



Date: January 12, 2024

To: CCDF Program Participants and Employees

From: Office of Early Childhood

RE: Child Care Worker Eligibility

The Office of Early Childhood (OEC) recently announced a change in the child care assistance requirements to support individuals who are employed in early childhood programs, pending funds available.

We are sending the eligibility requirements to you, in efforts to ensure all CCDF Program Participants and their employees are aware of and able to take advantage of this change. To be eligible for child care assistance using our new Child Care Worker guidelines, applicants must meet the following:

- At least one adult is actively employed and working in an Arkansas licensed or registered child care facility that participates in the Child Care Assistance Program. Employment must be verified.
 - Eligibility may consist of a combination of work at an Arkansas licensed or registered CCDF Program Participant and other outside employment/education/job skills training to equal thirty (30) hours or more per week).
- Each adult in the eligibility group must work an average of thirty (30) hours or more per week.
- Child(ren) requiring care must attend an approved CCDF Program Participant.
- Income guidelines are waived. However, income must be verified.
 - Households who declare assets in excess of \$1 million will be denied.
- The 60-month Lifetime Limit will be waived.

To further clarify:

The employer must:

- Be an Arkansas licensed or registered child care provider
- Have an active CCDF Participant Agreement
- Provide verification of employment for employees

The employee must:

- Apply for child care assistance (those who currently have an open case **WILL NEED TO REAPPLY**)
 - The application you will use can be found here:
 - https://dese.ade.arkansas.gov/admin/Files/DCC-ESS-Application-June-2023_Updated_20230628152007.pdf
 - https://dese.ade.arkansas.gov/admin/Files/DCC-ESS-Application-Spanish-June-2023_UPDATED_20230629071550.pdf
 - Applications must be submitted here:
 - oc.familysupport@ade.arkansas.gov
- Provide all items required on the application checklist, unless previously submitted
 - New applications and verification of employment **ARE REQUIRED FOR ALL**

Note to All CCDF Program Participants: CCDF does not pay parents to care for their own child(ren). Please ensure that child(ren) who have been approved for CCDF funds are not in the same classroom where their parent/caregiver is the teacher.

If you have any questions, please contact us at 501-682-8947.

Respectfully,



Brandy Ishmon
CCDF Program Administrator

Cc: Tonya Williams, OEC Assistant Commissioner
Family Support Unit