

	Department of Human Services Division: Benefits and Community Support		
Policy Title:	Reporting Requirements Changes to Child Care Policy		
Program:	Colorado Child Care Assistance Program (CCCAP)		
Approved by:	Division Manager - BCSD		
Effective Date:	5/2019	Revision Cycle:	Annually
Revision Date:			
Owner:	CCAP Deputy Division Manager		
References:	Volume 3 Regulation 3.916.4 Attendance Tracking System Changes to Child Care Procedure		

In order to provide enough time to process requests, and meet the requirements of the Attendance Tracking System (ATS), changes to child care must be reported in a timely manner. When adding days or hours to a day, care can only be backdated 9 days from the current date. CCAP Technicians will review the following requirements with clients verbally when approving cases.

The following are reporting requirements regarding changes:

- If a client wants to use a new provider they must report that to the CCAP office prior to using the new provider.
- We are unable to reduce or remove hours after the day has past.
- If a change is reported late and processed before the 9th day from the care needed date, it's the client's responsibility to have their provider initiate the previous check in/out and the parent must confirm the previous check in/out before the 9th day from the care needed date.
- Client's must use ATS to check in and out.
- Changes in care schedules must be reported in writing, 10 calendar days in advance to the CCAP office.
- If additional care is utilized due to an unforeseen circumstance, for example a snow day or an emergency school closure, this must be reported to the CCAP office within 5 calendar days of utilizing the care.
- In addition to reporting changes in Care schedules to the CCAP office it is the client's responsibility to report changes to their provider.
- Client's should report any changes at a minimum of 10 days in advance to be considered timely. This is to ensure any changes will be made prior to the day of the change. If a client does not report the change timely any missed days will be charged as absences.
- If using School Out days for school aged children, it is the client's responsibility to notify the CCAP office in writing a minimum of 48 hours prior to the school out day for each school out day request ****Colorado Works program participants must make these notifications to their Larimer County Economic & Workforce Development Coach.*** Care will not be covered for School Out days unless the request is received in writing. The request must include:
 - The date care is needed
 - The name(s) of the children requiring care
 - Whether the care will be full time or part time
 - The name of the provider providing care and their location. **If utilizing basecamp please list the location of the basecamp as there are multiple locations.*