

**Subsidized Child Care Assistance Program Policy Manual**  
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### **I. CHAPTER OVERVIEW**

Local Department of Social Services (DSS) or Local Purchasing Agency (LPA) have local options for prioritizing waiting lists and increasing the county's set-aside for vulnerable populations which includes children identified as having special needs and children and families experiencing homelessness or those who are in a temporary living situation. This chapter will describe the policies for both options and submission process to the Division of Child Development and Early Education (DCDEE). Please refer to specific chapters listed below for details about the kinds of modifications which may be allowed.

### **II. FUNDING FOR SUBSIDIZED CHILD CARE**

#### **A. The LPA has the option to:**

1. Set aside an amount greater than the minimum special needs set-aside determined by DCDEE ([Chapter 2: Funding for Subsidized Child Care Services](#)).

The DSS/LPA must use the 4% set aside to serve vulnerable populations. Payment for these services is made with the vulnerable set-aside. Once the minimum set-aside amount is encumbered, families experiencing homelessness who are currently being served should be served with funds in the DSS/LPAs regular subsidy allocation. DSS/LPA may continue to serve new families experiencing homelessness who apply, as long as the DSS/LPA does not overspend their regular subsidy allocation.

### **III. WAITING LIST PRIORITIZATION**

Counties must establish a separate waiting list for children and families who are in one of the vulnerable populations.

#### **A. The LPA has the option to:**

1. Determine policies for prioritizing the placement of children in care when there are insufficient funds to serve all eligible families (such as

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childcare to support protective services, Work First families or serving children with special needs) (Chapter 10: Waiting List Policies).

2. Determine how often the waiting lists are reviewed and updated (Chapter 10: Waiting List Policies).
3. Establish a time frame for contacting a family once a parent's name is reached on the waiting list, notifying them in writing that they may come in to apply for services (Chapter 10: Waiting List Policies).

### IV. PLAN SUBMISSIONS

The DSS/LPAs must submit their local plans on how they will maintain their waiting list and homeless population prioritization set aside.

All local plans are reviewed by the Subsidy Services Policy Unit for approval prior to submission to the DSS/LPA director and local governing board. The Subsidy Services Policy Unit will follow the Division's approval process. The Division issues an approval letter with the local policies to the DSS/LPA. The letter must be kept on file with the final version of the approved local policies. Signatures of the director of the DSS/LPA and Board Chair and date are required on the final copy of the policies which must be maintained in the DSS/LPA's office.

DSS/LPAs must develop a uniform manner to notify recipients and providers of local policies and provide a copy of local approved plans to their Subsidy Services Consultant.

**NOTE:** The local plans cannot be implemented by the DSS/LPA until the Division issues the approval letter.

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For additional information on policy described in this chapter please refer to:

### **SCCA Manual:**

Chapter 2: Funding for Subsidized Child Care Services

Chapter 10: Waiting List Policies