

	Department of Human Services Division: Benefits and Community Support		
Policy Title:	Job Search Policy		
Program:	Colorado Child Care Assistance Program (CCCAP)		
Approved by:	Division Manager - BCSD		
Effective Date:	12/01/2014	Revision Cycle:	Annually
Revision Date:	9/2019		
Owner:	CCAP Deputy Division Manager		
References:	Volume 3 Regulation 3.903 Definitions Volume 3 Regulation 3.905.1 Low Income Child Care Eligibility		

It is Larimer County policy to allow thirteen (13) weeks of job search for adult caretakers or teen parents. Job search is allowed at initial application and in each instance of non-temporary job loss. For each instance of non-temporary job loss the adult caretaker or teen parent must report that they are looking for employment and have recently lost their job in order to utilize job search as their eligible activity. If the job search activity is reported within the four (4) week reporting period, the activity shall begin the day that the change in activity was reported. If the job search activity is reported outside of the four (4) week reporting period, the activity shall begin the date that activity cessation occurred.

Whatever care that was authorized prior to the non-temporary job loss occurred, will continue to be authorized unless the adult caretaker or teen parent requests a decrease in care. Job search child care for two-parent households is only authorized while both parents are simultaneously involved in job search activities. Each individual who is utilizing job search child care is required to conduct job search activities on each day that CCAP benefits are provided.

Parent fees for job search at initial application will be assessed at \$0. At the end of the thirteen (13) weeks of job search if the adult caretaker or teen parent is not in an eligible activity the child care case will close. If at the end of the thirteen (13) weeks the caretaker or teen parent has found employment the parent fee will not be increased until the next redetermination. For ongoing childcare cases, if the caretaker or teen parent has an instance of non-temporary job loss, the parent fee will be reduced to \$0 for job search. This will be reassessed when the caretaker or teen parent is working again, up to but not above the original parent fee depending on the new income amount.

If at the time of re-determination, the adult caretaker or teen parent remains in a job search activity, has not utilized the remainder of their allotted job search time, and has provided the required re-determination documentation, the county shall place the case into a post-eligibility stabilization period for the duration of the remaining job search time.

- If during the post-eligibility stabilization period the adult caretaker or teen parent reports that they have gained employment or reentered into another eligible activity, the county shall process this change, continue care, and assess a parent fee.
- The adult caretaker or teen parent shall be determined ineligible if they have not reentered into an eligible activity and the post-eligibility stabilization period has expired.