

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 12, 2011

What's Inside:

STUDY TIME FOR
CHILD CARE
FAMILIES

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR
CHILDREN'S DIVISION
ALYSON CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: STUDY TIME FOR CHILD CARE FAMILIES

DISCUSSION:

Effective immediately, study time is allowed for all eligible child care families when they are engaged in the post-secondary need component for child care assistance, regardless of the receipt of Temporary Assistance benefits.

One hour of study time for each credit hour of enrollment is standard policy. **Allow additional study time on an hour for hour basis for lab time only when lab hours are not included in the total credit hours.**

If the child care family does not request study time, it is the responsibility of the Eligibility Specialist to inform the family that study time is available, based on this revised policy.

Child care is a necessary support for families to succeed in their academic activities. Authorize child care services to accommodate the parent's class, lab, and study schedule. Continuous child care coverage between class, lab or work schedules is acceptable when reasonable travel time to and from the child care setting does not allow the parent time to return to the scheduled activity.

POLICY MANUAL REVISIONS

Child care policy manual sections [1210.020.15 Definitions of Need Components and Time Limits](#) and [1210.020.15.15 Verification of Education or Training](#) have been updated to reflect this change in policy.

COUNTY RESPONSIBILITY

Pending Applications

For child care families where the parent is enrolled in post secondary education, offer child care for study time, based on the parent's need for study time, not to exceed one hour of study time per credit hour of enrollment and/or lab time. Accept the parent's statement of when study time will occur.

Verify the parent's class schedule and credit hours to accurately authorize the number of units and time of day or evening care necessary to support the parent's academic schedule.

Active Child Authorizations

Assess the parent's need for study time at the next contact with the child care family.

Utilize the current class schedule, current enrolled credit hours, and the parent's statement of the amount of study time needed. Accept the parent's statement of when study time will occur. Modify the child's authorization based on the parent's need for study time, not to exceed one hour of study time per credit hour of enrollment and/or lab time.

Continue to verify:

- The times and days of post secondary classes,
- Semester/quarter begin and end dates,
- Credit hours per semester/quarter, and
- G.P.A. to assess the parent's progress and compliance with the Satisfactory Progress requirements as outlined in [1210.020.15.20 Satisfactory Progress](#) and [1210.020.15.25 Exceptions to Satisfactory Progress](#).

EXAMPLE 1:

Ms. Smith is a university student. Her child is three years old and care is needed for class and study time. Ms. Smith's verified GPA is 2.0. She provided verification of her class schedule, which meets the need for care. The schedule verifies enrollment of thirteen credit hours at the following times:

CLASS (C) SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00a.m. – 9:00a.m. (C)		8:00a.m. – 9:00a.m. (C)		8:00a.m. – 9:00a.m. (C)
9:00a.m. – 10:00a.m. (C)	9:00a.m. – 10:00a.m. (C)	9:00a.m. – 10:00a.m. (C)	9:00a.m. – 10:00a.m. (C)	9:00a.m. – 10:00a.m. (C)
10:00a.m. – 11:00a.m. (C)		10:00a.m. – 11:00a.m. (C)		10:00a.m. – 11:00a.m. (C)
	2:00p.m. – 3:00p.m. (C)		2:00p.m. – 3:00p.m. (C)	

In addition to Ms. Smith’s class schedule, allow for travel time to and from the child care setting. Ms. Smith needs one half hour travel time each class day to and from child care, which increases care by one hour per day.

Ms. Smith is eligible for up to thirteen hours study time per week. She requests the following study time:

- Monday, Wednesday and Friday from 11:30 a.m. to 1:30 p.m., and
- Tuesday and Thursday from 10:30 a.m. to 1:30 p.m.

Based on policy, Ms. Smith is eligible for up to thirteen hours study time per week, to match the thirteen credit hours in which she is currently enrolled. Her study time request reflects two hours study time for three days per week and three hours study time for two days per week. Her total study time is twelve hours per week, which is within the maximum time allowed.

Including the daily one half-hour travel time each way, study time and class time, Ms. Smith’s need for care is as follows:

- Mondays, Wednesdays and Fridays from 7:30 a.m. to 2:00 p.m. (6.5 hours per day), and
- Tuesdays and Thursdays from 8:30 a.m. to 3:30 p.m. (7 hours per day).

CLASS (C) / STUDY (S) / TRAVEL (T) SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30a.m. – 8:00a.m. (T)	8:30a.m. – 9:00a.m. (T)	7:30a.m. – 8:00a.m. (T)	8:30a.m. – 9:00a.m. (T)	7:30a.m. – 8:00a.m. (T)
8:00a.m. – 9:00a.m. (C)	9:00a.m. – 10:00a.m. (C)	8:00a.m. – 9:00a.m. (C)	9:00a.m. – 10:00a.m. (C)	8:00a.m. – 9:00a.m. (C)
9:00a.m. – 10:00a.m. (C)	10:30a.m. – 1:30p.m. (S)	9:00a.m. – 10:00a.m. (C)	10:30a.m. – 1:30p.m. (S)	9:00a.m. – 10:00a.m. (C)
10:00a.m. – 11:00a.m. (C)	2:00p.m. – 3:00p.m. (C)	10:00a.m. – 11:00a.m. (C)	2:00p.m. – 3:00p.m. (C)	10:00a.m. – 11:00a.m. (C)
11:30a.m. – 1:30p.m. (S)	3:00p.m. – 3:30p.m. (T)	11:30a.m. – 1:30p.m. (S)	3:00p.m. – 3:30p.m. (T)	11:30a.m. – 1:30p.m. (S)
1:30p.m. – 2:00p.m. (T)		1:30p.m. – 2:00p.m. (T)		1:30p.m. – 2:00p.m. (T)

Five to ten hours of care per calendar day equals one full-time unit of care. All need for Ms. Smith falls within the daytime hours of care.

- 6.5 hours per day on Monday, Wednesday, and Friday equal 3 full-time units of care per week.
- 7 hours per day on Tuesday and Thursday equals 2 full-time units of care per week.

Five full time days per week (5) x 4.333 = 21.665. Round units up to twenty-two (22) full-time day units per month. Authorize Ms. Smith’s child for 22 full-time day units per month.

Note that continuous child care coverage was allowed between class and study time schedules since reasonable travel time to and from the child care setting would not allow Ms. Smith to return to the scheduled activity in a timely manner.

EXAMPLE 2:

Mr. Jones is a community college student. His child attends elementary school from 8:30 am to 3:00 p.m. on weekdays. Mr. Jones verified a 3.5 GPA and enrollment in twelve credit hours of classes. His classes are Mondays, Wednesdays, and Fridays from 9:00 a.m. to 12:00 p.m. He is required to attend a lab session every Tuesday from 7:00 p.m. to 8:30p.m, which is included in the enrolled credit hours. He also verified that he is employed on campus from 1:00 p.m. to 4:00 p.m. Monday through Friday. His schedule is as follows:

CLASS (C) / WORK (W) / LAB (L) SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00a.m. – 12:00p.m. (C)		9:00a.m. – 12:00p.m. (C)		9:00a.m. – 12:00p.m. (C)
1:00p.m. – 4:00p.m. (W)	1:00p.m. – 4:00p.m. (W)	1:00p.m. – 4:00p.m. (W)	1:00p.m. – 4:00p.m. (W)	1:00p.m. – 4:00p.m. (W)
	7:00p.m. – 8:30p.m. (L)			

Mr. Jones is enrolled for twelve credit hours of classes, and therefore eligible for up to twelve hours of study time per week. He requested study time on Tuesdays from 4:30 p.m. to 6:30 p.m. and five hours each day on Saturdays and Sundays from 8:00 a.m. to 1:00 p.m. Travel time to the child care setting is 30 minutes one way. As Mr. Jones’s child goes to school at 8:30 am and Mr. Jones’s classes begin at 9:00 a.m., before school care is not needed.

CLASS (C) / WORK (W) / LAB (L) / STUDY (S) / TRAVEL (T) SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					7:30a.m. – 8:00 a.m. (T)	7:30a.m. – 8:00a.m. (T)
9:00a.m. – 12:00p.m. (C)		9:00a.m. – 12:00p.m. (C)		9:00a.m. – 12:00p.m. (C)	8:00a.m. – 1:00p.m. (S)	8:00a.m. – 1:00p.m. (S)
1:00p.m. – 4:00p.m. (W)	1:00p.m. – 4:00p.m. (W)	1:00p.m. – 4:00p.m. (W)	1:00p.m. – 4:00p.m. (W)	1:00p.m. – 4:00p.m. (W)	1:00p.m. – 1:30p.m. (T)	1:00p.m. – 1:30p.m. (T)
4:00p.m. – 4:30p.m. (T)	4:30p.m. – 6:30p.m. (S)	4:00p.m. – 4:30p.m. (T)	4:00p.m. – 4:30p.m. (T)	4:00p.m. – 4:30p.m. (T)		
	7:00p.m. – 8:30p.m. (L)					
	8:30p.m. – 9:00p.m. (T)					

Taking Mr. Jones’s class schedule, work schedule, lab schedule, study time, travel time and the child’s school schedule into consideration, Mr. Jones’s need for care is:

- Mondays, Wednesdays, Thursdays and Fridays from 3:00 p.m. to 4:30 p.m. (1.5 hours of daytime care each day),
- Tuesdays from 3:00 p.m. to 9:00 p.m. (6 hours of evening care), and
- Saturdays and Sundays from 7:30 a.m. to 1:30 p.m. (6 hours of weekend care each day).

Five to ten hours of care per calendar day equals one full-time unit of care.

One half-hour up to three hours of care per calendar day equals one part-time unit of care.

- Mondays/Wednesdays/Thursdays/Fridays = Four part time units ($4 \times 4.333 = 17.332$ round units down to 17 part-time day units per month,
- Saturdays/Sundays = Two full-time units ($2 \times 4.333 = 8.66$ round units up to 9 full-time weekend units per month, and
- Tuesdays = One full-time unit ($1 \times 4.333 = 4.333$ round units down to 4 full-time evening units per month.
- Policy allows for five (5) full time day units per month to be authorized for children attending school, to cover days in which school is not in session (example, snow days, spring break, teacher workdays, etc).

Authorize care for 5 full-time day units, 17 part-time day units and 13 full-time evening/weekend units per month.

Note that continuous child care coverage was allowed between class, lab, work, and study time schedules since reasonable travel time to and from the child care setting would not allow Mr. Jones to return to the scheduled activity in a timely manner.

NECESSARY ACTION

1. Review this memorandum with all Children’s Division and Family Support Division staff.
2. Review revised Child Care Manual sections as indicated below.

3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

Lora Brown
573-526-3011
Lora.K.Brown@dss.mo.gov

PROGRAM MANAGER

Alicia Jenkins
573-751-6793
Alicia.Jenkins@dss.mo.gov

CHILD CARE MANUAL REVISIONS

[1210.020.15 Definitions of Need Components and Time Limits](#)
[1210.020.15.15 Verification of Education or Training](#)

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

[1210.020.15.20 Satisfactory Progress](#)
[1210.020.15.25 Exceptions to Satisfactory Progress](#)

RELATED STATUTE

N/A

ADMINISTRATIVE RULE

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS

N/A

CHILD AND FAMILY SERVICES REVIEW (CFSR)

N/A

PROTECTIVE FACTORS (Link applicable factors and enter N/A if not applicable.)

Parental Resilience - Yes
Social Connections N/A
Knowledge of Parenting and Child Development N/A
Concrete Support in Times of Need -Yes
Social and Emotional Competence of Children N/A

FACES REQUIREMENTS

N/A