2009 Codebook

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I. Overview

A. Purpose of the Database

The Child Care and Development Fund block grant is in some sense not a single program, but more than 50 different programs operating within a common overarching set of policy guidelines and mission. While the federal CCDF provides clear guidelines and a policy framework for states, each state, each territory, and the District of Columbia are responsible for establishing a range of critical policies. For example, they are responsible for determining income levels for determining eligibility (as long as they fall under the federal ceiling), as well as defining income and whose income within the household must be counted. Similarly, states/territories are responsible for determining how often a family must reapply, when they must report changes in income or other eligibility criteria and what changes need to be reported, how income is verified, and how much the family must pay in copayment. There is also variation in policies related to providers, including the maximum amounts that providers will be paid, whether they are paid for holidays or sick days, and whether they are paid retrospectively or prospectively. All of these policies, as well as many others that also differ across states/territories, affect how the CCDF program meets the needs of families and providers in a particular area.

This variation has presented major challenges for both researchers and policymakers who need to have a consistent, comprehensive source of cross-state information on the details of a range of CCDF policies. While the Child Care Bureau has provided critical support in this area by publishing documents that compile most of the key elements that states include in their State Plans that are submitted every two years, this information is not sufficient to meet the needs of policymakers and researchers. For example, the State Plans do not include all of the relevant information about how states operate their programs, do not use consistent ways of defining terms and policies, and do not include information about local variation or changes in policies between the State Plans. Other organizations have also worked to obtain state-level information on detailed CCDF practices.[1] However, these efforts also have not included all the information needed for certain types of research, in some cases have not been updated continuously, and have resulted in CCDF lead agencies having to respond to numerous requests for information.

As a result, state-level policymakers seeking to understand how their policies compare to other states, or seeking to understand what other states are doing in key areas, have not had complete information to look at. They have thus either had to operate with incomplete information, or seek other ways to obtain such information. Similarly, researchers interested in connecting policy with outcomes have been limited by the lack of a consistent, comprehensive source of cross-state information on the details of CCDF policies to allow them to examine the relationship between policy differences and key outcomes of interest to policy. They have had to piece together the

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[1] Two examples of these efforts: (1) U.S. General Accounting Office (2003). Child Care: Recent State Policy Changes Affecting the Availability of Assistance for Low-Income Families. Washington, DC, and (2) Blank, Helen, and Karen Schulman, "State Child Care Assistance Policies 2007: Some Steps Forward, More Progress Needed", National Women's Law Center policy brief, September 2007.

needed information from different sources that may pertain to different points in time and have used different data collection methods. In many cases, these gaps have led researchers and policy analysts to contact CCDF lead agencies directly for this information, thus further increasing the burden on these agencies to provide these data.

The CCDF Policies Database project addresses many of these issues, creating inter-related sources of CCDF policy information that will support the needs of a variety of audiences:

(1) A detailed, longitudinal Database of CCDF policy information for all states, the territories, and the District of Columbia. The Database will capture the policies actually in effect at a point in time, rather than proposals or legislation. It will focus on the policies in place at the start of each fiscal year, but will also capture changes during a fiscal year.

(2) An ongoing Book of Tables publication, with information from the CCDF Policies Database in tabular form.

B. Design of the Database

The database is organized into 32 categories, as shown in Appendix A. The focus is CCDF rules; the database does not contain information on caseloads, budgets, or outcomes. In addition, the database does not explicitly address the possibility that the rules found in state manuals or regulations may be applied differently in practice.

Each category listed in Appendix A contains a series of variables designed to capture the intricacies of the rules covered in the category. The variables include a mix of categorical, numeric, and text variables. Each variable has a corresponding notes field to capture additional details related to that particular variable. In addition, each category has an additional notes field to capture any information regarding the rules that is not already outlined in the category's variables.

For each state, timeframe, and category, the database will contain at least one record of information outlining the exact rules for that particular state and timeframe. Multiple records for a given state, timeframe, and category may exist. Multiple records are coded if rules differ across key variables, such as:

- County
- Program
- Family Group
- Provider Type
- Provider Subtype

Note that multiple records are not coded for every county in those states that vary their programs at the county level. Due to the difficulty of collecting data and coding data for multiple counties, the database contains only the policies for the largest county and possibly a handful of additional counties as pre-determined by project staff.

II. The Database

A. Tables

Tables in the database resemble standard spreadsheets. There are two types of tables: data and definition tables.

1. Data Tables

Data tables hold the coded CCDF policies data. For each category, a table exists that contains the values of all the variables for that category. In the table, there is a separate column for each variable in the category. Each row corresponds to a separate record for each state and timeframe. The tables are sorted by state and time.

Data is generally entered through forms in the database. The data entered creates a record that is stored in the tables. Data can also be entered directly into the tables, or it can be created by importing an Excel spreadsheet.

2. Definition Tables

Definition tables contain the name, descriptions, and variable types for the variables in each category. One of the largest definition tables is the variables table. This table contains all variables for all categories in the database.

Each of the key variables in the header record also has a corresponding definition table. For example, Provider Type corresponds with the table "ProviderTypes." This table lists the provider type names.

B. Types of Variables

For each category, a series of variables is used to describe the exact policies used by a particular state during a particular timeframe. There are three different types of variables:

1. Numeric variables

Numeric variables only allow the coder to enter a number in the field. However, text can be entered in the corresponding notes field. Predetermined negative numbers are used for options that are not numeric (such as NA or Not in manual).

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2. Categorical variables

Categorical variables have a set of pre-determined responses for the coder to choose from. Additional information can be captured in the corresponding notes field.

3. Text variables

Text variables allow the coder to enter text. Most of the text variables limit the amount of text that can be entered in the field. Additional information can be captured in the corresponding notes field.

4. Additional fields

Most variables have a corresponding notes field that allows the coder to enter details or nuances of a state's rules that are not captured in the available fields.

Each category ends with an additional notes field. These fields are free-form text variables where the coder can enter any other information about that category that does not fit within the specific variables.

Periodic changes to the variables are anticipated because existing variables may not adequately capture states' changing policies. Specifically, entries in the various notes fields will be reviewed to determine if new variables should be created or if existing variables should be altered.

III. Coding Specifics

A. When to Code a New Record

General Rule:
A new record is coded for a particular category only when there is a change in policy, creating a different set of rules than what was previously coded.

B. Header Variables

1. State (State)

The state to which the rules of the record apply

Both the state name and the FIPS code are shown.

2. County (County)

The county (or geographic area) to which the rules of the record apply

County-level records are only coded in states that have county-level policy making. If a state has county-level policies, the largest county or the county serving the most families is coded. It is then determined which additional counties, if any, should be coded.

If the state does not have county-level policy making, the coder selects "all counties" for this field. In many states, county-level policies are only coded for certain categories, such as reimbursement rates, and all other categories have state level policies.

3. Beginning Date (BeginDat) and End Date (EndDat)

The beginning effective date of the rules of the record and the end effective date of the rules of the record

The date fields are formatted yyyy/mm/dd. There is only one record per state per time period, unless different counties, programs, family groups, provider types, and/or provider subtypes are coded. For a state, the beginning date of one record picks up where the previous record's end date left off.

Example:

Record 1   state: Alabama   beginning date: 2007/10/01   end date: 2007/12/01
Record 2   state: Alabama   beginning date: 2007/12/02   end date: 2008/09/01

If the manual only provides a month and year, "01" is coded for the day.

Example:

Manual: October, 2009
Code Beginning Date: 2009/10/01

The end date of a record is temporarily coded "9999/12/31." This indicates the policies captured in that record are still in effect. When a new record is coded to reflect a policy change, the previous records end date is updated.

4. Begin Majority Date (BeginMajority) and End Majority Date (EndMajority)

The beginning and end date for the majority record, or record that applies to the majority of the caseload in a given state and time period

Both fields are temporarily coded "8888/88/88." The use of 8888/88/88 indicates the record is not the majority record

The beginning and end majority date fields are only marked once per state and time period for a particular category. The only exception to this is reimbursement rates and reimbursement rate policies, where additional majority records will be coded for different provider types.

The coder enters majority date information after coding all materials for a given state and time period during the round of coding. If there is only one record coded for a state and time period, then that record is also marked with the majority dates. If there are multiple records for a given state and time period (coded for different programs, counties, etc.), then the coder selects which record to code as the majority record. The majority date fields are coded for the record that applies to the majority of the caseload. The majority date fields correspond with the date fields for the given record.

For reimbursement rates, there are several records marked as the majority record for a given time period. In most cases, there are multiple records marked as the majority record as a result of the different provider types. If the state uses county level rates, all of the rates for the largest county are coded as majority records.

5. Program (Program)

The program to which the rules of the record apply

The program name entered is the program name listed in the manual. For example, if a state calls its program Child Care Assistance Program, this is the name entered in the program field. Some states, such as California, have more than one program name.

6. Family Group (FamilyGroup)

The family subgroup to which the rules of the record apply

This field will usually be coded "All."

Family group is coded when there are different rules, within the same program, for a subgroup of families (for example, different copayments may be provider for families with children with special needs). If the differences are already captured in the variables, a separate record is not coded.

7. Provider Type (ProviderType)

The provider type to which the rules of the record apply

Provider type is coded when there are different rules for different types of providers. This is relevant for the categories associated with provider policies and reimbursement rates. Coding different records for different types of providers for reimbursement rates is expected. Provider types include Center, Family Child Care Home, In-Home, and Group Child Care Home.

1. Center applies to formal care provided in a non-residential facility.
2. Family Child Care Home applies to formal or informal care provided in someone's home (not the home of the child).
3. Group Child Care Home applies to formal or informal care provided in someone's home (not the home of the child). Many states may not distinguish between family and group home care. If this is the case, use family child care home. If the state does distinguish between the two types of care, the rates for the provider serving a smaller number of children should be coded as Family Child Care Home and the rates for the provider serving a larger number of children should be coded as Group Child Care Home.
4. In-home applies to care provided in the child's home. In-home is also sometimes used for care provided in a relative's home.

For categories related to provider policies (all unregulated provider policy categories, other provider policies, and reimbursement rate policies), Provider Type is never coded NA. It is either coded for a specific type or coded "All."

8. Provider Subtype (ProviderSubtype)

The provider subtype to which the rules of the record apply

Provider subtype is coded when there are different rules for different subtypes of providers. This may include different quality ratings, different licensing standards, etc. This is relevant for the categories associated with reimbursement rates and sometimes provider policies. Not all states have different rates for different subtypes of providers, but many do. For example, a state may use the same rates for all providers or it may use a higher rate for licensed providers than it uses for unlicensed providers.

C. All other variables

1. Percents as whole numbers

Percents are coded as whole numbers. For example, if the answer to a variable is 15 percent, the variable is coded 15 rather than .15.

2. Special Codes

a. Not Applicable (NA)

In the following cases, NA is placed in the variable field:

> 1. An entire category does not apply for a given state
>   *Example*: If a state does not have an assets test, the question asking if there is an assets test is coded no. All other variables in the category are then coded NA.
>
> 2. A previous variable completely explains the rule and additional information about the variable is not needed.
>   *Example*: If travel hours are not authorized, then the next question giving the maximum number of travel hours is coded NA.
>
> 3. The variable instructions specify the use of NA for a given situation.
>   *Example*: If TANF families are not eligible for CCDF subsidies, the question about whether TANF families have different activity requirements is coded NA.

b. Not in manual

Not in manual is used if the information cannot be found in the caseworker manual and there is no clear indication of whether or not the policy exists.

Example: If the manual gives eligibility requirements, including how income is counted, but does not list any assets tests, Not in manual is not coded. In this case, the absence of an assets test in the manual implies there is no assets test.

Example: If a state does not put any information about provider requirements in the manual, Not in manual is coded. The absence of provider policies probably means that those policies are covered in another document or manual that is not being collected/coded.

c. Question Mark (?)

This is used when a rule or policy captured by the variable exists, but there is not enough information to code it accurately. The question mark is placed in the variable field. If the variable is numeric, the variable is left blank and the question mark is placed in the notes field. If the variable is categorical, the question mark is one of the variable options. If the variable is text, a question mark is typed in the variable field.

If there is some knowledge of what the correct code should be, this information is written in the notes section for that variable, beginning with a question mark, until the response can be confirmed.

If questions/concerns arise regarding a certain record that needs to be addressed at a later time, this information is entered with a question mark in the additional notes section for the category.

IV. Category and Variable Information

1. Administration

General Notes/Concepts:
This category provides administrative information, as outlined in the state plans.

Subgroup Issues:
None

Additional Coding Notes:
Some information is only included in the plans for limited plan years. When information is no longer in the plan, NA is coded.

Variables and Notes:

Variable	Variable Options and Notes
Administration	
The Lead Agency in administering the child care subsidy program. (AdminLeadAgency)	Variable Options Text Coding Notes
The web site where additional child care information can be found for a given state. (AdminStateChildCareWebSite)	Variable Options Text Coding Notes
If the lead agency directly administers all services and programs funded under the CCDF Act. (AdminProgram)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the state expects to transfer federal TANF funds to CCDF. (AdminFundsFedTANFTransfer)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
If the state expects to use direct federal TANF funds on child care. (AdminFundsFedTANFSpending)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the lead agency uses private funds to meet part of the CCDF matching requirement. (AdminFundsPrivateDonate)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If state expenditures for Pre-K programs will be used to meet any of the CCDF maintenance of effort requirement. (AdminPreKMOE)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If state expenditures for Pre-K programs will be used to meet any of the CCDF matching fund requirement. (AdminPreKMatching)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the state has implemented strategies to prevent, measure, identify, reduce, or collect improper payments. (AdminImproperPay)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
Market Rate Survey	
The month and year when the local market rate survey was completed. (AdminMarketRateSurveyDate)	<u>Variable Options</u> Text <u>Coding Notes</u>

Variable	Variable Options and Notes
If the lead agency uses the current market rate survey to set payment rates. (AdminCurrentMarketRateSurvey)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
Child Care Services	
If the lead agency has grants or contracts for child care slots. (AdminChildCareGrantsContracts)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the lead agency limits the use of in-home care in any way. (AdminChildCareInHomeLimit)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If child care services provided through certificates, grants, and/or contracts are offered throughout the state. (AdminChildCareStatewide)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

2. Appeals

General Notes/Concepts:
Applicants or recipients of child care subsidies may appeal a state agency's decision regarding the services the individual receives. The variables apply to families who are not automatically eligible for CCDF subsidies.

Subgroup Issues:
None

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Appeals Procedures	
Agency where appeals are filed. (AppealAgency)	<u>Variable Options</u> Text (list agency) <u>Coding Notes</u> 1. If more than one appeal is allowed, the agency where the first appeal is filed is coded. Any additional agencies are noted.
How many appeals a person can file for one action. (AppealNumber)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. If there is more than one appeal, the process for the different levels of appealing is described in the notes field.
If an appeal can be submitted in-person. (AppealMethodPerson)	<u>Variable Options</u> 1 – Yes 2 – No 91 - ? 92 – Not in manual 0 – NA <u>Coding Notes</u>
If an appeal can be submitted by mail. (AppealMethodMail)	<u>Variable Options</u> 1 – Yes 2 – No 91 - ? 92 – Not in manual 0 – NA <u>Coding Notes</u>

Variable	Variable Options and Notes
If an appeal can be submitted by fax. (AppealMethodFax)	<u>Variable Options</u> 1 – Yes 2 – No 91 - ? 92 – Not in manual 0 – NA <u>Coding Notes</u>
If an appeal can be submitted by email. (AppealMethodEmail)	<u>Variable Options</u> 1 – Yes 2 – No 91 - ? 92 – Not in manual 0 – NA <u>Coding Notes</u>
If an appeal can be submitted online. (AppealMethodOnline)	<u>Variable Options</u> 1 – Yes 2 – No 91 - ? 92 – Not in manual 0 – NA <u>Coding Notes</u>
Other methods for submitting appeals. (AppealMethodOther)	<u>Variable Options</u> 1 – Yes 2 – No 91 - ? 92 – Not in manual 0 – NA <u>Coding Notes</u>
How the hearing is conducted. (AppealHearingMethod)	<u>Variable Options</u> 0 – NA 1 – In person only 2 – In-person or by phone 91 - ? 92 – Not in manual 99 – Other <u>Coding Notes</u>

Variable	Variable Options and Notes
Service During Appeal	
If the individual can continue receiving child care services at the previous benefit level during the appeals process. (AppealServiceContinue)	<u>Variable Options</u> 0 – NA 1 – Yes 2 – Varies 3 – No 91 - ? 92 – Not in manual <u>Coding Notes</u>
If individuals are required to repay the cost of service during the appeal if they lose the appeal. (AppealRepayment)	<u>Variable Options</u> 0 – NA 1 – Yes 2 – No 91 - ? 92 – Not in manual 99 – Varies <u>Coding Notes</u> 1. NA is coded if "AppealServiceContinue" is coded No.
If the individual will receive retroactive services for any missed benefits during the appeal. (AppealRetroactive)	<u>Variable Options</u> 0 – NA 1 – Yes 2 – No 91 - ? 92 – Not in manual 99 – Varies <u>Coding Notes</u>

3. Asset Tests

General Notes/Concepts:
This category describes the types of tests imposed on Assets. It is assumed that all assets are disregarded unless described below. The variables apply to families who are not automatically eligible for CCDF subsidies.

Subgroup Issues:
None

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Asset Tests	
If the state has any assets tests. (AssetTest)	Variable Options 0 – NA 1 – Yes 2 – No 91 – ? 92 – Not in manual Coding Notes 1. All other asset tests variables are coded NA if "AssetTest" is coded No, Not in manual, or NA all.
The value of countable cash assets a family may hold without it counting against the family's eligibility. (AssetLimits)	Variable Options Numeric (-5) to 9999.99 (up to two decimal places) (-2) - No limit (-3) - All assets counted (-4) - NA (-5) - Not in manual Coding Notes 1. Numeric answers represent a dollar amount.
The value of a vehicle a family may own without it counting against the family's eligibility. (AssetExemptValueVehicle)	Variable Options 0 - NA 1 - Entire value of all vehicles owned by unit 2 - Entire value of one vehicle 3 - Percent of the fair market value 4 - Percent of the equity value 5 - No exemption 6 - Specified maximum market value of one vehicle. 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
Percentage or amount if the value of the vehicle is a percent of the fair market or equity value or a specified market value. (AssetExemptVehicleAmount)	<u>Variable Options</u> Numeric (-5) to 99999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "AssetExemptValueVehicle" is not coded percent of fair market value, percent of equity value, or specified market value of one vehicle.
Other types of assets excluded from eligibility. (AssetOtherExcluded)	<u>Variable Options</u> Text <u>Coding Notes</u>
Other types of traditionally excluded assets counted for eligibility. (AssetOtherCounted)	<u>Variable Options</u> Text <u>Coding Notes</u>

4. Background Checks for Legally Unregulated Home-Based Providers

General Notes/Concepts:
To ensure the health and safety of children whose care is paid through CCDF, states are permitted to require legally unregulated providers to meet certain standards in order to receive CCDF payments. This category of variables describes the background checks to which legally unregulated home-based providers and other members of their households are subject if they wish to receive CCDF payments for services delivered. The background checks that states and territories most commonly require include criminal history, child protective services history, and adult protective services history. These variables describe the requirements that apply in each of those categories.

Subgroup Issues:
Variations according to the type of unlicensed provider are captured using separate records.

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Criminal Background Check	
If there is any type of criminal history background check required to receive or continue receiving payments. (BackgroundCheckRequirement)	<u>Variable Options</u> 0 - NA 1 - No 2 - Yes, for the provider only 3 - Yes, for provider and others 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. This subsection (Criminal Background Check) refers to a general criminal history check, not CPS or APS checks.
If a local criminal background check is required. (BackgroundCheckLocal)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "BackgroundCheckRequirement" is coded No.
If a state criminal background check is required. (BackgroundCheckState)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "BackgroundCheckRequirement" is coded No.

Variable	Variable Options and Notes
If a state sex offender registry check is required. (BackgroundCheckSexOffender)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "BackgroundCheckRequirement" is coded No.
If an FBI or federal criminal background check is required. (BackgroundCheckFBI)	<u>Variable Options</u> 0 - NA 1 - No 2 - Yes, for all individuals required to have a background check 3 - Yes, only in some circumstances 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "BackgroundCheckRequirement" is coded No.
Description of any providers that are exempt from the criminal background check requirements. (BackgroundCheckProviderExemptions)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if "BackgroundCheckRequirement" is coded No.
If all household members of a certain age are required to have a criminal background check. (BackgroundCheckHouseholdMembers)	<u>Variable Options</u> 0 - NA 1 - No 2 - Yes, all members of a certain age 3 - Yes, with some exceptions 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "BackgroundCheckRequirement" is coded No.
The age, in years, at which household members must have a criminal background check. (BackgroundCheckHouseholdMembersAge)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "BackgroundCheckRequirement" or "BackgroundCheckHouseholdMembers" is coded No.

Variable	Variable Options and Notes
Description of any household members who are exempt from criminal background checks. (BackgroundCheckHouseholdMembersExempt)	Variable Options Text Coding Notes 1. NA is coded if "BackgroundCheckRequirement" is coded No.
If anyone other than the provider and household members is subject to a criminal background check. (BackgroundCheckOthers)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if "BackgroundCheckRequirement" is coded No.
State Child Protective Services History	
If a Child Protective Services history background check is required to receive or continue receiving payments. (BackgroundCPSRequirement)	Variable Options 0 - NA 1 - No 2 - Yes, for the provider only 3 - Yes, for provider and others 91 - ? 92 - Not in manual Coding Notes
Description of any providers exempt from the CPS background check. (BackgroundCPSProviderExemptions)	Variable Options Text Coding Notes 1. NA is coded if "BackgroundCPSRequirement" is coded No.
If all household members of a certain age are required to have a CPS history background check. (BackgroundCPSHouseholdMembers)	Variable Options 0 - NA 1 - No 2 - Yes, all members of a certain age 3 - Yes, with some exceptions 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if "BackgroundCPSRequirement" is coded No.
The age, in years, at which household members must have a CPS history background check. (BackgroundCPSHouseholdMembersAge)	Variable Options Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "BackgroundCPSRequirement" or "BackgroundCPSHouseholdMembers" is coded No.

Variable	Variable Options and Notes
Description of any household members who are exempt from a CPS history background check. (BackgroundCPSHouseholdMembersExempt)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if "BackgroundCPSRequirement" is coded No.
If anyone other than the provider and household members is subject to a CPS history background check. (BackgroundCPSOthers)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "BackgroundCPSRequirement" is coded No.
State Adult Protective Services History	
If any type of Adult Protective Services history background check is required to receive or continue receiving payments. (BackgroundAPS)	<u>Variable Options</u> 0 - NA 1 - No 2 - Yes, for the provider only 3 - Yes, for provider and others 91 - ? 92 -Not in manual <u>Coding Notes</u>
General Terms for Background Checks	
If the provider is required to pay some or all of the costs of background checks. (BackgroundCheckPayment)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "BackgroundCheckRequirement" is coded No.
If the provider can receive payments for services delivered before the results of a background check are received. (BackgroundCheckSubsidyPayments)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "BackgroundCheckRequirement" is coded No.

Variable	Variable Options and Notes
The number of days services can be delivered and paid while waiting on a background check. (BackgroundCheckSubsidyPaymentsDays)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-2) - No Limit (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "BackgroundCheckRequirement" is coded No. 2. A number is only coded if Yes is coded for "BackgroundCheckSubsidyPayments."
How often (in years) background check must be routinely repeated. (BackgroundCheckFrequencyUpdates)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-3) Other (-4) NA (-5) Not in manual <u>Coding Notes</u> 1. NA is coded if "BackgroundCheckRequirement" is coded No. 2. NA is coded if there is no requirement for ongoing background checks.
If there are any circumstances that trigger a need to update a background check non-routinely. (BackgroundCheckOtherUpdates)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "BackgroundCheckRequirement" is coded No.

5. Basic Application Criteria

General Notes/Concepts:
Families requesting child care assistance go through an application process as outlined by each state's guidelines. Eligibility is determined based on the information provided during the application process. The variables apply to families who are not automatically eligible for CCDF subsidies.

Subgroup Issues:
None

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Application Process	
If parents have the option to apply through the provider instead of the state agency. (AppProvider)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the initial application can be submitted in person. (AppMethodPerson)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the initial application can be submitted by mail. (AppMethodMail)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
If the initial application can be submitted by fax. (AppMethodFax)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the initial application can be submitted by email. (AppMethodEmail)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the initial application can be submitted online. (AppMethodOnline)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the initial application can be submitted by phone. (AppMethodPhone)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the initial application can be submitted by any other method. (AppMethodOther)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
If there are exceptions to the initial application requirement. (AppSubmitException)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If an interview is required during the application process. (AppInterview)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the initial applicant interview can be conducted in person. (AppInterviewPerson)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "AppInterview" is not coded Yes.
If the initial applicant interview can be conducted by phone. (AppInterviewPhone)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "AppInterview" is not coded Yes.
If there are exceptions to the initial applicant interview being conducted in person or by phone. (AppInterviewException)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "AppInterview" is not coded Yes.

Variable	Variable Options and Notes
Within how many days the applicant must be notified of eligibility after the application is received. (AppNotifyEligible)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
If the applicant can receive the subsidy before all documentation is submitted. (AppCoverageDocumentation)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
Within how many days of submitting the application it will be denied if all application requirements are not completed. (AppIncomplete)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
When coverage will begin if the applicant is ruled eligible. (AppCoverageStart)	<u>Variable Options</u> 0 - NA 1 - Retroactive to date of application 2 - Begins when approved for care 3 - Other 91 - ? 92 - Not in manual <u>Coding Notes</u>
A description of any guidance the agency gives the parents for finding/choosing a child care provider. (AppProviderSearchGuidance)	<u>Variable Options</u> Text <u>Coding Notes</u>

6. Basic Criteria for Eligibility

General Notes/Concepts:
To be eligible for CCDF assistance, the family must meet certain criteria not related to income or assets. The following variables outline those criteria. Clients must meet the children's age eligibility requirements. They also must meet the activity requirements or fit one of the "other eligibility" criteria. The variables apply to families who are not automatically eligible for CCDF subsidies.

Subgroup Issues:
The general rule is coded for each variable, and any subgroup variation is noted. For example, if only TANF families are allowed to participate in job search activities, the variable for job search activities is coded No and the notes explain that only TANF families are eligible for job search activities.

Additional Coding Notes:
If the state's policies differ for initial and continuing eligible, the policies for initial eligibility are coded. The continuing eligibility policies are coded in the notes fields.

Variables and Notes:

Variable	Variable Options and Notes
Children's Eligibility Requirements	
The oldest age at which a child who is not physically or mentally incapacitated may receive CCDF funding. (EligMaxAgeChild)	Variable Options 0 - NA 1 - 12 2 - 12, unless the child turns 13 during the school year, then services may be provided for the remainder of the school year 91 - ? 92 - Not in manual 99 - Other Coding Notes
The oldest age at which a child who is mentally or physically incapable of taking care of him/herself may receive CCDF funding. (EligMaxAgeMentalPhysicalIncapacity)	Variable Options Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual Coding Notes
The state's definition for children who are physically or mentally incapable of caring for themselves. (EligMentalPhysicalIncapacityDef)	Variable Options Text Coding Notes

Variable	Variable Options and Notes
The oldest age at which a child in protective services may receive CCDF funding. (EligMaxAgeProtectiveServices)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. If a maximum age policy for children under court supervision is provided, this information is captured in the notes field. Only the policy that specifically applies to CPS cases is coded. 2. If CPS children are not eligible for CCDF subsidies, NA is coded and it is noted that CPS children are not eligible for CCDF subsidies.
The state's definition of a child in protective services. (EligProtectiveServiceDef)	<u>Variable Options</u> Text <u>Coding Notes</u>
The oldest age at which a child in foster care may receive CCDF funding. (EligMaxAgeFosterCare)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. If foster children are not eligible for CCDF subsidies, NA is coded and it is noted that foster children are not eligible for CCDF subsidies.
Parent/Guardian Activities that Confer Eligibility	
If there is a minimum number of hours a recipient must work each week in order to receive child care subsidy. (EligMinWorkHours)	<u>Variable Options</u> 0 - NA 1 - No minimum 2 - Yes, same minimum for all recipients 3 - Yes, different minimum for full-time and part-time care 91 - ? 92 - Not in manual <u>Coding Notes</u>
The minimum number of hours a recipient must work each week in order to receive child care subsidy. (EligMinHoursAmount)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "EligMinWorkHours" is not coded Yes. 2. Other is coded if the requirement is not weekly and cannot be converted into a weekly amount.

Variable	Variable Options and Notes
If different minimum for full and part-time care, the minimum number of hours a recipient must work each week to qualify for part-time care. (EligMinHoursPartTime)	Variable Options Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "EligMinWorkHours" is not coded Yes, different minimum for full-time and part-time care.
The minimum number of weekly hours required for a two-parent family, when different from a single parent family. (EligMinWorkHrsTwoParent)	Variable Options 0 - NA 1 - No Minimum 2 - Both must work a total number of hours 3 - Each must work a specified number of hours 4 - One parent must work a specified number of hours and the other may work a different number of hours 91 - ? 92 - Not in manual Coding Notes 1. If the requirement for both parents is the same as the requirement for a single parent, Each must work a specified number of hours is coded, and the same number of hours as for single parents is coded. 2. If the policy states a parent must work a specified number of hours and no different requirements are explained for single and two-parent families, Each must work a specified number of hours is coded.
The number of weekly hours for both parents, each parent, or the first parent if the hours are different for each parent. (EligWorkHrsAmountTwoParent)	Variable Options Numeric (-5) to 999 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "EligMinWorkHoursTwoParent" is coded No minimum, Not in manual, or NA.
If different for each parent, the number of weekly hours for the second parent. (EligSecondParentHrs)	Variable Options Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "EligMinWorkHoursTwoParent" is not coded One parent must work a specified number of hours and the other works a different number of hours.

Variable	Variable Options and Notes
If employment is an approved activity for CCDF eligibility. (EligApproveActivityEmployment)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If job search activities are approved for CCDF eligibility. (EligApproveActivityJobSearch)	Variable Options 0 - NA 1 - Yes, for initial and continuing eligibility 2 - Yes, only for continuing eligibility 3 - No 91 - ? 92 - Not in manual Coding Notes
The maximum amount of time allowed for job search activities. (EligMaxTimeJobSearch)	Variable Options Numeric (-5) to 999 (integer) (-2) - No limit (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "EligApproveActivityJobSearch" is coded No, Not in manual, or NA.
The time increment associated with the maximum amount of time allowed for job search activities. (EligMaxTimeJobSearchTimeUnit)	Variable Options 0 - NA 1 - Days 2 - Months 3 - Years 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if "EligApproveActivityJobSearch" is coded No, Not in manual, or NA. 2. If job search activity is limited to so many days per month, weeks per year, etc., the policy is described in the notes field.
If high school or GED activities are approved for CCDF eligibility. (EligApproveActivityHighSchoolGED)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
If ESL/ESOL is an approved activity for CCDF eligibility. (EligApproveActivityESL)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If vocational training is an approved activity for CCDF eligibility. (EligApproveActivityTraining)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If post-secondary education is an approved activity for CCDF eligibility. (EligApproveActivityPostSecEd)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If TANF work program activities are approved for CCDF eligibility. (EligApproveActivityTANFWork)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If any other TANF approved activities, in addition to work program participation, are approved for CCDF eligibility. (EligApproveActivityAnyTANF)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
If SNAP E&T is an approved activity for CCDF eligibility. (EligApproveActivitySNAPET)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If there are other activities that are approved for CCDF eligibility. (EligApproveActivityOther)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
Requirements high school students must meet in order to be considered full-time students. (EligFullTimeHighSchoolRequire)	<u>Variable Options</u> 0 - NA 1 - Must meet minimum hour requirement each semester 2 - Full-time as defined by school student is attending 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u> 1. If there are different requirements for minors and adults, the policy for minors is coded and the policy for adults is noted. 2. If there is no requirement, NA is coded with an explanation in the notes field.
The minimum number of hours of classes a high school student must be taking each semester to be considered a full-time student. (EligFullTimeHighSchoolHours)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "EligFullTimeHighSchoolRequire" is not coded Must meet minimum hour requirement each semester.
Requirements post-secondary students must meet in order to be considered full-time students. (EligFullTimePostSecondaryRequire)	<u>Variable Options</u> 0 - NA 1 - Must meet minimum hour requirement each semester 2 - Full-time as defined by school student is attending 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u> 1. If there is no requirement, NA is coded with an explanation in the notes field.

Variable	Variable Options and Notes
The minimum number of hours of classes a post-secondary student must be taking each semester to be considered a full-time student. (EligFullTimePostSecondaryHours)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded "EligFullTimePostSecondaryRequire" is not coded Must meet minimum hour requirement.
The number of hours each week a full-time high school student must work. (EligFullTimeHighSchoolWork)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No work requirement (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The maximum number of hours of school activities that count toward the weekly work hours requirement for high school students. (EligMaxHighSchoolHoursWork)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. If no school hours can count towards the work requirement, 0 (zero) is coded. 2. NA is coded if "EligFullTimeHighSchoolWork" is coded No work requirement.
The number of hours each week a full-time post-secondary student must work. (EligFullTimePostSecondaryWork)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No work requirement (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The maximum number of hours of school activities that count toward the weekly work hours requirement for post-secondary students. (EligMaxPostSecondaryHoursWork)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. If no school hours can count towards the work requirement, 0 (zero) is coded. 2. NA if coded if "EligFullTimePostSecondaryWork" is coded No work requirement.

Variable	Variable Options and Notes
If housing search activities for homeless families confer eligibility. (EligHousingSearch)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - Yes, but can only count towards work hour requirement 3 - No 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
If count towards work hour requirement, the number of work hours housing search activities can count towards each week. (EligHousingHrs)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "EligHousingSearch" is not coded Yes, but can only count towards work hour requirement.
Other Eligibility Criteria	
The age at which a client would automatically be eligible for CCDF, regardless of work participation (elderly exemption). (EligMinAgeParent)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No minimum (-3) - Varies (describe in notes) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. (-2) No minimum is coded if there is no elderly exemption.
If a parent or caretaker with special needs who requires CCDF assistance can receive funding without participating in work activities. (EligSpecialNeedsParent)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>

Variable	Variable Options and Notes
Groups Qualifying with Different Activity Requirements	
The activities that confer eligibility for TANF Families. (EligTANFActivity)	Variable Options 0 - NA 1 - Same as non-TANF families 2 - Participation in a TANF work program 3 - Must meet TANF-specific requirements not specified in child care manual 91 - ? 92 - Not in manual 99 - Other Coding Notes 1. This variable captures the activity requirements for this subgroup of families. It does not capture general eligibility information, such as income requirements. Any additional information about other eligibility requirements is captured in the notes field. 2. NA is coded if TANF families are not eligible for CCDF and the policy is described in the notes field. 3. Must meet TANF-specific requirements not specified in child care manual is coded when TANF families are eligible for the subsidy but activity requirements are not outlined in the manual. 4. Other is coded when the requirements are described and differ from the TANF work program and other CCDF-eligible families. 5. Not in manual is coded if TANF family eligibility is not discussed in the child care caseworker manual.
The activities that confer eligibility for families participating in SNAP E&T. (EligSNAPETActivity)	Variable Options 0 - NA 1 - Same as non-SNAP E&T families 2 - Must meet SNAP E&T-specific requirements not specified in child care manual 91 - ? 92 - Not in manual 99 - Other Coding Notes 1. This variable captures the activity requirements for this subgroup of families. It does not capture general eligibility information, such as income requirements. Any additional information about other eligibility requirements is captured in the notes field. 2. NA is coded if SNAP E&T families are not eligible for CCDF, and the policy is described in the notes field. 3. Must meet SNAP E&T-specific requirements not specified in child care manual is coded when SNAP E&T families are eligible for the subsidy but activity requirements are not outlined in the manual. 4. Other is coded when the requirements are described and differ from other CCDF-eligible families. 5. Not in manual is coded if SNAP E&T family eligibility is not discussed in the child care caseworker manual.

Variable	Variable Options and Notes
The activities that confer eligibility for Transitional Child Care families. (EligTCCActivity)	<u>Variable Options</u> 0 - NA 1 - Same as non-TCC families 2 - Must meet TCC-specific requirements not specified in child care manual 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u> 1. This variable captures the activity requirements for this subgroup of families. It does not capture general eligibility information, such as income requirements. Any additional information about other eligibility requirements is captured in the notes field. 2. NA is coded if TCC families are not eligible for CCDF, and the policy is described in the notes field. 3. Must meet TCC-specific requirements not specified in child care manual is coded when TCC families are eligible for the subsidy but activity requirements are not outlined in the manual. 4. Other is coded when the requirements are described and differ from other CCDF-eligible families. 5. Not in manual is coded if TCC family eligibility is not discussed in the child care caseworker manual.
The limit on the amount of time families qualify under TCC. (EligTimeLimitTCCActivity)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
If there is a time limit for families qualify under TCC, the time unit associated with the limit. (EligTimeLimitTCCActivityTimeUnit)	<u>Variable Options</u> 0 - NA 1 - Days 2 - Weeks 3 - Months 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if no time limit is coded for "EligTimeLimitTCCActivity".

Variable	Variable Options and Notes
The activities that confer eligibility for homeless families. (EligHomelessActivity)	<u>Variable Options</u> 0 - NA 1 - Same as non-homeless families 2 - No activity requirement 3 - Housing search only 4 - Housing search counts towards work hour requirements 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u> 1. This variable captures the activity requirements for this subgroup of families. It does not capture general eligibility information, such as income requirements. Any additional information about other eligibility requirements is captured in the notes field.
If there is a limit on the amount of time homeless families are eligible for child care subsidy. (EligTimeLimitHomelessActivity)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No limit (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded "EligHomelessActivity" is coded Same as non-homeless families.
If there is a time limit for homeless families, the time unit associated with the limit. (EligTimeLimitHomelessActivityTimeUnit)	<u>Variable Options</u> 0 - NA 1 - Days 2 - Weeks 3 - Months 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if no time limit is coded for "EligTimeLimitHomelessActivity".

Variable	Variable Options and Notes
The activity requirements for families with CPS cases. (EligCPSActivity)	Variable Options 0 - NA 1 - No activity requirement 2 - Varies, depending on if child left in home 3 - Same as non-CPS families 4 - Not eligible for CCDF 91 - ? 92 - Not in manual 99 - Other Coding Notes 1. This variable captures the activity requirements for this subgroup of families. It does not capture general eligibility information, such as income requirements. Any additional information about other eligibility requirements is captured in the notes field. 2. Not eligible for CCDF is coded when CPS families are not eligible for CCDF-subsidized care.
If there is a limit on the amount of time families with CPS cases are eligible for the child care subsidy. (EligTimeLimitCPSActivity)	Variable Options Numeric (-5) to 99 (integer) (-2) - No limit (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes
If there is a time limit for families with CPS cases, the time unit associated with the limit. (EligTimeLimitCPSActivityTimeUnit)	Variable Options 0 - NA 1 - Days 2 - Weeks 3 - Months 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if no time limit is coded for "EligTimeLimitCPSActivity".

Variable	Variable Options and Notes
The activity requirements for families with foster children. (EligFosterActivity)	Variable Options 0 - NA 1 - Same as for non-foster care families 2 - No activity requirement 3 - Not eligible for CCDF 91 - ? 92 - Not in manual 99 - Other Coding Notes 1. This variable captures the activity requirements for this subgroup of families. It does not capture general eligibility information, such as income requirements. Any additional information about other eligibility requirements is captured in the notes field. 2. Not eligible for CCDF is coded when foster children are not eligible for CCDF-subsidized care.
Other groups that may qualify with different activity requirements. (EligOtherActivity)	Variable Options Text Coding Notes 1. NA is coded if no other groups may qualify with different activity requirements.
Ineligibility	
If a client is ineligible for CCDF funding if currently sanctioned in TANF. (EligIneligibleSanctionTANF)	Variable Options 0 - NA 1 - Eligible for CCDF 2 - Ineligible for CCDF 3 - May be eligible for CCDF 91 - ? 92 - Not in manual Coding Notes
If a client is ineligible for CCDF funding if currently sanctioned in SNAP. (EligIneligibleSanctionSNAP)	Variable Options 0 - NA 1 - Eligible for CCDF 2 - Ineligible for CCDF 3 - May be eligible for CCDF 91 - ? 92 - Not in manual Coding Notes
The state's definition for participant fraud. (EligIneligibleFraudDef)	Variable Options Text Coding Notes

Variable	Variable Options and Notes
If a person is disqualified from receiving the child care subsidy for the first fraud offense. (EligIneligibleFraudFirstOffense)	<u>Variable Options</u> 0 - NA 1 - Yes, for limited time 2 - Yes, permanently 3 - No 4 - Varies 91 - ? 92 - Not in manual <u>Coding Notes</u>
The number of months a person is removed from the program after the first fraud offense. (EligIneligibleFraudFirstOffenseTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "EligFraudFirstOffense" is not coded Yes, for limited time.
If a person is disqualified from receiving the child care subsidy for the second fraud offense. (EligIneligibleFraudSecondOffense)	<u>Variable Options</u> 0 - NA 1 - Yes, for limited time 2 - Yes, permanently 3 - No 4 - Varies 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "EligIneligibleFraudFirstOffense" is coded Yes, permanently.
The number of months a person is removed from the program after the second fraud offense. (EligIneligibleFraudSecondOffenseTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "EligFraudSecondOffense" is not coded Yes, for limited time.

Variable	Variable Options and Notes
If a person is disqualified from receiving the child care subsidy for the third fraud offense. (EligIneligibleFraudThirdOffense)	<u>Variable Options</u> 0 - NA 1 - Yes, for limited time 2 - Yes, permanently 3 - No 4 - Varies 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "EligIneligibleFraudFirstOffense" or "EligIneligibleFraudSecondOffense" is coded Yes, permanently.
The number of months a person is removed from the program after the third fraud offense. (EligIneligibleFraudThirdOffenseTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "EligFraudThirdOffense" is not coded Yes for limited time.

7. Basic Eligibility and Other Requirements for Legally Unregulated Home-Based Providers

General Notes/Concepts:
To ensure the health and safety of children whose care is paid through CCDF, states are permitted to require legally unregulated providers to meet certain standards in order to receive CCDF payments. This category of variables describes certain basic eligibility and other standards not covered in other sections for legally unregulated home-based providers who wish to receive CCDF payments for services delivered.

Subgroup Issues:
Variations by type of unlicensed provider are captured using separate records.

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Forms Required	
If the provider is required to maintain current child immunization records or waivers for all children in care. (UnregImmunizationRecords)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the provider is required to submit a form to the agency with basic information to begin receiving payments. (UnregAppRequirement)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
Orientation Requirements for Providers	
If the agency requires providers to attend an in-person orientation. (UnregProviderOrientation)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
How long, after beginning registration process, or after beginning care, the provider has to complete the orientation. (UnregOrientationGracePeriod)	Variable Options Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "UnregProviderOrientation" is not coded Yes.
The time increment associated with the orientation grace period. (UnregOrientationGracePeriodTime)	Variable Options 0 - NA 1 - Days 2 - Months 3 - Years 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if "UnregProviderOrientationGracePeriod" is coded NA or Not in manual.
Other Standards/Requirements	
If corporal punishment is prohibited. (UnregCorporalPunishment)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the caseworker rules specifically state that providers must allow parents unlimited access to the child care arrangement. (UnregParentalAccess)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the subsidy agency manages a file of parent complaints about providers. (UnregParentComplaint)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
If providers are required to participate in the Child and Adult Care Food Program, if they are eligible. (UnregCACFPRequirement)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

8. Copayment Adjustments

General Notes/Concepts:
A family receiving CCDF-funded subsidies may be required to pay a portion of the cost of child care, referred to in the Database as the "copayment". There may be adjustments for multiple children in care, for part-time vs. full-time care, and for other reasons.

Subgroup Issues:
None

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Basic Copayment Calculation Method	
The method for establishing the copayment, based on family size and income category. (CopayCalcMeth)	<u>Variable Options</u> 0 - NA 1 - Dollar amount 2 - Percent of income 3 - Percent of child care cost 4 - Percent of maximum rate 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
The time increment associated with the copayment calculation method. (CopayTimeUnit)	<u>Variable Options</u> 0 - NA 1 - Hourly 2 - Daily 3 - Weekly 4 - Monthly 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If multiple options are given (ex. copayments provided for hourly and daily increments), the largest time increment is coded. 2. If no time increment is listed for copayments that are a percent of income, percent of cost of care, or percent of maximum rate, NA is coded.

Variable	Variable Options and Notes
Families with More Than One Child Receiving CCDF-Subsidized Care	
The method for determining copayments for families with multiple children receiving CCDF-subsidized care. (CopayMultiKids)	Variable Options 0 - NA 1 - Copayment is family-level, does not vary by number of children in care 2 - Copayment is per-child 3 - NA (Copay is % of cost or max rate) 91 - ? 92 - Not in manual 99 - Other Coding Notes
How the copayment is computed for the second child receiving care. (CopaySecondChild)	Variable Options 0 - NA 1 - Percent of one-child copayment 2 - Dollar amount 91 - ? 92 - Not in manual 99 - Other Coding Notes 1. NA is coded if "CopayMultiKids" is not coded Other.
The amount of the percent or dollar amount of the copayment for the second child. (CopaySecondChildAmount)	Variable Options Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "CopaySecondChild" is not coded Percent of one-child copayment or Dollar amount.
The time frame associated with the percent or dollar amount for the copayment for the second child. (CopaySecondChildTime)	Variable Options 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if "CopaySecondChild" is not coded Percent of one-child copayment or Dollar amount.

Variable	Variable Options and Notes
How the copayment is computed for the third child receiving care. (CopayThirdChild)	<u>Variable Options</u> 0 - NA 1 - Percent of one-child copayment 2 - Dollar amount 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u> 1. NA is coded if "CopayMultiKids" is not coded Other.
The amount of the percent or dollar amount of the copayment for the third child. (CopayThirdChildAmount)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "CopayThirdChild" is not coded Percent of one-child copayment or Dollar amount.
The time frame associated with the percent or dollar amount for the copayment for the third child. (CopayThirdChildTime)	<u>Variable Options</u> 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "CopayThirdChild" is not coded Percent of one-child copayment or Dollar amount.
How the copayment is computed for the fourth and additional children receiving care. (CopayFourthPlusChild)	<u>Variable Options</u> 0 - NA 1 - Percent of one-child copayment 2 - Dollar amount 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u> 1. NA is coded if "CopayMultiKids" is not coded Other.
The amount of the percent or dollar amount of the copayment for the fourth and additional children. (CopayFourthPlusChildAmount)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "CopayFourthPlusChild" is not coded Percent of one-child copayment or Dollar amount.

Variable	Variable Options and Notes
The time frame associated with the percent or dollar amount for the copayment for the fourth and additional children. (CopayFourthPlusChildTime)	<u>Variable Options</u> 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "CopayFourthPlusChild" is not coded Percent of one-child copayment or Dollar amount.
Any families that are exempt from additional copayment for subsequent children. (CopayAdditionalChildExempt)	<u>Variable Options</u> 0 - NA 1 - No exemption 2 - Exempt from additional copayment if under poverty line 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u> 1. NA is coded if "CopayMultiKids" is not coded Other.
Adjustment for Part-time Care	
Adjustment for part-time care. (CopayPartTimeAdjust)	<u>Variable Options</u> 0 - NA 1 - NA (Copay is % of cost or max rate) 2 - NA (Copay is flat amount, hourly) 3 - No adjustment for part-time care 4 - Copay adjusted for part-time care 91 - ? 92 - Not in manual <u>Coding Notes</u>
The number of hours of care considered part-time. (CopayPartTimeDef)	<u>Variable Options</u> 0 - NA 1 - Hours of care cannot exceed a maximum number of hours 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u> 1. NA is coded if "CopayPartTimeAdjust" is not coded Copay adjusted for part-time care.

Variable	Variable Options and Notes
The maximum number of hours allowed for part-time care. (CopayPartTimeHours)	Variable Options Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "CopayPartTimeDef" is not coded Hours of care cannot exceed a maximum number of hours. 2. If multiple definitions of part-time care are given, the number closest to half-time care is coded, and the additional definitions are described in the notes field. 3. If the definition of part-time care is "less than X hours", X – .01 is coded. For example, if part-time care is provided for less than 5 hours, 4.99 is coded. If part-time care is provided for no more than five hours/5 hours or less, 5 is coded.
The time increment for the maximum hours. (CopayPartTimeHrsUnit)	Variable Options 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if "CopayPartTimeHours" is not coded as a number of hours.
The method for computing the copayment, if copayments are adjusted for part-time care. (CopayPartTimeAdjustMethod)	Variable Options 0 - NA 1 - Percent of full-time copayment 91 - ? 92 - Not in manual 99 - Other Coding Notes 1. Code NA if did not code "CopayPartTimeAdjust" adjusted for part-time care.
Amount of the adjustment if part-time copayment is a percent of full-time copayment. (CopayPartTimeCareAmount)	Variable Options Numeric (-5) to 999 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "CopayPartTimeAdjustMethod" is not coded Percent of full-time copayment. 2. When necessary, an approximate % of the full-time copayment is coded using the maximum % found in the manual. A description of this approximation is given in the notes field. (For example: "Approximately 30%, copayments for part time care range from 26% to 30% of the full-time copayment"). 3. If multiple definitions of part-time care or given, this variable is coded to correspond to the definition coded in "CopayPartTimeHours." Additional adjustments for other definitions of part-time care are described in the notes field.

Variable	Variable Options and Notes
If there is an adjustment for before and after care. (CopayBeforeAfterAdjust)	<u>Variable Options</u> 0 - NA 1 - NA (Copay is % of cost or max rate) 2 - NA (Copay is flat amount, hourly) 3 - No adjustment for before-and-after care 4 - Copay adjusted for before-and-after care 91 - ? 92 - Not in manual <u>Coding Notes</u>
Definition of before and after care. (CopayBeforeAfterDef)	<u>Variable Options</u> 0 - NA 1 - Maximum of 15 hours per week 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u> 1. NA is coded if "CopayBeforeAfterAdjust" is not coded Copay adjusted for before-and-after care.
Method for computing the copayment if it is adjusted for before and after care. (CopayBeforeAfterMethod)	<u>Variable Options</u> 0 - NA 1 - Percent of full-time copayment 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u> 1. NA is coded if "CopayBeforeAfterAdjust" is not coded Copay adjusted for before-and-after care.
Amount of the adjustment if before and after care copayment is a percent of full-time copayment. (CopayAmountBeforeAfterAdjust)	<u>Variable Options</u> Numeric (-5) to 999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "CopayBeforeAfterMethod" is not coded Percent of full-time copayment. 2. When necessary, an approximate % of the full-time copayment is coded using the maximum % found in the manual. A description of this approximation is given in the notes field. (For example: "Approximately 30%, copayments for before and after care range from 26% to 30% of the full-time copayment").

Variable	Variable Options and Notes
Other Adjustments	
Families' minimum copayment. (CopayMin)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-2) - No minimum (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. A value is only coded if it is explicitly stated in the manual. A minimum copayment policy is not assumed from the lowest value in the state's copayment table.
If there is a minimum copayment, the method for establishing the minimum copayment. (CopayMinMethod)	<u>Variable Options</u> 0 - NA 1 - Dollar amount 2 - Percent of income 3 - Percent of child care cost 4 - Percent of maximum rate 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if CopayMin is coded NA or Not in manual.
The time increment associated with the family's minimum copayment. (CopayMinTime)	<u>Variable Options</u> 0 - NA 1 - Hourly 2 - Daily 3 - Weekly 4 - Monthly 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if CopayMin is coded NA or Not in manual.
How copayments differ for children with special needs. (CopaySpecialNeedsAdjust)	<u>Variable Options</u> 0 - NA 1 - Copay for special-needs child is a percent of the copayment for non-special-needs child 2 - Copay for special-needs child is a dollar amount 3 - Same as copay for non-special needs child 4 - Children with special needs pay no copayment 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>

Variable	Variable Options and Notes
Percent or dollar amount of the copayment for children with special needs. (CopaySpecialNeedsAmountAdjust)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "CopaySpecialNeedsAdjust" is not coded Copay for special-needs child is a percent of the copayment for non-special-needs child or Copay for special-needs child is a dollar amount. 2. When necessary, an approximate % of the full-time copayment is coded using the maximum % found in the manual. A description of this approximation is given in the notes field. (For example: "Approximately 30%, copayments special needs care range from 26% to 30% of the full-time copayment").
If the copayment varies for children with special needs, the time unit associated with the copayment. (CopaySpecialNeedsAdjustTimeUnit)	<u>Variable Options</u> 0 - NA 1 - Hourly 2 - Daily 3 - Weekly 4 - Monthly 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "CopaySpecialNeedsAmountAdjust" is coded NA or Not in manual.
Other variations in copayments. (CopayOtherAdjust)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if there are no other variations in copayments.
Income definition for determining copayment. (CopayIncomeDef)	<u>Variable Options</u> 0 - NA 1 - Same as for determining eligibility 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>

9. Copayment Administration

<u>General Notes/Concepts</u>:
A family receiving CCDF-funded subsidies may be required to pay a portion of the cost of child care, referred to in the Database as the "copayment."

<u>Subgroup Issues</u>:
None

<u>Additional Coding Notes</u>:
None

<u>Variables and Notes</u>:

Variable	Variable Options and Notes
Copayment Administration	
How copayments are collected. (CopayCollect)	<u>Variable Options</u> 0 - NA 1 - Collected by the provider 2 - Collected by subsidy agency 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
If the parents are required to pay all copayments before they can change providers. (CopayChangeProvider)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
Additional Family Fees	
If the family may be asked to pay the difference when the provider's charge exceeds the maximum rate. (CopayCostExceedMaxRate)	<u>Variable Options</u> 0 - NA 1 - No, family may not be asked to pay the difference 2 - Yes, family may be asked to pay the difference (in addition to the copayment) 3 - Yes, family is always required to pay the difference (in addition to the copayment) 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. This variable captures whether the family can be charged for the difference between the provider's rate and the maximum reimbursement rate, not whether the family is charged for additional fees (such as late fees). Information about fees is captured in the notes field.

Variable	Variable Options and Notes
If families are required to pay for days when the child(ren) are not in care due to family vacation. (CopayVacation)	Variable Options 0 - NA 1 - Family owes no copayment for days of vacation 2 - No change in copayment for days of vacation 3 - Family owes entire cost of care for days of vacation 4 - Varies 91 - ? 92 - Not in manual Coding Notes
If families are required to pay for days when the child(ren) are not in care due to the child's illness. (CopayIllness)	Variable Options 0 - NA 1 - Family owes no copayment for days of illness 2 - No change in copayment for days of illness 3 - Family owes entire cost of care for days of illness 4 - Varies 91 - ? 92 - Not in manual Coding Notes
If families are required to pay for days when the child(ren) are not in care due to an approved provider closing. (CopayApprovedClose)	Variable Options 0 - NA 1 - Family owes no copayment for days of approved closing 2 - No change in copayment for days of approved closing 3 - Family owes entire cost of care for days of approved closing 4 - Varies 91 - ? 92 - Not in manual Coding Notes
Absences other than vacation, illness, or approved closings when families may be required to pay for care. (CopayOtherAbsentDef)	Variable Options Text Coding Notes
If families are required to pay for care for other types of absences indicated above. (CopayOtherAbsent)	Variable Options 0 - NA 1 - Family owes no copayment for days of absence 2- No change in copayment for days of absence 3 - Family owes entire cost of care for days of absence 4 - Varies 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if no other absences are defined for "CopayOtherAbsentDef."

10. Copayment Amount

General Notes/Concepts:
Copayments may vary by income category. This category is a "matrix" that holds the dollar amount or percent applicable to each income category, for each family size. (Whether the figure represents a dollar amount or a percentage, and how that dollar amount or percentage is used, is indicated by "Basic Copay Calculation Method" under "Copayment Adjustments".)

Subgroup Issues:
Subgroup variations are captured using separate records.

Additional Coding Notes:
This category contains one notes field for the entire category and does not contain individual notes fields for each variable or value. There are three copayment amount tables that can capture twenty values for each family size (1-10) for a total of sixty values per family size. States only have additional copayment tables as needed. States with 20 or less copayment amounts will only have one table, and states with 40 or less copayment amounts will only have two tables.

Variables and Notes:

Variable	Variable Options and Notes
Tables: Copayment Amount category_1 – category_60 Each category value (1-60) has an additional number after the category number, representing family size (1-10).	Variable Options Numeric (-5) to 9999.99 (-4) - NA (-5) - Not in manual Coding Notes

11. Copayment Exemptions

General Notes/Concepts:
A family receiving CCDF-funded subsidies may be required to pay a portion of the cost of child care, referred to in the Database as the "copayment". Some families may be exempt from having to pay any copayment.

Subgroup Issues:
None

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Families Whose Copayments are Waived	
If families below 100 percent of the federal poverty level are categorically exempt from copayment requirements. (CopayPovertyExempt)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. This policy must be explicitly stated. 2. This variable is only coded Yes if the state exempts all families below 100 percent of the federal poverty level. If the state exempts some other subset of families in poverty, this policy is described in the notes field.
The poverty guidelines used to determine poverty status, defined by year guidelines were released. (CopayPovertyExemptRules)	Variable Options Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "CopayPovertyExempt" is not coded Yes.
If all families receiving TANF are exempt from copayments. (CopayTANFExempt)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If this variable is coded Yes, the next three variables ("CopayTANFExemptNoEarnedIncome," "CopayTANFExemptEarnedIncome," and "CopayTANFExemptChildOnly") are also coded Yes. 2. NA is coded if TANF families are not eligible for CCDF-subsidized child care, and the policy is described in the notes field.

Variable	Variable Options and Notes
If TANF families without earned income are exempt from copayments. (CopayTANFExemptNoEarnedIncome)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes
If TANF families with earned income are exempt from copayments. (CopayTANFExemptEarnedIncome)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes
If child-only TANF families are exempt from copayments. (CopayTANFExemptChildOnly)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes
If any other TANF families are exempt from copayments. (CopayTANFExemptOther)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If families receiving SSI are exempt from copayments. (CopaySSIExempt)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes

Variable	Variable Options and Notes
If families with foster children are exempt from copayments for the care of the foster child. (CopayFosterExempt)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes 1. Information regarding non-foster children in the family is captured in the notes field.
If families transitioning off of TANF are exempt from copayments. (CopayTANFTransExempt)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes
The requirements families transitioning off of TANF must meet if they are exempt from copayments. (CopayTANFTransRequire)	Variable Options Text Coding Notes 1. NA is coded if "CopayTANFTransExempt" is not coded Yes or Varies.
If families with applications pending for TANF are exempt from copayments. (CopayTANFAppExempt)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes
If families at risk of becoming dependent on TANF are exempt from copayments. (CopayTANFAtRiskFamExempt)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes

Variable	Variable Options and Notes
How the state defines families at risk of becoming dependent on TANF. (CopayTANFAtRiskDef)	<u>Variable Options</u> Text <u>Coding Notes</u>
If families participating in the SNAP Employment and Training Program are exempt from copayments. (CopaySNAPETExempt)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
If families with teen parents are exempt from copayments. (CopayTeenParentExempt)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
If families with a child with special needs are exempt from copayments. (CopaySpecialNeedsExempt)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
If CPS cases are exempt from copayments. (CopayCPSExempt)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u> 1. NA is coded if families receiving CPS are not eligible for CCDF-subsidized care, and the policy is described in the notes field.

Variable	Variable Options and Notes
Any other groups of families categorically exempt from copayments. (CopayOtherExempt)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

12. Copayment Income Thresholds

General Notes/Concepts:
Copayments may vary by income category. For example, a family of 3 with income up to $x may pay a% of income, while a family with income from $x to under $y may pay b% of income. This category is a "matrix" that gives the income cutoffs defining the income categories for each family size.

Subgroup Issues:
Subgroup variations are captured with separate records.

Additional Coding Notes:
This category contains one notes field for the entire category and does not contain individual notes fields for each variable or value. There are three copayment threshold tables that can capture twenty values for each family size (1-10) for a total of sixty values per family size. States only have additional copayment tables as needed. States with 20 or less copayment thresholds will only have one table, and states with 40 or less copayment thresholds will only have two tables.

Variables and Notes:

Variable	Variable Options and Notes
Tables: Copayment Thresholds threshold_1 – threshold_60 Each threshold value (1-60) has an additional number after the category number, representing family size (1-10).	Variable Options Numeric (-5) to 9999.99 (-4) - NA (-5) - Not in manual Coding Notes

13. Definition of Family

<u>General Notes/Concepts</u>:
This is the definition of family that is used for establishing family size. This definition assumes that the family (or the "assistance unit") always includes biological parents, adoptive parents, or legal guardians and their minor children. Any variation to this base group is captured in this category. The variables apply to families who are not automatically eligible for CCDF subsidies.

<u>Subgroup Issues</u>:
None

<u>Additional Coding Notes</u>:
The following variables assume a parent is defined as a biological parent, adoptive parent, or legal guardian.

<u>Variables and Notes</u>:

Variable	Variable Options and Notes
Definition of Family	
Maximum age a person could be considered a minor/teen parent. (FamTeenParentDef)	<u>Variable Options</u> Numeric (-5) to99 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. The maximum age provided is coded, and any exceptions are described in the notes field. (Example: If the parent is in school the maximum age is 19, and if the parent is not in school the maximum age is 17. Age 19 is coded and the variation regarding school is described in the notes field.)
Who in the household must be included in the unit when a minor has a child receiving the subsidy and none of the minor's siblings are receiving CCDF funding. (FamTeenParentSibsNotCCDF)	<u>Variable Options</u> 0 - NA 1 - Only minor parent and child(ren) included 2 - Parents/caretakers of the minor parent included 3 - Parents/caretakers and minor siblings of the minor parent included 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
Who in the household must be included in the unit when a minor has a child receiving the subsidy and one or more of the minor's siblings are receiving CCDF funding. (FamTeenParentSibsCCDF)	<u>Variable Options</u> 0 - NA 1 - Minor and child form one unit, and parent and siblings form another 2 - Minor, child, parent, and siblings form one unit 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>

Variable	Variable Options and Notes
The maximum age at which a sibling who is too old to receive CCDF continues to be counted in the unit. (FamMaxAgeSib)	Variable Options Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. This variable refers to the policy for all households. It is not specific to teen parent households. 2. This is not coded NA unless siblings can't be included in the family unit.
The maximum age at which siblings who are too old to receive CCDF continue to be counted in the unit, if they are completing their high school, vocational, or post-secondary education. (FamMaxAgeSibSchool)	Variable Options Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. This variable refers to the policy for all households. It is not specific to teen parent households. 2. This is not coded NA unless siblings can't be included in the family unit.
How a stepparent in the unit, who does not have any children receiving CCDF, is treated. (FamStepParent)	Variable Options 0 - NA 1 - Always included 2 - Never included 91 - ? 92 - Not in manual 99 - Varies Coding Notes
How children of a stepparent in the unit, who are not receiving CCDF, are treated. (FamStepChildren)	Variable Options 0 - NA 1 - Always included 2 - Never included 91 - ? 92 - Not in manual 99 - Varies Coding Notes
How blended families, in which each parent has CCDF eligible children and no children in common, are treated. (FamBlendedNoCommonKids)	Variable Options 0 - NA 1 - The parents and children form one unit 2 - Each parent forms one unit with their children 91 - ? 92 - Not in manual 99 - Varies Coding Notes 1. Blended families consist of married parents with no children in common.

Variable	Variable Options and Notes
How the parent or caretaker's partner in the unit is treated. (FamParentPartner)	<u>Variable Options</u> 0 - NA 1 - Always included 2 - Never included 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u> 1. The partner is not a parent of a child receiving care. 2. The partner is not married to the parent or caretaker.
How a non-parent, relative caretaker in the unit is treated. (FamNonParentRelative)	<u>Variable Options</u> 0 - NA 1 - Always included 2 - Never included 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
How a non-parent, non-relative caretaker in the unit is treated. (FamNonParentNonRelative)	<u>Variable Options</u> 0 - NA 1 - Always included 2 - Never included 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
How related, multi-family households are treated when each family has eligible children. (FamRelatedMultiFamHouse)	<u>Variable Options</u> 0 - NA 1 - Each family is its own unit 2 - All related children in the household and their parents/caretakers become one unit 3 - Varies 91 - ? 92 - Not in manual <u>Coding Notes</u>
If an adult relative living in the household may be included in the unit. (FamOtherAdultRelative)	<u>Variable Options</u> 0 - NA 1 - No other adult relatives included 2 - Adult relatives are included 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>

Variable	Variable Options and Notes
Circumstances under which an adult relative may be included in the unit. (FamSituationAdultRelative)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if "FamOtherAdultRelative" is coded No other adult relatives included.
If an adult non-relative living in the household may be included in the unit. (FamAdultNonRelative)	<u>Variable Options</u> 0 - NA 1 - No other adult non-relatives included 2 - Adult non-relatives are included 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
Circumstances under which an adult non-relative may be included in the unit. (FamSituationAdultNonRelative)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if "FamAdultNonRelative" is coded No other adult non-relatives included.

14. Early Learning Guidelines

General Notes/Concepts:
This category describes efforts to improve the quality of child care through voluntary early learning guidelines as outlined in the state plans.

Subgroup Issues:
None

Additional Coding Notes:
Some information is only included in the plans for limited plan years. When information is no longer in the plan, NA is coded.

Variables and Notes:

Variable	Variable Options and Notes
Early Learning Guidelines	
Status of the voluntary early learning guidelines as answered in the state plan. (EarlyLearnGuidelines)	Variable Options 0 - NA 1 - Planning 2 - Developing 3 - Developed 4 - Implementing 5 - Revising 91 - ? 92 - Not in manual 99 - Other Coding Notes
If the early learning guidelines are aligned with K-12 content standards or other standards. (EarlyLearnContentStandards)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If the state left this question blank and they answered "Planning" or "Developing" for "EarlyLearnGuidelines," this variable is coded NA.
If the early learning guidelines are aligned with early childhood curricula standards. (EarlyLearnCurricula)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If the state left this question blank and they answered "Planning" or "Developing" for "EarlyLearnGuidelines," this variable is coded NA.

Variable	Variable Options and Notes
If guidelines have been developed for children age birth to three years old. (EarlyLearnAgeBirthToThree)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "EarlyLearnGuidelines," this variable is coded NA.
If guidelines have been developed for children age birth to five years old. (EarlyLearnAgeBirthToFive)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "EarlyLearnGuidelines," this variable is coded NA.
If guidelines have been developed for children age five and older. (EarlyLearnAgeFiveOrOlder)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "EarlyLearnGuidelines," this variable is coded NA.
Implementation of Early Learning Guidelines	
If materials are disseminated to practitioners and families. (EarlyLearnMaterials)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the state is developing training curricula for early learning guidelines. (EarlyLearnTrainingCurricula)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
If the state is partnering with other training entities to deliver training for early learning guidelines. (EarlyLearnTraining)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the state is aligning early learning guidelines with licensing, core competencies, and/or quality rating systems. (EarlyLearnLicensing)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If publicly funded child care programs require the use of early learning guidelines. (EarlyLearnPubliclyFunded)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If Head Start requires the use of early learning guidelines. (EarlyLearnHeadStart)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If education/public pre-k programs require the use of early learning guidelines. (EarlyLearnEducation)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
If early intervention programs require the use of early learning guidelines. (EarlyLearnIntervention)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If child care resource and referral programs require the use of early learning guidelines. (EarlyLearnResourceReferral)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If higher education programs require the use of early learning guidelines. (EarlyLearnHigherEd)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If parent associations require the use of early learning guidelines. (EarlyLearnParentAssociation)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

15. Eligibility Thresholds

General Notes/Concepts:
This category describes the income eligibility requirements that families must pass in order to be eligible for CCDF. Countable income must be below the provided standard for that particular family size. The variables apply to families who are not automatically eligible for CCDF subsidies.

Subgroup Issues:
None

Additional Coding Notes:
There is one note field for initial eligibility thresholds and one note field for continuing eligibility thresholds (rather than note fields for each individual variable or value.) There is also an overall category note field.

Variables and Notes:

Variable	Variable Options and Notes
Initial Eligibility Thresholds by Family Size	
The monthly dollar amount of the initial eligibility threshold for a family size of one. (EligFamSizeOne)	Variable Options Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if no eligibility threshold is provided for family size 1.
The monthly dollar amount of the initial eligibility threshold for a family size of two. (EligFamSizeTwo)	Variable Options Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual Coding Notes
The monthly dollar amount of the initial eligibility threshold for a family size of three. (EligFamSizeThree)	Variable Options Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual Coding Notes
The monthly dollar amount of the initial eligibility threshold for a family size of four. (EligFamSizeFour)	Variable Options Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual Coding Notes

Variable	Variable Options and Notes
The monthly dollar amount of the initial eligibility threshold for a family size of five. (EligFamSizeFive)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The monthly dollar amount of the initial eligibility threshold for a family size of six. (EligFamSizeSix)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The monthly dollar amount of the initial eligibility threshold for a family size of seven. (EligFamSizeSeven)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The monthly dollar amount of the initial eligibility threshold for a family size of eight. (EligFamSizeEight)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The monthly dollar amount of the initial eligibility threshold for a family size of nine. (EligFamSizeNine)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The monthly dollar amount of the initial eligibility threshold for a family size of ten. (EligFamSizeTen)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
Continuing Eligibility Thresholds by Family Size	
If there are different thresholds for continuing eligibility and initial eligibility. (EligContinuedEligibility)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If this variable is coded No or Not in manual, all continuing eligibility variables that follow are coded NA.
The monthly dollar amount of the continuing eligibility threshold for a family size of one. (EligContFamSizeOne)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if no eligibility threshold is provided for family size 1.
The monthly dollar amount of the continuing eligibility threshold for a family size of two. (EligContFamSizeTwo)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The monthly dollar amount of the continuing eligibility threshold for a family size of three. (EligContFamSizeThree)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The monthly dollar amount of the continuing eligibility threshold for a family size of four. (EligContFamSizeFour)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The monthly dollar amount of the continuing eligibility threshold for a family size of five. (EligContFamSizeFive)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
The monthly dollar amount of the continuing eligibility threshold for a family size of six. (EligContFamSizeSix)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The monthly dollar amount of the continuing eligibility threshold for a family size of seven. (EligContFamSizeSeven)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The monthly dollar amount of the continuing eligibility threshold for a family size of eight. (EligContFamSizeEight)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The monthly dollar amount of the continuing eligibility threshold for a family size of nine. (EligContFamSizeNine)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The monthly dollar amount of the continuing eligibility threshold for a family size of ten. (EligContFamSizeTen)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u>

16. Health and Safety Checklist Requirements for Legally Unregulated Home-Based Providers

General Notes/Concepts:
To ensure the health and safety of children whose care is paid through CCDF, states are permitted to require legally unregulated providers to meet certain standards in order to receive CCDF payments. This category of variables describes the health and safety checklists and checklist procedures used by states to help improve or ensure the health and safety of children receiving CCDF subsidies.

Subgroup Issues:
Variations according to the type of unlicensed home-based provider are captured using separate records.

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Health and Safety Checklist	
If there is a list of health and safety standards that must be met by legally unregulated home-based providers receiving CCDF payments. (ChecklistRequirement)	Variable Options 0 - NA 1 - No 2 - Yes, self-completed checklist 3 - Yes, completed through home visit/inspection 91 - ? 92 - Not in manual Coding Notes
Who completes the checklist. (ChecklistPersonCompletes)	Variable Options 0 - NA 1 - Provider only 2 - Parent only 3 - Both parent and provider 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if "ChecklistRequirement" is coded No.
If the checklist items are recommended or if compliance is required. (ChecklistRequiredRecommended)	Variable Options 0 - NA 1 - Recommended 2 - Compliance required 3 - Other 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if "ChecklistRequirement" is coded No.

Variable	Variable Options and Notes
How often, in years, the checklist must be recompleted. (ChecklistRecomplete)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-2) - Never (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "ChecklistRequirement" is coded No.
If there are other circumstances under which the health and safety checklist must be recompleted. (ChecklistRecompleteCircumstances)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "ChecklistRequirement" is coded No.
Description of any providers exempt from the checklist requirement. (ChecklistProviderExemptions)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if "ChecklistRequirement" is coded No.
If providers can receive payments for services delivered before they have fully complied with requirements on the checklist or submitted the checklist. (ChecklistSubsidyPayment)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "ChecklistRequirement" is coded No.
If subsidy payments permitted pending checklist compliance, the number of days the provider has to come into compliance with checklist items. (ChecklistSubsidyPaymentDays)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-2) - No limit (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "ChecklistRequirement" is coded No.
If there are ever home visits or inspections to enforce checklist requirements after the initial visit. (ChecklistEnforcementInspection)	<u>Variable Options</u> 0 - NA 1 - No 2 - Yes, universal 3 - Yes, random 4 - Yes, as needed 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "ChecklistRequirement" is coded No.

Variable	Variable Options and Notes
How often, after initial visit, the agency plans to visit each provider. (ChecklistEnforcementInspectionFrequency)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "ChecklistRequirement" is coded No. 2. NA is coded if "ChecklistEnforcementInspection" Yes, universal.
Time increment associated with the enforcement inspections frequency. (ChecklistEnforcementInspectionTime)	<u>Variable Options</u> 0 - NA 1 - Month 2 - Year 3 - Other 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "ChecklistRequirement" is coded No. 2. NA is coded if "ChecklistEnforcementInspection" Yes, universal.
Who conducts home visits or inspections. (ChecklistEnforcementInspectionAgency)	<u>Variable Options</u> 0 - NA 1 - State agency 2 - Local agency 3 - Other 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "ChecklistRequirement" is coded No. 2. NA is coded if "ChecklistEnforcementInspection" Yes, universal.

17. Income Definition

<u>General Notes/Concepts</u>:
This category describes the types of income included for determining eligibility and copayments. The definitions defined in this category determine if the applicant's income falls below the eligibility threshold for the applicant's family size. For the purposes of the database, income is defined as both earned and unearned income. Earnings are defined as income from work (wages, salary or self-employment). The variables apply to families who are not automatically eligible for CCDF subsidies. The database does not address traditionally included or excluded income, such as those listed below.

Traditionally included income:
1. Alimony
2. Earnings/wages/salary
3. Unemployment compensation
4. Work study payments
5. AmeriCorps payments
6. Dividends/interest on savings/bonds/trusts
7. Pensions/annuities
8. Veterans' benefits
9. Cash payments
10. New rental income
11. Social Security
12. Workers' compensation

Traditionally excluded income:
1. WIA payments
2. Adoption subsidy payments
3. Loans/grants
4. Capital gains

<u>Subgroup Issues</u>:
None

<u>Additional Coding Notes</u>:
If income is treated differently for eligibility and copayment purposes, the policies for eligibility are coded and the copayment policies are described in the variable notes fields. It is assumed that gross income is used in determining financial eligibility. If a manual states that gross income is not used (example: the state uses net income) or there are exceptions to the use of gross income, this information is described in the additional notes section. If income is treated differently for irregular work hours, this information is described in the additional notes section.

<u>Variables and Notes</u>:

Variable	Variable Options and Notes
Treatment of Various Types of Income	
Treatment of TANF income for eligibility and copay purposes. (IncTANF)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u>

Variable	Variable Options and Notes
Treatment of SSI income for eligibility and copay purposes. (IncSSI)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u>
Treatment of SSDI income for eligibility and copay purposes. (IncSSDI)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u>
Treatment of net self-employment income for eligibility and copay purposes. (IncSelfEmployment)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u>
Treatment of child support income for eligibility and copay purposes. (IncChildSupport)	<u>Variable Options</u> 0 - NA 1 - Counted for all children in the unit 2 - Counted only for CCDF-eligible children 3 - Counted, but not specified for which children 4 - Not counted 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
Treatment of the value of SNAP benefits for eligibility and copay purposes. (IncValueSNAPBenefits)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u>

Variable	Variable Options and Notes
Treatment of state general assistance or other state-funded assistance program income for eligibility and copay purposes. (IncGeneralAssistance)	Variable Options 0 - NA 1 - Fully counted 2 - Not counted 91 - ? 92 - Not in manual 99 - Varies/partially counted Coding Notes 1. General assistance refers to state or locally-funded assistance programs for low-income families. This does not include TANF or unemployment insurance.
Treatment of the value of housing assistance for eligibility and copay purposes. (IncHousingAssistValue)	Variable Options 0 - NA 1 - Fully counted 2 - Not counted 91 - ? 92 - Not in manual 99 - Varies/partially counted Coding Notes
Treatment of Low-Income Home Energy Assistance Program (LIHEAP) income for eligibility and copay purposes. (IncLIHEAP)	Variable Options 0 - NA 1 - Fully counted 2 - Not counted 91 - ? 92 - Not in manual 99 - Varies/partially counted Coding Notes
Treatment of foster care income for eligibility and copay purposes. (IncFosterCare)	Variable Options 0 - NA 1 - Fully counted 2 - Not counted 91 - ? 92 - Not in manual 99 - Varies/partially counted Coding Notes
Treatment of EITC refunds for eligibility and copay purposes. (IncEITCRefund)	Variable Options 0 - NA 1 - Fully counted 2 - Not counted 91 - ? 92 - Not in manual 99 - Varies/partially counted Coding Notes

Variable	Variable Options and Notes
Treatment of non-recurring lump sum income for eligibility and copay purposes. (IncLumpSum)	Variable Options 0 - NA 1 - Fully counted 2 - Not counted 3 - Counted if above specified threshold 91 - ? 92 - Not in manual 99 - Varies/partially counted Coding Notes
If lump sum income over a certain amount is counted, the dollar amount over which income is counted. (IncLumpSumAmount)	Variable Options Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "IncLumpSum" is not coded Counted if above specified threshold.
If lump sum income over a certain amount is counted, the time unit associated with the amount. (IncLumpSumTimeUnit)	Variable Options 0 - NA 1 - Monthly 2 - Quarterly 3 - Yearly 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if "IncLumpSum" is not coded Counted if above specified threshold.
Treatment of gift or casual unearned income for eligibility and copay purposes. (IncGiftsCasual)	Variable Options 0 - NA 1 - Fully counted 2 - Not counted 3 - Counted if above specified threshold 91 - ? 92 - Not in manual 99 - Varies/partially counted Coding Notes
If gifts or causal unearned income over a certain amount are counted, the dollar amount over which they are counted. (IncGiftsCasualAmount)	Variable Options Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "IncGiftsCasual" is not coded Counted if above specified threshold.

Variable	Variable Options and Notes
If gifts or casual unearned income over a certain amount are counted, the time unit associated with the amount. (IncGiftsCasualTimeUnit)	<u>Variable Options</u> 0 - NA 1 - Monthly 2 - Quarterly 3 - Yearly 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "IncGiftsCasual" is not coded Counted if above specified threshold.
If the types of income are treated differently for eligibility and copay purposes. (IncDifferentForCopay)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
Types of income that are treated differently for copay purposes and how they are treated differently. (IncDifferentForCopayDescribe)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if "IncDifferentForCopay" is not coded Yes.
Treatment of Earnings for Various Members of the Unit	
Treatment of earnings of siblings and CCDF-eligible children for eligibility and copay purposes. (IncChild)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u>
If child's earnings are counted, the age of the child whose earnings are counted. (IncChildAgeCounted)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "IncChild" is not coded Varies/partially counted.

Variable	Variable Options and Notes
Treatment of earnings of a teen parent for eligibility and copay purposes. (IncTeenParent)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 3 - NA (not included in the family unit) 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u>
Treatment of step-parent's earnings for eligibility and copay purposes. (IncStepParent)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 3 - NA (not included in the family unit) 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u>
Treatment of non-parent, relative caretaker's earnings for eligibility and copay purposes. (IncNonParentRelativeCaretaker)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 3 - NA (not included in the family unit) 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u>
Treatment of non-parent, non-relative caretaker's earnings for eligibility and copay purposes. (IncNonParentNonRelativeCaretaker)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 3 - NA (not included in the family unit) 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u>

Variable	Variable Options and Notes
Treatment of non-parent, adult relative's earnings for eligibility and copay purposes. (IncNonParentAdultRelative)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 3 - NA (not included in the family unit) 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u>
Treatment of non-parent, non-relative adult's earnings for eligibility and copay purposes. (IncNonParentAdultNonRelative)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 3 - NA (not included in the family unit) 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u>
Treatment of earnings for a parent temporarily living outside of the household for eligibility and copay purposes. (IncParentTempAbsent)	<u>Variable Options</u> 0 - NA 1 - Fully counted 2 - Not counted 3 - NA (not included in the family unit) 91 - ? 92 - Not in manual 99 - Varies/partially counted <u>Coding Notes</u> 1. NA (not included in the family unit) is coded if temporarily absent parents are never included in the family unit. 2. The state's definition of a temporarily absent parent is used.
Definition of a parent temporarily living outside of the household. (IncParentTempAbsentDef)	<u>Variable Options</u> Text <u>Coding Notes</u>
Disregards	
If the value of the earned income disregard is a percentage or dollar amount. (IncDisregardType)	<u>Variable Options</u> 0 - NA 1 - Percentage 2 - Dollar Amount 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u> 1. NA is coded if there is no disregard.

Variable	Variable Options and Notes
The value of the earned income disregard. (IncDisregard)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. "0" (zero) is coded if there is no disregard.
Limitations on the application of the earned income disregard. (IncDisregardLimits)	<u>Variable Options</u> Text <u>Coding Notes</u>
The amount of child support paid for children living outside of the household that may be deducted from income for eligibility and copay purposes. (IncChildSupportDeducted)	<u>Variable Options</u> 0 - NA 1 - None 2 - All 3 - Portion 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u> 1. This variable captures policies for child support paid by a parent in the household to a child outside of the household.

18. Other Provider Policies: Who Is Authorized to Provide Care

<u>General Notes/Concepts</u>:
This category describes who is authorized to provide care under the child care subsidy.

<u>Subgroup Issues</u>:
None

<u>Additional Coding Notes</u>:
For the policies captured here, the general rule is coded and any exceptions are noted.

<u>Variables and Notes</u>:

Variable	**Variable Options and Notes**
Who May Provide Care Under Child Care Subsidy	
If a non-parent relative living in the home and part of the unit considered for assistance can provide care. (AuthorizedRelativeInUnit)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If a non-parent relative living in the home and not part of the unit considered for assistance can provide care. (AuthorizedRelativeNotInUnit)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If a non-parent relative living outside of the home can provide care. (AuthorizedRelativeLivingOutside)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If a non-relative living in the home and part of the unit considered for assistance can provide care. (AuthorizedNonrelativeInUnit)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
If a non-relative living in the home and not part of the unit considered for assistance can provide care. (AuthorizedNonrelativeNotInUnit)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

19. Other Provider Policies

General Notes/Concepts:
In order to provide care under the child care subsidy program, providers must meet certain criteria. This category describes provider requirements and other provider related policies for both licensed/formal and unlicensed/informal providers.

Subgroup Issues:
Variations based on type of provider are captured using separate records.

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Provider Requirements for Entering Subsidy Program	
If an in-person interview is required for the provider. (ProviderInterview)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes
If the provider is required to complete an orientation. (ProviderOrientation)	Variable Options 0 - NA 1 - Not required 2 - Required for all providers 91 - ? 92 - Not in manual 99 - Varies by type of provider Coding Notes
Where out of state providers must be licensed. (ProviderLincensingOutOfState)	Variable Options 0 - NA 1 - License from state where care is provided 2 - License from state where child lives and from which subsidy is paid 91 - ? 92 - Not in manual 99 - Other Coding Notes

Variable	Variable Options and Notes
When a provider is eligible to receive payments. (ProviderEligibility)	<u>Variable Options</u> 0 - NA 1 - When the provider submits the required documentation 2 - When the required documentation is approved 3 - Other 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. This variable captures when the provider's services first become eligible for CCDF payments.
If a provider agreement is required. (ProviderAgreement)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. The provider agreement is some type of form or contract where the provider agrees to follow program requirements. Manuals often refer to this as a provider agreement, but they may use a different term.
Number of months the provider agreement is effective. (ProviderAgreeTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Varies (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. If there is no time limit, NA is coded and the policy is described in the notes field.
If the provider is required to sign the provider agreement. (ProviderAgreeSignature)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
The method for renewing the provider agreement. (ProviderAgreeRenewal)	<u>Variable Options</u> 0 - NA 1 - In-person only 2 - In-person, by phone or by mail 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>

Variable	Variable Options and Notes
The minimum provider age required in order to provide care. (ProviderAge)	Variable Options Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. The general rule is coded, and any exceptions are noted.
If there are exemptions to the age requirement. (ProviderAgeExempt)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the provider is required to have a telephone. (ProviderPhone)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
On-Site Visits	
If an on-site visit is required when a licensed provider registers with the agency. (ProviderVisitLicensed)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
How often subsidy agency staff are required to visit licensed child care facilities. (ProviderVisitLicensedFollowUp)	Variable Options 0 - NA 1 - No follow-up required 2 - Annually 91 - ? 92 - Not in manual 99 - Other Coding Notes 1. NA is coded if "ProviderVisitLicensed" is not coded Yes.

Variable	Variable Options and Notes
Within how many days an on-site visit is required when an unlicensed provider registers with the agency. (ProviderVisitUnlicensed)	Variable Options Numeric (-5) to 999 (integer) (-2) - No visit required (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes
How often (in months) subsidy agency staff must perform follow-up on-site visits for unlicensed providers. (ProviderVisitUnlicensedFollowUp)	Variable Options Numeric (-5) to99 (integer) (-2) - No visit required (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "ProviderVisitUnlicensed" is coded No visit required, NA, or Not in manual.
Documentation	
If the state uses Electronic Benefit Transfer (EBT) cards to track hours of service. (ProviderEBTCards)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
How many years after the date of service a provider must keep attendance records on file. (ProviderAttendanceRecord)	Variable Options Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. If there is no requirement, NA is coded, and the policy is described in the notes field.
The maximum number of consecutive days a child can be absent before the provider is required to report the absences. (ProviderReportAbsences)	Variable Options Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. If there is no requirement, NA is coded, and the policy is described in the notes field.

Variable	Variable Options and Notes
Overpayments and Fraud	
How the provider can repay an overpayment. (ProviderOverpayment)	Variable Options 0 - NA 1 - Excess payment can only be repaid directly to the agency 2 - Excess payment can only be taken out of future payments to the provider 3 - Excess payment can either be repaid directly to the agency or taken out of future payments to the provider 91 - ? 92 - Not in manual 99 - Other Coding Notes
How many days the provider has to appeal the notice of overpayment. (ProviderAppeals)	Variable Options Numeric (-5) to 999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. If no appeals are allowed, NA is coded, and the policy is described in the notes field.
How many days the provider has to notify the agency of any payment errors. (ProviderNotification)	Variable Options Numeric (-5) to 999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. If there is no requirement, NA is coded.
The state's definition of provider fraud. (ProviderFraudDef)	Variable Options Text Coding Notes
The actions taken as a result of the first provider fraud offense. (ProviderFraudFirst)	Variable Options 0 - NA 1 - Warning 2 - Removed from program 91 - ? 92 - Not in manual 99 - Other Coding Notes

Variable	Variable Options and Notes
The actions taken as a result of the second provider fraud offense. (ProviderFraudSecond)	Variable Options 0 - NA 1 - Warning 2 - Removed from program 91 - ? 92 - Not in manual 99 - Other Coding Notes
Provider Payments and Closings	
How the provider is paid. (ProviderPayments)	Variable Options 0 - NA 1 - Agency pays provider directly 2 - Agency gives money to parents, who then pay the providers 3 - Other 91 - ? 92 - Not in manual Coding Notes
If there is a grace period where the provider is paid for services when a family leaves the provider and failed to notify the provider of the change. (ProviderPaymentGracePeriod)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the provider is responsible for collecting the copayment from the family. (ProviderCopaymentCollection)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the provider is required to report the family's failure to pay the copayment. (ProviderFailureToPay)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if "ProviderCopaymentCollect" is not coded Yes.

Variable	Variable Options and Notes
If the provider is penalized for failure to collect copayments. (ProviderPaymentCollectionPenalty)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "ProviderCopaymentCollect" is not coded Yes.
If providers are paid for days the center is closed. (ProviderPaymentCenterClosing)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
The maximum number of days per year a provider can be absent/closed and still be paid by the state for care. (ProviderAbsentPaid)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "ProviderPaymentCenterClosing" is not coded Yes.
If a provider is paid for the days children are absent. (ProviderAbsences)	<u>Variable Options</u> 0 - NA 1 - No 2 - Yes, all providers 3 - Yes, only licensed providers 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u> 1. Varies is coded if there is variation in the types of providers that are paid. 2. If care is paid for a specified number of days, this policy is described in the notes field.

Variable	Variable Options and Notes
Parents and Providers	
If parents employed by the provider may be eligible for the child care subsidy. (ProviderParentEmployed)	Variable Options 0 - NA 1 - No 2 - Yes 3 - Yes, only if not caring for own child 91 - ? 92 - Not in manual 99 - Other Coding Notes
How many weeks prior to removing a child from care that a parent must notify the provider. (ProviderChange)	Variable Options Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if no notification is required.
How often a parent may change providers each year. (ProviderChangeLimit)	Variable Options Numeric (-5) to 99 (integer) (-2) - Unlimited (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes
If the provider may appeal a decision made on a parent and provider dispute. (ProviderAppealsParentDispute)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
Provider Termination	
If a provider can be removed from the subsidy program for not reporting hours. (ProviderTerminationReportHours)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
If a provider can be removed from the subsidy program for criminal activity. (ProviderTerminationCriminal)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If a provider can be removed from the subsidy program for failure to cooperate with a fraud investigation. (ProviderTerminationFraud)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If a provider can be removed from the subsidy program for posing imminent danger to a child in care. (ProviderTerminationChildDanger)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If a provider can be removed from the subsidy program for failing to comply with health and safety standards. (ProviderTerminationHealthSafety)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If a provider can be removed from the subsidy program for having a license or registration revoked. (ProviderTerminationLicenseRevoke)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
If a provider can be removed from the subsidy program for failing to submit required documentation. (ProviderTerminationDocumentation)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If a provider can be reinstated after being removed from the program. (ProviderReinstate)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
How the agency handles providers who have previous cases where mistreatment of a child was substantiated. (ProviderChildMistreat)	<u>Variable Options</u> 0 - NA 1 - Automatically ineligible 2 - Eligible to provide care 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>

20. Priority Policies

General Notes/Concepts:
If there are more children eligible for subsidies (meeting all eligibility requirements) than can be served, some children or families may be given priority over others.

Subgroup Issues:
None

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Priority Policies	
If any groups are given priority for the subsidy. (PriorGroups)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If this variable is coded No, all other priority variables are coded NA, with the exception of definition variables.
If children with special needs are given priority. (PriorSpecialNeedsChild)	<u>Variable Options</u> 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
How the state defines children with special needs. (PriorSpecialNeedsDef)	<u>Variable Options</u> Text <u>Coding Notes</u>
Time limit (in months) placed on the priority for children with special needs. (PriorSpecialNeedsChildTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "PriorSpecialNeedsChild" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.

Variable	Variable Options and Notes
What order priority (priority number) children with special needs are given in relation to other priority groups. (PriorSpecialNeedsChildNumber)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "PriorSpecialNeedsChild" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
If children in families with very low income are given priority for subsidy. (PriorLowIncome)	<u>Variable Options</u> 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
How the state defines very low income. (PriorLowIncomeDef)	<u>Variable Options</u> Text <u>Coding Notes</u>
Time limit (in months) placed on the priority for children in families with very low income. (PriorLowIncomeTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "PriorLowIncome" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
What order priority (priority number) children in families with very low income are given in relation to other priority groups. (PriorLowIncomeNumber)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "PriorLowIncome" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.

Variable	Variable Options and Notes
If families receiving TANF are given priority for subsidy. (PriorTANF)	Variable Options 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies Coding Notes
Time limit (in months) placed on the priority for families receiving TANF. (PriorTANFTime)	Variable Options Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorTANF" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
What order priority (priority number) families receiving TANF are given in relation to other priority groups. (PriorTANFNumber)	Variable Options Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorTANF" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
If families transitioning from TANF are given priority for subsidy. (PriorTANFTrans)	Variable Options 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies Coding Notes
Time limit (in months) placed on the priority for families transitioning from TANF. (PriorTANFTransTime)	Variable Options Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorTANFTrans" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.

Variable	Variable Options and Notes
What order priority (priority number) families transitioning from TANF are given in relation to other priority groups. (PriorTANFTransNumber)	Variable Options Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorTANFTrans" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
If families at risk of becoming dependent on TANF are given priority for subsidy. (PriorTANFRisk)	Variable Options 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies Coding Notes
Time limit (in months) placed on the priority for families at risk of becoming dependent on TANF. (PriorTANFRiskTime)	Variable Options Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorTANFRisk" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
What order priority (priority number) families at risk of becoming dependent on TANF are given in relation to other priority groups. (PriorTANFRiskNumber)	Variable Options Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorTANFRisk" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
If children in Child Protective Services are given priority for subsidy. (PriorCPS)	Variable Options 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies Coding Notes

Variable	Variable Options and Notes
Time limit (in months) placed on the priority for children in Child Protective Services. (PriorCPSTime)	Variable Options Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorCPS" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
What order priority (priority number) children in Child Protective Services are given in relation to other priority groups. (PriorCPSNumber)	Variable Options Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorCPS" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
If children in Foster Care are given priority for subsidy. (PriorFosterCare)	Variable Options 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies Coding Notes
Time limit (in months) placed on the priority for children in Foster Care. (PriorFosterCareTime)	Variable Options Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorFosterCare" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
What order priority (priority number) children in Foster Care are given in relation to other priority groups. (PriorFosterCareNumber)	Variable Options Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorFosterCare" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.

Variable	Variable Options and Notes
If children in Head Start programs are given priority. (PriorHeadStart)	<u>Variable Options</u> 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
Time limit (in months) placed on the priority for children in Head Start programs. (PriorHeadStartTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "PriorHeadStart" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
What order priority (priority number) children in Head Start programs are given in relation to other priority groups. (PriorHeadStartNumber)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "PriorHeadStart" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
If children in Pre-K are given priority. (PriorPreK)	<u>Variable Options</u> 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
Time limit (in months) placed on the priority for children in Pre-K. (PriorPreKTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "PriorPreK" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.

Variable	Variable Options and Notes
What order priority (priority number) children in Pre-K are given in relation to other priority groups. (PriorPreKNumber)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "PriorPreK" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
If homeless families are given priority for subsidy. (PriorHomeless)	<u>Variable Options</u> 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
Time limit (in months) placed on the priority for homeless families. (PriorHomelessTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "PriorHomeless" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
What order priority (priority number) homeless families are given in relation to other priority groups. (PriorHomelessNumber)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "PriorHomeless" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.

Variable	Variable Options and Notes
If families with teen parents are given priority for subsidy. (PriorTeenParent)	<u>Variable Options</u> 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u> 1. If the state differentiates between teen parents in school and not in school, this variable is coded for teen parents not in school.
Time limit (in months) placed on the priority for families with teen parents. (PriorTeenParentTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "PriorTeenParent" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
What order priority (priority number) families with teen parents are given in relation to other priority groups. (PriorTeenParentNumber)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "PriorTeenParent" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
If families with teen parents in school are given priority for subsidy. (PriorTeenSchool)	<u>Variable Options</u> 0 - NA 1 - Same as priority for teen parents 2 - Subsidy Guaranteed 3 - Priority over other children, subsidy not guaranteed 4 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99- Varies <u>Coding Notes</u> 1. Same as priority for teen parents is coded if there is no variation for teen parents based on whether or not the teen parent is attending school.

Variable	Variable Options and Notes
Time limit (in months) placed on the priority for families with teen parents in school. (PriorTeenSchoolTime)	Variable Options Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorTeenSchool" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
What order priority (priority number) families with teen parents in school are given in relation to other priority groups. (PriorTeenSchoolNumber)	Variable Options Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorTeenSchool" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
If families with parents in the military (veterans, National Guard members, etc.) are given priority for subsidy. (PriorMilitary)	Variable Options 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies Coding Notes
Time limit (in months) placed on the priority for families with parents in the military. (PriorMilitaryTime)	Variable Options Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorMilitary" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
What order priority (priority number) families with parents in the military are given in relation to other priority groups. (PriorMilitaryNumber)	Variable Options Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "PriorMilitary" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.

Variable	Variable Options and Notes
Other group (A) that may receive priority for subsidy. (PriorGroupADef)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if no other groups are given priority.
If applicants in other group A are given priority for subsidy. (PriorGroupA)	<u>Variable Options</u> 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u> 1. NA is coded if no group was coded for "PriorGroupADef".
Time limit (in months) placed on the priority for other group A. (PriorGroupATime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded no group was coded for "PriorGroupADef". 2. NA is coded if "PriorGroupA" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
What order priority (priority number) other group A is given in relation to other priority groups. (PriorGroupANumber)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded no group was coded for "PriorGroupADef". 2. NA is coded if "PriorGroupA" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
Other group (B) that may receive priority for subsidy. (PriorGroupBDef)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if no other groups are given priority.

Variable	Variable Options and Notes
If applicants in other group B are given priority for subsidy. (PriorGroupB)	Variable Options 0 - NA 1 - Subsidy Guaranteed 2 - Priority over other children, subsidy not guaranteed 3 - Same priority as other CCDF-eligible children 91 - ? 92 - Not in manual 99 - Varies Coding Notes 1. NA is coded if no group was coded for "PriorGroupBDef".
Time limit (in months) placed on the priority for other group B. (PriorGroupBTime)	Variable Options Numeric (-5) to 99 (integer) (-2) - No time limit (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded no group was coded for "PriorGroupBDef". 2. NA is coded if "PriorGroupB" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.
What order priority (priority number) other group B is given in relation to other priority groups. (PriorGroupBNumber)	Variable Options Numeric (-5) to 99 (integer) (-2) - Same as other priority groups (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded no group was coded for "PriorGroupBDef". 2. NA is coded if "PriorGroupB" is coded Same priority as other CCDF-eligible children, Not in manual, or NA.

21. Professional Development

General Notes/Concepts:
This category describes efforts to improve the quality of child care through professional development opportunities as outlined in the state plans.

Subgroup Issues:
None

Additional Coding Notes:
Some information is only included in the plans for limited plan years. When information is no longer in the plan, NA is coded.

Variables and Notes:

Variable	Variable Options and Notes
Professional Development	
Status of the state's professional development activities as answered in the state plan. (ProfDevStatus)	Variable Options 0 - NA 1 - Planning 2 - Developing 3 - Developed 4 - Implementing 5 - Revising 91 - ? 92 - Not in manual 99 - Other Coding Notes
If the state's plan for professional development includes specific goals or desired outcomes for professional development. (ProfDevGoals)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
If the state's plan for professional development includes a link to early learning guidelines. (ProfDevEarlyLearn)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.

Variable	Variable Options and Notes
If the state's plan for professional development includes a continuum of training and education to form career paths. (ProfDevTraining)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
If the state's plan for professional development includes articulation from one type of training to the next. (ProfDevArticulation)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
If the state's plan for professional development includes quality assurance through approval of trainers. (ProfDevQualityTrainers)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
If the state's plan for professional development includes quality assurance through approval of training content. (ProfDevQualityTrainingContent)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
If the state's plan for professional development includes a system to track practitioner's training. (ProfDevTrackTraining)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.

Variable	Variable Options and Notes
If the state's plan for professional development includes assessment or evaluation of training effectiveness. (ProfDevAssessTraining)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
If the state's plan for professional development includes state credentials. (ProfDevCredentials)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
If the state's plan for professional development includes specialized strategies to reach family, friend, and neighbor caregivers. (ProfDevStrategy)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
Availability of Professional Development Opportunities	
If the professional development opportunities described in the state plan are available statewide. (ProfDevStatewide)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
If the professional development opportunities described in the state plan are available for center-based child care providers. (ProfDevCenterBased)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.

Variable	Variable Options and Notes
If the professional development opportunities described in the state plan are available for group home providers. (ProfDevGroupHome)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
If the professional development opportunities described in the state plan are available for family home providers. (ProfDevFamilyHome)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
If the professional development opportunities described in the state plan are available for in-home providers. (ProfDevInHome)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
Other Professional Development Policies	
If program or provider-level incentives are offered to encourage provider training and education. (ProfDevIncentives)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
If the state assesses the effectiveness of its professional development plan. (ProfDevAssessPlan)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.

Variable	Variable Options and Notes
If the state assesses the effectiveness of specific professional development initiatives or components. (ProfDevAssessInitiatives)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.
If the state uses assessment to help shape or revise the professional development plan. (ProfDevAssessShapeRevisePlan)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If the state left this question blank and they answered "Planning" or "Developing" for "ProfDevStatus," this variable is coded NA.

22. Program Development

General Notes/Concepts:
This category provides administrative information about child care program development related to consultation and coordination with other agencies, as outlined in the state plans.

Subgroup Issues:
None

Additional Coding Notes:
Some information is only included in the plans for limited plan years. When information is no longer in the plan, NA is coded.

Variables and Notes:

Variable	Variable Options and Notes
Consultation and Coordination	
If the state is consulting or coordinating with other agencies. (DevelopConsultOtherAgencyCare)	Variable Options 0 - NA 1 - Consultation in development of state plan 2 - Coordination with service delivery 3 - Both consultation and coordination 4 - Neither consultation nor coordination 91 - ? 92 - Not in manual Coding Notes 1. If the state is consulting or coordinating with other federal, state, local, tribal, and private agencies providing child care and early childhood development services.
If the state is consulting or coordinating with public health officials. (DevelopConsultPublicHealth)	Variable Options 0 - NA 1 - Consultation in development of state plan 2 - Coordination with service delivery 3 - Both consultation and coordination 4 - Neither consultation nor coordination 91 - ? 92 - Not in manual Coding Notes
If the state is consulting or coordinating with employment services/work force development officials. (DevelopConsultEmployService)	Variable Options 0 - NA 1 - Consultation in development of state plan 2 - Coordination with service delivery 3 - Both consultation and coordination 4 - Neither consultation nor coordination 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
If the state is consulting or coordinating with public education officials. (DevelopConsultPublicEd)	<u>Variable Options</u> 0 - NA 1 - Consultation in development of state plan 2 - Coordination with service delivery 3 - Both consultation and coordination 4 - Neither consultation nor coordination 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the state is consulting or coordinating with TANF officials. (DevelopConsultTANF)	<u>Variable Options</u> 0 - NA 1 - Consultation in development of state plan 2 - Coordination with service delivery 3 - Both consultation and coordination 4 - Neither consultation nor coordination 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the state is consulting or coordinating with Indian Tribes or Tribal Organizations. (DevelopConsultTribes)	<u>Variable Options</u> 0 - NA 1 - Consultation in development of state plan 2 - Coordination with service delivery 3 - Both consultation and coordination 4 - Neither consultation nor coordination 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state is consulting or coordinating with Indian Tribes or Tribal Organizations, when such entities exist in the state.
If the state is consulting or coordinating with local government representatives. (DevelopConsultLocalGov)	<u>Variable Options</u> 0 - NA 1 - Consultation in development of state plan 2 - Coordination with service delivery 3 - Both consultation and coordination 4 - Neither consultation nor coordination 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
If the state is consulting or coordinating with State/Tribal agencies responsible for Pre-K. (DevelopConsultAgencyPreK)	<u>Variable Options</u> 0 - NA 1 - Consultation in development of state plan 2 - Coordination with service delivery 3 - Both consultation and coordination 4 - Neither consultation nor coordination 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the state is consulting or coordinating with State/Tribal agencies responsible for Head Start. (DevelopConsultAgencyHeadStart)	<u>Variable Options</u> 0 - NA 1 - Consultation in development of state plan 2 - Coordination with service delivery 3 - Both consultation and coordination 4 - Neither consultation nor coordination 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the state is consulting or coordinating with State/Tribal agencies responsible for special needs programs. (DevelopConsultAgencySpecialNeed)	<u>Variable Options</u> 0 - NA 1 - Consultation in development of state plan 2 - Coordination with service delivery 3 - Both consultation and coordination 4 - Neither consultation nor coordination 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state is consulting or coordinating with State/Tribal agencies responsible for programs that promote inclusion for children with special needs.
If the is state consulting or coordinating with State/Tribal agencies responsible for emergency preparedness. (DevelopConsultAgencyEmergency)	<u>Variable Options</u> 0 - NA 1 - Consultation in development of state plan 2 - Coordination with service delivery 3 - Both consultation and coordination 4 - Neither consultation nor coordination 91 - ? 92 - Not in manual <u>Coding Notes</u>

23. Quality

General Notes/Concepts:
This category describes efforts to improve the quality of child care, as outlined in the state plans.

Subgroup Issues:
None

Additional Coding Notes:
Some information is only included in the plans for limited plan years. When information is no longer in the plan, NA is coded.

Variables and Notes:

Variable	Variable Options and Notes
Activities to Improve Quality and Availability of Care	
If the state is providing or will provide activities related to comprehensive consumer education. (QualityConsumerEd)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the state is providing or will provide grants or loans to providers to assist in meeting state and local standards. (QualityGrantsLoans)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the state is monitoring or will monitor compliance with licensing and regulatory requirements. (QualityMonitorCompliance)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the state is providing or will provide professional development, including training, education, and technical assistance. (QualityProfessionalDevelopment)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
If the state is improving or will improve salaries and other compensation for child care providers. (QualityImproveSalary)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the state is providing or will provide activities to support a Quality Rating System. (QualityRatingSystem)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the state is providing or will provide activities in support of early language, literacy, pre-reading, and early math concepts development. (QualityConceptsDevelopment)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the state is providing or will provide activities to promote inclusive child care. (QualityInclusiveCare)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the state is providing or will provide Healthy Child Care America and other health activities. (QualityHealthyChildCare)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the state is providing or will provide Healthy Child Care America and other health activities including, those designed to promote the social and emotional development of children.

Variable	Variable Options and Notes
If the state is providing or will provide activities that increase parental choice. (QualityParentalChoice)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the state is providing or will provide other activities (not listed above) that improve the quality of child care. (QualityOther)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the state is providing or will provide other activities (not listed above) that will improve the availability of child care. (QualityOtherAvailability	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

24. Redetermination

General Notes/Concepts:
Recipients of child care subsidies receive assistance for a set period of time, which may vary by state. After this time period has expired, states redetermine the recipient's need and eligibility for care. The variables apply to families who are not automatically eligible for CCDF subsidies.

Subgroup Issues:
None

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Redetermination Guidelines	
How often (in months) redetermination is required, regardless of interim changes. (RedetermPeriod)	Variable Options Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. The general rule is coded, and any exceptions are described in the notes field. Varies is coded when the general rule varies.
If financial and household changes that have to be reported result in redetermination. (RedetermInterim)	Variable Options 0 - NA 1 - Always 2 - Sometimes 3 - Never 91 - ? 92 - Not in manual Coding Notes 1. If redetermination is required for the financial and household changes that individuals are required to report (as outlined and coded in the Reporting Changes category of variables).
When the agency must notify parents of the redetermination process prior to redetermination. (RedetermNotify)	Variable Options 0 - NA 1 - Notification required a specified number of days prior to redetermination 2 - Notification required a specified number of weeks prior to redetermination 3 - No notification required 91 - ? 92 - Not in manual 99 - Other Coding Notes

Variable	Variable Options and Notes
How many days or weeks prior to redetermination that clients must be notified, if required. (RedetermNotifyTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "RedetermNotify" is not coded Notification required a specified number of day/weeks prior to redetermination. 2. Unless specified it is assumed that redetermination corresponds with the end of the eligibility period as defined in RedetermPeriod. 3. If a range is given (for example, clients must be notified 30 to 45 days prior to redetermination), the lower number is coded, and the policy is described in the notes field.
How many days before the subsidy end date that clients must submit materials for redetermination. (RedetermComplete)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if clients are not required to submit materials before the end of the eligibility period, and the policy is described in the notes field.
Within how many days prior to an adverse change in the subsidy amount or terms the family must be notified. (RedetermSubsidyChangeNotice)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. If positive changes are treated differently than adverse changes, the policy for adverse changes is coded, and the policy for positive changes is described in the notes field. 2. If no prior notification is required, NA is coded, and the policy is described in the notes field.
If the agency is required to notify the provider of any subsidy changes for a child in the provider's care. (RedetermProviderNotice)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
When services will be terminated if a family is no longer eligible for the subsidy. (RedetermSubsidyTermTime)	<u>Variable Options</u> 0 - NA 1 - Retroactive to date of change in eligibility status 2 - Effective on the date of notification 3 - Grace period 4 - Other 91 - ? 92 - Not in manual <u>Coding Notes</u>
If there is a grace period for termination of services, how many days it will last after notification of changes. (RedetermSubsidyTermGrace)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. A number is only coded if Grace Period is coded for "RedetermSubsidyTermTime."
If a family's eligibility changes, when the subsidy/benefits will change. (RedetermSubsidyChangeTime)	<u>Variable Options</u> 0 - NA 1 - Retroactive to date of change in eligibility status 2 - Effective on the date of notification 3 - Grace period 4 - Other 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. This is coded for a reduction and/or increase in subsidy, but not for termination.
If there is a grace period for a change in services, how many days it will last after notification of changes. (RedetermSubsidyChangeGrace)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. A number is only coded if Grace Period is coded for "RedetermSubisdyChangeTime." 2. If positive changes are treated differently than adverse changes, the policy for adverse changes is coded, and the policy for positive changes is described in the notes field.

Variable	Variable Options and Notes
If TANF recipients are exempt from redetermination. (RedetermExemptTANF)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the group is not exempt, but the redetermination process is delayed or extended for the group, this is described in the notes field.
If SNAP recipients are exempt from redetermination. (RedetermExemptSNAP)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the group is not exempt, but the redetermination process is delayed or extended for the group, this is described in the notes field.
If families with children in foster care are exempt from redetermination. (RedetermExemptFosterCare)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the group is not exempt, but the redetermination process is delayed or extended for the group, this is described in the notes field.
If CPS cases are exempt from redetermination. (RedetermExemptCPS)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the group is not exempt, but the redetermination process is delayed or extended for the group, this is described in the notes field.
If any other groups are exempt from redetermination. (RedetermExemptOther)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If the group is not exempt, but the redetermination process is delayed or extended for the group, this is described in the notes field.

Variable	Variable Options and Notes
Documentation Required for Redetermination	
If participants are required to provide new documentation to prove eligibility during redetermination. (RedetermAppDocNew)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
If information for redetermination can be submitted in person. (RedetermDocMethodPerson)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If information for redetermination can be submitted by phone. (RedetermDocMethodPhone)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If information for redetermination can be submitted by fax. (RedetermDocMethodFax)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If information for redetermination can be submitted by mail. (RedetermDocMethodMail)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
If applicants can submit information for redetermination online. (RedetermDocMethodOnline)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

25. Reimbursement Rate Policies

General Notes/Concepts:
This category provides definitions used in determining provider reimbursement rates.

Subgroup Issues:
In order to capture subgroup variation, separate records can be coded for four provider types (center, family child care home, group child care home, and in-home). Separate records can also be coded for provider subtypes based on licensing, quality rating, etc.

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Definitions for Amount of Care	
The definition for daily full-time care. (ReimburseDailyFullTime)	Variable Options Text Coding Notes
The definition for daily part-time care. (ReimburseDailyPartTime)	Variable Options Text Coding Notes
The definition for weekly full-time care. (ReimburseWeeklyFullTime)	Variable Options Text Coding Notes
The definition for weekly part-time care. (ReimburseWeeklyPartTime)	Variable Options Text Coding Notes
The definition for monthly full-time care. (ReimburseMonthlyFullTime)	Variable Options Text Coding Notes
The definition for monthly part-time care. (ReimburseMonthlyPartTime)	Variable Options Text Coding Notes

Variable	Variable Options and Notes
Which rate is used if the child falls into more than one category for amount of care. (ReimburseRateGuidelines)	Variable Options Text Coding Notes
Definitions for Non-School-Age Groups	
The maximum age, in months, for the first group used to determine provider rates. (ReimburseMaxAgeGroupOne)	Variable Options Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. The state's name for the age group is noted. 2. If no maximum age is listed for preschool age or the maximum age is listed as "until school age," up to age 5 is assumed and 59 months is coded. 3. If a manual says an age limit is "up to XX year(s)," the next lowest month is coded.
The maximum age, in months, for the second group used to determine provider rates. (ReimburseMaxAgeGroupTwo)	Variable Options Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. The state's name for the age group is noted. 2. If no maximum age is listed for preschool age or the maximum age is listed as "until school age," up to age 5 is assumed and 59 months is coded. 3. If a manual says "up to XX year(s)," the next lowest month is coded. 4. NA is coded when there are no more age groups defined by the state.
The maximum age, in months, for the third group used to determine provider rates. (ReimburseMaxAgeGroupThree)	Variable Options Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. The state's name for the age group is noted. 2. If no maximum age is listed for preschool age or the maximum age is listed as "until school age," up to age 5 is assumed and 59 months is coded. 3. If a manual says "up to XX year(s)," the next lowest month is coded. 4. NA is coded when there are no more age groups defined by the state.

Variable	Variable Options and Notes
The maximum age, in months, for the fourth group used to determine provider rates. (ReimburseMaxAgeGroupFour)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. The state's name for the age group is coded. 2. If no maximum age is listed for preschool age or the maximum age is listed as "until school age," up to age 5 is assumed and 59 months is coded. 3. If a manual says "up to XX year(s)," the next lowest month is coded. 4. NA is coded when there are no more age groups defined by the state.
The maximum age, in months, for the fifth group used to determine provider rates. (ReimburseMaxAgeGroupFive)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. The state's name for the age group is coded. 2. If no maximum age is listed for preschool age or the maximum age is listed as "until school age," up to age 5 is assumed and 59 months is coded. 3. If a manual says "up to XX year(s)," the next lowest month is coded. 4. NA is coded when there are no more age groups defined by the state.

26. Reimbursement Rates

<u>General Notes/Concepts</u>:
This category provides information about provider reimbursement rates.

<u>Subgroup Issues</u>:
In order to capture subgroup variation, separate records are coded for four provider types (center, family child care home, group child care home, and in-home). Separate records can also be coded for other provider subtypes based on licensing, quality rating, etc.

<u>Additional Coding Notes</u>:
Up to ten geographic areas are coded for each state. If the state provides different rates for every county, the rates for the largest county are coded.

<u>Variables and Notes</u>:

Variable	Variable Options and Notes
Reimbursement Rates	
This is the record with the base reimbursement rates for this type of provider for the Book of Tables. (ReimburseBase)	<u>Variable Options</u> Checkbox (checked if this is the correct record) <u>Coding Notes</u> 1. This variable is coded for the record that applies to the base licensed rate (or in the absence of licensed, the registered rate) for each provider type. When multiple sub-state areas are coded, this variable is only coded for the most populous county or region. Base rates for in-home providers are not licensed.
This is the record with the highest reimbursement rates for this type of provider for the Book of Tables. (ReimburseHigh)	<u>Variable Options</u> Checkbox (checked if this is the correct record) <u>Coding Notes</u> 1. This variable is coded for the record that applies to the highest licensed rate (or in the absence of licensed, the registered rate) for each provider type. This is the rate that has the highest differential for quality or other rating systems. When multiple sub-state areas are coded, this variable is only coded for the most populous county or region. Highest rates for in-home providers are not licensed.
Table: Reimbursement Rates ReimburseHourly ReimburseDailyFull ReimburseDailyPart ReimburseWeeklyFull ReimburseWeeklyPart ReimburseMonthlyFull ReimburseMonthlyPart For each of the above variables, there are six values, one each for age groups 1 through 5, and one for school age summer care (SC).	<u>Variable Options</u> Numeric (-4) to 9999 (up to two decimal places) (-4) – NA or missing values <u>Coding Notes</u> 1. The age categories correspond to the age groups found in reimbursement rate policies. 2. There is only one notes field for these variables.

Variable	Variable Options and Notes
Reimbursement Rates for Before-and-After Care	
Table: Reimbursement Rates for Before-and-After Care BeforeAfterCare BeforeCare AfterCare For each of the above variables, there are four values, hourly, daily, weekly and monthly.	<u>Variable Options</u> Numeric (-4) to 9999 (up to two decimal places) (-4) - NA or missing values <u>Coding Notes</u> 1. There is only one notes field for these variables.
Other Reimbursement Rates	
If there is a different rate for school-age children for days when school is closed during the school year. (ReimburseSchoolClose)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If there is a different rate for school closings, the description of those rates. (ReimburseSchoolCloseDescribe)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if "ReimburseSchoolClose" is not coded Yes.
If there are different reimbursement rates for special needs children. (ReimburseSpecialNeedsRate)	<u>Variable Options</u> 0 - NA 1 - No, same as for non-special needs children 2 - Yes, varies on a case by case basis 3 - Yes, the state adds-on to a base rate 4 - Yes, specific rates defined for special needs children 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
If specific rates are defined for special needs children, the time increment associated with the rates. (ReimburseSpecialNeedsRateTime)	<u>Variable Options</u> 0 - NA 1 - Hourly 2 - Daily 3 - Weekly 4 - Monthly 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.

Variable	Variable Options and Notes
If specific rates are defined, the maximum rate for a special needs child in age group one, for full-time care. (ReimburseSpecialNeedsGroupOne)	<u>Variable Options</u> Numeric (-5) to 9999 (up to two decimal places) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. The age category corresponds to the age group found in reimbursement rate policies. 2. NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.
If specific rates are defined, the maximum rate for a special needs child in age group two, for full-time care. (ReimburseSpecialNeedsGroupTwo)	<u>Variable Options</u> Numeric (-5) to 9999 (up to two decimal places) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. The age category corresponds to the age group found in reimbursement rate policies. 2. NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.
If specific rates are defined, the maximum rate for a special needs child in age group three, for full-time care. (ReimburseSpecialNeedsGroupThree)	<u>Variable Options</u> Numeric (-5) to 9999 (up to two decimal places) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. The age category corresponds to the age group found in reimbursement rate policies. 2. NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.
If specific rates are defined, the maximum rate for a special needs child in age group four, for full-time care. (ReimburseSpecialNeedsGroupFour)	<u>Variable Options</u> Numeric (-5) to 9999 (up to two decimal places) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. The age category corresponds to the age group found in reimbursement rate policies. 2. NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.
If specific rates are defined, the maximum rate for a special needs child in age group five, for full-time care. (ReimburseSpecialNeedsGroupFive)	<u>Variable Options</u> Numeric (-5) to 9999 (up to two decimal places) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. The age category corresponds to the age group found in reimbursement rate policies. 2. NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.

Variable	Variable Options and Notes
If specific rates are defined, the maximum rate for a school age special needs child, for full-time care during the summer. (ReimburseSpecialNeedsSummerCare)	<u>Variable Options</u> Numeric (-5) to 9999 (up to two decimal places) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.
If specific rates are defined, the maximum rate for a school age special needs child, for before-and-after care. (ReimburseSpecialNeedsBeforeAfter)	<u>Variable Options</u> Numeric (-5) to 9999 (up to two decimal places) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.
If the state uses any other rates. (ReimburseOtherRates)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If the state uses any other rates, the description of those rates. (ReimburseOtherRatesDescribe)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if "ReimburseOtherRates" is not coded Yes.

27. Requirements for Reporting Changes

General Notes/Concepts:
Participants in child care subsidy programs must report changes that occur while they are receiving child care services. Interim changes that must be reported may include changes in qualifying factors as well as general information such as name or phone number. The variables apply to families who are not automatically eligible for CCDF subsidies.

Subgroup Issues:
None

Additional Coding Notes:
For the policies captured here, the general rule is coded, and any exceptions are described in the notes fields.

Variables and Notes:

Variable	Variable Options and Notes
Requirements for Reporting Changes	
Within how many days the individual must notify the state agency of changes. (ReportNotify)	Variable Options Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. When a general requirement is provided, but no number value is given, Other is coded, and the policy is described in the notes field. (For example, the state may require changes to be reported immediately and give no requirement for the number of days.)
If changes in household composition have to be reported. (ReportHousehold)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If changes in the nature of the qualifying activity have to be reported. (ReportQualifyActivity)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
If changes in the number of hours worked or the work schedule have to be reported. (ReportHoursWorked)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. Yes is coded if changes in either the number of hours or the work schedule have to be reported. Any differences or exceptions are described in the notes field.
If changes in the hours or schedule of qualifying activities that are non-work related have to be reported. (ReportHoursQualifyActivity)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. Yes is coded if changes in either the number of hours or the schedule for qualifying activities have to be reported. Any differences or exceptions are described in the notes field.
If changes in employment have to be reported. (ReportEmployment)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If changes in income have to be reported. (ReportIncome)	Variable Options 0 - NA 1 - Yes, all changes 2 - Yes, only changes over a certain amount 3 - No 91 - ? 92 - Not in Manual 99 - Other Coding Notes

Variable	Variable Options and Notes
If income changes over a certain amount must be reported, the amount when changes must be reported. (ReportIncomeAmount)	Variable Options Numeric 0 to 9999 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "ReportIncome" is not coded Yes, only changes over a certain amount. 2. If the threshold differs for increases and decreases in income, the threshold for increases in income is coded, and the threshold for decreases in income is described in the notes field.
The time unit associated with income changes over a certain amount that must be reported. (ReportIncomeAmountTimeUnit)	Variable Options 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 4 - Quarterly 5 - Yearly 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if "ReportIncome" is not coded Yes, only changes over a certain amount.
If changes of address have to be reported. (ReportAddress)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If changes of phone number have to be reported. (ReportPhoneNumber)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If changes in marital status have to be reported. (ReportMaritalStatus)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
If name changes have to be reported. (ReportNameChange)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the individual has to report an intent to change providers. (ReportProviderChangeIntent)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the individual is required to report a change in child care provider. (ReportChildCareProvider)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If the individual has to notify the provider of the intent to terminate services. (ReportTerminateServices)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

28. Tuberculosis Prevention Requirements for Legally Unregulated Home-Based Providers

General Notes/Concepts:
To ensure the health and safety of children whose care is paid through CCDF, states are permitted to require legally unregulated providers to meet certain standards in order to receive CCDF payments. This category of variables describes the measures states take to help ensure that children cared for by legally unregulated home-based providers are not exposed to tuberculosis.

Subgroup Issues:
Variations according to the type of unlicensed provider are captured using separate records.

Additional Coding Notes:
None

Variables and Notes:

Variable	Variable Options and Notes
Tuberculosis Screening	
If there is any type of TB testing or documentation required. (TBScreeningRequirement)	Variable Options 0 - NA 1 - No 2 - Yes, for the provider only 3 - Yes, for provider and others 91 - ? 92 - Not in manual Coding Notes
Description of providers exempt from TB testing. (TBScreeningProviderExemptions)	Variable Options Text Coding Notes 1. NA is coded if "TBScreeningRequirement" is coded No.
How often (in years) providers must routinely repeat the TB test. (TBScreeningRepeatTest)	Variable Options Numeric (-5) to 9999 (integer) (-2) - Never (-3) - At local discretion (-4) - NA (-5) - Not in manual Coding Notes 2. NA is coded if "TBScreeningRequirement" is coded No.

Variable	Variable Options and Notes
If all household members of a certain age are required to have a TB test. (TBScreeningHouseholdMembers)	Variable Options 0 - NA 1 - No 2 - Yes, all members of a household of a certain age 3 - Yes, with some exceptions 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if "TBScreeningRequirement" is coded No.
The age, in years, at which household members must have a TB test. (TBScreeningHouseholdMembersAge)	Variable Options Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "TBScreeningRequirement" is coded No. 2. The general rule is coded, and any exceptions are described in the notes field.
Description of any household members who are exempt from the TB test. (TBScreeningHouseholdMembersExempt)	Variable Options Text Coding Notes 1. NA is coded if "TBScreeningRequirement" is coded No.

29. Terms of Authorization

<u>General Notes/Concepts</u>:
Families may be authorized to use child care for different activities. States may also place a limit on the amount of care a family can receive. Limits may be placed on care based on qualifying activity or family subgroup.

<u>Subgroup Issues</u>:
None

<u>Additional Coding Notes</u>:
None

<u>Variables and Notes</u>:

Variable	Variable Options and Notes
Activities Authorized for Child Care Subsidy	
If care is authorized for travel hours. (AuthTravelHours)	<u>Variable Options</u> 0 - NA 1 - Not paid 2 - Pay for maximum number of hours each day 3 - At caseworker's discretion 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
If paid for a maximum number of travel hours each day, the maximum number of hours authorized for care. (AuthTravelHoursAmount)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "AuthTravelHours" is not coded Pay for a maximum number of hours each day 2. The general rule is coded, and any exceptions are described in the notes field.
If care is authorized for rest hours for individuals whose evening work shifts cross over midnight. (AuthRestHours)	<u>Variable Options</u> 0 - NA 1 - No 2 - Yes, only if care not needed during working hours 3 - Yes, regardless of whether care needed during working hours 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
Maximum number of rest hours per day that can be authorized for care. (AuthRestHoursAmount)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No minimum (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "AuthRestHours" is coded No, Not in manual, or NA. 2. The general rule is coded, and any exceptions are described in the notes field.
If care is authorized for study hours. (AuthStudyHours)	<u>Variable Options</u> 0 - NA 1 - Not paid 2 - Paid per credit hour or hour of participation 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
Maximum number of study hours per week or credit hour that can be authorized for care. (AuthStudyHoursAmount)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No minimum (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "AuthStudyHours" is coded Not paid, Not in manual, or NA. 2. If AuthStudyHours is coded Paid per credit hour or hour of participation, this variable captures the amount of care authorized per credit hour. 3. If AuthStudyHours is coded Other, this variable captures the number of hours authorized weekly.
If care is authorized for tutoring hours. (AuthSchoolActivityTutor)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>

Variable	Variable Options and Notes
If hours between classes for school are authorized for care. (AuthSchoolActivityBetweenClass)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes
If care is authorized for school lunch breaks. (AuthSchoolActivityLunch)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes
If care is authorized for any other school activities. (AuthSchoolActivityOther)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes
If care is authorized for scheduled school breaks for parents who are students. (AuthSchoolBreaks)	Variable Options 0 - NA 1 - Not paid 2 - Paid for maximum number of days 3 - Not paid, unless child will lose slot in child care program 4 - Paid for entire break 91 - ? 92 - Not in manual 99 - Other Coding Notes
The maximum number of school break days for which care can be authorized. (AuthSchoolBreaksAmount)	Variable Options Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "AuthSchoolBreaks" is not coded Paid for a maximum number of days.

Variable	Variable Options and Notes
High school education/GED activities authorized for care. (AuthHighSchoolGED)	<u>Variable Options</u> 0 - NA 1 - Any high school/GED activities 2 - Only high school/GED activities for teen parents 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
Post-secondary education activities authorized for care. (AuthPostSecondaryEd)	<u>Variable Options</u> 0 - NA 1 - Any post-secondary education activity 2 - Only non-prerequisite courses 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
If care is authorized for training activities. (AuthTraining)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
If care is authorized for maternal/paternal leave. (AuthMaternalLeave)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - Yes, only if they can prove the job will be waiting for them when they return 3 - No 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
The amount of time care is authorized during maternal/paternal leave. (AuthMaternalLeaveTime)	<u>Variable Options</u> 0 - NA 1 - For a Maximum number of weeks 2 - Length of time not specified 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u> 1. NA is coded if "AuthMaternalLeave" is coded No, Not in manual, or NA

Variable	Variable Options and Notes
The maximum number of weeks care may be authorized during maternal/paternal leave. (AuthMaternalLeaveNumberWeeks)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "AuthMaternalLeaveTime" is coded No, Not in manual, or NA
If care is authorized during a leave of absence from work. (AuthLeaveAbsence)	<u>Variable Options</u> 0 - NA 1 - Yes, for maximum number of weeks 2 - Yes, length of time not specified 4 - No 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
The maximum number of weeks care may be authorized during a leave of absence. (AuthLeaveAbsenceTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "AuthLeaveAbsence" is not coded Yes, for a maximum number of weeks.
If care is authorized for National Guard or military reserves activities. (AuthMilitary)	<u>Variable Options</u> 0 - NA 1 - Yes, for maximum number of weeks 2 - Yes, length of time not specified 4 - No 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>
The maximum number of weeks care may be authorized for National Guard or military reserves activities. (AuthMilitaryTime)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "AuthMilitary" is not coded Yes, for a maximum number of weeks.

Variable	Variable Options and Notes
If care is authorized during interim changes to eligibility criteria. (InterimChangeGracePeriod)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u>
General Maximum Hours of Coverage	
If there is a policy for maximum hours of care paid for by the subsidy. (AuthMaxHours)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u> 1. If the manual gives the policy in multiple time increments, the one that amounts to the least number of hours is coded, and the other time increments are described in the notes field. If the time increments equal the same amount of time, they are coded according to the following order: yearly, monthly, weekly, daily. 2. If there is a section in the manual on terms of authorization and there is no mention of a maximum hours policy, code No.
The maximum number of hours of care allowed under the subsidy. (AuthMaxHoursAmount)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-3) - Varies (-4) - NA (-5) - Not in manual <u>Coding Notes</u> 1. NA is coded if "AuthMaxHours" is not coded Yes or Varies.
The time increment associated with the maximum hours of care. (AuthMaxHoursTime)	<u>Variable Options</u> 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 4 - Yearly 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u> 1. NA is coded if a number is not coded for "AuthMaxHoursAmount." 2. The amount coded corresponds to the policy for the hours coded in "AuthMaxHoursAmount."

Variable	Variable Options and Notes
Maximum Hours of Coverage for Subgroups	
If the maximum hours of care policy varies for subgroups. (AuthMaxHoursSubgroup)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 1. If this variable is not coded Yes, the rest of the variables in this section are coded NA. 2. Yes is only coded if the policies for subgroups are different than the general requirement captured in "AuthMaxHours" and "AuthMaxHoursAmount".
The maximum amount of care authorized for part-time workers. (AuthMaxHoursWorkPart)	Variable Options Numeric (-5) to 99 (integer) (-2) - No maximum (-4) - NA (-5) - Not in manual Coding Notes
The time increment associated with the maximum amount of care for part-time workers. (AuthMaxHoursWorkPartTime)	Variable Options 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if a number was not coded for "AuthMaxHoursWorkPart."
The maximum amount of care authorized for full-time high school students. (AuthMaxHoursFullHighSchool)	Variable Options Numeric (-5) to 99 (integer) (-2) - No maximum (-4) - NA (-5) - Not in manual Coding Notes
The time increment associated with the maximum amount of care for full-time high school students. (AuthMaxHoursFullHighSchoolTime)	Variable Options 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if a number was not coded for "AuthMaxHoursFullHighSchool."

Variable	Variable Options and Notes
The maximum amount of care authorized for full-time post-secondary students. (AuthMaxHoursFullPostSecondary)	Variable Options Numeric (-5) to 99 (integer) (-2) - No maximum (-4) - NA (-5) - Not in manual Coding Notes
The time increment associated with the maximum amount of care for full-time post-secondary students. (AuthMaxHoursFullPostSecondaryTime)	Variable Options 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if a number was not coded for "AuthMaxHoursFullPostSecondary."
The maximum amount of care authorized for part-time high school students. (AuthMaxHoursPartHighSchool)	Variable Options Numeric (-5) to 99 (integer) (-1) - Same as full-time student (-2) - No maximum (-4) - NA (-5) - Not in manual Coding Notes 1. Same as full-time student is only coded if a number is coded for "AuthMaxHoursFullHighSchool" AND the manual treats the two the same.
The time increment associated with the maximum amount of care for part-time high school students. (AuthMaxHoursPartHighSchoolTime)	Variable Options 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if a number was not coded for "AuthMaxHoursPartHighSchool."
The maximum amount of care authorized for part-time post-secondary students. (AuthMaxHoursPartPostSecondary)	Variable Options Numeric (-5) to 99 (integer) (-1) - Same as full-time student (-2) - No maximum (-4) - NA (-5) - Not in manual Coding Notes 1. Same as full-time student is only coded if a number is coded for "AuthMaxHoursFullPostSecondary" AND the manual treats the two the same.

Variable	Variable Options and Notes
The time increment associated with the maximum amount of care for part-time post-secondary students. (AuthMaxHoursPartPostSecondaryTime)	<u>Variable Options</u> 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if a number was not coded for "AuthMaxHoursPartPostSecondary."
The maximum amount of care authorized for teen parents attending school. (AuthMaxHoursStudentTeen)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No maximum (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The time increment associated with the maximum amount of care for teen parents attending school. (AuthMaxHoursStudentTeenTime)	<u>Variable Options</u> 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if a number was not coded for "AuthMaxHoursStudentTeen."
The maximum amount of care authorized for parents over age 65. (AuthMaxHoursSenior)	<u>Variable Options</u> Numeric (-5) to 99 (integer) (-2) - No maximum (-4) - NA (-5) - Not in manual <u>Coding Notes</u>
The time increment associated with the maximum amount of care for parents over age 65. (AuthMaxHoursSeniorTime)	<u>Variable Options</u> 0 - NA 1 - Daily 2 - Weekly 3 - Monthly 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if a number was not coded for "AuthMaxHoursSenior."

Variable	Variable Options and Notes
List any other subgroups with different maximum hours of care. (AuthMaxHoursOther)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if there are no other subgroups with different maximum hours of care.
The maximum amount of care authorized for the other subgroups. (AuthMaxHoursOtherAmounts)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if no other subgroups are listed for "AuthMaxHoursOther."

30. Training Requirements for Legally Unregulated Home-Based Providers

<u>General Notes/Concepts</u>:
To ensure the health and safety of children whose care is paid through CCDF, states are permitted to require legally unregulated providers to meet certain standards in order to receive CCDF payments. This category of variables describes the training requirements for unregulated home-based providers receiving CCDF payments for services delivered. The categories of training that states and territories most commonly require include CPR, First Aid, and other training in child development, health and safety, or another related area.

<u>Subgroup Issues</u>:
Variations according to the type of unlicensed provider are captured using separate records.

<u>Additional Coding Notes</u>:
None

<u>Variables and Notes</u>:

Variable	Variable Options and Notes
CPR Training	
If any type of CPR training or certification is required. (TrainingCPRRequirement)	<u>Variable Options</u> 0 - NA 1 - No 2 - Yes, for the provider 3 - Yes, for at least one person on site 4 - Yes, other 91 - ? 92 - Not in manual <u>Coding Notes</u>
Description of any providers who are exempt from the CPR requirement. (TrainingCPRProviderExemptions)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if "TrainingCPRRequirement" is coded No.
How often (in years) CPR certification must be routinely updated. (TrainingCPRRenewal)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-1) At local discretion (-2) Never (-3) Other (-4) NA (-5) Not in manual <u>Coding Notes</u> 1. NA is coded if "TrainingCPRRequirement" is coded No.

Variable	Variable Options and Notes
First Aid Training	
If any type of First Aid training or certification is required. (TrainingFirstAidRequirement)	<u>Variable Options</u> 0 - NA 1 - No 2 - Yes, for the provider 3 - Yes, for at least one person on site 4 - Yes, other 91 - ? 92 - Not in manual <u>Coding Notes</u>
Description of any providers who are exempt from the first aid requirements. (TrainingFirstAidProviderExemptions)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if "TrainingFirstAidRequirement" is coded No.
How often (in years) First Aid certification must be routinely updated. (TrainingFirstAidRenewal)	<u>Variable Options</u> Numeric (-5) to 9999 (integer) (-1) At local discretion (-2) Never (-3) Other (-4) NA (-5) Not in manual <u>Coding Notes</u> 1. NA is coded if "TrainingFirstAidRequirement" is coded No.
Other Training	
If there are any requirements for other training. (TrainingOtherRequirement)	<u>Variable Options</u> 0 - NA 1 - No 2 - Yes, for the provider only 3 - Yes, for provider and others 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. CPR training, First Aid training, and basic subsidy orientation are not included here.
Description of other training topics that count toward the requirement. (TrainingOtherDefinition)	<u>Variable Options</u> Text <u>Coding Notes</u> 1. NA is coded if "TrainingOtherRequirements" is coded No.

Variable	Variable Options and Notes
The number of hours of training required initially. (TrainingOtherInitial)	Variable Options Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "TrainingOtherRequirements" is coded No or Not in manual. 2. If there is a training requirement that does not require a specified number of hours, Other is coded, and the policy is described in the notes field.
The number of hours required for ongoing training. (TrainingOtherOngoing)	Variable Options Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "TrainingOtherRequirements" is coded No or Not in manual. 2. Zero is coded if there is no requirement for ongoing training.
The time increment associated with the ongoing other training requirement. (TrainingOtherOngoingTime)	Variable Options 0 - NA 1 - One Time 2 - Per Quarter 3 - Per Year 91 - ? 92 - Not in manual Coding Notes 1. NA is coded if a number of hours is not coded for "TrainingOtherOngoing".
Description of providers exempt from other training requirements. (TrainingOtherProviderExemptions)	Variable Options Text Coding Notes 1. NA is coded if "TrainingOtherRequirements" is coded No.
How long providers have to initially meet the training requirements. (TrainingOtherGracePeriod)	Variable Options Numeric (-5) to 9999 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "TrainingOtherRequirements" is coded No.

Variable	Variable Options and Notes
The time increment associated with the other training requirement grace period. (TrainingOtherGracePeriodTime)	<u>Variable Options</u> 0 - NA 1 - Days 2 - Weeks 3 - Months 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA if coded if "TrainingOtherGracePeriod" is coded NA or Not in manual.
When the grace period for initial training begins. (TrainingOtherGracePeriodStart)	<u>Variable Options</u> 0 - NA 1 - At time provider is approved 2 - Date payment is authorized to begin 3 - Other 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "TrainingOtherRequirements" is coded No.

31. Verification

<u>General Notes/Concepts</u>:
During the application process, individuals requesting child care assistance must provide verification of eligibility criteria. The variables apply to families who are not automatically eligible for CCDF subsidies.

<u>Subgroup Issues</u>:
The variables capture the policies for the modal CCDF applicant. In cases where there is variation, the policy for the modal applicant will be coded and the variation for the subgroup will be described in the notes.

<u>Additional Coding Notes</u>:
The variables capture what information must be verified at the time of application. Items are coded "yes" if documentation, beyond a statement from the applicant, is required. If a signed or oral statement from the applicant is the only requirement, the item is coded "no," and the policy is described in the additional notes field. If information is only verified when questionable, the item is coded "no," and the policy is described in the additional notes field.

<u>Variables and Notes</u>:

Variable	Variable Options and Notes
Verification Required	
If an applicant receiving benefits from any other benefit/service program has to resubmit documentation to show eligibility for CCDF. (VerifyApplicantOtherBenefitProgram)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies <u>Coding Notes</u> 1. This variable is coded No if any program is listed as not having to submit documentation. The programs that are exempt from providing documentation are described in the notes field.
If documentation is required to verify the applicant's identity. (VerifyIdentityApplicant)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
If documentation is required to verify household composition. (VerifyHouseholdComp)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If documentation is required to verify the age of the child. (VerifyChildAge)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If documentation is required to verify the applicant's relationship to the child. (VerifyApplicantChildRelation)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If documentation is required to verify the permanent absence of a parent or caretaker. (VerifyAbsentParent)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. This variable applies to permanent absences of one or both parents.
If documentation is required to verify the child's residency. (VerifyChildResidence)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
If documentation is required to verify employment or the number of work hours. (VerifyEmployment)	Variable Options 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual Coding Notes
The documentation that is required to verify employment or the number of work hours. (VerifyEmploymentDocument)	Variable Options Text Coding Notes 1. NA is coded if "VerifyEmployment" is coded No, Not in manual, or NA.
The documentation that is required to verify employment or the number of work hours for self-employed applicants. (VerifySelfEmploymentDocument)	Variable Options Text Coding Notes 1. NA is coded if "VerifyEmployment" is coded No, Not in manual, or NA.
If documentation is required to verify income. (VerifyIncome)	Variable Options 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual Coding Notes
The documentation that is required to verify income. (VerifyIncomeDocument)	Variable Options Text Coding Notes 1. NA is coded if "VerifyIncome" is coded No, Not in manual, or NA.
The documentation that is required to verify income for self-employed applicants. (VerifyIncomeSelfEmploymentDocument)	Variable Options Text Coding Notes 1. NA is coded if "VerifyIncome" is coded No, Not in manual, or NA.

Variable	Variable Options and Notes
If documentation is required to verify involvement in an education program. (VerifyApplicantEd)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If documentation is required to verify involvement in a training program. (VerifyApplicantTrain)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If documentation is required to verify the child's citizenship or immigration status. (VerifyChildCitizenStatus)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If documentation is required to verify a child has special needs. (VerifySpecialNeedChild)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
If documentation is required to verify a child's immunization record. (VerifyImmunization)	Variable Options 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual Coding Notes 1. This variable captures whether the family must submit verification of immunization at the time of application. It does not capture if the provider is required to maintain immunization records. If the provider is required to maintain immunization records, but applicants are not required to provide verification of immunizations at the time of application, this variable is coded No.
If documentation is required to verify the parent is incapacitated or has special needs. (VerifySpecialNeedParent)	Variable Options 0 - NA 1 - Yes 2 - Varies 3 - No 91 - ? 92 - Not in manual Coding Notes
Child Support Enforcement Requirements	
If the applicant is required to comply with Child Support Enforcement requirements. (VerifyRequireChildSupportEnforce)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Other Coding Notes
If documentation is required to verify compliance with Child Support Enforcement. (VerifyChildSupportEnforce)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes

Variable	Variable Options and Notes
If there are exemptions for Child Support Enforcement requirements. (VerifyChildSupportEnforceExempt)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>
If there is a Child Support Enforcement exemption for reasonable fear of harm to the child. (ExemptHarmToChild)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption for reasonable fear of harm to the child's caregiver. (ExemptHarmToCaregiver)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption if the child was conceived as a result of rape or incest. (ExemptIncestRape)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption for pending legal proceedings. (ExemptLegalProceeding)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.

Variable	Variable Options and Notes
If there is a Child Support Enforcement exemption if the guardian is being counseled about adoption. (ExemptAdoption)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption if the child was conceived through use of a donor. (ExemptDonor)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption for good faith. (ExemptGoodFaith)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption for any other reason. (ExemptOther)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
Child Support Enforcement Requirements	
If the applicant is required to comply with Child Support Enforcement requirements. (VerifyRequireChildSupportEnforce)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Other <u>Coding Notes</u>

Variable	Variable Options and Notes
If documentation is required to verify compliance with Child Support Enforcement. (VerifyChildSupportEnforce)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If there are exemptions for Child Support Enforcement requirements. (VerifyChildSupportEnforceExempt)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes
If there is a Child Support Enforcement exemption for reasonable fear of harm to the child. (ExemptHarmToChild)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 2. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption for reasonable fear of harm to the child's caregiver. (ExemptHarmToCaregiver)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 2. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption if the child was conceived as a result of rape or incest. (ExemptIncestRape)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual Coding Notes 2. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.

Variable	Variable Options and Notes
If there is a Child Support Enforcement exemption for pending legal proceedings. (ExemptLegalProceeding)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 2. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption if the guardian is being counseled about adoption. (ExemptAdoption)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 2. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption if the child was conceived through use of a donor. (ExemptDonor)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 2. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption for good faith. (ExemptGoodFaith)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 2. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption for any other reason. (ExemptOther)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 2. NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.

32. Waiting List Policies

<u>General Notes/Concepts</u>:
If there are more children eligible for subsidies (meeting all eligibility requirements) than can be served, a waiting list may be established for families/children who cannot receive subsidies immediately due to a lack of funding.

<u>Subgroup Issues</u>:
None

<u>Additional Coding Notes</u>:
These variables capture policies for whether or not a waiting list is used when funds are not available. They do not capture whether or not a waiting list is currently in use in the state.

<u>Variables and Notes</u>:

Variable	**Variable Options and Notes**
Waiting List Policies	
If a waiting list is maintained when funds are not available. (WaitList)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u> 1. If this variable is coded No, all other variables are coded NA.
Geographical coverage of waiting list. (WaitListGeography)	<u>Variable Options</u> 0 - NA 1 - Statewide list 2 - List maintained by sub-state area 91 - ? 92 - Not in manual <u>Coding Notes</u>
If waiting list is waived when funds are available. (WaitListAvailableFunds)	<u>Variable Options</u> 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual <u>Coding Notes</u>

Variable	Variable Options and Notes
If the state/agency maintains one waiting list for all groups, or if separate lists are maintained for any individual priority groups. (WaitListPriorityGroups)	Variable Options 0 - NA 1 - One list 2 - Separate lists 91 - ? 92 - Not in manual Coding Notes
When waiting list families must be reviewed for need or eligibility. (WaitListReview)	Variable Options 0 - NA 1 - No explicit review 2 - Review required at specified number of days 3 - Review required at specified number of weeks 4 - Review required at specified number of months 91 - ? 92 - Not in manual Coding Notes
If waiting list review required, the number of days, weeks, or months when a review of the waiting list is required. (WaitListReviewTime)	Variable Options Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "WaitListReview" is coded No explicit review, Not in manual, or NA.
If the state/agency is required to notify families of their status on the waiting list. (WaitListNotify)	Variable Options 0 - NA 1 - Yes 2 - No 91 - ? 92 - Not in manual 99 - Varies Coding Notes 1. This variable captures whether or not families must be notified of their status while they are on the list, not if they must be notified when they are determined eligible or removed from the list.

Variable	Variable Options and Notes
When eligibility is determined. (WaitListEligibility)	Variable Options 0 - NA 1 - Must be eligible to be placed on list 2 - Must be eligible within specified number of days of being placed on the list 3 - When the subsidy becomes available to the family 91 - ? 92 - Not in manual 99 - Other Coding Notes
Number of days within which a family must become eligible after being put on the waiting list, if not already eligible. (WaitListEligibilityTime)	Variable Options Numeric (-5) to 99 (integer) (-3) - Other (-4) - NA (-5) - Not in manual Coding Notes 1. NA is coded if "WaitListEligibility" is not coded Must be eligible within a specified number of days.

Appendix A: CCDF Policies Database Categories

(With corresponding table names)

Eligibility Requirements for Families and Children
- Basic Criteria for Eligibility   (EligCriteria)
- Definition of Family   (FamilyDef)
- Income Definition   (IncomeDef)
- Eligibility Thresholds   (EligThresholds)
- Asset Tests   (AssetTests)

Family Application, Terms of Authorization, and Redetermination
- Basic Application Criteria   (Application)
- Verification   (Verification)
- Redetermination   (Redetermination)
- Requirements for Reporting Changes   (ChangeReporting)
- Appeals   (Appeals)
- Terms of Authorization   (Authorization)
- Priority Policies   (PriorityPolicies)
- Waiting List Policies   (WaitList)

Family Payments
- Copayment Exemptions   (CopayExempt)
- Copayment Adjustments   (CopayAdjust)
- Copayment Administration   (CopayAdmin)
- Copayment Income Thresholds   (CopaymentThresholds, CopaymentThresholds2, CopaymentThresholds3)
- Copayment Amount   (CopaymentAmount, CopaymentAmount2, CopaymentAmount3)

Policies for Providers
- Reimbursement Rate Policies   (ReimbursePolicies)
- Reimbursement Rates   (ReimburseRates)
- Basic Eligibility and Other Requirements for Unregulated Providers   (BasicElig)
- Background Checks for Unregulated Providers   (BackChecks)
- Training Requirements for Unregulated Providers   (TrainReq)
- TB Prevention Requirements for Unregulated Providers   (TubercPrev)
- Health and Safety Checklist Requirements for Unregulated Providers   (HealthSafety)
- Other Provider Policies   (ProviderPolicies)
- Other Provider Policies: Who May Provide Care   (WhoAuthorized)

Categories Coded from the State Plans
- Administration   (Administration)
- Program Development   (ProgramDev)
- Quality   (Quality)
- Early Learning Guidelines   (EarlyLearn)
- Professional Development   (ProfDev)

Appendix B: Glossary

Term	Definition
Assistance Unit	Used in determining need for assistance, the collection of the family or household considered for assistance. Assistance unit is often referred to simply as unit.
CCDF	The Child Care and Development Fund
CPS	Child Protective Services
Disregard	Amount of earned income an assistance unit can subtract from its gross earned income when determining eligibility or benefits. Also referred to as a deduction.
EITC	Earned Income Tax Credit
ESL/ESOL	English as a Second Language/ English for Speakers of Other Languages
Family	All related individuals living in the same dwelling.
Field	Rectangular space in the Access form where data is entered.
Form	Screens in Access where data is entered and viewed. Each form has a set structure with blank fields for entering data.
Household	All individuals living in the same dwelling
LIHEAP	Low-Income Home Energy Assistance Program
Record	A form in which data has been entered and saved in Access.
SNAP	Supplemental Nutrition Assistance Program (formerly known as the Food Stamp program)
SNAP E&T	Supplemental Nutrition Assistance Program – Employment and Training Program
SSI	Supplemental Security Income
SSDI	Social Security Disability Insurance
TANF	Temporary Assistance to Needy Families
TCC	Transitional Child Care