Child Care Subsidy Program Rules 2019

The Department adopts these rules with the following changes effective on November 26, 2019, explained in plain language:

1. Section 9(F) Emergency Plan: In compliance with federal requirements, requires all Providers to have in place an emergency preparedness and response plan:
   - Procedures for evacuation, relocation, shelter-in-place and lock down,
   - Staff and volunteer emergency preparedness training and practice drills,
   - Communication and reunification with families,
   - Continuity of operations, and
   - Accommodations of infants and toddlers, children with disabilities, and children with chronic medical conditions.

2. Section (1)(10)(79) Definitions: The Department updated the rule to include language on “Temporary Change” with the child care subsidy award on re-determination period to occur no less than 12 months from start of award date:
   - Maternity/Paternity leave is not time limited as long as Parent has a job to return to,
   - Medical leave is not restricted to one time in a 12-month allowance period,
   - No reduction in hours awarded during 12-month award period,
   - Parent fee cannot be increased during the 12-month award period above the original parent fee, and
   - Awards will continue for the 12-month award period for seasonal employment and students.

3. Section 9(G) Child Care Provider Eligibility and Requirements: In compliance with federal requirements, Health and Safety Standards requires all Providers, Teachers, direct care staff, and directors to complete the health and safety training within ninety (90) calendar days of beginning their work with children. The Department defines each of the eleven (11) Federal health and safety topics. The free training can be completed on demand at Maine Roads to Quality: [https://mrtq-registry.org/](https://mrtq-registry.org/).

4. Section 9(E) Child Care Provider Eligibility and Requirements: Providers must have a criminal background check prior to beginning work with a child. The background check must include; Child Protective Services (CPS), State Bureau of Identification (SBI) with fingerprints, Department of Motor Vehicle (DMV), State Sex Offender Registry, National Crime Information Center National Sex Offender Registry, and FBI fingerprint check using Next Generation Identification. The Department continues to work on meeting Federal requirements for fingerprinting. Providers are exempt from the fingerprinting requirement in the CCSP rule until the Department has a comprehensive system in place.
5. Section 1(69), 3(D)(a) Definitions: Retirement Age of 65 years of age and no longer working according to Social Security has been added to the definitions and program eligibility to waive the work requirement.

6. Section 7(2)(b) Enrollment: Parents who are Self-Employed, the weekly enrollment hours will be determined by the monthly Allowable Net Income being divided by the Maine hourly minimum wage at the time of determination and re-determination; this total is then divided by four-point-three (4.3) (travel time is not figured into Self-employment).

7. Section 6(A)(2) Parent Fee & Costs: Parents choosing a Provider at a Step 3 QRIS will receive a ten percent (10%) reduction in their Parent Fee determination or at a Step 4 QRIS will receive a twenty percent (20%) reduction in their Parent Fee determination.

8. Section 1(26) Definitions: Educational programs now do not have a 6-credit requirement. Parents taking one course may receive additional time allotted to their need of care hours for the child care subsidy award.

To see the full set of Child Care Subsidy Program Rules 10-148 Ch. 6, please visit the Department of Health and Human Services, Office of Child and Family Services, Child Care Subsidy Program webpage at http://www.maine.gov/dhhs/ocfs/ec/occhs/step.htm or to request a paper copy at 1-877-680-5866 or 207-624-7999 or CCSP.DHHS@Maine.gov