TEEN PARENTS:
Low-Income (LI) & Former TANF (FT) Child Care

TEEN PARENTS:
Low-Income (LI) & Former TANF (FT) Child Care

416.1   GENERAL POLICY & REGULATION

The information in this chapter contains direction and procedure for determining eligibility for the Department of Welfare's (DPW) Subsidized Child Care program as it relates to ***teen parents receiving care under the Former Temporary Assistance for Needy Families (TANF) or Low-Income child care programs only.***

See **Manual "400 – TANF"** for information regarding teen parents receiving TANF.

A teen parent is a parent who is:

1.   Under 18 and is attending elementary school, middle/junior high school or high school or is participating in a General Educational Development (GED) program on a full-time basis.

2.   18 through 22 years of age and is attending elementary school, middle/junior high school or high school on a full-time basis.

3.   Under 22 years of age and is working **while attending elementary school, middle/junior high school or high school on a full-time basis**.

4.   Under 22 years of age and is participating in Cyber School, which is verified by the school district as part of the full-time education program.

The teen parent must complete the **Subsidized Child Care Application (CY868)** on behalf of the family. The CCIS must determine the family composition based on the information provided by the teen parent on the application.

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See Manual Section "416.12.3.1 – Questions – 416.1 – General Policy & Regulation"

416.2   DEFINITIONS AND ACRONYMS

See **Manual "101 – Definitions"** for a complete, alphabetical listing of definitions and acronyms.

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416.3   GOALS &OBJECTIVES

See **Manual Section "416.12.1 – Goals"** and **Manual Section "416.12.2 – Objectives."**

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416.4   <u>DETERMINING FAMILY COMPOSITION</u>

As specified in **§ 3041.3** **(relating to definitions), a family is "the child or children for whom subsidized child care is requested and the following individuals who live with that child or children in the same household:**

(i)   *A parent of the child*, **defined as the biological or adoptive mother or father, stepmother or stepfather who exercises care and control of the child for whom subsidy is requested.**

(ii)   *A caretaker*, **defined as an individual who has legal custody of the child, a foster parent, a grandparent, an aunt or an uncle who lives with and exercises care and control of a child *and a caretaker's spouse*.**

> <u>NOTE:</u>   A live-in companion of a p/c is not considered a "caretaker."

(iii)   *A biological, adoptive or foster child or stepchild* **of the p/c who is *under 18 years of age and not emancipated* by marriage or by the court.**

(iv)   *An unrelated child under the care and control of the p/c*, **who is *under 18 years of age and not emancipated* by marriage or by the court.**

(iv)   *A child who is 18 years of age or older but under 22 years of age* **who is *enrolled in a high school, a general educational development program or a post-secondary program leading to a degree, diploma or certificate* and who is *wholly or partially dependent* upon the income of the p/c or the p/c's spouse."**

> <u>NOTE:</u>   The CCIS must include in the family composition, an 18 through 22 year old residing elsewhere solely to attend a 2-year or 4-year postsecondary degree program that is dependent on the p/c's income.

The CCIS must determine the family composition based on the information provided by the p/c on the **Subsidized Child Care Application (CY868)**.

There may be more than one family residing in a common dwelling. If more than one family resides in a common dwelling, the eligibility and co-payment for each family must be determined separately based on the number of family members and the family income.

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When determining whether an individual should be included in the family (i.e., case) that includes a teen parent, the CCIS should consider:

1. **Legal Custody**

   The teen's p/c (i.e., grandparent) **_MUST_** be included in the family composition when the teen's p/c _has legal custody_, assigned by the courts, of the teen's child.

   > NOTE: This also applies if a Children and Youth (C & Y) agency has legal custody of a teen and the teen child, and both are placed in the same foster home. In this situation, the foster parents must be included in the family composition.

2. **Care and Control**

   The teen's p/c (i.e., grandparent) **_HAS THE OPTION_** to be included in the family composition when the teen's p/c _has care and control_ of the teen's child.

3. **No Legal Custody or Care and Control**

   The teen's p/c (i.e., grandparent) **_WILL NOT_** be included in the family composition when the teen's p/c _does not have legal custody or care and control_ of the teen's child.

4. **Care Requested for Teen, Teen's Sibling and Teen's Child**

   If _subsidized child care is requested for the teen, the teen's sibling and the teen's child_, the CCIS:

   - ✓ **_MUST_** include all family members in one case if the teen's p/c _has legal custody_ of the teen's child; _OR_

   - ✓ **_MAY_** create two cases if the teen's p/c _has care and control_ of the teen's child as follows:

     - ❖ One case consisting of the teen and her child; _AND_

     - ❖ One case consisting of the teen, her sibling and their p/c.

5. **Both Parents of Teen's Child Reside in Same Household**

   Both parents of the teen's child **_MUST_** be included in the family composition when _both parents are residing in the home with the child_.

416.5   <u>EMANCIPATION</u>

<u>Emancipation has no impact on determining who must be counted in the family composition or whether a teen is eligible for the teen parent prioritized funding. Emancipation has only to do with determining what income must be counted or excluded.</u>

An "unemancipated minor" is an individual who is under 18 years of age and has not been emancipated by marriage or by court order. "Emancipation" is a legal process by which minors can attain legal adulthood before reaching 18 years of age. A court finding of emancipation is not necessarily permanent. A minor's legal status may move in and out of emancipation depending on the facts at the time.

When a child is emancipated, the parent(s) or guardian(s) are freed from all responsibility toward the child as well. The exact laws and protocols for obtaining emancipation vary from state to state and vary by jurisdiction.

Minors are subject to the rules of their parent/caretaker unless a court of law grants a minor emancipation. A teen parent may be emancipated in any of the following circumstances:

1. Marriage.

2. Court Order/Adjudication.

3. Attaining economic self-sufficiency.

4. Obtaining an educational degree or diploma.

5. Participating in a form of military service.

As set forth in 55 Pa.Code, Chapter 3041, Appendix A, Part III, Income Exclusions, (A), "Employment earnings of an individual who is an unemancipated minor is excluded when determining total gross monthly income."

> <u>NOTE:</u>   If a teen is emancipated by marriage or the court, the teen's employment earnings and other income (i.e., child support or SSI income), in addition to the earned and unearned income of the teen's spouse (if married), must be included when determining total gross monthly income.

See **Manual "406 – Income"** for additional information regarding determining the total gross monthly income.

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See Manual Section "416.12.3.3 – Questions – 416.5 – Emancipation"

416.6   <u>INCOME</u>

As set forth in 55 Pa.Code, Chapter 3041, Appendix A, Part III, Income Exclusions, (A), "Employment earnings of an individual who is an unemancipated minor is excluded when determining total gross monthly income."

<u>NOTE:</u>   If a teen is emancipated by marriage or the court, the teen's employment earnings and other income (i.e., child support or SSI income), in addition to the earned and unearned income of the teen's spouse (if married), must be included when determining total gross monthly income.

See **Manual "406 – Income"** for additional information regarding determining the total gross monthly income.

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See Manual Section "416.12.3.4 – Questions – 416.6 – Income"

416.7   <u>WORK-HOUR REQUIREMENT & VERIFICATION</u>

A teen parent may choose to meet the work requirement as set forth in **§ 3041.43(a)** (relating to work, education and training) or **§ 3041.43(b)**. Depending upon the way in which the teen chooses to meet the work requirement, subsidized child care may be provided during the hours the teen:

1.   Works.

2.   Attends high school when under 18 through 22 years of age.

3.   Participates in a GED program when under 18 years of age.

4.   Participates in Cyber School, if the teen's school district verifies that Cyber School is part of the teen's full-time education program when under 22 years of age.

5.   Travels between the child care provider and work, school or GED program.

As set forth in § 3041.43(a), "The p/c shall work at least 20 hours per week. The eligibility agency shall average a p/c's work hours in cases where hours of work vary from week to week." As set forth in **§ 3041.43(b),** "The work-hour requirement specified in (a) is met under the following circumstances:

(1)   A p/c under 22 years of age and attending high school.

(2)   A p/c under 18 years of age, does not have a high school or general educational development diploma (GED), but is enrolled in and attending education on a full-time basis.**

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See Manual Section "416.12.3.5 – Questions – 416.7 – Work-Hour Requirement & Verification"

416.8   CONTINUATION OF CARE

When school ends for the summer, the CCIS must contact the teen to determine whether the teen would like care to continue over the summer months or would like to suspend care so the child(ren) may stay home with the teen.

If the teen decides to continue care over the summer months, the CCIS does not need to take any further action until school begins the following year. When school begins the following year, the CCIS may need to contact the teen to determine whether the child(ren)'s enrollment schedule must be updated.

If the teen decides to suspend care over the summer months, the CCIS must manually generate a Confirmation Notice. The Confirmation Notice explains that care is suspended and notifies the teen of the date the child must be re-enrolled (i.e., day 91 following the date the CCIS suspended care) in order to maintain eligibility for subsidized care. A week or two before school begins the following year, the CCIS must contact the teen to determine the child(ren)'s enrollment schedule for the coming school year and must re-enroll the child.

If a teen parent quits a job or stops attending school or graduates from school, the CCIS must manually generate a Confirmation Notice. The Confirmation Notice explains that eligibility continues for 92 calendar days following the last day of work or attendance at school.

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See Manual Section "416.12.3.6 – Questions – 416.8 – Continuation of Care"

416.9   ENTERING & MODIFYING TEEN PARENT EDUCATION INFORMATION

The following subsections contain information regarding updating teen parent education information, ending teen parent education, deleting teen parent education entered in error and accessing historical teen parent information.

416.9.1   Entering Teen Parent Education Information

The CCIS may enter teen parent education information by completing the following steps in PELICAN CCW:

1. Click the "Teen Parent Education" hyperlink on the *Case Profile Summary* page or from within a case, click the "Select…" drop-down box, select the hyperlink and click "Go."

2. On the *Teen Parent Education Summary* page, click "New."

3. On the *Teen Parent Education Detail* page, select the appropriate "Individual."

4. Enter "Effective Begin Date."

5. Enter "School" information.

    NOTE: Full-Time and Part-Time are determined by the classification of the education program, not by the number of hours the teen attends.

6. Select a Verification option.

7. Click "Save."

    NOTE: The CCIS must set a Tracking Date alert as a reminder to follow up with the teen parent prior to the end of school to determine if the teen will graduate.

8. **Click the "Select…" drop-down box, select "Care Request" and click "Go."**

9.   **On the *Care Request* page, select the "Teen Parent" indicator, if appropriate, and click SAVE.**

NOTE: The CCIS must select the "Teen Parent" indicator only if the teen parent's child qualifies for the teen parent prioritized funding. Prioritized funding will not be permitted as a selection unless the indicator is selected for the child(ren).

10.   **On the *Care Request* page, click SAVE again.**

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416.9.2   Updating Teen Parent Education

The CCIS must complete the following steps in PELICAN CCW when updating teen parent education information:

1.   Click the "Teen Parent Education" hyperlink on the *Case Profile Summary* page or from within a case, click the "Select…" drop-down box, select the hyperlink and click "Go."

2.   Select the checkbox next to the record to be updated.

3.   Click "Update."

4.   Make the appropriate updates to information.

5.   Click "Save."

6.   Assess and Confirm eligibility.

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416.9.3   Ending Teen Parent Education

The CCIS must complete the following steps in PELICAN CCW when ending teen parent education information:

1. Click the "Teen Parent Education" hyperlink on the *Case Profile Summary* page or from within a case, click the "Select…" drop-down box, select the hyperlink and click "Go."

2. Select the checkbox next to the record to be updated.

3. Click "Update."

4. Enter an "Effective End Date."

5. Click "Save."

6. **Click the "Select…" drop-down box, select "Enrollments" and click "Go."**

7. **On the *Case Enrollment Summary* page, select the child's enrollment and click CHANGE/END ENROLLMENT.**

8. **On the *Enrollment Detail* page, click UPDATE under the "Funding Program Information" section.**

9. **On the *Enrollment Funding Program Information* page, change the "Effective Date" as appropriate, select "Low-Income – Regular" as the "New Funding Program," select "Department Mandate" as the "Override Reason" and click SAVE AND CONTINUE.**

10. **PELICAN CCW will display message "207: Enrollment Successfully updated."**

11. **Click the "Select…" drop-down box, select "Care Request" and click "Go."**

12. **On the *Care Request* page, deselect the "Teen Parent" indicator and click SAVE.**

13. Assess and Confirm eligibility.

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416.9.4   Deleting Teen Parent Education Entered in Error

The CCIS must complete the following steps in PELICAN CCW when deleting teen parent education entered in error:

1. Click the "Teen Parent/Parent Education" hyperlink on the *Case Profile Summary* page or from within a case, click the "Select…" drop-down box, select the hyperlink and click "Go."

2. Select the checkbox next to the record to be updated.

3. Click "Update."

4. Click "Delete" at the bottom of the page.

    NOTE: Use the delete functionality only if teen parent education information was entered in error.

5. Assess and Confirm eligibility.

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416.9.5   Accessing Historical Teen Parent Education Information

The CCIS must complete the following steps in PELICAN CCW when accessing historical teen parent education information:

1. Click the "Teen Parent Education" hyperlink on the *Case Profile Summary* page or from within a case, click the "Select…" drop-down box, select the hyperlink and click "Go."

2. Click the "History Icon (I)" next to the record to view a history of edits to that record; ___OR___ Select the checkbox next to the one or more records for which you wish to view a history and click "History"; ___OR___ Click "History" to view all records.

    NOTE: By default, the most recent record is listed first. Click the hyperlinks to view the histories of other records.

3. Click "Return to Summary" to return to the *Teen Parent Education Summary* page.

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416.10   **PRIORITIZED** FUNDING

One of the key items to remember when looking at LI cases is that the funds are all associated to the same funding source, regardless of the funding program used to create an enrollment (i.e. LI – Regular or LI – Teen Parent).

The CCIS has the flexibility to change/shift funds back and forth between LI – Regular or LI – Teen Parent as needed to meet the enrollment needs/demands of the p/c.

The purpose of the teen parent prioritized funding is to enable a parent who is under 22 years of age to complete high school or a teen parent less than 18 years of age to complete a GED program.

The CCIS may ***NOT*** use the teen parent prioritized funding for teen parents who are working only or are over 18 years of age and participating in a GED program.

EXAMPLES:

1.   A 16-year-old teen parent applies for subsidized child care. The teen dropped out of school and has no intention to return. Instead, the teen works, 40 hours/week.

     The teen is INELIGIBLE for the prioritized funding.

2.   A 16-year-old teen parent applies for subsidized child care. The teen is working, 25 hours/week, and is participating in a GED program.

     The teen is ELIGIBLE for the prioritized funding.

3.   A 16-year-old teen parent is attending school and working 10 hours/week.

     The teen is ELIGIBLE for the prioritized funding.

4.   A 16-year-old teen parent applies for subsidized child care. The teen is attending school full-time.

     The teen is ELIGIBLE for the prioritized funding.

5.   An 18-year-old teen parent applies for subsidized child care. The teen has not yet graduated, but will in June.

     The teen is ELIGIBLE for the prioritized funding.

6.   A 19-year-old parent applies for subsidized child care. The parent is participating in a GED program.

     The teen is INELIGIBLE for subsidy because the teen is NOT meeting the work requirement.

7.   A 20-year-old parent applies for subsidized child care. The parent is still attending high school full-time in an attempt to graduate and works 20 hours/week, in addition.

     The parent is ELIGIBLE for the prioritized funding.

8. A 21-year-old married parent applies for subsidized child care. The parent and her husband (age 22) work. In addition, the parent attends high school full-time in an attempt to graduate.

    The parent is ELIGIBLE for the prioritized funding.

    NOTE: **The important thing to remember is that the age of both parents/caretakers (i.e., the 21-year-old mother and her spouse) is significant only for determining whether each parent/caretaker is meeting the work and work-hour requirements. A parent/caretaker between 18 and 22 may meet the work and work-hour requirements by attending school in an attempt to graduate. The teen's spouse is 22 and working, so he is meeting the work requirement. The teen's spouse could be any age and the family would still be eligible for the teen parent prioritized funding because the mother is under 22 and is attending school in an attempt to graduate.**

9. A family applies for subsidy for Child 1 (Teen's Sibling) and Child 3 *(Teen's Child).* The family consists of the Mother, Father, Child 1 (Teen's Sibling), Child 2 *(Teen Parent)* and Child 3 *(Teen's Child)*. Mother and Father have legal custody over <u>ALL</u> children. Child 2 *(Teen Parent)* does <u>NOT</u> have legal custody of Child 3 *(Teen's Child)*.

    The family is INELIGIBLE for the prioritized funding because the teen does not have legal custody of her child.

10. A family applies for subsidy for Child 1 (Teen's Sibling) and Child 3 *(Teen's Child).* The family consists of the Mother, Father, Child 1 (Teen's Sibling), Child 2 *(Teen Parent)* and Child 3 *(Teen's Child)*. Mother and Father have legal custody over <u>ALL</u> children. Child 2 *(Teen Parent)* also <u>HAS</u> legal custody of Child 3 *(Teen's Child)*.

    The family is ELIGIBLE for the prioritized funding for the teen's child ONLY. Child 1's enrollment must be funded using Low-Income – Regular funding.

11. A foster family applies for subsidy. C & Y has legal custody of the teen and her child. The foster family consists of the foster mother, foster father, the teen and her child. Subsidy is requested for the teen's child only during the hours the teen attends school.

    The foster family is INELIGIBLE for the teen prioritized funding for the teen's child because the teen does not have legal custody of her child, but the family would be eligible for the foster child prioritized funding. The same would be true if C & Y had legal custody of both the teen and the teen's child, regardless of the type of foster care placement/setting.

This also applies if a Children and Youth (C & Y) agency has legal custody of a teen and the teen child, and both are placed in the same foster home. In this situation, the foster parents must be included in the family composition.

There is no longer a teen set-aside, but instead all prioritized funding is lumped together in one funding program as "Low-Income Prioritized."

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The different instances of prioritized funding will display on the *Pre-Enrollment* page and the *Waitlist* page. See screen shots below.

See **Manual "109 – Funds Management"** for additional information regarding the teen parent prioritized funding.

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See Manual Section "416.12.3.7 – Questions – 416.10 – Prioritized Funding"

416.11   UPDATED INFORMATION & ADDITIONAL RESOURCES
This section contains a listing of updated information distributed following issuance of this manual section via Announcements, Updates and Communiqués, as well as additional resources available to the CCIS.

416.11.1   Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

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416.11.2   Updates

DATE ISSUED	UPDATE NUMBER	TITLE

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416.11.3   Communiqués

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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416.11.4   Additional Resources

DATE ISSUED	UPDATE NUMBER	TITLE

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416.12   TRAINING GUIDE

This section contains information pertinent to training the LI and FT Teen Parents Manual Chapter. The following subsections contain the goals and objectives of the manual, as well as helpful question and answer checkpoints.

416.12.1   Goals

The information in this section contains the goals with regard to determining eligibility for the Subsidized Child Care program as it relates to teen parents. The following are the goals of this manual section:

1. To provide subsidized child care to the children of eligible teen parents so the teen parents may graduate school or complete a GED program.

2. To use teen parent prioritized funding appropriately following the policy and procedures set forth in this manual.

Return to Manual Section "416.3 – Goals & Objectives"

416.12.2   Objectives

The information in this section contains the objectives with regard to determining eligibility for the Subsidized Child Care program as it relates to teen parents. The following are the objectives of this manual section:

1. To process teen parent applications (i.e., paper and online via COMPASS) following regulation, policy and procedures outlined in this manual.

2. To determine the family composition following regulation, policy and procedures outlined in this manual and determine whether the family composition requires the creation of one case or two.

3. To enter, update, end and delete teen parent education information, as appropriate, following the procedures outlined in this manual, as well as access historical teen parent education information.

4. To include employment earnings of emancipated teen parents, and their spouses if married, as well as exclude the employment earnings of unemancipated teen parents.

5. To assess eligibility for subsidized child care and determine eligibility for the teen parent prioritized funding following regulation, policy and procedures outlined in this manual.

Return to Manual Section "416.3 – Goals & Objectives"

416.12.3 Section Checkpoint Questions

The Policy and Operations Division of the Bureau of Subsidized Child Care Services developed the following questions as a checkpoint to ensure comprehension of the information presented within this section. Upon review of the information within this section, CCIS staff should be able to answer all of the questions listed below.

416.12.3.1 Questions – Manual Section "416.1 – General Policy & Regulation"

1. A "teen parent" is defined as
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Return to Manual Section "416.1 – General Policy & Regulation"

See Answers

416.12.3.2   Questions – Manual Section "416.4 – Determining Family Composition"

2.   TRUE or FALSE. A teen parent may exist as a child in one case and as a primary caretaker in another.

3.   Based on the illustration below, and considering that Child 2 *(Teen's Child)* is the only child for whom subsidy is sought, who must be included in the family composition?
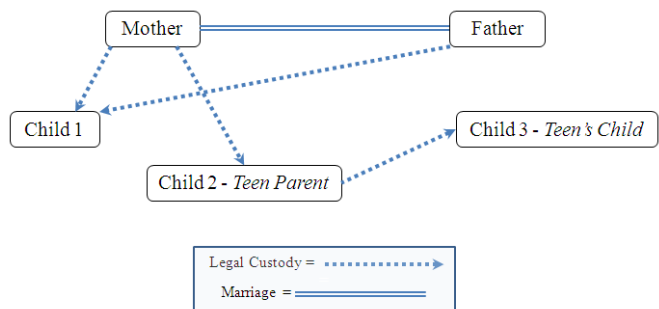

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4.   Based on the illustration below, and considering that subsidy is sought for all children, who must be included in the family composition and how many cases must be created?

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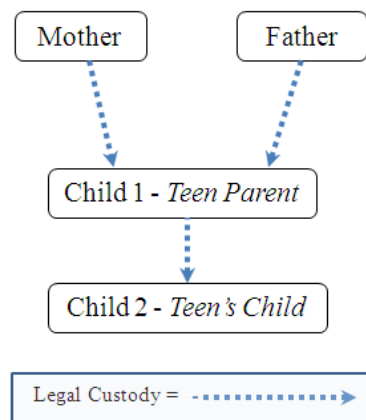
5. Using the illustration in #6 above, how does the family composition change if the teen's parents have legal custody of Child 3 *(Teen's Child)*?
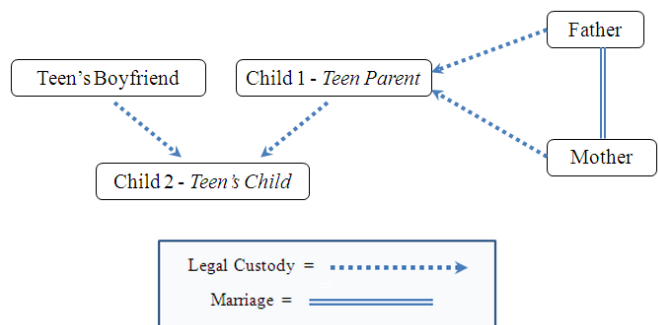
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6. Based on the illustration below, and considering that subsidy is sought for Child 2 *(Teen's Child)*, who must be included in the family composition and how many cases must be created?

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416.12.3.3   Questions – Manual Section "416.5 – Emancipation"

7. Emancipation may be achieved in which of the following circumstances?

   a.   Marriage.

   b.   Court Order/Adjudication.

   c.   Attaining economic self-sufficiency.

   d.   Obtaining an education degree or diploma.

   e.   Participating in a form of military service.

   f.   All of the above.

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Return to Manual Section "416.5 – Emancipation"

See Answers

416.12.3.4   Questions – Manual Section "416.6 – Income"

8. Based on the illustration below, and considering that subsidy is sought for Child 3 *(Teen's Child)*, whose income must be counted?
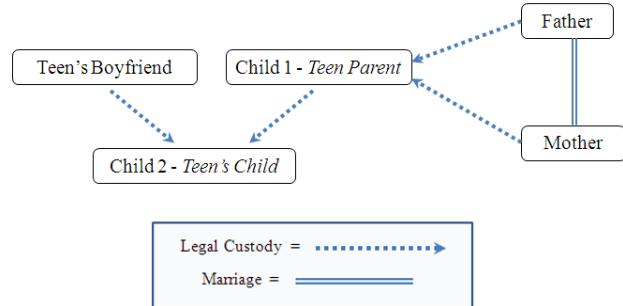

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9. Based on the illustration below, and considering that subsidy is sought for Child 2 *(Teen's Child)*, whose income must be counted?

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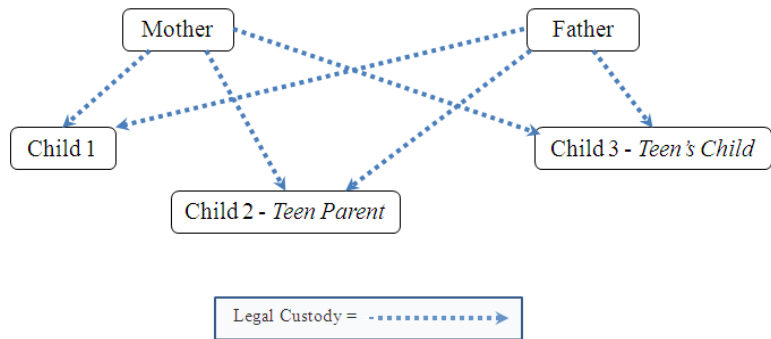
416.12.3.5   Questions – Manual Section "416.7 – Work-Hour Requirement"

10. A teen may receive subsidized child care while the teen does which of the following?

    a. Works **while attending elementary school, middle/junior high school or high school on a full-time basis**.

    b. Attends high school (18 – 22).

    c. Attends a GED program (under 18).

    d. Participates in Cyber School, if the teen's school district verifies that Cyber School is part of the full-time education program (under 22).

    e. Travels between the child care provider and work, school or GED program.

    f. All of the above.

416.12.3.6   Questions – Manual Section "416.8 – Continuation of Care"

11. How many days does a teen parent have of continued care following the date the teen quits attending, graduates from school, or quits a job?

    a.   13.

    b.   30.

    c.   90.

    d.   92.

12. TRUE or FALSE. A teen may decide to continue care for the child(ren) over the summer months.

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Return to Manual Section "416.8 – Continuation of Care"

See Answers

416.12.3.7   Questions – Manual Section "416.10 – Prioritized Funding"

13. TRUE or FALSE. Considering the following details, the teen is *INELIGIBLE* for the **prioritized** funding because the way in which the teen is meeting the work requirement does not comply with the purpose of the prioritized funding.   The teen is eligible for subsidized child care under the regular Low-Income funding.

    > *EXAMPLE:*
    > *A 16-year-old teen parent applies for subsidized child care. The teen dropped out of school and has no intention to return. Instead, the teen works, 40 hours/week.*

14. TRUE or FALSE. Considering the following details, the teen is *ELIGIBLE* for the **prioritized** funding.

    > *EXAMPLE:*
    > *A 16-year-old teen parent applies for subsidized child care. The teen is working, 25 hours/week, and is participating in a GED program.*

15. TRUE or FALSE. Considering the following details, the teen is *INELIGIBLE* for subsidy because the teen is not meeting the work requirement.

    > *EXAMPLE:*
    > *A 19-year-old parent applies for subsidized child care. The parent is participating in a GED program.*

16. TRUE or FALSE. Considering the following details, the parent is *ELIGIBLE* for the **prioritized** funding.

    > *EXAMPLE:*
    > *A 20-year-old parent applies for subsidized child care. The parent is still attending school full-time in an attempt to graduate and works 20 hours/week, in addition.*

17. TRUE or FALSE. Considering the following details, the parent is *ELIGIBLE* for the **prioritized** funding.

    > *EXAMPLE:*
    > *A 21-year-old married parent applies for subsidized child care. The parent and her husband work. In addition, the parent attends school full-time in an attempt to graduate.*

18. TRUE or FALSE. Considering the following details, the teen is *INELIGIBLE* for the **prioritized** funding because the teen does not have legal custody of her child.

    > *EXAMPLE:*
    > *A family applies for subsidy for Child 1 and Child 3 (Teen's Child). The family consists of the Mother, Father, Child 1, Child 2 (Teen Parent) and Child 3 (Teen's Child). Mother and Father have legal custody over ALL children. Child 2 (Teen Parent) does NOT have legal custody of Child 3 (Teen's Child).*

416.12.4   Section Checkpoint Answers

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services provided the answers to all of the questions asked in Manual Section "416.12.3 – Section Checkpoint Questions".

416.12.4.1   Answers – Manual Section "416.1 – General Policy & Regulation"

1. A "teen parent" is defined as ***a parent who is:***

   - ***Under 18 and is attending elementary school, middle/junior high school or high school or is participating in a General Educational Development (GED) program on a full-time basis.***

   - ***18 through 22 years of age and is attending elementary school, middle/junior high school or high school on a full-time basis.***

   - ***Under 22 years of age and is working*** **while attending elementary school, middle/junior high school or high school on a full-time basis**.

   - ***Under 22 years of age and is participating in Cyber School, which is verified by the school district as part of the full-time education program.***

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   Review Questions Again

   **Review Manual Section "416.1 – General Policy & Regulation" again**

   **Proceed to Manual Section "416.2 – Definitions & Acronyms"**

416.12.4.2   Answers – Manual Section "416.4 – Determining Family Composition"

2.   **_TRUE_**. A teen parent may exist as a child in one case and as a primary caretaker in another.

3.   Based on the illustration below, and considering that Child 2 *(Teen's Child)* is the only child for whom subsidy is sought, who must be included in the family composition?
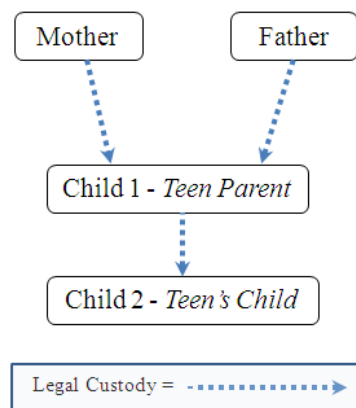
Child 1 (Teen Parent) and Child 2 (Teen's Child).

4.   Based on the illustration below, and considering that subsidy is sought for all children, who must be included in the family composition and how many cases must be created?
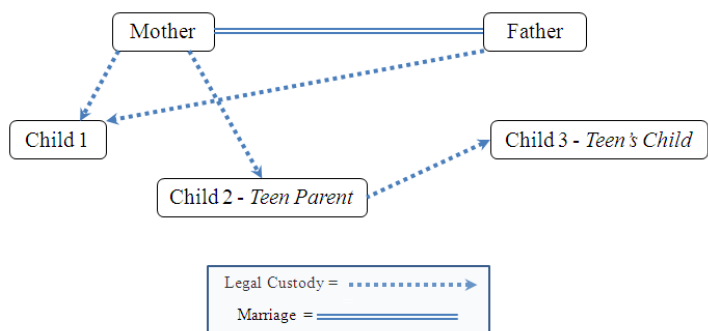
The CCIS must create two cases, one consisting of the Mother, Father, Child 1 and Child 2 (Teen Parent) and a second consisting of Child 2 (Teen Parent) and Child 3 (Teen's Child).

5. Using the illustration in #4 above, how does the family composition change if the teen's parents have legal custody of Child 3 *(Teen's Child)*?

    The CCIS would create one case consisting of the teen's parents, Child 1 (teen's sibling), Child 2 (Teen Parent) and Child 3 (Teen's Child).

6. Based on the illustration below, and considering that subsidy is sought for Child 2 *(Teen's Child)*, who must be included in the family composition and how many cases must be created?
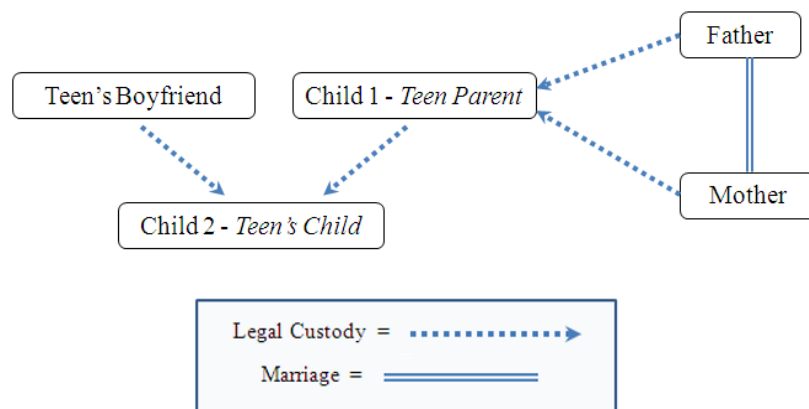
    The CCIS must create one case consisting of the Child 1 (Teen Parent), her boyfriend and Child 2 (Teen's Child).

416.12.4.3   <u>Answers – Manual Section "416.5 – Emancipation"</u>

7.   **<u>f. – All of the above.</u>** Emancipation may be achieved through marriage; court order/adjudication; attaining economic self-sufficiency; obtaining an education degree or diploma; and participating in a form of military service.

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Review Manual Section "416.5 – Emancipation" again

Proceed to Manual Section "416.6 – Income"

416.12.4.4   <u>Answers – Manual Section "416.6 – Income"</u>

8.   Based on the illustration below, and considering that subsidy is sought for Child 3 *(Teen's Child)*, whose income must be counted?
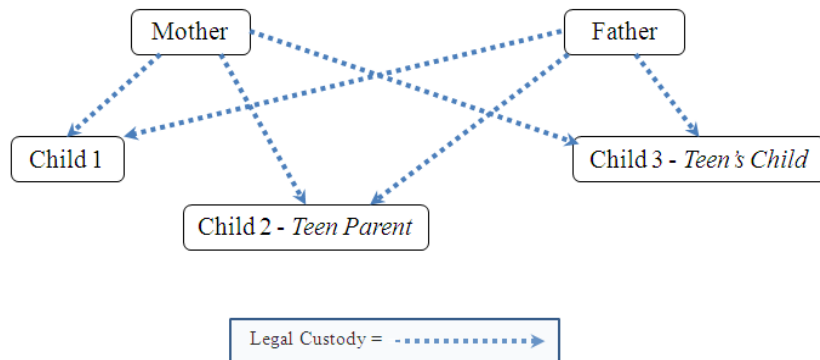
The mother's and father's earned and unearned income must be counted because they have legal custody of Child 3 *(Teen's Child)*. In addition, the teen's unearned income must be counted, but any income from employment is excluded unless the Teen is over the age of 18.

9. Based on the illustration below, and considering that subsidy is sought for Child 2 *(Teen's Child)*, whose income must be counted?

The teen's and her boyfriend's unearned income must be counted, but employment earnings are excluded if they are under 18 years of age. If either are over18, any employment earnings must be counted. The grandparent's income is excluded because they do not have legal custody or care and control of the Teen's child and are not included in the family composition.
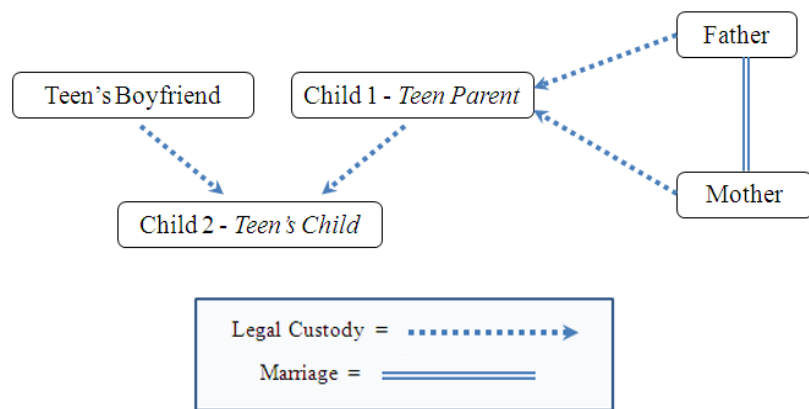
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Review Questions Again

Review Manual Section "416.6 – Income" again

Proceed to Manual Section "416.7 – Work-Hour Requirement"

416.12.4.5   <u>Answers – Manual Section "416.7 – Work-Hour Requirement"</u>

10.   ***f. – All of the above.***
A teen parent may receive subsidized child care during the hours the teen works; attends school (18-22); attends a GED program (under 18); participates in Cyber School if the teen's school district verifies that Cyber School is part of the full-time education program (under 22); and travels between the child care provider and work, school or GED program.

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Review Questions Again

Review Manual Section "416.7 – Work-Hour Requirement" again

Proceed to Manual Section "416.8 – Continuation of Care"

416.12.4.6   <u>Answers – Manual Section "416.8 – Continuation of Care"</u>

11.   ***d – 92.*** **A teen has 92 days of continued care following the date the teen quits attending, graduates from school, or quits a job.**

12.   ***True.*** **A teen may decide to continue care for the child(ren) over the summer months.**

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Review Questions Again

Review Manual Section "416.8 – Continuation of Care" again

Proceed to Manual Section "416.9 – Entering & Modifying Teen Parent Education Information"

416.12.4.7   Answers – Manual Section "416.10 – **Prioritized** Funding"

13.   ***TRUE***. The teen is *INELIGIBLE* for the **prioritized** funding because the way in which the teen is meeting the work requirement does not comply with the purpose of the prioritized funding. The teen is eligible for subsidized child care under the regular Low-Income funding.

> *EXAMPLE:*
>
> *A 16-year-old teen parent applies for subsidized child care. The teen dropped out of school and has no intention to return. Instead, the teen works, 40 hours/week.*

14.   ***TRUE***. The teen is *ELIGIBLE* for the **prioritized** funding.

> *EXAMPLE:*
>
> *A 16-year-old teen parent applies for subsidized child care. The teen is working, 25 hours/week, and is participating in a GED program.*

15.   ***TRUE***. The teen is *INELIGIBLE* for subsidy because the teen is not meeting the work requirement. The teen is over 18 but under 22 years of age, so the teen must be in school. A GED program does not meet the work requirement in this example.

> *EXAMPLE:*
>
> *A 19-year-old parent applies for subsidized child care. The parent is participating in a GED program.*

16. <u>**TRUE**</u>. The parent is <u>*ELIGIBLE*</u> for the **prioritized** funding.

    <u>*EXAMPLE:*</u>

    A 20-year-old parent applies for subsidized child care. The parent is still attending school full-time in an attempt to graduate and works 20 hours/week, in addition.

17. <u>**TRUE**</u>. The parent is <u>*ELIGIBLE*</u> for the **prioritized** funding.

    <u>*EXAMPLE:*</u>

    A 21-year-old married parent applies for subsidized child care. The parent and her husband work. In addition, the parent attends school full-time in an attempt to graduate.

18. <u>**TRUE**</u>. The teen is <u>*INELIGIBLE*</u> for the **prioritized** funding because the teen does not have legal custody of her child.

    <u>*EXAMPLE:*</u>

    A family applies for subsidy for Child 1 and Child 3 (Teen's Child). The family consists of the Mother, Father, Child 1, Child 2 (Teen Parent) and Child 3 (Teen's Child). Mother and Father have legal custody over <u>ALL</u> children. Child 2 (Teen Parent) does <u>NOT</u> have legal custody of Child 3 (Teen's Child).

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Review Questions Again

Review Manual Section "416.10 – Prioritized Funding" again

Proceed to Manual Section "416.11 – Updated Information & Additional Resources"