



Practice Points

CHILD CARE ELIGIBILITY VS. CHILD CARE AUTHORIZATION

When determining whether an applicant is **ELIGIBLE** for Child Care Assistance, the Eligibility Specialist (ES) must ask and verify the answers to several technical questions:

- Who is in the applicant's household and what is their relationship to each other ([1210.005.00 FAMILY UNIT; 1210.005.05 RELATIONSHIP OF THE APPLICATION TO THE CHILD](#))?
- What is/are the age(s) of the child(ren) for whom child care is requested ([1210.005.10 ELIGIBLE CHILD](#))?
- Does the household reside in Missouri and intend to stay here ([1210.010.00 RESIDENCY](#))?
- What is the income of the household ([1210.000.00 INCOME ELIGIBILITY GUIDELINES](#))?

The ES must also determine: Does the household participate in a valid, eligible need component ([1210.020.00 ELIGIBLE NEED FOR CHILD CARE; 1210.020.14 DEFINITIONS OF NEED COMPONENTS AND TIME LIMITS](#))? If so, do you have documentation to verify this?

If not, enter the CCNEED code for the Need Component the participant tells you they are participating in - - but DO NOT verify it - - in FAMIS. (The application cannot be approved with an unverified need and will be rejected by the system in 15 days if not verified.)

If yes, enter the CCNEED code for the verified Need Component, **complete eligibility determination for the household** ([1220.000.00 PROCESSING REQUESTS FOR SERVICES](#)), and either APPROVE or DENY the child care application ([1220.010.35 APPROVING AN APPLICATION](#); [1220.010.40 DENYING AN APPLICATION](#)).

Authorize child care only **after** the applicant has provided documentation to verify the schedule (the number of hours and days per week of participation in an eligible need component) ([1220.025.00 INDIVIDUAL AUTHORIZATION PROCESS](#); [1220.025.05 AUTHORIZATION LIMITS](#); [1220.025.10 SLEEP TIME](#); [1220.025.15 TRAVEL TIME](#)).

DO NOT postpone Child Care Assistance eligibility determination while waiting on documentation to verify the applicant's schedule if the need for care (employment, job training, etc.) has been verified.

REMEMBER - A household can be determined eligible for Child Care Assistance without having child care authorized, but child care **cannot be authorized** without the household having already been determined eligible for Child Care Assistance.

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