

Teen Parent Child Care Assistance Initial Screening Document

Purpose: This screening tool was developed to be used by school staff to help determine what documentation is needed for a student's child care assistance application. This tool was designed be used in combination with the *Teen Parent Child Care Assistance Authorization Fact Sheet* and the [Minnesota Child Care Assistance Program Application \(DHS-3550\)](#).

1.	Are you currently receiving a cash grant from the county (MFIP)?	Yes/No
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If yes:

Who is the student's case worker? _____

For the purpose of this form, the student's case worker is the person who:

- The student sends their school attendance to and who helps with their case.
- Is typically referred to an Employment Service Provider (ESP), a job counselor, or, depending on what county the student lives in, the case worker may be a public health nurse.

If the student is receiving a cash grant (MFIP), they must be participating in an activity approved by their MFIP Employment Services job counselor or child care assistance may not be approved.

Child care will need to be coordinated with the student's case worker, and retroactive eligibility for child care assistance may be possible. The school may wish to obtain a signed release from the student to communicate with the student's worker. See [General Authorization for Release of Information form \(DHS-2243A\)](#).

If no:

If student is determined to be eligible for child care assistance, care can be authorized effective the date the student began attending school or the date the application is received by the county, whichever is later. The county must approve the student's education plan for child care assistance to be authorized.

NOTE:

Some students may be receiving MFIP for their child only. In these situations, a student is not considered to be receiving MFIP for themselves and would not have a case worker assigned to their case.

2.	Are you currently working?	Yes/No
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If yes:

All students who work will need to provide verification of income. If student does not need help paying for child care while they are at work, no work schedule will be needed. See *Teen Parent Child Care Assistance Authorization Fact Sheet* for acceptable types of income verification.

If no:

Student will only need to provide verification of school activity/school schedule.

3.	If you are working, do you need help paying for child care while you are working?	Yes/No
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If yes:

Student will need to provide verification of income AND work schedule. See *Teen Parent Child Care Assistance Authorization Fact Sheet* for acceptable types of income and schedule verification.

If no:

Student will need to provide verification of income only (no work schedule is required). The student will also need to provide verification of school activity/school schedule.

4.	Do you live with your child(ren)'s other parent?	Yes/No
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If yes (student is living with the other parent):

a) Is the second parent working, going to school, or looking for a job during the time that the student needs child care in order to attend school/work OR is the second parent unable to care for the child(ren) as determined by a licensed physician, licensed psychologist, or the local service agency?

If yes: Second parent will need to provide verifications of where he/she works or goes to school and/or documentation that they are unable to care for the child(ren). Second parent must either be participating in an activity approved by their MFIP Employment Services job counselor or be working an average of 20 hours per week at minimum wage, job searching, or in school during the same hours the teen parent is working or in school. If the second parent is unable to care for the child(ren), documentation from a licensed physician, licensed psychologist, or the local social service agency is needed to support this claim. See *Teen Parent Child Care Assistance Authorization Fact Sheet* for acceptable types of documentation.

If no: Family may not be eligible for child care assistance. Contact the county's child care assistance program to discuss the family's options.

b) If the family is currently receiving a cash grant (MFIP), the second parent may have a different case worker than the student. Who is the second parent's case worker?

If the family is receiving a cash grant (MFIP), both parents must be participating in activities approved by the MFIP Employment Services job counselor or child care assistance may not be approved.

If the second parent has a different case worker than the student, the school may wish to obtain a signed release from the second parent to communication with his/her case worker. See [General Authorization for Release of Information form \(DHS-2243A\)](#).

If no (student is not living with the other parent):

Student will need to comply with child support by completing the [Cooperation with Child Support Enforcement form \(DHS-2338\)](#) and if the student is not claiming good cause, also complete the [Referral to Support and Collections form \(DHS-3163B\)](#). Student will need to complete separate forms for each parent or alleged parent, other than themselves.

If yes and no:

If there is more than one second parent, both of the situations above will apply:

- Activity of second parent living with the student will need to be verified; AND
- Student will need to comply with child support for the absent parent(s).

5. Who do you want to care for your child(ren) while you are in school and/or going to work?

Name of child care provider(s):

Students may choose from several types of providers including licensed child care centers, license exempt centers, licensed family child care, and legally nonlicensed family providers. All providers must be registered with the county where the student lives in order for child care assistance to make payments to that provider.

If a provider needs to be registered to receive child care assistance payments, refer the provider to the county where the student lives. The county will send the provider a registration packet.

If the student wants to use a legal non-licensed provider, the provider must meet ALL of the following criteria:

- At least 18 years of age
- Not a member of the student's MFIP case, or a member of the family applying for or receiving child care assistance
- Not living in the same house as the student's child
- Provider can only care for only related children, and/or provide child care to children from a single unrelated family at one time. Related refers to the provider being a sibling, a step-sibling, a nephew, a grandparent, an aunt, or an uncle
- Have current certification in First Aid and CPR

All members of the legal non-licensed provider's household, aged 13 or older, must pass a background check and some counties require that legal non-licensed providers also pay a registration fee.

For more detailed information on the Child Care Assistance Program's application process, see the *Teen Parent Child Care Assistance Authorization Fact Sheet*.