

**Sec. 17b-749-18. Continued eligibility**

**(a) Optional Monthly Verification of Participation in Activities**

(1) The commissioner may require parents to submit verification of their activity schedules monthly. The decision to require more frequent verification of participation in activities shall be based on the following criteria:

(A) CCAP case error profiles; or

(B) whether the activity schedule or the parent's history of participation fluctuates in a manner that requires frequent or continuous monitoring.

(2) Verification shall be due on the tenth day of each month. The requirement may be waived in the redetermination month based on verification submitted with the redetermination. Families not submitting verification by the end of the month shall become ineligible.

(3) The CCAP administrator shall issue a reminder notice to all parents who did not submit verification by the tenth day of the month. The notice shall inform parents that assistance will be discontinued if the verification is not received by the last day of the month. Discontinued families who submit the required verification within ten days of the discontinuance date shall be reinstated retroactive to the date of discontinuance if continued eligibility is established.

**(b) Redeterminations**

(1) Eligibility shall be redetermined at intervals not to exceed six months from the month assistance is granted or from the last redetermination. The CCAP administrator shall establish the length of the redetermination period based on the stability of family circumstances and may conduct unscheduled reviews due to anticipated changes in household circumstances. Eligibility shall terminate at the end of the redetermination month unless the redetermination is completed and the family is determined eligible.

(2) Parents shall complete a new application using a form specified by the CCAP administrator and shall submit verification and have their redeterminations processed in the same manner as at the time of initial application. Parents shall not be required to re-verify circumstances that have already been verified and are not questionable or subject to change.

(3) Parents and their child care provider(s) shall be notified of the redetermination between forty-five and sixty days prior to the last day of the redetermination month. Parents shall have a minimum of fifteen days from the date the redetermination form is mailed to return the form to the CCAP administrator. The redetermination form shall be due on the first day of the redetermination month.

(4) Redeterminations forms submitted timely shall be processed by the end of the redetermination month. Redetermination forms submitted after first day of the redetermination month shall be considered late and shall be processed in the same manner as a new application. The CCAP administrator shall have thirty days from the date the form is received to process a redetermination that is submitted late, unless processing is delayed in accordance with the requirements of subsection (c) of section 17b-749-09 of the Regulations of Connecticut State Agencies. Parents shall be issued a reminder notice if the redetermination is not submitted on time. The CCAP administrator shall give priority to processing redeterminations forms that are submitted late.

(5) Families who submit redeterminations forms late, but by the tenth day following end

of the redetermination month, shall not be assigned to the wait list if the CCAP program is closed to the family's priority group at the time eligibility is determined. If eligible, the family shall be approved for participation. Families who are denied shall be entitled to have their redeterminations reopened in accordance with the requirements of subsection (e) of section 17b-749-09 of the Regulations of Connecticut State Agencies. Redeterminations are denied and later reopened shall be granted retroactive to the first day of the month following the end of the prior redetermination period if the family is eligible.

(6) Parents and providers shall be notified of the results of the redetermination.

(Adopted effective July 10, 2001)