

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Division of Employment and Rehabilitation Services  
Child Care Administration

**CHILD CARE ASSISTANCE**  
**PRIORITY WAITING LIST: WHAT YOU NEED TO KNOW**

The DES Child Care Administration offers Child Care Assistance programs that serve low-income families who are working, participating in education and training activities, are teen parents in high school or GED classes or are unable/unavailable to provide care for their own children for a portion of the day due to a medical condition or special circumstances. The ability of families to participate in these DES Child Care programs depends upon the amount of state and federal funds provided to DES. At times, the number of families that have applied and are eligible for these programs is greater than the amount of funds available. A statewide Priority Waiting List for services has been developed to notify eligible families when there are openings in these programs. Families currently receiving Child Care can continue to do so as long as they meet the eligibility criteria (*see: "What If I Am Already Receiving Child Care Assistance" on the reverse*).

### **WHEN CAN I RECEIVE CHILD CARE?**

If you apply and are eligible for Child Care, your name may be placed on the statewide Priority Waiting List for services (*unless you are eligible for a program that is **NOT** subject to the Priority Waiting List as described below*). When openings become available, you will be contacted by DES Child Care. When you respond to our written notice and select a DES Child Care provider, you may be authorized to receive Child Care Assistance (if you continue to meet eligibility criteria).

**YOU ARE NOT** subject to the Priority Waiting List if you:

- Are a TANF/Cash Assistance participant and need child care for employment or participation in the Jobs program;
- Are a former TANF/Cash Assistance participant who is eligible for Transitional Child Care Assistance for employment; or
- You are receiving Child Care Assistance as required by a CPS/Foster Care case plan.

### **HOW DOES THE PRIORITY WAITING LIST WORK?**

When openings become available in the Child Care Assistance program, families on the Priority Waiting List will be selected based on their current household income and the date the application for services was received by the local DES Child Care office. The names of families on the Priority Waiting List will be released based on their current priority level (*based on current gross monthly income*) and the date of application.

- A client whose household income is at or below 100% of the Federal Poverty Level (FPL) will receive the highest priority for service (*Priority Group 1 indicated in the Priority Waiting List Income Table*).
- A client whose household income is above 100% of the Federal Poverty Level will receive secondary priority for services (*Priority Groups 2-8 as indicated in the Priority Waiting List Income Table*).

**As openings become available the names of families on the Priority Waiting List will be released.** Families in Priority Group 1 (those with incomes at or below 100% FPL) will be offered Child Care Assistance before families in Priority Groups 2-8 (those with incomes above 100% FPL). When all of the Priority Group 1 families have been released from the Priority Waiting List, families in Priority Groups 2-8 will be released according to Priority Group order by application date. **Be sure to keep copies of your "Priority Waiting List Placement Notice" and any subsequent "Priority Waiting List Notices of Change" you may receive. These notices show your priority level and the effective date of your placement on the Priority Waiting List.**

### **HOW WILL I BE NOTIFIED?**

You will be notified by mail when an opening is available in the Child Care Assistance program. You will be required to contact your DES Child Care Specialist (within 10 calendar days from the date the notice was sent) to select a provider and to provide verification of any changes that may have occurred since you applied. If you fail to respond by the 10<sup>th</sup> calendar day, your name will be removed from the Priority Waiting List and you will need to reapply.

You may choose from the following types of child care providers:

- Child care center
- DES-certified home provider
- DHS-certified group home provider
- Non-certified relative provider

After you have submitted the name of your provider and any necessary verification, Child Care Assistance may be authorized (*if you are still eligible*) effective the first of the following month. You will receive a written decision notice by mail.

## **WHAT ARE MY RESPONSIBILITIES?**

You must report changes to your DES Child Care Specialist within two work days of the change while you are on the Priority Waiting List. Report whenever there is a change in:

- ADDRESS or PHONE NUMBER
- EMPLOYMENT STATUS
- INCOME (*EARNED & UNEARNED*)
- CASH ASSISTANCE BENEFITS STATUS
- EDUCATION/TRAINING STATUS (*increase or decrease in days/hours or when you begin or end school/training*)
- HOUSEHOLD COMPOSITION (*when someone moves in or out of your home*).

You must submit a redetermination application and required verification every twelve months or as requested by DES. You may remain on the Priority Waiting List as long as you continue to meet income and general eligibility guidelines and continue to cooperate with the Department to determine eligibility. If you fail to submit a redetermination application by the review date and are removed from the Priority Waiting List, you would need to reapply for Child Care Assistance.

**FAILURE TO COMPLY WITH THE ELIGIBILITY REDETERMINATION PROCESS OR TO REPORT CHANGES AND PROVIDE VERIFICATION AS REQUESTED BY DES MAY RESULT IN THE LOSS OF YOUR PLACEMENT ON THE PRIORITY WAITING LIST, OR THE LOSS OF CHILD CARE ASSISTANCE (*IF YOU ARE CURRENTLY RECEIVING SERVICES*).**

## **WHAT IF I AM ALREADY RECEIVING CHILD CARE ASSISTANCE?**

You may continue to receive Child Care Assistance as long as you continue to meet income guidelines, comply with program requirements and continue to need services to enable you to work, attend school, or participate in required shelter activities or because you are unable/unavailable to provide care to your children for a portion of the day.

If you fail to comply with the redetermination process, or fail to provide requested verification, Child Care Assistance may stop, and your case may be closed. If your case is closed you would need to reapply for Child Care Assistance and could be placed on the Priority Waiting List effective your application date. You may not be able to access Child Care Assistance immediately upon reapplication.

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact (602) 542-4248; TTY/TDD Services: 7-1-1. • Free language translations for DES services are available upon request. • Disponible en español en línea o en la oficina local.