

	Department of Human Services Division: Benefits and Community Support		
Policy Title:	Absences, Holds & Paid Holidays		
Program:	Colorado Child Care Assistance Program (CCCAP)		
Approved by:	Division Manager - BCSD		
Effective Date:	02/01/2011	Revision Cycle:	Annually
Revision Date:	7/2019		
Owner:	CCAP Deputy Division Manager		
References:	Volume 3 Regulation 3.916.1 Child Care Provider Reimbursement Rates		

Child care absences and hold requests are not an entitlement and are contingent upon program funding and expenditures in Larimer County. Neither absences nor holds are available to exempt providers.

Absences:

Larimer County will pay for one (1) absence a month.

Holds:

Holds are limited to a maximum of 30 days coverage or six calendar weeks per calendar year. Larimer County will consider payments to licensed child care provider(s) to hold a child’s slot when:

- The CCAP case is active in Larimer County at the time the hold is requested.
- The request for a child care hold and the required verification is received from the parent **before** the child is absent from care.
 - *Requests received from childcare providers will not be considered.*
 - *The request must be received on form LCHS 4247*
- The request is due to a medical emergency.
 - *Requests due to a medical emergency must be made within 48 hours from the date of the medical emergency.*
- A child’s placement in a licensed home or center could be lost if these additional payments are not made.
 - *A written statement is required from the child’s provider indicating whether or not the licensed home or center is at capacity and if a waiting list for each child’s age group exists.*

The following situations will be considered for a child care hold:

- Scheduled school breaks for teen parents.
 - *Teen parents must provide official verification of their continued attendance after the hold.*
- Circumstances deemed medically necessary.
 - *Written verification by the attending physician is required and has to include the medical condition and the length of time the parent will be unable to participate in their eligible activity. The hold must be requested prior to the medical hold unless it is due to a medical emergency.*
- Children visiting with the non-custodial parent and court ordered visitations.
 - *All visitation requests must include a copy of a court order or a written statement outlining the actual dates of visitation.*

A recovery of child care benefits will be established if:

- The parent does not return to an eligible activity at the end of the hold period.
- A change in providers occurs within two weeks of the end of the hold period.
- The household becomes ineligible during the hold period because of changes in income, household composition or residency.

Paid Holidays:

Larimer County will pay licensed providers for up to six holidays per year. These holidays include:

- New Year's Day
- Fourth of July
- Thanksgiving Day
- Memorial Day
- Labor Day
- Christmas Day

If a holiday falls on a day when child care is normally authorized, and the child care facility will be closed the day of the holiday, the provider will receive payment for the children who would normally attend that day. The county will not pay a provider for a holiday if the provider chooses to close on a day other than the actual holiday (i.e. in observance of).

- **Example:**
 - Thanksgiving falls on a Thursday each year. If a CCAP child is authorized to attend child care Monday through Friday and the facility is closed on the Thursday of the actual holiday, the provider will receive payment for Thursday as a holiday if private pay families are also required to pay the facility.
 - If a CCAP child attends Monday through Wednesday, the provider will not receive payment for the Thanksgiving Holiday as the child would not be scheduled to attend on Thursdays.
- **Example:**
 - If Labor Day falls on a Saturday and the licensed provider is normally open on Saturdays to provide care, the provider will receive payment for a holiday for any CCAP child that is regularly scheduled and authorized to be in care on Saturdays as long as private pay families are also required to pay the provider.
 - If the provider is not normally open on Saturdays to provide care, or the CCAP child is not scheduled or authorized to be in care on Saturdays, the provider will not receive payment.

In the event that a holiday falls on the weekend and the provider chooses to close in observance of the holiday on a day other than the actual holiday the provider will not receive payment for that holiday.

- **Example:**
 - If the Fourth of July falls on a Saturday and the licensed provider chooses to close on Friday in observance of the Fourth of July holiday, the provider will not receive payment for the Friday they closed in observance of the Fourth of July.

In the event that a CCAP child is school age, is authorized for full time care on school out days and the holiday falls on a school out day, the provider will receive holiday payment for that child based on what they are normally scheduled to attend on school out days.

- **Example:**
 - Thanksgiving falls on a Thursday each year. If the CCAP child is school age and is normally scheduled for full time care on school out days, the provider will receive payment for a full-time day for the Thanksgiving Holiday.
 - If the CCAP child is not scheduled for full time care on school out days or is not scheduled for care on Thursdays, the provider will not receive payment for the Thanksgiving Holiday.

Payments between Eligible Activities: No payments to providers will be made when a parent is not participating in an eligible activity.

Paid Notice to Providers: There is no paid notice under CCAP.