

Attachment A
The Children's Cabinet
Qualifications for School Age Contract Program
2014-2015

I. Eligibility

a. Children To Be Served:

- Children to be serviced must be between the ages of 5 and attending Kindergarten (if applying during summer break, the child will attend in the fall) and 6 through 12.
 1. Children who have reached the age of 13 are not eligible unless they are diagnosed as having a "special need".
 2. The "special need" must be verified by a physician or another licensed professional authorized to make such assessments. The nature of the child's special need must require adult supervision at all times. Then must be approved by The Children's Cabinet after meeting the eligibility criteria.
- An original, completed enrollment form must be submitted with each new enrollment, from the month that services are being requested to begin.
- Children are eligible for full months only, through the end of the fiscal year and are termed on June 30, 2014. (Unless eligibility category is foster license, which will term when foster license expires.)
- New enrollment forms must be submitted for all families for the start of the new fiscal year. Example 7/1/13 to 6/30/14 children are termed, then new enrollment forms must be submitted for 7/1/14 to 6/30/15 fiscal year.
- Delegate agency will be responsible to provide every parent with a School Age Quality Child Care Sheet at the time of enrollment. This educational information form will be provided to the Delegate agency by The Children's Cabinet.

b. Eligibility Criteria:

- Families must meet verified purpose of care (working).
 1. Clients who are self-employed and work in their home must meet a minimum of at least two of the following three criteria's:
 - Have a valid business license;
 - Are zoned to legally operate a business out of their home; or
 - Have employed and are paying individual(s) to work for their business
 2. Employed clients must receive monetary compensation for their services (i.e. some clients may work in exchange for rent or food; this does not meet the employment criteria).
- Families must have the status of child support verified as follows:
 1. Review Enrollment Form to ensure the child support section is completed.
 2. As required by CCPM section 221 through 221.4 obtain verification of child support status.
- Families must be income eligible and fall between the 95% to 20% categories based on the most recent State of Nevada Child Care & Development/Subsidy Program Household Size & Monthly Income Chart. The client's portion is based on total gross monthly income and family size.
- Child(ren) receiving services must be U.S. Citizens or have legal US residency.
 1. On the enrollment form, the box marked U.S. Citizen or legal US resident must be marked.
 2. Parent(s) and/or other household members related by blood or marriage and that are counted in the family size can be a non-legal US resident. Even if parent is not a legal US resident, purpose of care must be verified.

- If the client/parent is paid bi-weekly (every other week; example, every other Friday). There will be either 2 or 3 check stubs depending upon the 30 day period; add all gross amounts divide by the number of stubs then multiply by 2.15
 1. Example: $\$720.55 + \$605.95 = \$1326.50$. Divide by 2 = $\$663.25$ (average per check) x 2.15 = $\$1425.99$ (average monthly income).
- If the client/parent is paid semi-monthly (twice a month; example, pay check always received the 15th and last day of the month); add gross stub amounts
 1. Example: $\$759.51 + 854.32 = 1613.83$ (monthly income)
- If the client/parent is paid monthly; use the monthly pay stub total.
- If the client/parent is newly employed and has not received a complete 30 days of pay stubs, use projected income. This should be verified by a letter from the employer that indicates start date, hours per week client/parent will work and rate of pay. Multiply hours client will work, times rate of pay times 4.3.
 1. Example: The employer statement says the client will work between 30 to 40 hours per week, making \$9.00 an hour. First average out the hours; $30 + 40 = 70$ divide by 2 = average hours of 35 hours per week x \$9.00 per hour x 4.3 = $\$1354.50$ gross monthly income.

c. Other Income:

- Refer to Section 310 of the Division of Welfare and Supportive Services Child Care Policy Manual (http://www.welfare.state.nv.us/child_care/ccm.htm) for a detailed list of countable and exempt income. The most common are:
 1. Overtime – count only if consistent.
 2. Bonuses and commission – If received on monthly bases, count according to calculations in section II.A. If received quarterly or randomly, count in the month in which it was received.
 3. Tips - count as income (manicurist, hairdressers, taxi cab drivers, cocktail staff, bartenders, waiters, etc).
 4. Clients receiving social security benefits should submit an award letter explaining the benefits that are being received and for which family member.
 - Social Security Income (SSI) is exempt
 - Survivor's benefits (RSDI) are countable.

III. Reimbursements

a. How To Bill For Services:

- Reimbursement for eligible children is based on the percentage they qualify for at the time of enrollment.
- As long as the enrolled child remains enrolled and attends at least one day during the month, the program can complete the Enrollment Verification Form (EAV) and will be reimbursed for the number of days the agency is open to provide services to the children in the month, for up to 5 days a week, Monday through Friday.
- Days in which the delegate agency is not open to provide services for the children, such as holidays, staff training days, and closures due to weather or emergencies are not reimbursed.
- In the column "Date Attended", pick any one date the child attended a full time day and write that date down. Full time day can be combined between before and after school hours.
- Under "Time In, Time Out" write down the time the child signed in and out. There are two columns provided incase the child went before and after school.
- In the following column, mark an X next to the appropriate attendance verification:
 1. "EWA" =Enrolled with attendance - The child is enrolled and attended at least one day of the month. We will pay for the entire month on the days the program is open, as long as the child attended at least one day that month

IV. Program Documentation

- Delegate agency is required to retain all program documentation for each fiscal year, located at one site for auditing purposes, and for a period of three years as detailed in the Memorandum of Agreement.
- Delegate agency is required to keep copies of all documentation used at time of enrollment to determine eligibility.
- Delegate agency is required to keep attendance records and verification that co-payments were collected from the client/parent. Periodically the Delegate agency will be asked to turn in copies of monthly attendance and proof of co-pay records for auditing purposes.