

OVERVIEW - BEST BEGINNINGS CHILD CARE SCHOLARSHIPS

CHILD CARE 1-10

Timely Notices and Termination

Supersedes: (7/8/18)

References: Sections 45-6-301(4), 52-2-713, and 52-2-726, 53-4-611, MCA;
Sections 11.2.201 – 220, 37.5.103, 37.5.307 ARM;
45 CFR 98.50 and .66

General Rule

Parents and providers who are subject to an adverse action taken by the Department or by the Child Care Resource and Referral [CCR&R] agency, as defined in Policy Section 1-3 of this manual, are entitled to timely notice. Timely notice means that the CCR&R has mailed written notification to the parent or provider 15 calendar days prior to the adverse action.

A list of termination reasons for child care assistance are listed in ARM 37.80.501.

Notice when State/CCR&R Reduce Benefits (Timely Notice)

If the State or Child Care Resource and Referral agency terminates or reduces the Best Beginnings Child Care Scholarship before the end of the eligibility period, the parent and the provider will be given written notification of termination/reduction of the Best Beginnings Child Care Scholarship at least fifteen [15] calendar days before the termination date. The Best Beginnings Child Care Scholarship may continue for the notice period. If DPHHS or the Child Care and Development Fund institutes budget restrictions, then, the parent will be given a 15 calendar day notice.

When a parent, who was participating in a TANF funded cash assistance program or Pathways Program, is no longer a participant in that program and is not otherwise eligible for a Best Beginnings child care scholarship will be given a **ten calendar day** notice to remain consistent with the TANF closure policy.

Advance Notice for the Parent/Provider (Adequate Notice)

The Authorization plan end-date does not serve as written notice of termination of the Best Beginnings Child Care Scholarship. If a parent fails to renew their scholarship, a pending closure notice must be sent to the parent and the provider giving a 15-calendar day notice. If the parent does not renew their eligibility and once the CCR&R closes the case, a closure notice is then sent to the parent.

Generally, the parent is responsible for informing the provider of any changes in their child care requirements. However, the provider is responsible for notifying the CCR&R agency if a child is absent five (5) consecutive days without explanation and/or the family's whereabouts are unknown.

The CCR&R shall mail a closure notice to the parent and child care provider 15 calendar days prior to closing the case. (See Policy Section 6- 7 Unexplained Absences for additional information). Scholarship payments will be honored up to the closure date for days authorized according to the authorization plan during the notice period.