



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR COMMUNITY BASED SERVICES**

**Steven L. Beshear**  
Governor

Division of Child Care  
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**Audrey Tayse Haynes**  
Secretary

August 4, 2014

Kentucky's Child Care Providers:

**Emergency Amendments have been made to the following Kentucky child care regulation:**

- *922 KAR 2:160E, Child Care Assistance Program (CCAP).*

**These changes affect all recipients and providers of the Child Care Assistance Program and are to be implemented into child care services immediately.**

Changes to this Kentucky child care regulation cover topics including:

- Definition of employment;
- Head Start wrap around child care;
- Income eligibility;
- Kentucky Child Care Maximum Payment Rates;
- Requirements for the Child Care Daily Attendance Record (DCC-94E);
- Child Care Assistance Program training on billing and the DCC-94E; and
- Operating plans for child care providers operating over capacity.

Please review the "Kentucky Child Care Assistance Program Reopening" and "Highlights of the August 2014 changes to the Kentucky Administrative Regulation:

922 KAR 2:160 Child Care Assistance Program (CCAP)" attached or at

<http://www.kentuckypartnership.org/childcareregulations> and <http://childcarecouncilofky.com/new-child-care-regulations/> for additional information.

If you have any questions or concerns regarding this matter, please email [childcare.regulation@ky.gov](mailto:childcare.regulation@ky.gov) or contact the Division of Child Care at (502) 564-2524.

Sincerely,

A handwritten signature in cursive script that reads "Mary Beth Jackson".

Mary Beth Jackson, Director  
Division of Child Care

Attachment

MBJ/md



# KENTUCKY CHILD CARE ASSISTANCE PROGRAM REOPENING

The Kentucky Child Care Assistance Program (CCAP) will start accepting new applications on Aug. 4, 2014

This program has been closed to new applicants since April 1, 2013. Applicants who meet the criteria and income limits in the chart below may be eligible for this program to help working families with the cost of child care. Applications will not be taken before Aug. 4th.

To be eligible for the Child Care Assistance Program you must meet the following criteria:

- Resident of Kentucky; and the child must be a U.S. citizen or qualified alien; and
- Has employment an average of twenty (20) hours per week for a single parent and forty (40) hours combined for a couple; or
- Have a child protective or preventative services authorization; or
- Is participating in the Kentucky Works Program; or
- A teen parent attending high school or pursuing a general equivalency degree (GED).
- Has a child under age of thirteen (13); or nineteen (19) and is physically or mentally incapable of caring for himself.
- At or below gross income in chart\* below

CCAP Income Limit Chart FPL 140% For Applications Effective 8/4/2014		
Family Size	Annual Income Limit	Monthly Income Limit
2	\$20,594	\$1,716
3	\$25,942	\$2,162
4	\$31,290	\$2,608
5	\$36,638	\$3,053
6	\$41,986	\$3,499
7	\$47,334	\$3,945
8	\$52,682	\$4,390

\*For families with more than eight (8) people, add \$5,348 to the annual income limit for each additional family member

Parents may apply beginning Aug. 4, 2014. Interested individuals may apply at their local CCC office (8 a.m. – 4:30 p.m.), or applications will be accepted via fax or mail beginning August 4, 2014. An online Intent to Apply form is available at [chfs.ky.gov/ccap](http://chfs.ky.gov/ccap). Information about office locations, a downloadable CCAP application, and related forms are available at [www.childcarecouncilofky.com](http://www.childcarecouncilofky.com).

For more information, call the Child Care Council at 1-800-809-7076.

In Lexington, please call 859-254-9176.



Funded in whole or in part from federal, CHFS, or other state funds.



## Highlights of the August 2014 changes to the Kentucky Administrative Regulation: 922 KAR 2:160 Child Care Assistance Program (CCAP)

1. "Employment" is defined as public or private, permanent or temporary work for an average of twenty (20) hours per week for compensation or as an unpaid job requirement.
2. A licensed Head Start is eligible for CCAP if child care is provided before, after, or in between regular school hours (i.e., as "wrap around child care").
3. The Income Eligibility guidelines will be based on the following table beginning **August 4, 2014**:

Family Size	Annual Income Limit	Monthly Income Limit
<b>2</b>	\$20,594	\$1,716
<b>3</b>	\$25,942	\$2,162
<b>4</b>	\$31,290	\$2,608
<b>5</b>	\$36,638	\$3,053
<b>6</b>	\$41,986	\$3,499
<b>7</b>	\$47,334	\$3,945
<b>8</b>	\$52,682	\$4,390

\*For families with more than eight (8) people add \$5,348 to the annual income limit for each additional family member.

- Effective **July 1, 2015** initial and redeterminations of CCAP Income Eligibility will be based on the following table:

Family Size	Initial Application Annual Income Limit	Initial Application Monthly Income Limit	Redetermination or Recalculation Annual Income Limit	Redetermination or Recalculation Monthly Income Limit
<b>2</b>	\$22,065	\$1,839	\$24,272	\$2,023
<b>3</b>	\$27,795	\$2,316	\$30,575	\$2,548
<b>4</b>	\$33,525	\$2,794	\$36,878	\$3,073
<b>5</b>	\$39,255	\$3,271	\$43,181	\$3,598
<b>6</b>	\$44,985	\$3,749	\$49,484	\$4,124
<b>7</b>	\$50,715	\$4,226	\$55,787	\$4,649
<b>8</b>	\$56,445	\$4,704	\$62,090	\$5,174

\*For families with more than eight (8) people add:

- \$5,730 to the annual income limit for each additional family member for initial application; and
  - \$6,303 to the annual income limit for each additional family member for redetermination or recalculation.
4. Urban and Non-urban will no longer be a payment rate category and the Kentucky Child Care Maximum Payment Rates Chart has been modified with no negative effect on counties.
  5. The Licensed or Certified Provider Information Form has been updated to the "Licensed or Certified Provider Agreement Form".

6. Requirements for the Child Care Daily Attendance Record, DCC-94E, the universal attendance form that is required for ALL child care providers participating in the Child Care Assistance Program have been updated to state the form must be recorded **legibly each time the child arrives and each time the child departs the provider's care.**
7. All child care providers participating in CCAP must complete the Cabinet approved training on billing and the DCC-94E:
  - New child care providers of CCAP must complete the training prior to receiving an initial payment from CCAP and current providers of CCAP have until August 4, 2015 to complete the training.

Please visit <http://childcarecouncilofky.com/new-child-care-regulations/> to access to this training.

8. If CCAP records indicate that a certified family child-care home or a licensed child-care center is operating over capacity, as specified in 922 KAR 2:100 or 922 KAR 2:120 by having two (2) or more shifts, the Cabinet shall request an operating plan from the provider.
  - The operating plan must specify:
    - Each employee of each shift;
    - The work hours for each employee of each shift;
    - The management for each shift;
    - The work hours for each management employee of each shift; and
    - The children enrolled for each shift.

A sample CCAP Provider Operating Plan form is available at:  
<http://childcarecouncilofky.com/new-child-care-regulations/>

- The Cabinet shall approve an operating plan that demonstrates the health, safety, and welfare of a child in care in accordance with this administrative regulation and an administrative regulation listed in this administrative regulation.
- Payment under the CCAP will not be made to a provider for a child in care over the capacity of the provider, as governed by 922 KAR 2:100 or 922 KAR 2:120, unless an operating plan is approved in accordance with this administrative regulation.
- All changes to this child care regulation can be found <http://lrc.ky.gov/kar/title922.htm>

Additional information regarding the changes to this Kentucky child care regulation can be found at: <http://www.kentuckypartnership.org/childcareregulations> and <http://childcarecouncilofky.com/new-child-care-regulations/> or email questions to: [Childcare.regulation@ky.gov](mailto:Childcare.regulation@ky.gov)