

**State/Territory Plan
2022 - 2024**

3.3 Increasing Access for Vulnerable Children and Families

3.3.5 Lead Agencies are required to expend CCDF funds to (1) permit the enrollment (after an initial eligibility determination) of children experiencing homelessness while required documentation is obtained, (2) provide training and technical assistance to child care providers and the appropriate Lead Agency (or designated entity) staff on identifying and serving children and families experiencing homelessness (addressed in section 6), and (3) conduct specific outreach to families experiencing homelessness(658E(c)(3); 98.51).

State/Territory	3.3.5a: Describe the procedures to permit the enrollment of children experiencing homelessness while required documentation is obtained.
Alabama	Families are allowed up to ninety (90) days of service to allow time to obtain required documentation to establish eligibility.
Alaska	Per Child Care Assistance Program regulation 7 AAC 41.315(e) and Child Care Assistance Program Policies and Procedures Manual section 4050-4., when a family identifies they are homeless on their application or during their interview and they meet all other factors of eligibility, they will be approved for program participation for the month of application and an additional 30 days (one month) following the month of application, prior to submitting required verification of: government issued photo identification for the parents of the family; proof of the child's age and citizenship or alien status; and proof of child custody. Families experiencing homelessness are given up to an additional 30 days to provide verification.
American Samoa	<i>For the CCDF, American Samoa permits enrollment of children that are or are at risk of experiencing homelessness to qualify for 12-months of child care assistance, while the family secures the required financial and non-financial documentation. If the family needs child care assistance beyond the initial 12-months, but do not have all the documentation in order, an extension may be granted at the discretion of the Lead Agency.</i>
Arizona	If a child's immunization record indicates that the enrolled child has not received an age-appropriate immunization required by 9 A.A.C. 6, Article 7, a period of 15 days is given to a parent/guardian to collect the record. Citation for this policy and procedure: A.A.C. R9-5-305(D)(1) for ADHS Child Care Centers A.A.C. R9-3-304(D)(1) for ADHS Child Care Group Homes A.A.C. R6-5-5219(F)(3) for ADES Child Care Family Child Care and ADES Certified In-Home Providers A.R.S. 15-872(H) for Schools

Arkansas	Some eligibility requirements may be waived for children who are experiencing homelessness. The Family Support Specialist (FSS) provides case management services to obtain any information necessary to establish eligibility.
California	If the parent has been identified as experiencing homelessness on the application, the agency must permit the enrollment of the children to begin immediately upon the parent signing the application for services. The parent shall provide all required documentation, including immunization records, within 30 days from the date the application for services is signed.
Colorado	The Colorado Child Care Assistance Program (CCCAP) application and redetermination forms allow families to identify if they are experiencing homelessness. Households that meet the definition of "families experiencing homelessness" receive authorization for child care subsidy during a stabilization period of at least sixty (60) consecutive calendar-days, within a twelve (12) month period, to allow the household the opportunity to submit documentation, including immunization records if care is provided outside of the child's home by a non-relative qualified exempt provider., (3.909 9 CCR 2503-9).
Connecticut	Public Act 18-172 A ninety-day waiver of immunization documentation is provided to families experiencing homelessness. All families experiencing homelessness as defined in the McKinney-Vento Homeless Education Assistance Improvements Act of 2001,42 U.S.C. 11434a. and who are applying for child care subsidy (Care 4 Kids) will be granted a 90-day grace period to obtain required Care 4 Kids documents necessary for program eligibility. At the end of the 90-day grace period all documents must be received by Care 4 Kids to continue program eligibility. Link to policy transmittal: https://www.ct.gov/oec/lib/oec/90_Day_Grace_Period_for_Families_Experiencing_Homelessness.pdf
Delaware	The state currently provides a grace period to comply with immunization requirements for homeless families. In Delaware, foster children are considered homeless. DSS provides child care for up to 3 months or until the family is able to obtain suitable living arrangements. Once they have suitable living arrangements, services can be provided based on some other need such as employment. Additionally, client must have a need such as employment and/or Employment & Training.
District of Columbia	Upon initial eligibility determination, children eligible for subsidized child care categorically due to experiencing homelessness shall be permitted to enroll in the subsidized child care placement prior to completion of all required documentation and are provided a 60 calendar day grace period in which to provide full documentation of eligibility. The Child Care Referral Form serves as acceptable documentation until the records can be provided and the child shall receive, and the provider shall be paid for, subsidized child care during the grace period. If, after full documentation is provided, the child experiencing homelessness is found to be ineligible, subsidized child care services shall be terminated.
Florida	Notwithstanding their inability to provide full documentation at the initial eligibility determination, an ELC shall permit enrollment after initial eligibility determination to children experiencing homelessness as verified by a DCF certified homeless shelter (Rule 6M-4.208(2), F.A.C.).

Georgia	CAPS Policy Manual 6.5 and 6.6 allow families an additional 90 days to verify citizenship and immunization requirements, respectively, without postponing the eligibility determination. In addition, CAPS Policy Manual 7.6, 7.10, and 7.11 allow families experiencing domestic violence, families who lack fixed, regular, and adequate housing, and families who have experienced a natural disaster an additional 90 days to submit all verification documents without postponing their eligibility determination.
Guam	Children of families experiencing homelessness are permitted enrollment and are given 30 days to comply with required documentation.
Hawaii	Households shall meet the definition of families experiencing homelessness. Households that meet the definition of “homelessness” shall be provided a child care authorization during a stabilization period of at least 60 consecutive calendar days, within a 12-month period, to allow the household the opportunity to submit verification for ongoing child care subsidies. If verifications necessary to determine on-going eligibility are not received within the stabilization period of 60 days, the household will be determined ineligible and given proper adverse action notice. Child care subsidies issued during the stabilization period is considered non-recoverable by the Department unless fraud has been established.
Idaho	The Idaho Department of Health and Welfare Self-Reliance specialists gather and record information for Child Care to process applications. For families experiencing homelessness, community partners/agencies must provide families with the child care activity form showing that the family is participating in a work or training program offered by a partner or agency which allows approval of child care. Once verified, children may enroll in child care while other required components are completed and or obtained.
Illinois	Children from a family experiencing homelessness may have difficulty obtaining documentation at the time of application or redetermination for the Child Care Assistance Program because of the stresses and disruption caused by issues affecting this CCAP Protective population. Accordingly, CCR&R and Site Agencies must allow a family experiencing homelessness a period not to exceed 90 days from the date the child care is approved for care to obtain the eligibility documentation. All other eligibility requirements, as specified in CCAP Policy, shall remain unchanged.
Indiana	A licensed child care center, licensed home, unlicensed registered ministry, and a legally license exempt provider may allow a 90 day grace period to receive immunization records and birth certificates if the child's file contains a signed parent/guardian statement indicating that the family is homeless,

Iowa	<p>Regulations require child care programs to have required documentation prior to caring for children, however child care programs are instructed to provide families experiencing homelessness additional time to obtain required documentation when enrolling in the program. Child care programs are allowed to care for and receive payment for children during this time period. Child Development Homes and Child Care Homes with a CCA agreement have administrative rules that require them to waive child file medical documentation for up to 60 days if the family meets the definition of homelessness outlined in the McKinney Vento Act when identified at enrollment. The Child Care Center Licensing Standards and Procedures document, Comm 204, is a document provided to child care centers to provide rationale and recommendation regarding policies. The definition of McKinney Vento and the 60day waiver is outlined in this document as well as Communication guides for other program types.</p>
Kansas	<p>When a child experiencing homelessness needs child care assistance, the agency may delay citizenship verification according to the following policy. This policy can apply to other situations when needed. As per KEESM 2145.1 - Citizenship Documentation Delay for TANF and Child Care Subsidy the application shall be processed and approved granting a reasonable opportunity period to the individual to provide verification. This period shall be 3 calendar months commencing from the date the case is authorized. If the verification is not received by the end of the reasonable opportunity period, benefits shall end allowing for timely and adequate notice. The reasonable opportunity period may be extended in situations where the individual is making a bona fide effort to obtain the verification, but circumstances outside his/her control are delaying the effort. A decision to extend the period must be thoroughly documented and supported in the case file.</p> <p>As per Kansas Child Care Regulation - The Kansas Department of Health and Environment grants the following allowances in Kansas Child Care Regulation to ease any barriers in community efforts to accommodate displaced families, children and youth into existing regulated child care facilities.</p> <p>A. Displaced children and youth entering regulated child care facilities for temporary emergency care.</p> <p>I. Not required to provide documentation of current immunizations and health assessment for up to 60 days.</p> <p>II. Obtain as much information as possible about the children's/youth's health needs including any current medications being taken and any know medication, food or other allergies.</p>
Kentucky	<p>Families experiencing homelessness are eligible for expedited services. They are entitled to immediate approval of cases and pend for lack of verification. During eligibility, homeless families have a three (3) calendar month period to return all verifications. Families that return all required information at the end of the three (3) calendar month period, will not see a change in their certification as the maximum allowable certification period as assigned based on program rules. Families experiencing homelessness must meet all other technical eligibility criteria in order to continue with the program. If information has not been provided within the three (3) calendar month timeframe, the application will be discontinued</p>

Louisiana	Families experiencing homelessness are certified eligible and receive a 90 day grace period to secure eligibility documentation. In addition, they are referred to the homeless liaison to provide assistance in securing necessary documentation. The state's homeless coordinator role is housed in the CCDF Lead Agency. The State's Homeless Coordinator, also known as the McKinney-Vento Liaison, works with local education agencies to coordinate these services. In addition, through coordinated enrollment and Community Networks to reach out to families experiencing homelessness.
Maine	<u>A ninety-day (90) grace period shall be granted while Parents are taking the necessary actions to comply with required documentation.</u>
Maryland	A 60-day child care scholarship is issued to allow the parent to come in compliance with eligibility requirements. Once a parent comes in compliance with eligibility requirements, the parent is issued a 52 week child care scholarship.
Massachusetts	EEC allows families experiencing homelessness to be granted a provisional authorization to access child care if the parent(s) is unable to submit complete income verification at the time of initial assessment.
Michigan	After identity of the applicant is verified and an interview is conducted, eligibility is presumed for up to 45 days based on the applicant's statement for any documentation that is not provided.
Minnesota	Applications from families experiencing homelessness are processed within five business days of receipt, prior to receiving verifications if the family appears to be eligible. Children experiencing homelessness can be enrolled while required verifications are obtained. Families have three months to provide verifications.
Mississippi	Homeless children may be self-referred or referred by an agency and are a priority population receiving priority status in the event a pending funding list is in effect. If agency-referred, eligibility is determined by the Referring Agency. If the family has no countable income, income requirements are waived if eligibility is verified by the Lead Agency. If self-referred, eligibility is determined by the Lead Agency and income requirements are waived if the family has no countable income. Families experiencing homelessness are allowed a grace period to supply documentation. Children in this group are allowed a 24-hour grace period to supply immunization records. Once eligibility determination is complete, a family has a 24 grace period to supply immunization record after attendance with a provider has begun.

Missouri	<p>(1) When families are found to be eligible for child care subsidy, homelessness is a valid need for child care and children are authorized for 23 full-time days while parents obtain documentation to verify homelessness. Legislation went into effect August 28, 2018, allowing for a 30-day grace period to allow families to secure immunizations or documentation of immunizations, as per Missouri statute (§ 210.003.2(3), RSMo) at: https://revisor.mo.gov/main/OneSection.aspx?section=210.003. Providers were notified of the policy via email. (2) The Missouri Workshop Calendar, maintained by Child Care Aware of Missouri offers child care professionals a variety of trainings on working with families experiencing homelessness. In addition, Educare contractors, who serve registered providers, provide annual support group activities related to serving homeless families. (3) Outreach is conducted through participation in the Governor's Committee to Eliminate Homelessness. Participation includes conducting annual trainings for providers of homeless services and providing trainings on applying for child care benefits to social services agencies.</p>
Montana	<p>A family experiencing homelessness is eligible for a 90-calendar day eligibility period while families stabilize their living arrangements. In order to be eligible for 90-day eligibility period, the parent must submit two forms of documentation to prove homelessness. One form of documentation is the self-attestation from the parent on the application. The second form of documentation could be a letter from a homeless shelter or a statement from a friend or relative the family is living with. A parent must select a registered or licensed child care provider for child(ren) in the family. The 90-day eligibility period allows the family experiencing homelessness to meet all Non-TANF eligibility requirements. This includes the following: proving residency in Montana, citizenship of child(ren), and meeting both the income and activity requirements. Child Care Resource and Referral (CCR&R) agency are available to provide support for families experiencing homelessness by providing referrals to available community services and identifying child care providers that may meet the needs of the family.</p>
Nebraska	<p>Citizenship is verified through either a birth certificate or legally recognized documentation (i.e. Lawful Permanent Resident status or paperwork). Relationship verification is also required to determine child care eligibility. Citizenship is only required for the child receiving the service. The Lead Agency, when working with new applicants (homeless or not) born in Nebraska have internal access to Vital Statistics, which will verify these requirements. Declaration can also be taken initially and extra time allowed to obtain verifications, so long as the applicant is cooperating during the initial request. The Lead Agency will allow the amount of time it takes to obtain the out-of-state birth certificate request as long as the applicant continues to cooperate with the request. The child can begin services while awaiting this verification. The Lead Agency will request and pay for out-of-state birth certificates if the applicant needs assistance.</p>
Nevada	<p>Households who meet the definition of “homeless” will be allowed up to 90 days to provide verifications that are not readily available or easily obtainable.</p>

New Hampshire	NH requires FSS to ask a family if they meet the McKinney-Vento definition of homelessness, if they report they live in a home or apartment. Families are prompted to respond to this question when applying online through NH EASY.FSS are trained to inform families of the opportunity to receive expedited child care. In addition, Child Care Aware of NH (CCR&R) participates in the Homelessness Task Force and screens for indications of homelessness during intake when making referrals for families. Staff is familiar with expedited child care and will also refer families experiencing homelessness to other resources and programs that might benefit them. If they identify a family as homeless, they track it in their referral database. Currently enrolled DHHS child care providers aware of families experiencing homelessness inform the family of DHHS Expedited Child Care and refer the family to apply at DHHS. Expedited child care must be determined within 7 calendar days of the date of application with a final eligibility decision made within 30 calendar days. The child's child care provider must be a currently enrolled DHHS child care provider. Once expedited child care eligibility has been determined, a New HEIGHTS (eligibility data system) generated notice is sent to both the parent and currently enrolled child care provider indicating child care is authorized for 30 calendar days. In this instance, the family would be enrolled in NH Child Care Scholarship for 30 days while DHHS awaits the family's verifications.
New Jersey	The applicant can self-attest on the child care application, or a social service agency can complete the McKinney-Vento Intake Form (CC-213) and submit to the CCR&R which permits enrollment and a grace period of up to six months to gather the required documentation (DFDI 19-05-02).
New Mexico	As outlined in 8.16.2.22(E)(1)(e) NMAC, the Lead Agency allows providers a grace period of a maximum of 30 days to obtain an up-to-date immunization record or a public health division approved exemption from the requirement for homeless children and youth. ECECD will work with families experiencing homelessness to obtain missing immunization records by coordinating with Homeless Education liaisons when appropriate. Families experiencing homelessness may be served through the at-risk category. The income, work, and education requirements and co-payments are waived for clients in the at-risk category. This allows the family 12 months to acquire all required documentation.
New York	In recognition that a family experiencing homelessness may not have access to all documentation needed to determine eligibility for child care services and may have an immediate need for child care services, LDSSs are required to establish procedures to permit an interim eligibility period, not to exceed three months, for child care services while that family obtains all required documentation. If upon the full determination of eligibility, it is determined that the family is ineligible, the child care provider must receive payment for child care services rendered during the interim eligibility period.

North Carolina	Families experiencing homelessness are made eligible at the time of application based on information reported by the recipient. If the recipient does not have all required documentation on the day of application, the recipient's reported need for care and reported income are used to complete an application. If the reported information meets all eligibility criteria, the application is approved, and child care services can begin immediately. The recipient then has 30 days to provide all needed documentation to support their eligibility for child care services. If it is determined that the recipient is not eligible for child care services once all required documentation has been submitted, the child care case is terminated with a 10-day notice provided to the recipient and the child care provider. If this occurs, the child care provider shall be paid for services provided based on the start date on the voucher through the last day of the 10-day notice. Any payment made to the child care provider prior to the final eligibility decision shall not be considered in or error or an improper payment and shall not be recouped from the provider.
North Dakota	Households who indicate on an application or review that they are experiencing homelessness must be approved for services for the month of application before supplying all necessary verifications. Households are provided a 30-day grace period from the date of application to supply all necessary verifications to continue assistance.
Northern Mariana Islands	Children experiencing homelessness will be accommodated as soon as eligibility is determined and placed in a Star 3, 4, or Star 5 level provider. At a minimum, the CCDF Program will ask for the IDs of the children. In cases where the child is under Wards of Court (DYS), within 10 working days after the wardship to DHS, the Case Worker will contact the CCDF Program for placement of the child in a CCDF provider site. The Case Worker will complete an application with the following attachments: Court Documents, Birth Certificate, Immunization Card. Upon receipt of the application and documents, CCDF Staff will prepare the Certificate of Confirmation within 2 workdays. Upon completion of all signatures, the child is placed in a CCDF Provider.
Ohio	Homeless child care is publicly funded child care (PFCC) provided when a caretaker and child either temporarily reside in a facility providing emergency shelter for homeless families or are determined by the county agency to be homeless. If the homeless caretaker does not meet the qualifications which include a work or education requirement or OWF/SNAP participation, the family shall be determine eligible for homeless child care without regard to income or assets and the copayment shall be waived. Homeless child care shall be authorized for ninety calendar days. At the end of the 90 days, the family must have a qualifying activity so the county agency can authorize for child care for the remainder of the eligibility period, or the family can remain identified as homeless by the county agency who will authorize child care for an additional 90 days. This allows a homeless family to receive PFCC for more than one 90-day period.
Oklahoma	Oklahoma allows a grace period of at least 30 days for homeless families to comply with immunization and health and safety requirements.
Oregon	Children experiencing homelessness are given priority processing which allows families to enroll in the subsidy program while required documentation is being located. The caretaker will initially self-report income and work hours. Once the case is open the client is given 45 days to supply any required income verification.

Pennsylvania	For families experiencing homelessness, a non-working parent is provided presumptive eligibility for 92 days, during which the parent may conduct a job search, at application and redetermination. Verification of eligibility requirements may be waived for up to 92 days; however, the following eligibility requirements may not be waived: child's age; income limits; Pennsylvania residency; child's citizenship. Children experiencing homelessness are placed on a prioritized waiting list and receive funding sooner than others on the waiting list.
Puerto Rico	Children experiencing homelessness have priority for services. When a person certifies that they are experiencing homelessness, the Lead Agency provides 30 days to obtain the necessary documents to determine eligibility. They are not placed in the waiting list and their copayments are waived. During a declaration of emergency and/or disaster, and at the discretion of ACUDEN, a period of up to 180 days may be allowed for the family to obtain documents to determine eligibility. In such case, the family will be asked to provide certification documenting that the homelessness is related to or as a consequence of the emergency
Rhode Island	If an applicant child is experiencing homelessness, eligibility may be determined without all usual eligibility documentation through supervisor override. The family has up to 90 days to submit verification documentation. Additionally, if a child is experiencing homelessness, a grace period of 90 days can be granted to obtain the annual health examination documentation.
South Carolina	SC Voucher child care eligibility staff receives a referral on the homeless coalition letterhead that the family has met the McKinney-Vento definition for homelessness. If the child is school-age, a letter will be sent from the Department of Education providing the verification of their homeless status defined by the McKinney-Vento act.
South Dakota	Providers who enroll a family who does not have access to all documentation at the time of application will be provided a grace period of 10 days to obtain the documents. CCS works with child care providers, sharing resources for obtaining the necessary information including using the South Dakota Immunization Information System (SDIIS) to obtain immunization records; other DSS agencies, etc.

Tennessee	<p>The following exceptions were added to the rules of the Department of Human Services - Licensure Rules for Child Care Agencies Chapter 1240-04-01: The agency shall not admit a child into care until the parent/guardian has supplied the agency with a completed application, valid Tennessee Department of Health Official Immunization Certificates record (for children over two (2) months of age), and a health history. After an initial eligibility determination, children who are homeless and/or children in state custody may receive care prior to providing all required documentation as determined by the Department. Care without documentation of immunizations shall not exceed sixty days. The agency shall maintain written documentation that the parent/guardian performed an on-site visit to the agency prior to the child being enrolled into care and that the agency provided and reviewed parent engagement strategies recognized by the Department with the parent during the required pre-placement visit. Exception: A pre-placement visit is not required for children of homeless families. All children, including related children younger than age nine (9), shall have required records on file before care is provided. Exception: After an initial eligibility determination, children of homeless families and/or children in state custody may receive care prior to providing required documentation as determined by the Department. Exceptions to this immunization record requirement may be made only if: Care for children of homeless families and/or children in state custody is needed before documentation of immunizations can be confirmed. Care without documentation of immunizations for such children shall not exceed thirty days.</p>
Texas	<p>For children experiencing homelessness, TWC Chapter 809 Child Care Services rules:</p> <ul style="list-style-type: none"> • exempt the family from the parent share of cost (§809.19(a)(2)(C)); and • require that the child is initially enrolled for a period of three months to allow the parent to provide documentation verifying the child's eligibility (§809.52).
Utah	<p>The Lead Agency implements the following procedures for enrollment of children experiencing homelessness while required documentation is obtained. Homeless families applying for child care assistance who appear to meet the Employment Support Child Care requirements may receive an Upfront child care payment during the application period. In that case, families have 30 days to obtain additional documentation. Homeless TANF customers who meet with an employment counselor may receive an expedited child care payment, even in the absence of required documentation.</p>
Vermont	<p>The Child Care Financial Assistance Program (CCFAP) application requests information regarding homelessness status. If client identifies as homeless, the application is forwarded to the Specialized Child Care Coordinator in Children's Integrated Services (CIS) for processing as a Family Support application. The Specialized Child Care Coordinator meets with the family to provide assistance in completing the eligibility paperwork. Eligibility for Family Support child care is determined by a Family Support Team. This team may authorize enrollment in the Child Care Financial Assistance Program prior to obtaining all eligibility documentation. Once eligibility is approved, a certificate containing the start date of care is created to the family's child care provider. The CIS Child Care Coordinator will continue to work with the family to collect any necessary eligibility documentation until the case file is complete.</p>

Virgin Islands	<u>Parents or guardians who are homeless are given a grace period of three months to provide required documents to determine eligibility. This includes birth certificates, immunization records, other health records, and parent government issued picture I.D.s.</u>
Virginia	Families of a child experiencing homelessness that cannot provide the required documentation needed to determine eligibility at the time of application may be conditionally approved for services for a period not to exceed 90 days. Such documentation may include, but is not limited to, verification of immunizations, verification of child's citizenship or verification of income. The Lead Agency consulted with the Department of Housing and Community Development to establish that the 90-day grace period was a reasonable length of time to allow families experiencing homelessness to comply.
Washington	CCSP does not require families to produce immunization records to qualify for child care subsidies. Children whose families are dealing with homelessness do have the ability to enroll in care while their parent/guardian works to obtain copies of their immunization records. Those same children would be excluded from care if an outbreak of a vaccine – preventable disease occurred in the child care prior to their records being obtained according to WAC 110-300-0210 . DCYF contracts with CCA to provide outreach to these families and assist with obtaining immunization records. DCYF does not have a time frame requirement for this rule.
West Virginia	All families who apply and are income and qualifying activity eligible are accepted. Case managers can accept verifications from agencies that provide services to families experiencing homelessness to verify need for care. If the family is not currently connected to an agency, the case manager assists the family in obtaining services.
Wisconsin	Families experiencing homelessness are not required to provide verification of homeless status or address but must verbally state that they reside in Wisconsin and intend to continue residing in Wisconsin. No other verification requirements may be waived. Wis. Statutes, s. 49.145(2)(g) allows extensions to the verification time limits for families who need more time to obtain required verification. Families may also request assistance from the local agency to obtain needed verification information.
Wyoming	From the date of application, a 30 day grace period is given to families identified as homeless to provide necessary documentation. The Department assists in collecting required documentation as able. If required verification is not received, care is no longer available past the 30 day grace period. The Department does not recover payment from families. Child Care Licensing accepts immunization exemptions for homeless families from their child care provider.