

- A. ~~All~~The adult caretaker(s) and teen parent(s) shall be verified residents of the county from which assistance is sought and received at the time of application and re-determination. Adult caretaker(s) or teen parent(s) shall remain eligible for the duration of the eligibility period if they report that they are no longer residents of the county in which they are actively receiving assistance per rule section 3.125(~~BBDD~~).

\*\*\*

- G. Low-Income Eligible Activities

~~An~~A adult caretaker(s) or teen parent(s) shall meet the criteria of at least one of the following low-income eligible activities:

\*\*\*

4. Training Criteria and Post-Secondary Education

~~Subject to available appropriations, a~~An adult caretaker(s) who is enrolled in a training or post-secondary education program is eligible for CCCAP for at least one-hundred-four (104) weeks and up to two-hundred-eight (208) weeks per lifetime, provided all other eligibility requirements are met during the adult caretaker's enrollment. These weeks do not have to be used consecutively. ~~A county may give priority for services to a working adult caretaker(s) over an adult caretaker(s) enrolled in post-secondary education or workforce training.~~When a teen parent becomes enrolled in post-secondary education, they are considered an adult caretaker and the time limited activity timelines apply.

County child care staff may refer the adult caretaker(s) ~~and or~~ teen parent(s) to community employment and training resources for assistance in making a training and postsecondary education decision.

- a. Adult caretaker educational programs include post-secondary education for a first bachelor's degree or less, or workforce/vocational/technical job skills training when offered as secondary education, which result in a diploma or certificate, for at least one-hundred-four (104) weeks and up to two-hundred-eight (208) weeks per lifetime. This is limited to coursework for the degree or certificate.
- b. In addition to the weeks of assistance available for post-secondary and vocational or technical training, up to fifty-two (52) weeks of assistance is allowable for basic education.
- c. Any week in which at least one (1) day is utilized for child care is considered one (1) week used toward the time limit.

\*\*\*

### 3.123 ENROLLMENT FREEZES

- A. A county may apply to the Department to implement a freeze when:
  1. Department-generated projections indicate that a county's allocation will be at least ninety-five percent (95%) expended by the end of the fiscal year; or
  2. A county is able to demonstrate a fiscal need that includes factors that are not accounted for in the Department-generated projections for county CCCAP expenditures, such as, but not limited to, drastic economic changes.
- B. Counties that have been approved to implement a freeze shall add the adult caretaker(s) ~~and or~~ teen parents into CHATS if they are likely to be found eligible based on self-reported income and job, education, job search, or workforce training activity. Counties ~~shall~~may require an applicant to restate their intention to be kept on the freeze every ~~six (6)~~twelve (12) months in order to maintain their place on the list.
  1. Counties shall enroll the eligible adult caretaker(s) ~~and or~~ teen parent(s) once a freeze is lifted according to the following Department-defined target populations:
    - a. Households whose income is at or below 130% of the current federal poverty level (see rule section 3.111(H)(2));
    - b. Children with additional care needs; and
    - c. Families experiencing homelessness.

2. Once a freeze is lifted, counties may prioritize enrollment for teen parents or other segments of populations that are defined by the county based on local needs.

### 3.124 PARENT FEES

\*\*\*

- P. Beginning July 1, 2021, through ~~June 30, 2025~~ July 31, 2026, the county must assess parent fees based upon a marginal rate increase of fourteen percent (14%) for every dollar of gross countable household income above one hundred percent (100%) of the federal poverty guidelines (FPG) outlined in rule section 3.111(H)(2).
1. The county must assess a parent fee of one percent (1%) of gross income to eligible households with gross income that is at or below one hundred percent (100%) of the FPG.
  2. For eligible households with gross income that is above one hundred percent (100%) of the FPG, the county must assess a parent fee at one percent (1%) of their income plus a marginal rate increase of fourteen percent (14%) for every dollar of gross countable household income above one hundred percent (100%) of the FPG.
  3. An additional fifteen-dollar (\$15) fee shall be added to the parent fee for each additional child when households are requesting care for more than one (1) child and have income above one hundred percent (100%) of the FPG. If care is only requested for one (1) child, the additional fifteen-dollar (\$15) fee does not apply.

\*\*\*

### 3.125 COUNTY RESPONSIBILITIES

- A. Counties shall administer CCCAP in compliance with Department fiscal and program regulations and in accordance with the terms associated with their allocation. Counties will be allocated child care funds annually.
- ~~B.~~ In accordance with section 26.5-4-115, C.R.S., counties shall enter into an annual performance contract with the Department, which may be called a memorandum of understanding (MOU), regarding the delivery of the CCCAP benefits. This contract will outline performance measures, including but not limited to, expectations related to customer service as defined in section 26.5-4-103, C.R.S., that counties are required to meet.
- ~~BC.~~ Counties or their designee shall establish administrative controls to ensure appropriate internal controls and separation of duties (this means that the same employee shall not authorize and process payment for child care services). \*\*\*
- ~~CD.~~ Counties must use the forms required by the Department. Counties may add additional language to Department forms but shall not remove language. \*\*\*
- ~~DE.~~ Counties shall respond to requests from the Department within two (2) business days.
- ~~EF.~~ Counties shall make reasonable efforts to advise county residents of services available to target groups through press releases, presentations, pamphlets, and other mass media.
- ~~FG.~~ Counties must use CHATS to administer CCCAP. Counties who do not use CHATS as prescribed by the Department may not be reimbursed.

**GG.** Counties shall establish controls over which county staff have the authority to override eligibility in CHATS. All overrides of eligibility shall be accompanied by documentation in CHATS.

**HJ.** Counties must document in CHATS actions and contacts made under the appropriate comment screen, within two (2) business days of case action or contact.

**IJ.** Counties must code child care expenditures to the appropriate program, as prescribed by the Department. Failure to do so may result in non-reimbursement or other actions as deemed appropriate by the Department.

**JK.** Counties shall monitor expenditures of Child Care funds and may suspend enrollments, as necessary, to prevent over-expenditures in child care. "Reimbursable expenditures" are supported in whole or in part by the State General Fund, Federal (pass through) money, or a combination of State and Federal money.

**KL.** Counties shall be responsible for the provision of a safe place for storage of case records and other confidential material to prevent disclosure by accident or as a result of unauthorized persons other than those involved in the administration of the CCCAP program. Data of any form shall be retained for the current year, plus the three (3) immediately preceding years, unless: \*\*\*

**LM.** Counties shall post eligibility, authorization, and administration policies and procedures so they are easily accessible and readable to the layperson. The policies shall be sent to the Department for compilation.

**MN.** Counties shall provide consumer education to adult caretakers, teen parents, child care providers and the general public as required by the Department including but not limited to:

\*\*\*

5. Counties shall collect information on adult caretaker(s) or teen parent(s) receiving programs services listed in rule section 3.125(~~MN~~)(3)-(4) via the Low-Income Child Care application and shall enter the information into CHATS for reporting purposes.

**NO.** Once determined eligible for Low-Income Child Care, households should remain eligible for a minimum of twelve (12) months. Counties shall not discontinue child care services prior to a household's next eligibility re-determination unless:

\*\*\*

**OP.** Counties shall provide written wait list and freeze policies to the Department for review and approval at the time of county plan submission. Approved county CCCAP plans can be found on the Colorado Department of Early Childhood website at <https://cdec.colorado.gov/colorado-childcare-assistance-program-for-families>.

**PQ.** Counties shall maintain a current and accurate wait list in CHATS of adult caretakers and teen parents who have applied for the CCCAP program.

**QR.** Counties shall review current applications for completeness, approve or deny the application, and provide timely written notice to the adult caretaker(s) or teen parent(s) of approval, or of missing verifications, no more than fifteen (15) calendar-days from the date the application was received by the county. Applications are valid for a period of sixty (60) calendar-days from the application date. \*\*\*

**RS.** Upon review of an application that was directed to the wrong county of residence, the receiving county shall forward the application and any verification within one (1) business day to the correct

county. The county shall provide notification to the adult caretaker(s) or teen parent(s) that their application has been forwarded to the correct county.

~~SI~~. Counties may access information already available on file or through system interfaces from other assistance programs within their county to use in child care eligibility determination at application and/or re-determination. Counties shall place a copy of this verification in the case file and/or make a notation in CHATS regarding the verification as appropriate.

~~TU~~. Counties shall obtain verification immunization record to the county, indicating that the children are age-appropriately immunized or have a religious or medical exemption (see sections 25-4-902 and 25-4-908, C.R.S., for exemption requirements) for children who receive child care from qualified exempt child care providers not related to the child(ren), where care is provided outside of the child's home, and the child(ren) are not school age at application and re-determination.

~~UV~~. Counties are encouraged to use collateral contact whenever possible to verify information needed to determine eligibility, not including citizenship, age, and identity.

~~VW~~. Counties must use preponderance of evidence when verifying a child's citizenship status, age, and identity at application and/or re-determination, only requiring additional verification if the adult caretaker or teen parent's declaration is inconsistent according to the following guidelines:

\*\*\*

~~WX~~. Counties shall not require Social Security Numbers or cards for household members who apply for child care assistance.

~~XY~~. Counties must use the prudent person principle (PPP) to benefit families and child care providers when determining eligibility, authorizing care, entering into a fiscal agreement, and reimbursing child care providers for care that was not automatically processed through CHATS. An explanation of why and how the county used PPP must be documented in the appropriate notes section(s) of CHATS.

~~YZ~~. Counties or their designee shall verify the residence of any adult caretaker(s) or teen parent(s) receiving or applying for Low-Income Child Care assistance to ensure that they live in the county where they are applying for assistance at the time of application or re-determination. For families experiencing homelessness, refer to rule section 3.121.

1. Verification of address may include but is not limited to:

\*\*\*

~~ZAA~~. County child care staff shall advise low-income adult caretaker(s) or teen parent(s) of their responsibilities in writing at application and re-determination. Information that adult caretaker(s) or teen parent(s) must report during the twelve (12) month eligibility period as follows:

\*\*\*

~~AABB~~. Counties shall process any reported change and/or required verification within ten (10) calendar days of receiving the information using the following guidelines:

\*\*\*

CC. Upon notification that a new child who is eligible for CCCAP has been added to the household, the county must align the case redetermination date with the month in which the

child was added to the household. The household re-determination date must not occur any earlier than twelve (12) months from the date the child was added to the home.

~~BBDD~~. If the adult caretaker(s) or teen parent(s) moves out of the county in which they are actively receiving Low-Income Child Care assistance benefits during the twelve (12) month eligibility period; \*\*\*

~~CCEE~~. Counties shall respond to requests for information or assistance from other agencies within five (5) business days.

~~DDFF~~. Counties must review and take action on current re-determinations by reviewing for completeness; \*\*\*

~~EEGG~~. Whenever possible in processing re-determinations of eligibility for adult caretaker(s) or teen parent(s) currently receiving Low-Income Child Care, counties shall use information that is already available in other sources to document any verification including citizenship, age, and identity if the adult caretaker or teen parent's declaration is inconsistent in accordance with rule section 3.125(~~VW~~).

~~FFHH~~. Counties shall reduce parent fees by twenty percent (20%) of the regularly calculated parent fee when a household utilizes a quality child care provider rated in the top three levels of the Department's quality rating system. For households utilizing multiple child care providers, only one child care provider is required to be in the top three quality levels for the reduced parent fee to apply.

~~GGII~~. Reports of unpaid parent fees shall be documented on the case and the county shall not take action on a report of unpaid parent fees until re-determination. \*\*\*

~~HHJJ~~. Counties shall authorize care based on verified need, by establishing an authorization to cover the maximum amount of units needed to ensure care is available based on the adult caretaker or teen parent's participation in an eligible activity, and shall not be linked directly to the adult caretaker or teen parent's activity schedule and should be based on the child's need for care.

~~IIKK~~. Counties are encouraged to blend Head Start, Early Head Start and CCDF funding streams by authorizing care based on the child's need for care, regardless of the child's Head Start or early Head Start enrollment status, in order to provide seamless services to children dually enrolled in these programs.

~~JJLL~~. Counties shall align the Low-Income Child Care re-determination date with the Head Start or Early Head Start program year upon notification that a child is enrolled in a Head Start or Early Head Start program. The re-determination date shall not occur any earlier than twelve (12) months from the application date.

~~KKMM~~. With regard to services to students enrolled in grades one (1) through twelve (12), no funds may be used for services provided during the regular school day, for any services for which the students received academic credit toward graduation, or for any instructional services, which supplant or duplicate the academic program of any public or private school. Exceptions to this may include but are not limited to:

\*\*\*

~~LLNN~~. The authorization start date shall be the date a Low-Income Child Care case is determined eligible, except in the case of a pre-eligibility application. If the child will receive care from a qualified exempt child care provider, the authorization start date shall not be prior to the date the criminal background check has been completed and cleared.

~~MMOO~~. For pre-eligibility care reimbursable after eligibility has been determined and the county can provide benefits for the potential program participant, authorization shall be dated to the date the pre-eligibility application was received by the county.

~~NNPP~~. The county shall generate a Department-approved notice regarding changes to child care benefits within one (1) business day and provide to the primary adult caretaker, teen parent and child care provider via postal service, e-mail or other electronic systems, fax, or hand-delivery.

~~OOQQ~~. If verification that is needed to correct the reason for closure of a child care case is received within thirty (30) calendar-days after the effective date of closure, eligibility shall be determined as of the date the verification was received regardless of any break in service period. Households whose cases close due to a voluntary withdrawal must not be required to provide additional documentation if they withdraw and request services again within the same twelve (12) month eligibility period. Eligibility shall be determined based on information provided at the most recent application or redetermination, and the family will receive the remainder of their twelve (12) month eligibility period as of the date the services are requested again.

~~PPRR~~. The county shall generate Attendance Tracking System registration for the household upon case approval or initial authorization.

~~QQSS~~. The county shall generate Attendance Tracking System registration for child care providers when a fiscal agreement with a provider is opened.

~~RRTT~~. The county shall make available the following child care provider information, including protective services information, to all staff whose responsibilities include child care benefit services:

\*\*\*

~~SSUU~~. The counties or their designee will complete an annual review of the state-administered system for child abuse and neglect on the qualified exempt child care provider(s) and any individual(s) in the qualified exempt child care provider's household who is eighteen (18) years and over not including the adult caretaker(s) or teen parent(s) if care is provided in the qualified exempt provider's home.

~~TTVV~~. Counties shall maintain a copy of the non-relative qualified exempt provider's health and safety report of inspection in the provider file. The report of inspection shall be made available to the client upon request to the county or the Department.

~~UUWW~~. Upon notification to counties by the Department that the relevant systems are capable of accommodating this review, the counties or their designee shall screen the qualified exempt child care provider(s) and any other adult eighteen (18) years of age and older, not including the adult caretaker(s) or teen parent(s), for current or previous adverse county contact, including but not limited to, allegations of fraud or IPV.

~~VVXX~~. The county shall reimburse licensed child care providers based on the state established base payment and tiered reimbursement rates.

~~WWYY~~. The state-established licensed child care provider reimbursement rates shall include a system of tiered reimbursement based on quality levels for licensed child care providers that enroll children participating in CCCAP.

~~XXZZ~~. For renewals, the county shall send fiscal agreements at least sixty (60) calendar-days prior to the end date of the previous fiscal agreement via postal service, fax, hand-delivery, or e-mail or other electronic systems.



~~YYAAA.~~ Counties shall make fiscal agreements effective the date that the county receives the completed and signed fiscal agreement from the provider. Fiscal agreements shall be:

\*\*\*

~~ZZBBB.~~ Counties shall reimburse providers at the rate set by the Department.

~~AAACCC.~~ Prior to approving a fiscal agreement with any child care provider, the county shall compare the child care provider's private pay rates to the county's reimbursement rates set by the Department. The CCCAP reimbursement rate paid to the provider by the county must be the lesser of the two.

~~BBBDDD.~~ Counties shall:

\*\*\*

~~GGGEEE.~~ Counties shall not make changes to their county ceiling rates more than every twelve (12) months unless instructed to do so by the Department.

~~DDDDFF.~~ Counties shall update CHATS and notify a provider via rate notification within fifteen (15) business days after a child care technician has received a system generated quality rating change notification indicating that a provider has had a change in their quality rating.

~~EEEEGG.~~ Counties shall verify that child care providers are not excluded from receiving payments prior to signing a fiscal agreement. The county shall make this verification check through the Excluded Parties List System (EPLS) established by the General Services Division on the website at: [www.sam.gov](http://www.sam.gov).

~~FFFFHH.~~ Counties shall process complete manual claim forms in CHATS within twenty-one (21) calendar days of receipt for payments that were not automatically processed through CHATS. If processing of the complete manual claim form is delayed for any reason, the county shall notify the child care provider(s) in a timely manner and document the circumstances in CHATS.

~~GGGIII.~~ In any cases where payments to licensed child care providers or qualified exempt child care providers are delayed more than three (3) calendar months past the end of the month care was provided, county-only money that was not allocated by the Department shall be used to pay for this care.

~~HHHJJJ.~~ Counties shall ensure that child care providers are not charging the county more than the child care provider's established private pay rates.

~~###KKK.~~ County offices shall complete a random monthly review of attendance data for at least one percent (1%) or one provider, whichever is greater. The county or its designee shall take necessary action as defined in the county fraud referral process if the review indicates:

\*\*\*

~~JJJLLL.~~ Counties shall refer, within fifteen (15) calendar-days of establishing recovery, to the appropriate investigatory agency and/or the district attorney, any alleged discrepancy which may be a suspected fraudulent act by a household or child care provider.

~~KKKMMM.~~ In collecting evidence of fraudulent activities, the counties or their designee shall not violate the legal rights of the individual. When the county has questions about whether an action it contemplates might violate the legal rights of the individual, it should seek the advice of its legal advisor.



~~LLL~~NNN. Counties shall establish recoveries within twelve (12) months of discovery of the facts resulting in recovery.

~~MMM~~OOO. Counties shall take whatever action is necessary to recover payments when households and/or child care providers owe money to the Department because of overpayments, ineligibility and/or failure to comply with applicable state laws, rules, or procedures.

~~NNN~~PPP. Counties shall report established recoveries that are the result of legally designated or determined fraud or recoveries of five-thousand dollars (\$5,000) or more to the Department.

\*\*\*

## CHILD CARE PROVIDERS

### 3.127 ELIGIBLE FACILITIES

\*\*\*

#### B. Qualified Exempt Child Care Providers

\*\*\*

##### 4. Background Checks

\*\*\*

e. The qualified exempt child care provider(s) may continue to receive payment as long as the qualified exempt child care provider(s) or other adult is not ineligible due to the following circumstances:

- 1) Conviction of child abuse, as described in section 18-6-401, C.R.S.;
- 2) Conviction of a crime of violence, as defined in section 18-1.3-406, C.R.S.;
- 3) Conviction of any felony offense involving unlawful sexual behavior, as defined in section 16-22-102 (9), C.R.S.;
- 4) Conviction of any felony that on the record includes an act of domestic violence, as defined in section 18-6-800.3, C.R.S.;
- 5) Conviction of any felony involving physical assault, battery or a drug related/alcohol offense within the five years preceding the date of the fingerprint-based criminal background check;
- 6) Conviction of any offense in another state substantially similar to the elements described in Items 1 through 5, above;
- 7) Has shown a pattern of misdemeanor convictions within the ten (10) years immediately preceding submission of the application. "Pattern of misdemeanor" shall include consideration of section 26.5-5-317, C.R.S., regarding suspension, revocation, and denial of a license, and shall be defined as:

- a) Three (3) or more convictions of third degree assault as described in section 18-3-204, C.R.S., and/or any misdemeanor, the underlying factual basis of which has been found by any court on the record to include an act of domestic violence as defined in section 18-6-800.3, C.R.S.;
- b) Five (5) misdemeanor convictions of any type, with at least two (2) convictions of third degree assault as described in section 18-3-204, C.R.S., and/or any misdemeanor, the underlying factual basis of which has been found by any court on the record to include an act of domestic violence as defined in section 18-6-800.3, C.R.S.; or
- c) Seven (7) misdemeanor convictions of any type.

8) Conviction of a misdemeanor involving child pornography as defined in section 18 U.S.C. section 2256(8).

8)9) Conviction has the same meaning as that in section 26.5-5-309(4)(A)(II), C.R.S.

\*\*\*

### 3.144 HEARING AND DISPUTE RESOLUTION RIGHTS

- A. Adult caretaker(s) or teen parent(s) have the right to a county dispute resolution conference or state level fair hearing pursuant to rule section 6.300 of the Administrative Appeals for the Colorado Department of Early Childhood (8 CCR 1406-1)~~Colorado Department of Human Services rule sections 3.840 and 3.850 of Income Maintenance Volume 3, incorporated by reference in rule section 3.109.~~
- B. Child care providers shall be informed of their right to a county dispute resolution conference on the reverse side of their copy of the child care authorization notice pursuant to Colorado Department of Human Services rule section 3.840, "County Dispute Resolution Process."

\*\*\*

### 3.147 RECOVERY PROCESS

\*\*\*

- B. Prior to certifying the taxpayer's name and other information to the Colorado Department of Revenue, the Department shall notify the taxpayer, in writing at their last-known address, that the Department intends to use the tax refund offset (intercept) to recover the overpayment. In addition to the requirements of section 26.5-4-119(2), C.R.S., the pre-offset (intercept) notice shall include the name of the counties claiming the overpayment, a reference to child care as the source of the overpayment, and the current balance owed. The taxpayer is entitled to object to the offset (intercept) by filing a request for a county dispute resolution conference or state hearing within thirty (30) calendar-days from the date that the pre-offset notice is mailed, faxed, emailed, sent via other electronic systems, or hand-delivered to the taxpayer. In all other respects, the procedures applicable to such hearings shall be those stated elsewhere in rule section 6.300 of the Administrative Appeals for the Colorado Department of Early Childhood (8 CCR 1406-1)~~Colorado Department of Human Services rule sections 3.840 and 3.850, and incorporated by reference in rule section 3.109, above.~~ At the hearing on the offset (intercept), the counties or

their designee, or an Administrative Law Judge (ALJ), shall not consider whether an overpayment has occurred, but may consider the following issues if raised by the taxpayer in their request for a hearing. Whether:

1. The taxpayer was properly notified of the overpayment;
2. The taxpayer is the person who owes the overpayment;
3. The amount of the overpayment has been paid or is incorrect; or
4. The debt created by the overpayment has been discharged through bankruptcy.

---

### **Editor's Notes**

#### **History**

New rule emer. rule eff. 10/01/2022.

Entire rule readopted from 9 CCR 2503-9 eff. 01/14/2023.

Rules 3.103, 3.105.1, 3.105.2 A.-J, 3.105.4 A.-E, 3.111-3.113, 3.114.1 A.-B.4.e.8 emer. rules eff. 07/01/2023.

Rules 3.101 B, 3.102 C, 3.103, 3.105.1, 3.105.2, 3.105.4, 3.111-3.113, 3.114.1 eff. 08/14/2023.

Entire rule emer. rule eff. 10/01/2023.

Entire rule eff. 12/15/2023.

Rules 3.111 H.2, 3.124 P, 3.127 B.1.c eff. 09/14/2024.