

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
BISMARCK, NORTH DAKOTA  
February 10, 2022**

**IM 5454**

**TO:** Human Service Zones  
Economic Assistance Policy Division

**FROM:** Michele Gee, Director, Economic Assistance

**SUBJECT: CCAP Provider Changes**

**PROGRAMS: Child Care Assistance Program (CCAP)**

**EFFECTIVE: Immediately**

**SECTIONS**

**AFFECTED:** Determining the Level of Care 400-28-80-50

System changes are going in to support this policy change. All cases who currently have more than one active provider association will need to be updated before a payment can be issued.

**Determining the Level of Care 400-28-80-50**

The level of care is used to determine if a child needs full-time or part-time child care and is based on the calculation of allowable child care hours of the caretaker and the child.

The Level of Care must be determined in the following situations:

- application
- review
- increasing monthly child care hours
- adding a child to the household
- changing or adding a provider

A child may have **no more than two providers** ~~more than one provider~~. **The Level of Care must be determined for each provider based on the number of hours the child needs care while the caretaker(s) is participating in an allowable activity.**

**NOTE:** A child may only have one full time provider, if approved for a full time level of care.

To determine the Level of Care:

- Determine the allowable child care hours of each caretaker based on policy at 400-28-80-10, Calculation of Allowable Child Care Hours.
- Determine the child's allowable child care hours based on the policy at 400-28-80-10-05.
- Compare the caretaker's allowable hours to the child's allowable hours, the lesser of the hours when all schedules are compared will determine the level of care.

**Example 1:**

Household consists of one caretaker and one child. It is determined that the caretaker has 35 allowable activity hours per week. The child is determined to have a need of only 16 hours of care a week. 16 hours will be used to determine the level of care.

**Example 2:**

Household consists of two-caretakers and one school age child. Total allowable hours of the first caretaker are 22 per week. Total allowable hours of the second caretaker are 35 per week. The child attends school Monday through Friday and will be in child care after school for 3 hours per day (15 hours per week). An additional 9 hours per week are allowed for all school age children. The child's need is determined to be 24 hours per week. After comparing all schedules, it is determined that 22 hours per week will be allowed. This is because CCAP allows for the least amount of hours needed when determining the level of care.

Once this information is determined:

- If the weekly hours calculated for a child average 25 or more per week, the child falls into the full time Level of Care.
- If the weekly hours calculated for a child average from 1 to less than 25 hours per week, the child falls into part-time Level of Care.

Once a level of care is established for a child:

- The level of care is not decreased for the remaining certificate period regardless if the caretaker has a decrease in hours which would result in the child needing a lower Level of Care.

- The level of care can be increased during the certificate period when the caretaker has an increase in allowable activity hours.