



JB Pritzker, Governor

Grace B. Hou, Secretary

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Date: October 14, 2021

From: Kisha D. Davis
Bureau Chief of Subsidy Management

To: Child Care Providers

Re: Child Care Assistance Program (CCAP) Initial Activity Search Frequently Asked Questions

Q. Is IDHS granting 3 months of care to look for work and/or sign up for school?

A. Yes. IAS is granted for 3 months for parents/guardians to find an eligible activity. Either employment or education activities can re-authorize the remainder of the 12-month eligibility period.

Q. Will an approval letter indicating the period approved for an activity search be sent to parents and providers?

A. A 12-month approval letter will be sent to parents/guardians and providers. A cancellation letter will also be sent that will show the last date of payment if an eligible activity isn't reported within 3 months of the approval. If a job or educational activity is reported, the case will remain open for the full 12-month period.

Q. Does the client need to specifically state on the application they are looking for a job or attempting to enroll in an education/training program?

A. The parent/guardian must state that they are not in an eligible activity and need child care during their activity search. This can be written on the application, obtained through a Request for Additional Information (RAI) (IL444-4480) or other written statement, or stated verbally to the CCR&R or Site provider. No documentation of an activity search (job applications, interview schedules...) is required. To avoid delays, clients should write "Activity Search" at the top of the application or include a note saying that care is needed while looking for a job or school.

Q. What is the difference between this Initial Activity Search and the current 90-day job search?

A. IAS is used when a new applicant doesn't have an eligible activity. The current 90-day loss of activity grace periods are used after the case has already been approved with an activity and the client reports that they are no longer in an activity.

Q. Say someone applies for a job search under this policy in May 2022. Since the program ends 6/30/22, would that client's 3-month period be shortened to end on 6/30/22?

A. The 3-month IAS policy will apply to all applications received through 6/30/22. Each qualifying applicant will receive a full 12-month eligibility period that begins with an initial 3-month IAS period.

Q. What is the assigned copay for cases approved with IAS? Can the copay increase if information on a new job is submitted to extend the case for the full 12-month approval?

A. The copayment will be assessed based on the family size and non-exempt income, similar to other cases. Per federal regulation, co-payments cannot increase during the 12-month eligibility period, even if additional income is reported. This is true of all CCAP cases. Copays will be reassessed at redetermination.



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Q. Will this policy apply to 2-parent homes when one parent is not in an activity, but the other parent is?

A. Yes. IAS policy is to be applied if either or both parents/other relatives do not indicate an activity or state that they are trying to engage in one. To qualify for continued Child Care Assistance following the end of the three-month period, both parents/other relatives must have found an eligible activity.

Q. How many days will be approved and will approved days be full time or part time?

A. For cases approved with IAS, care will be approved for 5 days per week unless fewer days per week are requested. School age children will be approved for part time days. Children from birth to age 6 will be approved for full time days.

Q. How much time do parents/guardians with cases approved with IAS have to report their job?

A. An eligible activity must be reported to CCAP within 30 calendar days of the cancelation effective date.

Q. Will parents/guardians with cases approved with IAS be eligible for IAS more than once in this fiscal year, if after the first IAS period they have not found a job or begun training or school? For example, if a case is approved in October 2021 and cancelled after the IAS period completes, can they apply again in April 2022?

A. For each family, IAS can only be approved once in a 12-month period from the start date of the last IAS approval. This may not align with Fiscal Years. If the IAS case is canceled at the end of the 3-month period, and the client reapplies within 12-months of the IAS start date, they will not be eligible for a new IAS approval.

Q. Many parents are unemployed and looking for work by their redetermination date. Can they qualify for IAS? And if yes, how would that look?

A. If the redetermination is sent in more than 30 days after the end of the eligibility period, it can be treated as a new application and receive an Initial Activity Search approval. If it has been less than 30 days since the end of the eligibility period, and less than 90 days since the end of the activity, they can be given a 90-day grace period starting with the loss of employment.