



Practice Points

AVERAGING HOURS OF EMPLOYMENT FOR PURPOSES OF DETERMINING CHILD CARE ELIGIBILITY

To access Child Care Assistance Program benefits, a family must have a valid need for child care. If the applicant indicates that need for care is employment only, the applicant must be working an average of 20 hours per week. Therefore, if the applicant provides documentation indicating employment of 17 hours one week, 25 hours the next week, 19 hours the next week, and 24 hours the next week, these hours must be added together and then divided by the total number of weeks reported to determine the average number of hours worked per week. In this example, $17 + 25 + 19 + 24 = 85$ total hours worked / 4 weeks = 21.25 average hours worked per week. This applicant would have a valid need for child care based on employment because the average hours worked per week are over 20.

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