

## **Hartford Mayor's Cabinet for Young Children Policies and Guidelines**

### **Eligibility for Program Enrollment Including Income, Residency and Work (B-03)**

Pursuant to CT Office of Early Childhood requirements, state funded programs must refer to the definitions in the General Policy B-03 and adhere to delineated policies. With regard to income eligibility Child Day Care providers must enroll families whose gross income is less than 75% of the state's median income guideline. When a family's gross income reaches or exceeds the 75% state median income level, the family's currently enrolled child(ren) may remain in the program as long as the family pays the applicable fees and remains eligible under all other conditions. However, if a family's gross income exceeds 100% of the state median income, programs will consult with the Department of Families, Children, Youth and Recreation who will then seek advice from the Office of Early Childhood regarding continuing eligibility and applicable fees.

School readiness providers must enroll 60% of their families who fall below 75% of the state median income and families must proof of residency is required. Refer to the policy for non-resident enrollments for further guidance.

Child Day Care providers shall limit the provision of services to families who reside in the State of Connecticut, except that families who reside in Massachusetts, New York, and Rhode Island, who work in Connecticut and receive a child care subsidy from their state of residence which may be used in Connecticut, may receive services under the Child Day Care Contract. In addition, 80% of the families enrolled must be earning income through employment. If a family's work status changes, programs can continue to provide services if:

- The family can be included in the remaining 29% of families not required to be earning income through employment, or
- The program enters into an agreement with the family regarding their efforts to find work and/or enter into a training or education program with an ultimate goal of employment.

The Department of Families, Children, Youth and Recreation- under the auspices of the Mayor's Cabinet for Young Children shall assume the responsibility for ensuring that the practices and policies related to enrollment and eligibility are followed by subcontractors and sub-grantees.