

SERVING THE FAMILY

CHILD CARE 6 - 5

Change Reporting

Supersedes: Child Care 6-5

References: Sections 52-2-701-704, 52-2-711-713, 53-4-6ten MCA;
Sections 37.80.ten1-ten3, 37.80.201-202, 37.80.205-206, 37.80.301-302,
37.80.305 -306, 37.80.315-316, 37.80.501 ARM
45 CFR Part 98

General Rule

Income eligible families receiving a Best Beginnings Child Care Scholarship based on approved activities shall report any change in circumstances. This may affect their eligibility or their need for child care to the Child Care Resource and Referral [CCR&R] agency. Families receiving Non-TANF child care must report the following items:

1. A change in child care provider,
2. A change in mailing address, residential address, or phone number,
3. An increase in income, or
4. A change in of work, training, or education status.

Other changes can be reported during the 12-month eligibility period. If the applicant is requesting a recalculation of the copayment based on a reported change, the effective date of the revised copayment is the first day of the next month. Exceptions to this are when a Grace Period is given or an increase in income is 85% of the state median income.

Provider Change

A change in child care provider must be reported within one business day to the CCR&R agency. The parent must provide the name of the provider, start date of service change, and the schedule that will be needed to set the new Authorization of Services.

Address or Phone Number Change

A change in mailing address, residential address, or phone number must be reported within ten calendar days of the change to the CCR&R agency.

Change of Status in Work, School, or Training

Participants on the Best Beginning Child Care Scholarship Program who experience a loss of employment or cessation of school or training status must report this within 10 calendar days of the status change to the CCR&R agency. The participant will be given a 90-calendar day Grace Period.

Increase in Income

Participants on the Best Beginning Child Care Scholarship must report an increase in income.

Failure to Change Report

The CCR&R Eligibility Specialist shall evaluate changes that were not reported in a timely manner. Failure to report does not necessarily cause a loss of eligibility. A parent may be liable for child care charges when required changes are not reported.

ECSB is not responsible for misdirected mail if a change in address is not reported.