

Policy Name: Childcare
Policy Number: BGWIOA-N17-S5
Effective Date: June 28, 2017

Applies To: Adults, Dislocated Workers, Older Youth

1. **Purpose:** This purpose of this policy is to provide guidance to workforce staff, including subcontracted staff, on eligibility of participants in need of childcare assistance while in training.
2. **Background:** This policy was established based on previous program methods.
Reference: BGWIOA-R17-T5 – ITA Policy
Reference: BGWIOA-R17-S6 – Need Related Payment
3. **Definitions:**
 - A. An **infant/toddler** is defined as birth to two years and 11 months in age.
 - B. A **preschooler** is defined as three years to five years and 11 months in age.
 - C. A **school age child** is defined as six to 12 years and 11 months in age.
 - D. **Full day** is defined as five or more hours a day that a child attends a childcare provider.
 - E. **Part day** is defined as less than five hours a day that a child attends a childcare provider.
 - F. **A Licensed Childcare Provider** is defined as:
 - i. Type I – If childcare is provided in a dwelling for 13 or more children or in a non-dwelling for four or more children and the childcare provider has applied and been approved for a childcare license in the state of Kentucky.
 - ii. Type II - If childcare is provided in a dwelling for 7 to 13 children and the childcare provider has applied and been approved for a childcare license in the state of Kentucky.
 - G. **A Certified Childcare Provider** is defined as childcare provider in a dwelling with a maximum of six unrelated children and the provider has applied and been certified by the state of Kentucky.
4. **Policy:** For the participant's child to qualify for childcare the following guidelines must be met:
 - i. If the participant's child is in full day childcare the participant must be enrolled in school full-time and attending training at least three days per week.
 - ii. If the participant's child is in part day childcare the participant must be enrolled in training at least part time and attending training at least two days per week.
 - iii. Participants with children age 13 and above are not eligible for childcare unless the child has special needs or has a disability.
 - iv. School age children are only eligible for part day childcare while the child's school is in session.
 - v. Before any participant can be approved for childcare assistance, the participant must apply for assistance through the Child Care Council and documentation of such is in the participant's file.
 - vi. Rates for childcare will be based on the current childcare rates that have been established by Child Care Council.
 - vii. The childcare provider must be a Licensed or Certified Childcare Provider by the state of Kentucky.
 - viii. Total payment cannot exceed allowable totals for tuition, fees and, supportive services.
5. **Inquiries:** Questions should be addressed to the Workforce Services Manager, Youth Services Manager and/or the Director of Workforce Services.