

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF EARLY CHILDHOOD CARE & DEVELOPMENT
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TO: Mississippi Child Care Payment Program Participants
Mississippi Child Care Payment Program Slot Contractors
DECCD Staff

FROM: Laura Dickson, Director 
Division of Early Childhood Care & Development

DATE: January 12, 2015

SUBJECT: Updates to Priority Populations
Application Procedures
Procedures for Non-Availability of Funds

- A. Effective January 12, 2015 the following updates to priority populations will apply to the Mississippi Child Care Payment Program Policy Manual. These updates are made in an effort to more accurately group referred client populations together.

101.02 ELIGIBILITY PRIORITY POPULATIONS

If funds are available, children must be served in accordance with the policies in this manual. Applications are date-stamped as they are received. CCDF child care services will be available to children of parents according to the following priorities:

- 1st Child Care for Temporary Assistance for Needy Families (TANF)
- 2nd Child Care for Transitional Child Care (TCC)
- 3rd Children of very low-income parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:
 - A. Children in Protective Services or Foster Care;
 - B. Children served by the Healthy Homes Mississippi home visitation program;
 - C. Children with Special Needs (up to 85% of the SMI);
 - D. Children of parent(s) deployed in the Mississippi National Guard, or Reserve (up to 85% of the SMI);

- E. Children of Teen Parent(s) currently enrolled in high school full-time;
- F. Children of all other eligible parent(s) at this income level, including parents enrolled in an approved educational program, whether working or not.

4th Children of parent(s) working the required 25 hours per week and/or are enrolled in an approved educational program whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.

B. Effective January 12, 2015 the following changes to the Mississippi Child Care Payment Program Policy Manual have been made to clarify the process of application using the current online application.

102.02 APPLICATION PROCEDURES

- (1) DECCD will accept applications throughout the year. Referrals for TANF, Healthy Homes Mississippi, or Family & Children's Services clients are accepted throughout the year from Case Managers. All other families eligible to receive services will be added to the CCPP, as funding allows. Families will be served by date of application and eligibility priority level.
- (2) Applications can be completed online by visiting DECCD's website.
- (3) After completing the application, parents/guardians can return all required documentation at the request of DECCD via postal or electronic mail. Once all required documentation is received, DECCD will review the information to determine eligibility and send a written notice of eligibility, or ineligibility, or non-availability of funds within 10 business days. Refer to Section 102.03 for policies and procedures when no funding is available. If the parent falls within an eligibility priority group for which funds are available, a certificate will be issued and emailed to the parent and selected child care provider within 1 business day of completion of the completed approval process.
- (4) Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. A list of CCPP Approved Providers is available at the DECCD website, www.mdhs.ms.gov/early-childhood-care-development.

C. Effective January 12, 2015 the following changes have been made to the Mississippi Child Care Payment Program Policy Manual to outline program procedures during periods when funding is not available for child care subsidy.

102.03 NON-AVAILABILITY OF FUNDS

- (1) DECCD will accept applications for services throughout the year. When available funding

has been expended, applicants will receive notification that their application is pending funding. Applications with a status of "Pending Funding" will remain in the online application system for a period of 1 year. After 12 months, parents will receive an electronic request to update their application online. All applications not updated after 30 days from notification will be removed. Parents would have to submit a new application if they wish to seek service at a future time.

- (2) Applications with a status of "Pending Funding" have not been determined eligible by DECCD staff. Once funding becomes available, applications with a status of "pending funding" will be served according to the date of application. All other applications will remain in "pending funding" status and will follow update procedures described in 102.03(1) above.

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pc: Mr. Richard Berry
Mr. John Davis
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