CCDF Policies Database

CCDF Policies Database Codebook

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CCDF Policies Database Coding Guide

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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 regulations provide 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 setting 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, what changes need to be reported, how income is verified, and how much the family must pay in copayments. 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 across states can present 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. The CCDF Plans states submit every three years as well as resources provided by the Office of Child Care and other organizations provide useful information about CCDF policies, but they do not always include the full level of available detail. The CCDF Policies Database, funded by the Office of Planning, Research and Evaluation, was created to provide a single source of detailed CCDF policies across states and over time. The Database was designed to create a resource that supports the needs of a variety of audiences through different products:

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

2. An ongoing Book of Tables publication, with key policies from the CCDF Policies Database in tabular form for October 1 of each year.

3. A public website and user interface that allows users to customize searches and access related materials.

4. Data Files, with the full detail of the database available in multiple formats, including Excel, SAS, Stata, and SPSS.

B. Design of the Database

The database is organized into 32 categories, as shown in Section V. 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 Section V 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 contains at least one record of information outlining the exact rules for that particular state and during that particular time. 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 or sub-state region in those states that vary their programs at the local level. Due to the difficulty of collecting data and coding data for multiple areas within a state, the database contains only the policies for the most populous county or region and possibly a handful of additional areas as pre-determined by project staff. For policies that are decided at the county or other sub-state level, any corresponding state-level records will be coded as NA for those policies.

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 information. 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.

2. Definition Tables

Definition tables contain the names, 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 record "header" 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 will 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).

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 variable 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 is reviewed to determine if new variables should be created or if existing variables should be altered.

III. Coding Specifics

A. When New Records are Coded

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

The state to which the rules of the record apply

Both the state name and the FIPS code are shown.

2. County

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

County-level records are only coded in states that have county-level (or other sub-state area) policy making. If a state has county-level policies, the policies for the largest county or sub-state area are coded. It is then determined which additional counties, if any, will be coded.

Sometimes one or more (but not all) policies in a record are decided at the county or other sub-state level. If a policy is decided at a local or regional level, and there is no statewide policy, the state-level record is coded as “NA” for that policy, and a record containing the policy for the largest county or sub-state area is coded.

If the state does not have county-level policymaking for any of the variables in the record being coded, the coder selects “all counties” for the County field. In many states, county-level policies are only coded for certain categories, such as reimbursement rates (also referred to as provider payment rates), and all other categories have state-level policies.

3. Beginning Date and End Date

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, program, family group, provider group, or provider level 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 as of the most recent round of coding. When a new record is coded to reflect a policy change, the previous records end date is updated.

4. Begin Majority Date and End Majority Date

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

The majority record is coded with date fields that match the Beginning and End Date fields. The use of 8888/88/88 indicates the record is not the majority record.

If there is only one record coded for a state and time period, then that record is marked with the majority dates. If there are multiple records for a given state and time period (coded for different programs, family groups, etc.), then the coder selects which record or records to code as the majority record. In most cases, the dates will be coded for the record or records that apply to the whole state. When policies vary at a sub-state level, and there is no state-wide record, the majority date field is coded for the record or records that apply to the most populous sub-state area.

5. Majority Checkbox

The variable to indicate the primary policy, or record that applies to the majority of the caseload in a given state and time period

The majority checkbox is only marked once per state and time period for a particular category. A value of (-1) in the data files indicates the box has been marked/checked for a given record. A value of 0 (zero) indicates the record is not the majority record.

If a user is interested in seeing only one record for a given state and time period, the majority checkbox can be used to determine the primary policy. If there is only one record coded for a state and time period, then that record will have the majority checkbox checked. If there are multiple records for a given state and time period (coded for different programs, counties, family groups, provider types, etc.), then the coder selects which record to code as the majority record (as described below).

For eligibility thresholds, the majority checkbox will be checked if the record is the majority record (i.e., the majority beginning and end dates are not coded 8888/88/88) and the record is not coded for a subgroup of families (e.g., non-TANF recipients or families without children with special needs).

For copayment amounts and copayment thresholds, the majority checkbox will be checked if the record is the majority record (i.e., the majority beginning and end dates are not coded 8888/88/88), the record is not coded for a subgroup of families, and the record applies to all providers or the base rate for center providers. If the copayments vary by the number of children in care, the primary policy is the record for families with one child in care. If the copayments vary by provider type or sub-type, the primary policy is the record that corresponds with the base provider payment rates for center providers (in the reimbursement rate category).

For provider payment rates (in the reimbursement rate category), the majority checkbox will be checked if the record is the majority record (i.e., the majority beginning and end dates are not coded 8888/88/88), the record is coded for Centers or All Providers, and the record captures the base maximum payment rates (i.e., the variable *ReimburseBase* is checked).

For provider payment rate policies (in the reimbursement rate category), the majority checkbox will be checked if the record is the majority record (i.e., the majority beginning and end dates are not coded 8888/88/88) and the record is coded for Centers or All Providers.

For the unlicensed provider policy categories, if there is variation in policy by provider type, the majority checkbox will be checked if the record is the majority record (i.e., the majority beginning and end dates are not coded 8888/88/88) and the record is for non-relative providers and care provided in the child's home.

Additional cases may arise across categories when the majority checkbox is used to identify the primary subgroup or provider type.

6. 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 will have more than one program name.

7. Family Group

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.

8. Provider Type

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, reimbursement rates (provider payment rates), and copayment policies in some cases. It is expected that different records will be coded for different types of providers for the reimbursement rates category. 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, family child care home is used. If the state does distinguish between the two types of care, the rates for the provider serving a smaller number of children is coded as Family Child Care Home and the rates for the provider serving a larger number of children is 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 unlicensed home-based provider policy categories, other provider policies, and reimbursement rates (also referred to as provider payment rates)), Provider Type is never coded NA. It is either coded for a specific type of provider or coded "All."

9. Provider Subtype

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 provider payment rates and sometimes for 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

C. All other variables

1. Percentages as whole numbers

Percentages are coded as whole numbers. For example, if the answer to a variable is 15 percent, the variable is coded 15 rather than 0.15.

2. Special Codes

a. NOT APPLICABLE (NA)

In the following cases, NA is coded 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 recipients are not eligible for CCDF subsidies, the question about whether TANF recipients have different activity requirements is coded NA.

b. NOT IN MANUAL

Not in manual is coded if the information cannot be found in the caseworker manual and there is no clear indication of whether 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 tracked on a regular basis as part of the project.

IV. CCDF Policies Database Categories

Eligibility Requirements for Families and Children

- Basic Criteria for Eligibility
- Definition of Family
- Income Definition
- Eligibility Thresholds
- Asset Tests

Family Application, Terms of Authorization, and Redetermination

- Basic Application Criteria
- Verification
- Redetermination
- Requirements for Reporting Changes
- Appeals
- Terms of Authorization
- Priority Policies
- Waiting List Policies

Family Payments

- Copayment Exemptions
- Copayment Adjustments
- Copayment Administration
- Copayment Income Thresholds
- Copayment Amount

Policies for Providers

- Reimbursement Rate Policies (Provider Payment Rate Policies)
- Reimbursement Rates (Provider Payment Rates)

- Basic Eligibility and Other Requirements for Unlicensed Home-Based Providers
- Background Checks for Unlicensed Home-Based Providers
- Training Requirements for Unlicensed Home-Based Providers
- TB Prevention Requirements for Unlicensed Home-Based Providers
- Health and Safety Checklist Requirements for Unlicensed Home-Based Providers
- Other Provider Policies
- Other Provider Policies: Who May Provide Care

Categories Coded from the State Plans for October 2005 through October 2009

- Administration
- Program Development
- Quality
- Early Learning Guidelines
- Professional Development

V. 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 (formal state program)
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.
General Assistance	State or locally funded cash assistance programs for families with low incomes.
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

VI. Detailed Database Categories

1. 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.

The variables in this category do not capture information about the administrative process for finding a family or child eligible for assistance. Policies related to the application process and documentation that must be provided to verify that a family or child is eligible are captured under the Basic Application Criteria and Verification database policy categories.

Subgroup Issues:

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

Additional Coding Notes:

If the state's policies differ for initial and continuing eligibility, the policies for initial eligibility are coded, and the continuing eligibility policies are coded in the notes field.

Variables and Notes:

Variable	**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 • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • The general rule is coded, and exceptions are picked up in EligMaxAgeChildExcept.

Variable	Notes
Exceptions to the policy for the oldest age at which a child who is not physically or mentally incapacitated may receive CCDF funding. (EligMaxAgeChildExcept)	Variable Options • (0) NA • (1) No exceptions to the maximum age policy • (2) If the child exceeds the maximum age during the school year, services may be provided through the remainder of the school year • (3) If the child exceeds the maximum age during the eligibility period, services may be provided through the remainder of the eligibility period • (92) Not in manual • (99) Other Coding Notes • This variable captures exceptions to the age requirement coded in EligMaxAgeChild. • If Other is coded, the policy detail is described in the corresponding notes field.
The oldest age at which a child who is mentally or physically incapable of taking care of themselves may receive CCDF funding. (EligMaxAgeMentalPhysicalIncapacity)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • States often refer to this as children with special needs. • The general rule is coded and exceptions are picked up in EligMaxAgeMentalPhysicalIncapacityExcept.

Variable	Notes
Exceptions to the policy for the oldest age at which a child who is physically or mentally incapacitated may receive CCDF funding. (EligMaxAgeMentalPhysicalIncapacityExcept)	Variable Options • (0) NA • (1) No exceptions to the maximum age policy • (2) If the child exceeds the maximum age during the school year, services may be provided through the remainder of the school year • (3) If the child exceeds the maximum age during the eligibility period, services may be provided through the remainder of the eligibility period • (92) Not in manual • (99) Other Coding Notes • This variable captures exceptions to the age requirement coded in EligMaxAgeMentalPhysicalIncapacity. • If Other is coded, the policy detail is described in the corresponding notes field.
The state's definition for children who are physically or mentally incapable of caring for themselves. (EligMentalPhysicalIncapacityDef)	Variable Options • Text Coding Notes • If the state provides a definition, regardless of whether a maximum age was coded for "EligMaxAgeMentalPhysicalIncapacity", the definition is coded here. • States often refer to this as children with special needs.

Variable	Notes
The oldest age at which a child in protective services may receive CCDF funding. (EligMaxAgeProtectiveServices)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • The general rule is coded, and exceptions are picked up in EligMaxAgeProtectiveServicesExcept. • 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. • If children in CPS are not eligible for CCDF subsidies, NA is coded and it is noted that children in CPS are not eligible for CCDF subsidies.
Exceptions to the policy for the oldest age at which a child who is in protective services may receive CCDF funding. (EligMaxAgeProtectiveServicesExcept)	Variable Options • (0) NA • (1) No exceptions to the maximum age policy • (2) If the child exceeds the maximum age during the school year, services may be provided through the remainder of the school year • (3) If the child exceeds the maximum age during the eligibility period, services may be provided through the remainder of the eligibility period • (92) Not in manual • (99) Other Coding Notes • This variable captures exceptions to the age requirement coded in EligMaxAgeProtectiveServices. • NA is coded if "EligMaxAgeProtectiveServices" is coded Not in manual or NA. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
The state's definition of a child in protective services. (EligProtectiveServicesDef)	Variable Options • Text Coding Notes • If the state provides a definition for protective services, regardless of whether a maximum age was coded for "EligMaxAgeProtectiveServices", the definition is coded here. • This variable does not capture definitions of child care that a state may refer to as "protective" (e.g., children experiencing homelessness) that are beyond what is generally understood as child protective services (i.e., children in the care or custody of the state receiving services from a child welfare agency).
The oldest age at which a child in foster care may receive CCDF funding. (EligMaxAgeFosterCare)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • The general rule is coded, and exceptions are picked up in EligMaxAgeFosterCareExcept. • If children in foster care are not eligible for CCDF subsidies, NA is coded and it is noted that children in foster care are not eligible for CCDF subsidies. • Policies for Kinship Care are captured in the corresponding notes field.

Variable	Notes
Exceptions to the policy for the oldest age at which a child who is in foster care may receive CCDF funding. (EligMaxAgeFosterCareExcept)	Variable Options • (0) NA • (1) No exceptions to the maximum age policy • (2) If the child exceeds the maximum age during the school year, services may be provided through the remainder of the school year • (3) If the child exceeds the maximum age during the eligibility period, services may be provided through the remainder of the eligibility period • (92) Not in manual • (99) Other Coding Notes • This variable captures exceptions to the age requirement coded in EligMaxAgeFosterCare. • NA is coded if "EligMaxAgeFosterCare" is coded Not in manual or NA. • If Other is coded, the policy detail is described in the corresponding notes field. • Policies for Kinship Care are captured in the corresponding notes field.
Parent/Guardian Activities that Confer Eligibility	
If there is a minimum number of hours a recipient must work each week in order to receive a child care subsidy. (EligMinWorkHours)	Variable Options • (0) NA • (1) No minimum • (2) Yes, same minimum for all recipients • (3) Yes, different minimum for full-time and part-time care • (92) Not in manual Coding Notes • This variable assumes the parent or caretaker is using work as a qualifying activity.

Variable	Notes
The minimum number of hours a recipient must work each week in order to receive a child care subsidy. (EligMinHoursAmount)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "EligMinWorkHours" is not coded Yes. • Other is coded if the requirement is not weekly and cannot be converted into a weekly amount. In most cases, the requirement can be broken down into a weekly amount. • If Other is coded, the policy detail is described in the corresponding notes field. • If the policy varies for full-time and part-time care, the lowest work requirement (for part-time care) is listed here and the full-time requirement is captured in EligMinHoursFullTime.
If different minimum for full and part-time care, the minimum number of hours a recipient must work each week to qualify for full-time care. (EligMinHoursFullTime)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • This variable assumes the parent or caretaker is using work as a qualifying activity. • NA is coded if "EligMinWorkHours" is not coded Yes, different minimum for full-time and part-time care.

Variable	Notes
The minimum number of weekly hours required for a two-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 • (92) Not in manual Coding Notes • This variable assumes the parents or caretakers are using work as a qualifying activity. • 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 (example, a single parent must work 15 hours and each parent in a two parent home must work 15 hours). • 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. • If there is a difference for full- and part-time care, the minimum (part-time requirement) hour requirement is coded and the full-time requirement is described in the notes. • In most cases, if coded No minimum for "EligMinWorkHours" this variable is also coded No minimum.
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 (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "EligMinWorkHoursTwoParent" is coded No minimum, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If different for each parent, the number of weekly hours for the second parent. (EligSecondParentHrs)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • 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.
If employment is an approved activity for CCDF eligibility. (EligApproveActivityEmployment)	Variable Options • (0) NA • (1) Yes • (2) No • (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 • (92) Not in manual Coding Notes • Information about the time limit for job search activities is not coded here. This information is captured in “EligMaxTimeJobSearch.”

Variable	Notes
The maximum amount of time allowed for job search activities. (EligMaxTimeJobSearch)	Variable Options • Numeric (integer) • (-1) Through the end of the eligibility period • (-2) No limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "EligApproveActivityJobSearch" is coded No, Not in manual, or NA. • If a state includes two options, the option for the longer period of time is coded. For example, if a state lists months and weeks, months are coded and the policy for number of weeks is described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.
The time increment associated with the maximum amount of time allowed for job search activities. (EligMaxTimeJobSearchUnit)	Variable Options • (0) NA • (1) Hours • (2) Days • (3) Weeks • (4) Months • (92) Not in manual Coding Notes • NA is coded if "EligApproveActivityJobSearch" is coded No, Not in manual, or NA or if “EligMaxTimeJobSearch” is coded Through the end of the eligibility period.

Variable	Notes
The time frame in which the maximum amount of job search activities must occur. (EligMaxTimeJobSearchTimeFrame)	Variable Options • (0) NA • (1) Per year • (2) Per 6 months • (3) Per occurrence • (4) Other • (92) Not in manual Coding Notes • NA is coded if "EligApproveActivityJobSearch" is coded No, Not in manual, or NA or if "EligMaxTimeJobSearch" is coded Through the end of the eligibility period. • This is the time frame in which the activity must occur. For example, job search activities may be limited to 6 months in a year or 2 weeks per occurrence. • If Other is coded, the policy detail is described in the corresponding notes field.
If high school activities are approved for CCDF eligibility. (EligApproveActivityHighSchool)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If there is a GPA requirement, this information is included in the notes field. • If there is variation in the requirements for teen parents and adult parents, the policy for teen parents is coded and the policy for adult parents is noted.
If GED activities are approved for CCDF eligibility. (EligApproveActivityGED)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If there is variation in the requirements for teen parents and adult parents, the policy for teen parents is coded and the policy for adult parents is noted.

Variable	Notes
If ESL/ESOL is an approved activity for CCDF eligibility. (EligApproveActivityESL)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If training is an approved activity for CCDF eligibility. (EligApproveActivityTraining)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • This variable captures training information. Information about high school GED, ESL, and post-secondary education is captured in separate variables.
If training is an approved activity for CCDF eligibility, how the state defines eligible training activities. (EligTrainingDef)	Variable Options • Text Coding Notes • If the state provides a definition for training, the definition is coded here. Otherwise, NA is coded if "EligApproveActivityTraining" is coded NA, No, or Not in manual. • This variable was added for coding beginning October 2, 2020. "NA, variable not coded prior to October 2, 2020" is coded prior to this date. • This variable captures training information. Information about high school GED, ESL, and post-secondary education is captured in separate variables.
If ABE/ABEL activities are approved for CCDF eligibility. (EligApproveActivityABE)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • ABE refers to adult basic education.

Variable	Notes
If post-secondary education is an approved activity for CCDF eligibility. (EligApproveActivityPostSecEd)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If there is a GPA requirement, this information is included in the notes field.
If TANF work program activities are approved for CCDF eligibility. (EligApproveActivityTANFWork)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Yes is coded if participation in the TANF work program is approved for CCDF eligibility.
If any other TANF approved activities, in addition to work program participation, are approved for CCDF eligibility. (EligApproveActivityAnyTANF)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Yes is coded if any other (non-work program) TANF activities are approved for CCDF eligibility.
If SNAP E&T is an approved activity for CCDF eligibility. (EligApproveActivitySNAPET)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • SNAP E&T refers to the SNAP employment and training program.

Variable	Notes
If there are other activities that are approved for CCDF eligibility. (EligApproveActivityOther)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
Requirements high school students must meet in order to be considered full-time students. (EligFullTimeHighSchoolRequire)	Variable Options • (0) NA • (1) Must meet minimum hour requirement each semester • (2) Full-time as defined by school student is attending • (92) Not in manual • (99) Other Coding Notes • If there are different requirements for minors and adults, the policy for minors is coded and the policy for adults is noted. • If there is no requirement, NA is coded with an explanation in the notes field. • If Other is coded, the policy detail is described in the corresponding 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)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "EligFullTimeHighSchoolRequire" is not coded Must meet minimum hour requirement each semester. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Requirements post-secondary students must meet in order to be considered full-time students. (EligFullTimePostSecondaryRequire)	Variable Options • (0) NA • (1) Must meet minimum hour requirement each semester • (2) Full-time as defined by school student is attending • (92) Not in manual • (99) Other Coding Notes • If there is no requirement, NA is coded with an explanation in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.
The minimum number of hours of classes a post-secondary student must be taking each semester to be considered a full-time student. (EligFullTimePostSecondaryHours)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded "EligFullTimePostSecondaryRequire" is not coded Must meet minimum hour requirement. • If Other is coded, the policy detail is described in the corresponding notes field.
The number of hours each week a full-time high school student must work. (EligFullTimeHighSchoolWork)	Variable Options • Numeric (integer) • (-2) No work requirement • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
The maximum number of hours of school activities that count toward the weekly work hours requirement for high school students. (EligMaxHighSchoolHoursWork)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If no school hours can count towards the work requirement, 0 (zero) is coded. • NA is coded if "EligFullTimeHighSchoolWork" is coded No work requirement. • If Other is coded, the policy detail is described in the corresponding notes field.
The number of hours each week a full-time post-secondary student must work. (EligFullTimePostSecondaryWork)	Variable Options • Numeric (Up to two decimal points) • (-2) No work requirement • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If there is no initial work requirement and a work requirement takes effect once the student has attended school for a specified amount of time, No work requirement is coded and the exception is described in the notes. For example, there is no work requirement unless the student has been in school for more than four years. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
The maximum number of hours of school activities that count toward the weekly work hours requirement for post-secondary students. (EligMaxPostSecondaryHoursWork)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If no school hours can count towards the work requirement, 0 (zero) is coded. • NA if coded if "EligFullTimePostSecondaryWork" is coded No work requirement. • If Other is coded, the policy detail is described in the corresponding notes field.
If housing search activities for families experiencing homelessness confer eligibility. (EligHousingSearch)	Variable Options • (0) NA • (1) Yes • (2) Yes, but can only count towards work hour requirement • (3) No • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
If count towards work hour requirement, the number of work hours housing search activities can count towards each week. (EligHousingHrs)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "EligHousingSearch" is not coded Yes, but can only count towards work hour requirement.

Variable	Notes
Other Eligibility Criteria	
The age at which a client would automatically be eligible for CCDF, regardless of work participation (elderly exemption). (EligMinAgeParent)	Variable Options • Numeric (integer) • (-2) No minimum • (-3) Varies • (-4) NA • (-5) Not in manual Coding Notes • No minimum (-2) is coded if there is no elderly exemption. • If Varies is coded, the policy detail is described in the corresponding notes field.
If a parent or caretaker with special needs who requires CCDF assistance can receive funding without participating in work activities. (EligSpecialNeedsParent)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If there is a different requirement for one-parent and two-parent homes, Varies is coded and the policy is described in the notes field. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Groups Qualifying with Different Activity Requirements	
The activities that confer eligibility for families receiving TANF. (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 • (92) Not in manual • (99) Other Coding Notes • 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. • NA is coded if TANF recipients are not eligible for CCDF and the policy is described in the notes field. • Must meet TANF-specific requirements not specified in child care manual is coded when TANF recipients are eligible for the subsidy but activity requirements are not outlined in the manual. • Other is coded when the requirements are described and differ from the TANF work program and other CCDF-eligible families. If Other is coded, the policy detail is described in the corresponding notes field. • Not in manual is coded if TANF recipients' eligibility is not discussed in the child care caseworker manual.

Variable	Notes
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 • (92) Not in manual • (99) Other Coding Notes • 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. • NA is coded if SNAP E&T families are not eligible for CCDF, and the policy is described in the notes field. • 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. • Other is coded when the requirements are described and differ from other CCDF-eligible families. If Other is coded, the policy detail is described in the corresponding notes field. • Not in manual is coded if SNAP E&T family eligibility is not discussed in the child care caseworker manual.

Variable	Notes
The activities that confer eligibility for transitional child care recipients. (EligTCCActivity)	Variable Options • (0) NA • (1) Same as non-TCC families • (2) Must meet TCC-specific requirements not specified in child care manual • (92) Not in manual • (99) Other Coding Notes • 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. • NA is coded if TCC recipients are not eligible for CCDF, and the policy is described in the notes field. • Must meet TCC-specific requirements not specified in child care manual is coded when TCC recipients are eligible for the subsidy but activity requirements are not outlined in the manual. • Other is coded when the requirements are described and differ from other CCDF-eligible families. If Other is coded, the policy detail is described in the corresponding notes field. • Not in manual is coded if TCC recipients' eligibility is not discussed in the child care caseworker manual.

Variable	Notes
The limit on the amount of time families qualify under TCC. (EligTimeLimitTCCActivity)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If the state provides a limit for the amount of time families qualifying under TCC can be eligible for subsidized care, the time limit is coded regardless of whether or not the family has to meet the different activity requirements. • If there is a limit on the amount of time families have to apply for TCC after TANF benefits end (different than the limit on eligibility for care under TCC), the policy is described in the notes. For example, a state may require a former TANF recipient to apply for benefits within six months after TANF benefits ended, but the family may be eligible for care under TCC for 12 months (12 is coded and the 6 month application deadline is described in the notes field). • If Other is coded, the policy detail is described in the corresponding notes field.
If there is a time limit for families qualify under TCC, the time unit associated with the limit. (EligTimeLimitTCCActivityTimeUnit)	Variable Options • (0) NA • (1) Days • (2) Weeks • (3) Months • (92) Not in manual Coding Notes • NA is coded if no time limit is coded for "EligTimeLimitTCCActivity".

Variable	Notes
The activities that confer eligibility for families experiencing homelessness. (EligHomelessActivity)	Variable Options • (0) NA • (1) Same as families not experiencing homelessness • (2) No activity requirement • (3) Housing search only • (4) Housing search counts towards work hour requirements • (92) Not in manual • (99) Other Coding Notes • 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 Other is coded, the policy detail is described in the corresponding notes field.
If there is a limit on the amount of time families experiencing homelessness are eligible for the child care subsidy. (EligTimeLimitHomelessActivity)	Variable Options • Numeric (integer) • (-2) No limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "EligHomelessActivity" is coded Same as families not experiencing homelessness. • If Other is coded, the policy detail is described in the corresponding notes field.
If there is a time limit for families experiencing homelessness, the time unit associated with the limit. (EligTimeLimitHomelessActivityTimeUnit)	Variable Options • (0) NA • (1) Days • (2) Weeks • (3) Months • (92) Not in manual Coding Notes • NA is coded if no time limit is coded for "EligTimeLimitHomelessActivity".

Variable	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 • (92) Not in manual • (99) Other Coding Notes • 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 the activity requirement or eligibility determination is at the CPS caseworker's discretion, this is coded Other and described in the notes. • Not eligible for CCDF is coded when families with a child in CPS are not eligible for CCDF-subsidized care. (This is not coded NA). • If Other is coded, the policy detail is described in the corresponding notes field.
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 (integer) • (-2) No limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If the state provides a limit for the amount of time families with CPS cases can be eligible for subsidized care, the time limit is coded regardless of whether or not the family has to meet different activity requirements. • NA is coded if "EligCPSActivity" is Not eligible for CCDF. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	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 • (92) Not in manual Coding Notes • NA is coded if no time limit is coded for "EligTimeLimitCPSActivity".
The activity requirements for families providing foster care to children. (EligFosterActivity)	Variable Options • (0) NA • (1) Same as for non-foster care families • (2) No activity requirement • (3) Not eligible for CCDF • (92) Not in manual • (99) Other Coding Notes • 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. • Not eligible for CCDF is coded when children in foster care are not eligible for CCDF-subsidized care. (This is not coded NA.) • If Other is coded, the policy detail is described in the corresponding notes field. • Policies for Kinship Care are captured in the corresponding notes field.
Other groups that may qualify with different activity requirements. (EligOtherActivity)	Variable Options • Text Coding Notes • NA is coded if no other groups may qualify with different activity requirements.

Variable	Notes
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 • (92) Not in manual Coding Notes • May be eligible for CCDF is coded if the family could continue to receive care if they qualify based on some other qualifying activity (for example, doesn't qualify as TANF applicant, but meets all requirements for non-TANF applicant). • May be eligible for CCDF is coded if there are any circumstances where the policy varies for some groups (for example, families sanctioned in TANF are eligible unless they are sanctioned in the TANF work program). Additional policy detail is provided in the notes field.
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 • (92) Not in manual Coding Notes • May be eligible for CCDF is coded if the family could continue to receive care if they qualify based on some other qualifying activity (for example, doesn't qualify as SNAP applicant, but meets all requirements for non-SNAP applicant). • May be eligible for CCDF is coded if there are any circumstances where the policy varies for some groups (for example, families sanctioned in SNAP are eligible unless they are sanctioned in the SNAP employment and training program). Additional policy detail is provided in the notes field.

Variable	Notes
The state's definition for participant fraud. (EligIneligibleFraudDef)	Variable Options • Text Coding Notes
If a person is disqualified from receiving the child care subsidy for the first fraud offense. (EligIneligibleFraudFirstOffense)	Variable Options • (0) NA • (1) Yes, for limited time • (2) Yes, permanently • (3) No • (4) Varies • (92) Not in manual Coding Notes • If the policy states individuals with a previous fraud offense are not allowed to enter the program (and no further fraud information is provided), Yes, permanently is coded. • If Varies is coded, the policy detail is described in the corresponding notes field.
The number of months a person is removed from the program after the first fraud offense. (EligIneligibleFraudFirstOffenseTime)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "EligIneligibleFraudFirstOffense" is not coded Yes, for limited time. • If Other is coded, the policy detail is described in the corresponding notes field.
If a person is disqualified from receiving the child care subsidy for the second fraud offense. (EligIneligibleFraudSecondOffense)	Variable Options • (0) NA • (1) Yes, for limited time • (2) Yes, permanently • (3) No • (4) Varies • (92) Not in manual Coding Notes • NA is coded if "EligIneligibleFraudFirstOffense" is coded Yes, permanently. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
The number of months a person is removed from the program after the second fraud offense. (EligIneligibleFraudSecondOffenseTime)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "EligIneligibleFraudSecondOffense" is not coded Yes, for limited time. • If Other is coded, the policy detail is described in the corresponding notes field.
If a person is disqualified from receiving the child care subsidy for the third fraud offense. (EligIneligibleFraudThirdOffense)	Variable Options • (0) NA • (1) Yes, for limited time • (2) Yes, permanently • (3) No • (4) Varies • (92) Not in manual Coding Notes • NA is coded if "EligIneligibleFraudFirstOffense" or "EligIneligibleFraudSecondOffense" is coded Yes, permanently. • If Varies is coded, the policy detail is described in the corresponding notes field.
The number of months a person is removed from the program after the third fraud offense. (EligIneligibleFraudThirdOffenseTime)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "EligIneligibleFraudThirdOffense" is not coded Yes, for limited time. • If Other is coded, the policy detail is described in the corresponding notes field.

2. Definition of Family

General Notes/Concepts:

This is the definition of family that is used for establishing family size. (Note that the individuals included for income purposes may be different.) This definition assumes that the family (or the "assistance unit") always includes biological/adoptive parents/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.

Subgroup Issues:

None

Additional Coding Notes:

The following variables assume a parent is defined as either a biological or adoptive parent.

Variables and Notes:

Variable	Notes
Maximum age a person could be considered a minor/teen parent. (FamTeenParentDef)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • The maximum age provided is coded, and any exceptions are described in the notes field. (For 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.)

Variable	Notes
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)	Variable Options • (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 • (92) Not in manual • (99) Varies Coding Notes • Cases where the teen parent's child is receiving the subsidy are coded. Additional information may be included in the notes field. • If Varies is coded, the policy detail is described in the corresponding notes field.
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)	Variable Options • (0) NA • (1) Minor and child form one unit, and parent and siblings form another • (2) Minor, child, parent, and siblings form one unit • (92) Not in manual • (99) Varies Coding Notes • Cases where the teen parent's child is receiving the subsidy are coded. Additional information may be included in the notes field. • If Varies is coded, the policy detail is described in the corresponding notes field.
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 (integer) • (-4) NA • (-5) Not in manual Coding Notes • The general rule is coded, and any exceptions are described in the corresponding notes field. • This variable refers to the policy for all households. It is not specific to teen parent households. • This variable is coded NA if siblings are never included in the family unit or if siblings are included in the family unit, regardless of age, as long as they are dependents.

Variable	Notes
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 (integer) • (-4) NA • (-5) Not in manual Coding Notes • If there is no extension for attending school, this will be the same as FamMaxAgeSib. • The general rule is coded, and any exceptions are described in the corresponding notes field. • This variable refers to the policy for all households. It is not specific to teen parent households. • This variable is coded NA if siblings are never included in the family unit or if siblings are included in the family unit, regardless of age, as long as they are dependents.
How a stepparent in the home, who does not have any children receiving CCDF, is treated. (FamStepParent)	Variable Options • (0) NA • (1) Always included • (2) Never included • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Varies Coding Notes • This variable is coded NA if step-parents are never included in the assistance unit. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	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 • (92) Not in manual • (99) Varies Coding Notes • Blended families consist of married parents with no children in common. • If Varies is coded, the policy detail is described in the corresponding notes field.
How a parent temporarily living outside of the household is treated. (FamParentTempAbsent)	Variable Options • (0) NA • (1) Always included • (2) Never included • (3) Varies • (92) Not in manual Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
Definition of a parent temporarily living outside of the household. (FamParentTempAbsentDef)	Variable Options • Text Coding Notes • NA is coded if “FamParentTempAbsent” is coded no temporarily absent parents included.
How the parent or caretaker's partner in the unit is treated. (FamParentPartner)	Variable Options • (0) NA • (1) Always included • (2) Never included • (92) Not in manual • (99) Varies Coding Notes • The partner is not a parent of a child receiving care. • The partner is not married to the child’s parent or caretaker. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If non-parent, relative caretakers are allowed to apply for child care subsidies for the children in their care. (FamNonParentRelativeEligible)	Variable Options • (0) NA • (1) Yes, all relative caretakers • (2) Yes, only legal guardians • (3) No • (4) Other • (92) Not in manual Coding Notes • For example: a grandparent who is the primary caretaker for the child. • A person is considered a non-parent caretaker when the person is responsible for the care of the child and the child's parent is not residing in the home. • A legal guardian is considered someone who has taken legal responsibility for the child through a formal process. • If the manual states that any person acting in loco parentis is allowed to apply for subsidies, "Yes, all relative caretakers" is coded. • Other is coded when all relative caretakers are not eligible to apply and eligibility is not limited strictly to legal guardians (for example, a state may require a court order or a signed document from the parent). If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
How a non-parent, relative caretaker in the unit is treated, when allowed to apply for subsidies. (FamNonParentRelative)	Variable Options • (0) NA • (1) Always included • (2) Never included • (92) Not in manual • (99) Varies Coding Notes • For example: a grandparent who is the primary caretaker for the child. • NA is coded if "FamNonParentRelativeEligible" is coded NA, No, or Not in manual. • This variable only applies to the caretakers who are allowed to apply. For example, if only legal guardians are allowed to apply, and when they do apply they are always counted in the assistance unit, this variable is coded Always Included. If all caretakers are allowed to apply and only legal guardians are included in the assistance unit, this variable is coded Varies. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If non-parent, non-relative caretakers are allowed to apply for child care subsidies for the children in their care. (FamNonParentNonRelativeEligible)	Variable Options • (0) NA • (1) Yes, all non-relative caretakers • (2) Yes, only legal guardians • (3) No • (4) Other • (92) Not in manual Coding Notes • For example: a friend or neighbor is the primary caretaker for the child. • A person is considered a non-parent caretaker when the person is responsible for the care of the child and the child's parent is not residing in the home. • A legal guardian is considered someone who has taken legal responsibility for the child through a formal process. • If the manual states that any person acting in loco parentis is allowed to apply for subsidies, "Yes, all non-relative caretakers" is coded. • Other is coded when all non-relative caretakers are not eligible to apply and eligibility is not limited strictly to legal guardians. For example, a state may require a court order or a signed document from the parent. If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
How a non-parent, non-relative caretaker in the unit is treated, when allowed to apply for subsidies. (FamNonParentNonRelative)	Variable Options • (0) NA • (1) Always included • (2) Never included • (92) Not in manual • (99) Varies Coding Notes • For example: a friend or neighbor is the primary caretaker for the child (the parent is not in the household). • NA is coded if "FamNonParentNonRelativeEligible" is coded NA, No, or Not in manual. • This variable only applies to the caretakers who are allowed to apply. For example, if only legal guardians are allowed to apply, and when they do apply they are always counted in the assistance unit, this variable is coded Always included. If all caretakers are allowed to apply and only legal guardians are included in the assistance unit, this variable is coded Varies. • If Varies is coded, the policy detail is described in the corresponding notes field.
How related, multi-family households are treated when each family has eligible children. (FamRelatedMultiFamHouse)	Variable Options • (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 • (92) Not in manual Coding Notes • For example: two different nuclear families in the household, both with children potentially eligible for subsidies, such as two sisters living together or adult multi-generational households. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If an adult relative living in the household may be included in the unit. (FamOtherAdultRelative)	Variable Options • (0) NA • (1) No other adult relatives included • (2) Adult relatives are included • (92) Not in manual • (99) Varies Coding Notes • For example: a grandparent who is not the primary caretaker for the child (the parent is in the household). • If Varies is coded, the policy detail is described in the corresponding notes field.
Circumstances under which an adult relative may be included in the unit. (FamSituationAdultRelative)	Variable Options • Text Coding Notes • For example: a grandparent is included if she is supported by the family, or if they pool resources, etc. • NA is coded if "FamOtherAdultRelative" is coded that no other adult relatives are included.
If an adult non-relative living in the household may be included in the unit. (FamAdultNonRelative)	Variable Options • (0) NA • (1) No other adult non-relatives included • (2) Adult non-relatives are included • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
Circumstances under which an adult non-relative may be included in the unit. (FamSituationAdultNonRelative)	Variable Options • Text Coding Notes • NA is coded if "FamAdultNonRelative" is coded that no other adult non-relatives are included.

3. Income Definition

General Notes/Concepts:

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 thresholds. 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). It is assumed that all cash income counts as income unless described below. The variables apply to families who are not automatically eligible for CCDF subsidies.

Traditionally included income:

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

Traditionally excluded income:

1. WIA/WIOA payments
2. Adoption subsidy payments
3. Loans/grants
4. Capital gain

Subgroup Issues:

None

Additional Coding Notes:

If income is treated differently for irregular work hours, the policy is described in the notes field. 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. Broadly, key policies affecting the treatment of income that are not captured in the variables are included in the category notes.

Variables and Notes:

Variable	Notes
Treatment of Various Types of Income	
Treatment of TANF income for eligibility and copay purposes. (IncTANF)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (92) Not in manual • (99) Varies/partially counted Coding Notes • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field. • If families who receive TANF are eligible for child care assistance regardless of income, Not counted is coded and the policy detail is described in the corresponding notes field.
Treatment of SSI income for eligibility and copay purposes. (IncSSI)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (92) Not in manual • (99) Varies/partially counted Coding Notes • SSI refers to Supplemental Security Income. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
Treatment of SSDI income for eligibility and copay purposes. (IncSSDI)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (92) Not in manual • (99) Varies/partially counted Coding Notes • SSDI refers to Social Security Disability Insurance. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Treatment of net self-employment income for eligibility and copay purposes. (IncSelfEmployment)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (92) Not in manual • (99) Varies/partially counted Coding Notes • Fully counted is coded if a state counts net income or income minus expenses. • Varies/partially counted is coded if there is a state specific additional deduction. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
Treatment of unemployment insurance benefits for eligibility and copay purposes. (IncUnemployment)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (3) Varies/partially counted • (92) Not in manual • (99) Policy not coded prior to October 2, 2020 Coding Notes • The general policy for unemployment insurance benefits is coded in the variable, and polices for other types of unemployment insurance benefits are captured in the corresponding notes field. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
Treatment of child support income for eligibility and copay purposes. (IncChildSupport)	Variable Options • (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 • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Treatment of the value of SNAP benefits for eligibility and copay purposes. (IncValueSNAPBenefits)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (92) Not in manual • (99) Varies/partially counted Coding Notes • If information is included for SNAP E&T income and the policy differs from the treatment of SNAP benefits, the additional information is included in the notes field. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Varies/partially counted Coding Notes • General assistance refers to state or locally-funded assistance programs for families with low incomes. This does not include TANF or unemployment insurance. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
Treatment of the value of housing assistance for eligibility and copay purposes. (IncHousingAssistValue)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (92) Not in manual • (99) Varies/partially counted Coding Notes • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.

Variable	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 • (92) Not in manual • (99) Varies/partially counted Coding Notes • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
Treatment of foster care income for eligibility and copay purposes. (IncFosterCare)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (92) Not in manual • (99) Varies/partially counted Coding Notes • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field. • Policies for Kinship Care are captured in the corresponding notes field.
Treatment of state EITC refunds for eligibility and copay purposes. (IncEITCRefund)	Variable Options • (0) NA, no state EITC • (1) Fully counted • (2) Not counted • (92) Not in manual • (99) Varies/partially counted Coding Notes • If the state does not have a state EITC program, this variable is coded NA, no state EITC. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.

Variable	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 • (92) Not in manual • (99) Varies/partially counted Coding Notes • Policies for lump sum income, as defined by the state, are coded. • The types of lump sum income and the state's definition of lump sum income are described in the notes field. • Counted if above specified threshold is coded if lump sum income over a certain dollar amount is counted. • Varies/partially counted is coded if the policy varies depending on the type of lump sum income. If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
If lump sum income over a certain amount is counted, the dollar amount over which income is counted. (IncLumpSumAmount)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "IncLumpSum" is not coded Counted if above specified threshold. • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual Coding Notes • NA is coded if "IncLumpSum" is not coded Counted if above specified threshold.

Variable	Notes
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 • (92) Not in manual • (99) Varies/partially counted Coding Notes • Policies for gift and casual unearned income, as defined by the state, are coded. • The types of gift or casual unearned income and the state's definition of those terms are described in the notes field. • If there is a policy for casual earned income, this policy is described in the general notes field for the category rather than this variable's notes field. • Counted if above specified threshold is coded if gift or casual unearned income over a certain dollar amount is counted. • Varies/partially counted is coded if the policy varies depending on the type of gift or casual unearned income. If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
If gifts or casual unearned income over a certain amount are counted, the dollar amount over which they are counted. (IncGiftsCasualAmount)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "IncGiftsCasual" is not coded Counted if above specified threshold. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If gifts or casual unearned income over a certain amount are counted, the time unit associated with the amount. (IncGiftsCasualTimeUnit)	Variable Options • (0) NA • (1) Monthly • (2) Quarterly • (3) Yearly • (92) Not in manual Coding Notes • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
Types of income that are treated differently for copay purposes and how they are treated differently. (IncDifferentForCopayDescribe)	Variable Options • Text Coding Notes • NA is coded if “IncDifferentForCopay” is not coded Yes.

Variable	Notes
Treatment of Earnings for Various Members of the Unit	
Treatment of earnings of siblings and CCDF-eligible children for eligibility and copay purposes. (IncChild)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (92) Not in manual • (99) Varies/partially counted Coding Notes • This variable captures the policy for earned income. If earned and unearned income are treated differently, the policy is coded for earned income. • This variable captures the policy for children or siblings who are counted in the unit. The definition of an eligible child or sibling corresponds to the definitions in the eligibility and family definition variables. For example, if income is not counted for all children age 18 and under, and the family definition variables show that siblings are included in the unit only if they are age 18 and under, IncChild will be coded Not counted since children over age 18 are not included in the unit. • If income is only counted for children of a certain age (for example, all children over age 15), this variable is coded Varies/partially counted, the policy variation based on the age of the child is described in the notes field, and the age is coded in "IncChildAgeCounted". Fully counted is only coded if income is fully counted for all dependent children. • If income of children is not counted if they are in school, this variable is coded Varies/partially counted. If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
If child's earnings are counted, the age of the child whose earnings are counted. (IncChildAgeCounted)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • The general rule is coded and exceptions are described in the notes field. • NA is coded if "IncChild" is not coded Varies/partially counted.

Variable	Notes
Treatment of earnings of a teen parent for eligibility and copay purposes. (IncTeenParent)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (3) NA (not included in the family unit) • (92) Not in manual • (99) Varies/partially counted Coding Notes • If NA (not included in the family unit) is coded, this matches the information found in the Family Definition category. • The policy for earned income is coded. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
Treatment of step-parent's earnings for eligibility and copay purposes. (IncStepParent)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (3) NA (not included in the family unit) • (92) Not in manual • (99) Varies/partially counted Coding Notes • If NA (not included in the family unit) is coded, this matches the information found in the Family Definition category. • The policy for earned income is coded. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Treatment of non-parent, relative caretaker's earnings for eligibility and copay purposes. (IncNonParentRelativeCaretaker)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (3) NA (not included in the family unit) • (92) Not in manual • (99) Varies/partially counted Coding Notes • If NA (not included in the family unit) is coded, this matches the information found in the Family Definition category. • The policy for earned income is coded. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
Treatment of non-parent, non-relative caretaker's earnings for eligibility and copay purposes. (IncNonParentNonRelativeCaretaker)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (3) NA (not included in the family unit) • (92) Not in manual • (99) Varies/partially counted Coding Notes • If NA (not included in the family unit) is coded, this matches the information found in the Family Definition category. • The policy for earned income is coded. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Treatment of non-parent, adult relative's earnings for eligibility and copay purposes. (IncNonParentAdultRelative)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (3) NA (not included in the family unit) • (92) Not in manual • (99) Varies/partially counted Coding Notes • If NA (not included in the family unit) is coded, this matches the information found in the Family Definition category. • The policy for earned income is coded. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
Treatment of non-parent, non-relative adult's earnings for eligibility and copay purposes. (IncNonParentAdultNonRelative)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (3) NA (not included in the family unit) • (92) Not in manual • (99) Varies/partially counted Coding Notes • If NA (not included in the family unit) is coded, this matches the information found in the Family Definition category. • The policy for earned income is coded. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Treatment of earnings for a parent temporarily living outside of the household for eligibility and copay purposes. (IncParentTempAbsent)	Variable Options • (0) NA • (1) Fully counted • (2) Not counted • (3) NA (not included in the family unit) • (92) Not in manual • (99) Varies/partially counted Coding Notes • If NA (not included in the family unit) is coded, this matches the information found in the Family Definition category. • The policy for earned income is coded. • The state's definition of a temporarily absent parent is used. This is not coded Varies unless the state describes variation in the policy for counting income for temporarily absent parents included in the unit. • If Varies/partially counted is coded, the policy detail is described in the corresponding notes field.
Disregards	
If the value of the earned income disregard is a percentage or dollar amount. (IncDisregardType)	Variable Options • (0) NA • (1) Percentage • (2) Dollar Amount • (92) Not in manual • (99) Other Coding Notes • NA is coded if there is no disregard. • If Other is coded, the policy detail is described in the corresponding notes field.
The value of the earned income disregard. (IncDisregard)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • "0" (zero) is coded if there is no disregard. • The general rule is coded and exceptions are described in the notes field (for example, the state may use a different disregard for teen parents).

Variable	Notes
Limitations on the application of the earned income disregard. (IncDisregardLimits)	Variable Options • Text Coding Notes • The text provides a description of the limitation, if applicable.
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)	Variable Options • (0) NA • (1) None • (2) All • (3) Portion • (92) Not in manual • (99) Varies Coding Notes • This variable captures policies for child support paid by a parent in the household to a child outside of the household. This variable does not capture policies for child support received for a child living in the household. That information is captured in "IncChildSupport". • If Portion or Varies is coded, the policy detail is described in the corresponding notes field.

4. 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 at or 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 (Notes_elig), one note field for continuing eligibility thresholds used during the eligibility period (Notes_cont), and one note field for continuing eligibility thresholds used at redetermination (Notes_redeterm), rather than note fields for each individual variable or value. There is also an overall category note field.

Variables and Notes:

Variable	Notes
Eligibility Threshold Policies	
Does the state use different sets of income eligibility thresholds for families newly applying for subsidies and families already receiving subsidies? (EligThresholdVariation)	Variable Options • (0) NA • (1) No, one set of thresholds: same for newly eligible families and families already receiving assistance • (2) Yes, two sets of thresholds: one for newly eligible families and one for families already receiving assistance • (3) Yes, three sets of thresholds: one for newly eligible families, one for families during the eligibility period, and one for families at redetermination • (4) Yes, two sets of thresholds: one for newly eligible families and families at redetermination and one for families during the eligibility period • (5) Yes, two sets of thresholds: one for newly eligible families and families during the eligibility period and one for families at redetermination. • (92) Not in manual Coding Notes

Variable	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 (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • 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 (up to two decimal places) • (-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 (up to two decimal places) • (-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 (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes
The monthly dollar amount of the initial eligibility threshold for a family size of five. (EligFamSizeFive)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes

Variable	Notes
The monthly dollar amount of the initial eligibility threshold for a family size of six. (EligFamSizeSix)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes
The monthly dollar amount of the initial eligibility threshold for a family size of seven. (EligFamSizeSeven)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes
The monthly dollar amount of the initial eligibility threshold for a family size of eight. (EligFamSizeEight)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes
The monthly dollar amount of the initial eligibility threshold for a family size of nine. (EligFamSizeNine)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes
The monthly dollar amount of the initial eligibility threshold for a family size of ten. (EligFamSizeTen)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes
Notes for initial eligibility thresholds. (Notes_elig)	Variable Options • Text Coding Notes

Variable	Notes
Continuing Eligibility Thresholds by Family Size	
The monthly dollar amount of the continuing eligibility threshold used during the eligibility period for a family size of one. (EligContFamSizeOne)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if no eligibility threshold is provided for family size 1. • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance" or "Yes, two sets of thresholds: one for newly eligible families and families during the eligibility period and one for families at redetermination," the number coded here will match EligFamSizeOne.
The monthly dollar amount of the continuing eligibility threshold used during the eligibility period for a family size of two. (EligContFamSizeTwo)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance" or "Yes, two sets of thresholds: one for newly eligible families and families during the eligibility period and one for families at redetermination," the number coded here will match EligFamSizeTwo.
The monthly dollar amount of the continuing eligibility threshold used during the eligibility period for a family size of three. (EligContFamSizeThree)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance" or "Yes, two sets of thresholds: one for newly eligible families and families during the eligibility period and one for families at redetermination," the number coded here will match EligFamSizeThree.

Variable	Notes
The monthly dollar amount of the continuing eligibility threshold used during the eligibility period for a family size of four. (EligContFamSizeFour)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance" or "Yes, two sets of thresholds: one for newly eligible families and families during the eligibility period and one for families at redetermination," the number coded here will match EligFamSizeFour.
The monthly dollar amount of the continuing eligibility threshold used during the eligibility period for a family size of five. (EligContFamSizeFive)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance" or "Yes, two sets of thresholds: one for newly eligible families and families during the eligibility period and one for families at redetermination," the number coded here will match EligFamSizeFive.
The monthly dollar amount of the continuing eligibility threshold used during the eligibility period for a family size of six. (EligContFamSizeSix)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance" or "Yes, two sets of thresholds: one for newly eligible families and families during the eligibility period and one for families at redetermination," the number coded here will match EligFamSizeSix.

Variable	Notes
The monthly dollar amount of the continuing eligibility threshold used during the eligibility period for a family size of seven. (EligContFamSizeSeven)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance" or "Yes, two sets of thresholds: one for newly eligible families and families during the eligibility period and one for families at redetermination," the number coded here will match EligFamSizeSeven.
The monthly dollar amount of the continuing eligibility threshold used during the eligibility period for a family size of eight. (EligContFamSizeEight)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance" or "Yes, two sets of thresholds: one for newly eligible families and families during the eligibility period and one for families at redetermination," the number coded here will match EligFamSizeEight.
The monthly dollar amount of the continuing eligibility threshold used during the eligibility period for a family size of nine. (EligContFamSizeNine)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance" or "Yes, two sets of thresholds: one for newly eligible families and families during the eligibility period and one for families at redetermination," the number coded here will match EligFamSizeNine.

Variable	Notes
The monthly dollar amount of the continuing eligibility threshold used during the eligibility period for a family size of ten. (EligContFamSizeTen)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance" or "Yes, two sets of thresholds: one for newly eligible families and families during the eligibility period and one for families at redetermination," the number coded here will match EligFamSizeTen.
Notes for continuing eligibility thresholds used during the eligibility period. (Notes_cont)	Variable Options • Text Coding Notes
Continuing Eligibility Thresholds at Redetermination by Family Size	
The monthly dollar amount of the continuing eligibility threshold used at redetermination for a family size of one. (EligRedetermFamSizeOne)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if no eligibility threshold is provided for family size 1. • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance", the number coded here will match EligFamSizeOne and EligContFamSizeOne. • If EligThresholdVariation is coded "Yes, two sets of thresholds: one for newly eligible families and one for families already receiving assistance" the number coded here will match EligContFamSizeOne.

Variable	Notes
The monthly dollar amount of the continuing eligibility threshold used at redetermination for a family size of two. (EligRedetermFamSizeTwo)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance", the number coded here will match EligFamSizeTwo and EligContFamSizeTwo. • If EligThresholdVariation is coded "Yes, two sets of thresholds: one for newly eligible families and one for families already receiving assistance", the number coded here will match EligContFamSizeTwo.
The monthly dollar amount of the continuing eligibility threshold used at redetermination for a family size of three. (EligRedetermFamSizeThree)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance", the number coded here will match EligFamSizeThree and EligContFamSizeThree. • If EligThresholdVariation is coded "Yes, two sets of thresholds: one for newly eligible families and one for families already receiving assistance", the number coded here will match EligContFamSizeThree.
The monthly dollar amount of the continuing eligibility threshold used at redetermination for a family size of four. (EligRedetermFamSizeFour)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance", the number coded here will match EligFamSizeFour and EligContFamSizeFour. • If EligThresholdVariation is coded "Yes, two sets of thresholds: one for newly eligible families and one for families already receiving assistance", the number coded here will match EligContFamSizeFour.

Variable	Notes
The monthly dollar amount of the continuing eligibility threshold used at redetermination for a family size of five. (EligRedetermFamSizeFive)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance", the number coded here will match EligFamSizeFive and EligContFamSizeFive. • If EligThresholdVariation is coded "Yes, two sets of thresholds: one for newly eligible families and one for families already receiving assistance", the number coded here will match EligContFamSizeFive.
The monthly dollar amount of the continuing eligibility threshold used at redetermination for a family size of six. (EligRedetermFamSizeSix)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance", the number coded here will match EligFamSizeSix and EligContFamSizeSix. • If EligThresholdVariation is coded "Yes, two sets of thresholds: one for newly eligible families and one for families already receiving assistance", the number coded here will match EligContFamSizeSix.
The monthly dollar amount of the continuing eligibility threshold used at redetermination for a family size of seven. (EligRedetermFamSizeSeven)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance", the number coded here will match EligFamSizeSeven and EligContFamSizeSeven. • If EligThresholdVariation is coded "Yes, two sets of thresholds: one for newly eligible families and one for families already receiving assistance", the number coded here will match EligContFamSizeSeven.

Variable	Notes
The monthly dollar amount of the continuing eligibility threshold used at redetermination for a family size of eight. (EligRedetermFamSizeEight)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance", the number coded here will match EligFamSizeEight and EligContFamSizeEight. • If EligThresholdVariation is coded "Yes, two sets of thresholds: one for newly eligible families and one for families already receiving assistance", the number coded here will match EligContFamSizeEight.
The monthly dollar amount of the continuing eligibility threshold used at redetermination for a family size of nine. (EligRedetermFamSizeNine)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance", the number coded here will match EligFamSizeNine and EligContFamSizeNine. • If EligThresholdVariation is coded "Yes, two sets of thresholds: one for newly eligible families and one for families already receiving assistance", the number coded here will match EligContFamSizeNine.
The monthly dollar amount of the continuing eligibility threshold used at redetermination for a family size of ten. (EligRedetermFamSizeTen)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If EligThresholdVariation is coded "No, one set of thresholds: same for newly eligible families and families already receiving assistance", the number coded here will match EligFamSizeTen and EligContFamSizeTen. • If EligThresholdVariation is coded "Yes, two sets of thresholds: one for newly eligible families and one for families already receiving assistance", the number coded here will match EligContFamSizeTen.

Variable	Notes
Notes for continuing eligibility thresholds used at redetermination. (Notes_redeterm)	Variable Options • Text Coding Notes

5. Assets Tests

General Notes/Concepts:

This category describes the types of test 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	Notes
If the state has any assets tests. (AssetTest)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the manual provides information on what income is counted but does not mention asset tests, “no” is coded rather than “not in manual.” • All other assets tests variables are coded NA if "AssetTest" is coded No, Not in manual, or NA.
The value of countable cash assets a family may hold without it counting against the family’s eligibility. (AssetLimits)	Variable Options • Numeric (up to two decimal places) • (-2) No limit • (-3) All assets counted • (-4) NA • (-5) Not in manual Coding Notes • Numeric answers represent a dollar amount. • If “AssetTest” is coded No, Not in manual, or NA, this variable is coded NA.

Variable	Notes
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. • (92) Not in manual Coding Notes • If the state does not consider vehicles when determining assets, "Entire value of all vehicles owned by unit" is coded. • If "AssetTest" is coded No, Not in manual, or NA, this variable is coded NA.
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)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "AssetExemptValueVehicle" is not coded percent of fair market value, percent of equity value, or specified market value of one vehicle. • If "AssetTest" is coded No, Not in manual, or NA, this variable is coded NA.
Other types of assets excluded from eligibility. (AssetOtherExcluded)	Variable Options • Text Coding Notes • If "AssetTest" is coded No, Not in manual, or NA, this variable is coded NA.
Other types of traditionally excluded assets counted for eligibility. (AssetOtherCounted)	Variable Options • Text Coding Notes • If "AssetTest" is coded No, Not in manual, or NA, this variable is coded NA.

6. 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.

These variables do not capture information about the criteria that make a family or child eligible for assistance. Policies related to eligibility requirements are captured under the Basic Criteria for Eligibility database policy category.

Subgroup Issues:

None

Additional Coding Notes:

None

Variables and Notes:

Variable	Notes
If parents have the option to apply through the provider instead of the state agency. (AppProvider)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes

Variable	Notes
If the initial application can be submitted in person. (AppMethodPerson)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the manual does not provide any information on the methods allowed, “not in manual” is coded. • If the manual specifically lists a few methods, any methods not listed are coded “no”. • If the state provides a general policy, “not in manual” is coded for all methods unless a method can specifically be ruled out (ex. if an applicant must submit an original signed form, “no” is coded for online, fax, and email and “not in manual” is coded for in-person or by mail). • If the state only specifies “in writing,” this information is noted in the variable AppMethodOther.
If the initial application can be submitted by mail. (AppMethodMail)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the manual does not provide any information on the methods allowed, “not in manual” is coded. • If the manual specifically lists a few methods, any methods not listed are coded “no”. • If the state provides a general policy, “not in manual” is coded for all methods unless a method can specifically be ruled out (ex. if an applicant must submit an original signed form, “no” is coded for online, fax, and email and “not in manual” is coded for in-person or by mail). • If the state only specifies “in writing,” this information is noted in the variable AppMethodOther.

Variable	Notes
If the initial application can be submitted by fax. (AppMethodFax)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the manual does not provide any information on the methods allowed, "not in manual" is coded. • If the manual specifically lists a few methods, any methods not listed are coded "no". • If the state provides a general policy, "not in manual" is coded for all methods unless a method can specifically be ruled out (ex. if an applicant must submit an original signed form, "no" is coded for online, fax, and email and "not in manual" is coded for in-person or by mail). • If the state only specifies "in writing," this information is noted in the variable AppMethodOther.
If the initial application can be submitted by email. (AppMethodEmail)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the manual does not provide any information on the methods allowed, "not in manual" is coded. • If the manual specifically lists a few methods, any methods not listed are coded "no". • If the state provides a general policy, "not in manual" is coded for all methods unless a method can specifically be ruled out (ex. if an applicant must submit an original signed form, "no" is coded for online, fax, and email and "not in manual" is coded for in-person or by mail). • If the state only specifies "in writing," this information is noted in the variable AppMethodOther.

Variable	Notes
If the initial application can be submitted online. (AppMethodOnline)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the manual does not provide any information on the methods allowed, “not in manual” is coded. • If the manual specifically lists a few methods, any methods not listed are coded “no”. • If the state provides a general policy, “not in manual” is coded for all methods unless a method can specifically be ruled out (ex. if an applicant must submit an original signed form, “no” is coded for online, fax, and email and “not in manual” is coded for in-person or by mail). • If the state only specifies “in writing,” this information is noted in the variable AppMethodOther.
If the initial application can be submitted by phone. (AppMethodPhone)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the manual does not provide any information on the methods allowed, “not in manual” is coded. • If the manual specifically lists a few methods, any methods not listed are coded “no”. • If the state provides a general policy, “not in manual” is coded for all methods unless a method can specifically be ruled out (ex. if an applicant must submit an original signed form, “no” is coded for online, fax, and email and “not in manual” is coded for in-person or by mail). • If the state only specifies “in writing,” this information is noted in the variable AppMethodOther.

Variable	Notes
If the initial application can be submitted by any other method. (AppMethodOther)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If Yes is coded, the policy detail is described in the corresponding notes field. • If the manual only states that applications can be submitted in writing, this variable is coded Yes and the policy is described in the notes.
If there are exceptions to the initial application requirement. (AppSubmitException)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If Yes is coded, the policy detail is described in the corresponding notes field.
If an interview is required during the application process. (AppInterview)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If the initial applicant interview can be conducted in person. (AppInterviewPerson)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if AppInterview is not coded Yes.

Variable	Notes
If the initial applicant interview can be conducted by phone. (AppInterviewPhone)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if AppInterview is not coded Yes. • If Yes is coded, the policy detail is described in the corresponding notes field.
Within how many days the applicant must be notified of eligibility after the application is received. (AppNotifyEligible)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • Other is coded if there is a less specific time frame (example: when decision is made, or timely notification). If a general term, such as timely notification, is used, the manual's glossary is checked to see if a specific definition is given. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If the applicant can receive the subsidy before all documentation is submitted. (AppCoverageDocumentation)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • This variable captures if there are any circumstances where the applicant can receive the subsidy before all documentation is submitted. • If Yes is coded, the policy detail is described in the corresponding notes field.
Within how many days of submitting the application it will be denied if all application requirements are not completed. (AppIncomplete)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
When coverage will begin if the applicant is ruled eligible. (AppCoverageStart)	Variable Options • (0) NA • (1) Retroactive to date of application • (2) Begins when approved for care • (3) Other • (92) Not in manual Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
A description of any guidance the agency gives the parents for finding/choosing a child care provider. (AppProviderSearchGuidance)	Variable Options • Text Coding Notes • Information about provider requirements is not coded here. Only information about how parents are assisted in the process of finding a provider by the state or local agency is coded. The information included may not be exhaustive.

7. Verification

General Notes/Concepts:

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.

These variables do not capture information about the criteria that make a family or child eligible for assistance. Policies related to eligibility requirements are captured under the Basic Criteria for Eligibility database policy category.

Subgroup Issues:

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. The database began capturing verification exemption policies for specific programs (e.g., TANF, SNAP, and Medicaid) as of October 2, 2023.

Additional Coding Notes:

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.

Variables and Notes:

Variable	Notes
Verification Required	
If an applicant receiving benefits from any other benefit/service program has to resubmit documentation to show eligibility for CCDF. (VerifyApplicantOtherBenefitProgram)	Variable Options • (0) NA • (1) Yes • (2) No • (91) Variable no longer coded as of October 2, 2023 • (92) Not in manual • (99) Varies Coding Notes • 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 Varies is coded, the policy detail is described in the corresponding notes field. • This variable is no longer coded as of October 2, 2023. These policies are now being captured by variables that reference specific programs (e.g., VerifyOtherBenefitProgramTANF).
If an applicant receiving TANF is exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramTANF)	Variable Options • (0) NA • (1) Yes, all documentation • (2) Yes, some documentation • (3) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if TANF recipients are required to submit the same documentation during the CCDF application process as other families. • If "Yes, some documentation" is coded, the policy detail is described in the corresponding notes field. • NA is coded if TANF recipients are not eligible for the CCDF program.

Variable	Notes
If an applicant receiving transitional child care is exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramTCC)	Variable Options • (0) NA • (1) Yes, all documentation • (2) Yes, some documentation • (3) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if transitional child care recipients are required to submit the same documentation during the CCDF application process as other families. • If "Yes, some documentation" is coded, the policy detail is described in the corresponding notes field. • NA is coded if TCC recipients are not eligible for the CCDF program.
If an applicant receiving general assistance or general relief is exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramGeneralAssistance)	Variable Options • (0) NA • (1) Yes, all documentation • (2) Yes, some documentation • (3) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if general assistance/general relief recipients are required to submit the same documentation during the CCDF application process as other families. • If "Yes, some documentation" is coded, the policy detail is described in the corresponding notes field. • NA is coded if general assistance/general relief recipients are not eligible for the CCDF program or if the state does not have a general assistance/general relief program.

Variable	Notes
If an applicant receiving SNAP is exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramSNAP)	Variable Options • (0) NA • (1) Yes, all documentation • (2) Yes, some documentation • (3) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if SNAP recipients are required to submit the same documentation during the CCDF application process as other families. • If "Yes, some documentation" is coded, the policy detail is described in the corresponding notes field. • NA is coded if SNAP recipients are not eligible for the CCDF program. • If there is a different policy for SNAP E&T, that policy is captured in the notes field.
If an applicant receiving WIC is exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramWIC)	Variable Options • (0) NA • (1) Yes, all documentation • (2) Yes, some documentation • (3) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if WIC recipients are required to submit the same documentation during the CCDF application process as other families. • If "Yes, some documentation" is coded, the policy detail is described in the corresponding notes field. • NA is coded if WIC recipients are not eligible for the CCDF program.

Variable	Notes
If an applicant receiving Medicaid is exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramMedicaid)	Variable Options • (0) NA • (1) Yes, all documentation • (2) Yes, some documentation • (3) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if Medicaid recipients are required to submit the same documentation during the CCDF application process as other families. • If "Yes, some documentation" is coded, the policy detail is described in the corresponding notes field. • NA is coded if Medicaid recipients are not eligible for the CCDF program.
If an applicant receiving LIHEAP or other energy assistance is exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramLIHEAP)	Variable Options • (0) NA • (1) Yes, all documentation • (2) Yes, some documentation • (3) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if families receiving LIHEAP or other energy assistance are required to submit the same documentation during the CCDF application process as other families. • If "Yes, some documentation" is coded, the policy detail is described in the corresponding notes field. • If this policy varies depending on the type of energy assistance program, this information is captured in the corresponding notes field. • NA is coded if families receiving LIHEAP or other energy assistance are not eligible for the CCDF program.

Variable	Notes
If an applicant living in public or subsidized housing is exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramHousingAssistance)	Variable Options • (0) NA • (1) Yes, all documentation • (2) Yes, some documentation • (3) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if families living in public or subsidized housing are required to submit the same documentation during the CCDF application process as other families. • If "Yes, some documentation" is coded, the policy detail is described in the corresponding notes field. • If this policy varies depending on the housing program, this information is captured in the corresponding notes field.
If the child is enrolled in Head Start or Early Head Start, is the applicant exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramHeadStart)	Variable Options • (0) NA • (1) Yes, all documentation • (2) Yes, some documentation • (3) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if families with children in Head Start/Early Head Start are required to submit the same documentation during the CCDF application process as other families. • If "Yes, some documentation" is coded, the policy detail is described in the corresponding notes field. • NA is coded if children enrolled in Head Start or Early Head Start are not eligible for the CCDF program. • If there is a different policy for Early Head Start, the policy for Head Start is coded, and the policy for early head start is captured in the notes field.

Variable	Notes
If the child is enrolled in Pre-K, is the applicant exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramPreK)	Variable Options • (0) NA • (1) Yes, all documentation • (2) Yes, some documentation • (3) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if families with children in Pre-K are required to submit the same documentation during the CCDF application process as other families. • If "Yes, some documentation" is coded, the policy detail is described in the corresponding notes field. • NA is coded if children enrolled in Pre-K are not eligible for the CCDF program.
If the child is in protective services, is the applicant exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramCPS)	Variable Options • (0) NA • (1) Yes, all documentation • (2) Yes, some documentation • (3) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if families with children receiving protective services are required to submit the same documentation during the CCDF application process as other families. • If "Yes, some documentation" is coded, the policy detail is described in the corresponding notes field. • NA is coded if children in protective services are not eligible for the CCDF program.

Variable	Notes
If the child is in foster care, is the applicant exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramFosterCare)	Variable Options • (0) NA • (1) Yes, all documentation • (2) Yes, some documentation • (3) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if families with children in foster care are required to submit the same documentation during the CCDF application process as other families. • If "Yes, some documentation" is coded, the policy detail is described in the corresponding notes field. • NA is coded if children in foster care are not eligible for the CCDF program. • Policies for Kinship Care are captured in the corresponding notes field.
If an applicant receiving benefits from any other benefit/service program is exempt from submitting some or all documentation to show eligibility for CCDF. (VerifyOtherBenefitProgramOther)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable is coded No if the state does not exempt additional benefit/service recipient families from what is captured by the Verification "BenefitProgram" variables. • If Yes is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If documentation is required to verify the applicant's identity. (VerifyIdentityApplicant)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.
If documentation is required to verify household composition. (VerifyHouseholdComp)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • This variable is coded Yes if the applicant is required to show identification (state issued id, birth certificate, etc.) for all household members. • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.
If documentation is required to verify the age of the child. (VerifyChildAge)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.

Variable	Notes
If documentation is required to verify the applicant's relationship to the child. (VerifyApplicantChildRelation)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.
If documentation is required to verify the permanent absence of a parent or caretaker. (VerifyAbsentParent)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • This variable applies to permanent absences of one or both parents. • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.

Variable	Notes
If documentation is required to verify the child's residency. (VerifyChildResidence)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • This variable captures whether the family is required to verify where the child lives (address, or that the child resides with the person applying for subsidies). • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.
If documentation is required to verify employment or the number of work hours. (VerifyEmployment)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.
The documentation that is required to verify employment or the number of work hours. (VerifyEmploymentDocument)	Variable Options • Text Coding Notes • 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 • NA is coded if "VerifyEmployment" is coded No, Not in manual, or NA.

Variable	Notes
If documentation is required to verify income. (VerifyIncome)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.
The documentation that is required to verify income. (VerifyIncomeDocument)	Variable Options • Text Coding Notes • 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 • NA is coded if "VerifyIncome" is coded No, Not in manual, or NA.
If documentation is required to verify the amount of assets reported by the applicant. (VerifyAssets)	Variable Options • (0) NA • (1) Yes • (3) No • (4) Varies • (92) Not in manual • (99) Policy not coded prior to October 2, 2018 Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required. • If the state does not have an assets test for applicants, NA is coded with a note explaining no assets test is applied.

Variable	Notes
If documentation is required to verify involvement in an education program. (VerifyApplicantEd)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.
If documentation is required to verify involvement in a training program. (VerifyApplicantTrain)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.
If documentation is required to verify the child's citizenship or immigration status. (VerifyChildCitizenStatus)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.

Variable	Notes
If documentation is required to verify a child has special needs. (VerifySpecialNeedChild)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.
If documentation is required to verify a child's immunization record. (VerifyImmunization)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • 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. The provider policy is captured in "UnlicensedImmunizationRecords" under Basic Eligibility for Unlicensed Home-Based Providers. • If Varies is coded, the policy detail is described in the corresponding notes field. • If there are differences in the requirement based on the type of provider (ex. applicants must submit documentation unless they are using a licensed child care center provider), this variable is coded Varies and the policy is described in the notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.

Variable	Notes
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 • (92) Not in manual Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If verification is only required when questionable, the variable is coded No, and a note is included to explain when verification is required.
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 • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
If documentation is required to verify compliance with Child Support Enforcement. (VerifyChildSupportEnforce)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If there are exemptions for Child Support Enforcement requirements. (VerifyChildSupportEnforceExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes

Variable	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 • (92) Not in manual Coding Notes • 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 • (92) Not in manual Coding Notes • 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 • (92) Not in manual Coding Notes • NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption for pending legal proceedings. (ExemptLegalProceeding)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.

Variable	Notes
If there is a Child Support Enforcement exemption if the guardian is being counseled about adoption. (ExemptAdoption)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption for good faith. (ExemptGoodFaith)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes.
If there is a Child Support Enforcement exemption for any other reason. (ExemptOther)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if "VerifyChildSupportEnforceExempt" is not coded Yes. • If Yes is coded, the policy detail is described in the corresponding notes field.

8. 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	Notes
Redetermination Guidelines	
How often (in months) redetermination is required, regardless of interim changes. (RedetermPeriod)	Variable Options • Numeric (integer) • (-3) Varies • (-4) NA • (-5) Not in manual Coding Notes • The general rule is coded and exceptions are described in the notes field (for example, redetermination is completed every 12 months for all families except families with children in protective services who complete redetermination every 6 months). Varies is coded when the general rule varies (for example, redetermination is completed every 3, 6, or 12 months depending on income security or at caseworker discretion). • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If the eligibility period is aligned when additional children are determined eligible in a family already receiving CCDF subsidies. (RedetermChildAlign)	Variable Options • (0) NA • (1) Yes • (2) No • (3) Varies • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable captures what happens when a family already receiving CCDF-funded child care applies for the subsidy for an additional child; specifically, it captures whether or not the eligibility period is aligned for all children receiving subsidies in the same family. • If Varies is coded, the policy detail is described in the corresponding notes field.
If the eligibility period is aligned for additional children, how the eligibility period is adjusted. (RedetermChildAlignPeriod)	Variable Options • (0) NA • (1) Eligibility aligned with new child's eligibility period • (2) Eligibility aligned with existing child or children's eligibility period • (3) Other • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • If RedetermChildAlign is coded NA, No, or Not in manual, this variable is coded NA. • This variable captures what happens when a family already receiving CCDF-funded child care applies for the subsidy for an additional child; specifically, it captures how the eligibility period is aligned. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If financial and household changes that have to be reported result in redetermination. (RedetermInterim)	Variable Options • (0) NA • (1) Always • (2) Sometimes • (3) Never • (92) Not in manual Coding Notes • This variable captures 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). • If Sometimes is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
How many days or weeks prior to redetermination that clients must be notified, if required. (RedetermNotifyTime)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "RedetermNotify" is not coded Notification required a specified number of day/weeks prior to redetermination. • Unless specified, it is assumed that redetermination corresponds with the end of the eligibility period as defined in RedetermPeriod. • 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.

Variable	Notes
How many days before the subsidy end date that clients must submit materials for redetermination. (RedetermComplete)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • 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. • If Other is coded, the policy detail is described in the corresponding notes field.
Within how many days prior to an adverse change in the subsidy amount or terms the family must be notified. (RedetermSubsidyChangeNotice)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • 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. • If no prior notification is required, NA is coded, and the policy is described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.
If the agency is required to notify the provider of any subsidy changes for a child in the provider's care. (RedetermProviderNotice)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes

Variable	Notes
When services will be terminated if a family is no longer eligible for the subsidy. (RedetermSubsidyTermTime)	Variable Options • (0) NA • (1) Retroactive to date of change in eligibility status • (2) Effective on the date of notification • (3) Grace period • (4) Other • (92) Not in manual Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field
If there is a grace period for termination of services, how many days it will last after notification of changes. (RedetermSubsidyTermGrace)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • A number is only coded if Grace Period is coded for "RedetermSubsidyTermTime." • If Other is coded, the policy detail is described in the corresponding notes field. • If the state/territory has a phase out period for families who are above the eligibility thresholds, this variable is coded Other and a note is included explaining the phase out period and when a family qualifies for the graduated phase out.
If a family's eligibility changes, when the subsidy/benefits will change. (RedetermSubsidyChangeTime)	Variable Options • (0) NA • (1) Retroactive to date of change in eligibility status • (2) Effective on the date of notification • (3) Grace period • (4) Other • (92) Not in manual Coding Notes • This is coded for a reduction or increase in subsidy, but not for termination. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If there is a grace period for a change in services, how many days it will last after notification of changes. (RedetermSubsidyChangeGrace)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • A number is only coded if Grace Period is coded for "RedetermSubisdyChangeTime." • 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. • If Other is coded, the policy detail is described in the corresponding notes field.
If TANF recipients are exempt from redetermination. (RedetermExemptTANF)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • 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	Notes
If families with children in foster care are exempt from redetermination. (RedetermExemptFosterCare)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the group is not exempt, but the redetermination process is delayed or extended for the group, this is described in the notes field. • Policies for Kinship Care are captured in the corresponding notes field.
If CPS cases are exempt from redetermination. (RedetermExemptCPS)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • 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 Yes is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Documentation Required for Redetermination	
If participants are required to provide updated documentation to prove eligibility during redetermination. (RedetermAppDocNew)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field. • If any documentation is required for redetermination, this variable is coded Yes, and nuances are captured in the notes.
If information for redetermination can be submitted in person. (RedetermDocMethodPerson)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If information for redetermination can be submitted by phone. (RedetermDocMethodPhone)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If information for redetermination can be submitted by fax. (RedetermDocMethodFax)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes

Variable	Notes
If information for redetermination can be submitted by mail. (RedetermDocMethodMail)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If applicants can submit information for redetermination online. (RedetermDocMethodOnline)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes

9. Requirements for Reporting Changes

General Notes/Concepts:

Participants in child care subsidy programs may be required to report changes that occur while they are receiving child care services. Interim changes 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:

If the manual provides a list of changes that must be reported, items not listed in the manual are coded No, unless the coding notes below indicate otherwise. For the policies captured here, the general rule is coded, and any exceptions are described in the notes fields.

Variables and Notes:

Variable	**Notes**
Within how many days the individual must notify the state agency of changes. (ReportNotify)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • 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 Other is coded, the policy detail is described in the corresponding notes field.
If changes in household composition have to be reported. (ReportHousehold)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes

Variable	Notes
If changes in the nature of the qualifying activity have to be reported. (ReportQualifyActivity)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding 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 • (92) Not in manual Coding Notes • 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 • (92) Not in manual Coding Notes • 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 • (92) Not in manual Coding Notes

Variable	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 • (4) Yes, only when income exceeds the eligibility limit used during the eligibility period • (92) Not in Manual • (99) Other Coding Notes • If the manual does not specify that only certain changes (ex. income changes of more than 50 dollars) must be reported, but it does say that income changes must be reported, this variable is coded Yes, all changes. • If Other is coded, the policy detail is described in the corresponding notes field. • If the state only requires families to report income when it exceeds a certain percentage of state median income or poverty, and that percentage is equal to the eligibility threshold, "Yes, only when income exceeds the eligibility limit used during the eligibility period" is coded and the percentage is listed in the notes.

Variable	Notes
If income changes over a certain amount must be reported, the amount when changes must be reported. (ReportIncomeAmount)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "ReportIncome" is not coded Yes, only changes over a certain amount. • 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. For example, a state may require a client to report increases in income over 200 dollars and decreases in income over 100 dollars. In this case 200 dollars policy is coded and the 100 dollar decrease is described in the notes field. • The coding varies based on whether the manual describes changes of X dollars or more vs. changes over X dollars. For example, if the policy states that changes of 50 dollars or more must be reported, 50 is coded. If the policy states that changes over 50 dollars must be reported, 51 is coded the policy 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 • (92) Not in manual Coding Notes • 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 • (92) Not in manual Coding Notes

Variable	Notes
If changes of phone number have to be reported. (ReportPhoneNumber)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If changes in marital status have to be reported. (ReportMaritalStatus)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If name changes have to be reported. (ReportNameChange)	Variable Options • (0) NA • (1) Yes • (2) No • (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 • (92) Not in manual Coding Notes • If the manual does not address whether the individual must report the intent to change providers, this variable is coded Not in manual.
If the individual is required to report a change in child care provider. (ReportChildCareProvider)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the manual does not address whether the individual is required to report a change in providers, this variable is coded Not in manual.

Variable	Notes
If the individual has to notify the provider of the intent to terminate services. (ReportTerminateServices)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the manual does not address whether individuals must notify the provider of the intent to terminate services, this variable is coded Not in manual.

10. 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	Notes
Appeals Procedures	
Agency where appeals are filed. (AppealAgency)	Variable Options • Text (list agency) Coding Notes • If more than one appeal is allowed, the agency where the first appeal is filed is coded and any additional agencies are listed in the corresponding notes field.
How many appeals a person can file for one action. (AppealNumber)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If there is more than one appeal, the process for the different levels of appeal is described in the notes field. • Example 1: if the person is allowed a first, second, and third appeal during the process, 3 is coded. • Example 2: The individual can appeal the agency's decision through an administrative hearing. If the individual does not agree with the ruling from the administrative hearing, the person may then ask for a judicial review. The judicial review is the final decision. 2 is coded. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If an appeal can be submitted in-person. (AppealMethodPerson)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If an appeal can be submitted by mail. (AppealMethodMail)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If an appeal can be submitted by fax. (AppealMethodFax)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If an appeal can be submitted by email. (AppealMethodEmail)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If an appeal can be submitted online. (AppealMethodOnline)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes

Variable	Notes
Other methods for submitting appeals. (AppealMethodOther)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the manual only states that appeals can be filed in writing, this variable is coded Yes and the policy is described in the corresponding notes field. • If Yes is coded, the policy detail is described in the corresponding notes field.
How the hearing is conducted. (AppealHearingMethod)	Variable Options • (0) NA • (1) In-person only • (2) In-person or by phone • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
Service During Appeal	
If the individual can continue receiving child care services at the previous benefit level during the appeals process. (AppealServiceContinue)	Variable Options • (0) NA • (1) Yes • (2) Varies • (3) No • (92) Not in manual Coding Notes • Varies is coded if care only continues through the first appeal or second appeal when multiple appeals are allowed, or if continued services depend on the reason benefits were reduced or terminated. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If individuals are required to repay the cost of service during the appeal if they lose the appeal. (AppealRepayment)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • NA is coded if "AppealServiceContinue" is coded No. • If Varies is coded, the policy detail is described in the corresponding notes field.
If the individual will receive retroactive services for any missed benefits during the appeal. (AppealRetroactive)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.

11. Terms of Authorization

General Notes/Concepts:

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 the activity or the subgroup.

Subgroup Issues:

None

Additional Coding Notes:

None

Variables and Notes:

Variable	Notes
Activities Authorized for Child Care Subsidy	
If care is authorized for travel hours. (AuthTravelHours)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
Maximum number of hours authorized for travel hours. (AuthTravelHoursAmount)	Variable Options • Numeric (up to two decimal places) • (-2) At caseworker's discretion, no maximum • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "AuthTravelHours" is not Yes or Varies. • The general rule is coded, and any exceptions are described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time increment associated with the maximum amount of time authorized for travel hours. (AuthTravelHoursTime)	Variable Options • (0) NA • (1) Daily • (2) Weekly • (3) Monthly • (92) Not in manual Coding Notes • NA is coded if "AuthTravelHoursAmount" is coded At caseworker's discretion, no maximum; Other; NA; or Not in manual.
If care is authorized for rest hours for individuals whose evening work shifts cross over midnight. (AuthRestHours)	Variable Options • (0) NA • (1) Yes, regardless of whether care is needed during working hours • (2) Yes, only if care is not needed during working hours • (3) No • (4) Varies • (92) Not in manual Coding Notes • The applicable Yes answer is coded based on whether or not restrictions are placed on care if it is also requested for time the applicant is working (in addition to care for rest hours) and any additional restrictions that may apply are described in the notes field. • If Varies is coded, the policy detail is described in the corresponding notes field.
Maximum number of hours authorized for rest hours. (AuthRestHoursAmount)	Variable Options • Numeric (integer) • (-2) At caseworker's discretion, no maximum • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "AuthRestHours" is coded No, Not in manual, or NA. • The general rule is coded, and any exceptions are described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time increment associated with the maximum amount of time authorized for rest hours. (AuthRestHoursTime)	Variable Options • (0) NA • (1) Daily • (2) Weekly • (3) Monthly • (92) Not in manual Coding Notes • NA is coded if "AuthRestHoursAmount" is coded At caseworker's discretion, no maximum; Other; NA; or Not in manual.
If care is authorized for study hours. (AuthStudyHours)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If the policy varies for teen parents and adult parents, the variable is coded Varies and the variation is described in the notes field.
Maximum number of hours authorized for study hours. (AuthStudyHoursAmount)	Variable Options • Numeric (integer) • (-2) At caseworker's discretion, no maximum • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "AuthStudyHours" is coded No, Not in manual, or NA. • If "AuthStudyHoursTime" is coded Paid per credit hour or hour of participation, this variable captures the amount of care authorized per credit hour. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time increment associated with the maximum amount of time authorized for study hours. (AuthStudyHoursTime)	Variable Options • (0) NA • (1) Daily • (2) Weekly • (3) Monthly • (4) Per credit hour or hour of participation • (92) Not in manual • (99) Other Coding Notes • NA is coded if "AuthStudyHoursAmount" is coded At caseworker's discretion, no maximum; Other; NA; or Not in manual. • If Per credit hour or hour of participation is coded, "AuthStudyHoursAmount" indicates how much time is approved per credit hour (for example, 2 hours per credit hour). • If Other is coded, the policy detail is described in the corresponding notes field.
If care is authorized for tutoring hours. (AuthSchoolActivityTutor)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If the policy varies for teen parents and adult parents, the variable is coded Varies and the variation is described in the notes field.

Variable	Notes
If hours between classes for school are authorized for care. (AuthSchoolActivityBetweenClass)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If the policy varies for teen parents and adult parents, the variable is coded Varies and the variation is described in the notes field.
If care is authorized for school lunch breaks. (AuthSchoolActivityLunch)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • If the policy varies for teen parents and adult parents, the variable is coded Varies and the variation is described in the notes field.
If care is authorized for any other school activities. (AuthSchoolActivityOther)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Yes or Varies is coded, the policy detail is described in the corresponding notes field. • If the policy varies for teen parents and adult parents, the variable is coded Varies and the variation is described in the notes field.

Variable	Notes
If care is authorized for scheduled school breaks for parents who are students. (AuthSchoolBreaks)	Variable Options • (0) NA • (1) Yes • (2) Yes, only if child will lose slot in child care program • (3) No • (4) Varies • (92) Not in manual Coding Notes • This variable captures the policy for the parent's break from school, not the child's school breaks. • If Varies is coded, the policy detail is described in the corresponding notes field. • If care is authorized for some breaks, but not all breaks (ex. summer breaks), Varies is coded and the policy is described in the corresponding notes field. • If the policy varies for teen parents and adult parents, the variable is coded Varies and the variation is described in the notes field.
Maximum amount of time authorized for school breaks. (AuthSchoolBreaksAmount)	Variable Options • Numeric (integer) • (-1) Through the end of the eligibility period • (-2) Paid for entire break, no maximum • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "AuthSchoolBreaks" is coded No, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time increment associated with the maximum amount of time authorized for school breaks. (AuthSchoolBreaksTime)	Variable Options • (0) NA • (1) Days • (2) Weeks • (3) Months • (92) Not in manual Coding Notes • NA is coded if "AuthSchoolBreaksAmount" is coded Through the end of the eligibility period; Paid for entire break, no maximum; Other; NA; or Not in manual.
High school education/GED activities authorized for care. (AuthHighSchoolGED)	Variable Options • (0) NA • (1) Any high school/GED activities • (2) Only high school/GED activities for teen parents • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
Post-secondary education activities authorized for care. (AuthPostSecondaryEd)	Variable Options • (0) NA • (1) Any post-secondary education activity • (2) Only non-prerequisite courses • (92) Not in manual • (99) Other Coding Notes • Other is coded if the education must be approved or if the education must improve earning potential, etc. If Other is coded, the policy detail is described in the corresponding notes field. • If the policy varies for teen parents and adult parents, the variable is coded Other and the variation is described in the notes field.

Variable	Notes
If care is authorized for training activities. (AuthTraining)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • Varies is coded if the training must be approved or if the training must improve earning potential, etc. If Varies is coded, the policy detail is described in the corresponding notes field.
If care is authorized for maternity/paternity leave. (AuthMaternalLeave)	Variable Options • (0) NA • (1) Yes • (2) Yes, only if job will be available upon return • (3) No • (4) Varies • (91) Variable no longer coded as of October 2, 2023 • (92) Not in manual Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • This variable is no longer coded as of October 2, 2023. This policy is now being captured by AuthParentalLeave.
Maximum amount of time authorized for maternity leave. (AuthMaternalLeaveAmount)	Variable Options • Numeric (integer) • (-1) Through the end of the eligibility period • (-2) At caseworker's discretion, no maximum • (-3) Other • (-4) NA • (-5) Not in manual • (-6) Variable no longer coded as of October 2, 2023 Coding Notes • NA is coded if "AuthMaternalLeave" is coded No, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field. • This variable is no longer coded as of October 2, 2023. This policy is now being captured by AuthParentalLeaveAmount.

Variable	Notes
Time increment associated with the maximum amount of time authorized for maternity leave. (AuthMaternalLeaveTime)	Variable Options • (0) NA • (1) Days • (2) Weeks • (3) Months • (91) Variable no longer coded as of October 2, 2023 • (92) Not in manual Coding Notes • NA is coded if "AuthMaternalLeaveAmount" is coded Through the end of the eligibility period, At caseworker's discretion, no maximum; Other; NA; or Not in manual. • This variable is no longer coded as of October 2, 2023. This policy is now being captured by AuthParentalLeaveTime.
If care is authorized for parental leave. (AuthParentalLeave)	Variable Options • (0) NA • (1) Yes, for both parents • (2) Yes, for both parents, only if jobs will be available upon return • (3) Yes, for mother only • (4) Yes, for mother only, only if job will be available upon return • (5) No • (6) Varies • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable captures if child care is approved for maternal leave, paternal leave, or both. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Maximum amount of time authorized for parental leave. (AuthParentalLeaveAmount)	Variable Options • Numeric (integer) • (-1) Through the end of the eligibility period • (-2) At caseworker's discretion, no maximum • (-3) Other • (-4) NA • (-5) Not in manual • (-6) Policy not coded prior to October 2, 2023 Coding Notes • In combination with AuthParentalLeaveTime this variable captures the maximum amount of time authorized for parental leave. • NA is coded if AuthParentalLeave is coded NA, No, or Not in manual. • If Other is coded, the policy detail is described in the corresponding notes field.
Time increment associated with the maximum amount of time authorized for parental leave. (AuthParentalLeaveTime)	Variable Options • (0) NA • (1) Days • (2) Weeks • (3) Months • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • In combination with AuthParentalLeaveAmount this variable captures the maximum amount of time authorized for parental leave. • NA is coded if AuthParentalLeaveAmount is coded "Through the end of the eligibility period;" "At caseworker's discretion, no maximum;" Other; NA; or Not in manual. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If care is authorized during a leave of absence from work. (AuthLeaveAbsence)	Variable Options • (0) NA • (1) Yes, for a maximum number of weeks • (2) Yes, length of time not specified • (3) Yes, through the end of the eligibility period • (4) No • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
The maximum number of weeks care may be authorized during a leave of absence. (AuthLeaveAbsenceTime)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • 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)	Variable Options • (0) NA • (1) Yes, for a maximum number of weeks • (2) Yes, length of time not specified • (3) Yes, through the end of the eligibility period • (4) No • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
The maximum number of weeks care may be authorized for National Guard or military reserves activities. (AuthMilitaryTime)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "AuthMilitary" is not coded Yes, for a maximum number of weeks.

Variable	Notes
If care is authorized during interim changes to eligibility criteria. (InterimChangeGracePeriod)	Variable Options • (0) NA • (1) Yes • (2) No • (3) Yes, through the end of the eligibility period • (91) Variable no longer coded as of October 2, 2021 • (92) Not in manual • (99) Varies Coding Notes • This variable is coded Yes if there is any situation where the family can receive care during interim changes. If Yes is coded, the policy detail is described in the corresponding notes field. • If Varies is coded, the policy detail is described in the corresponding notes field. • As of October 2, 2021, policy no longer coded.
General Maximum Hours of Coverage	
If there is a policy for maximum hours of care paid for by the subsidy. (AuthMaxHours)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • 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 they are an equivalent amount of time, the coding is prioritized based on the following order: yearly, monthly, weekly, daily. • If there is a section in the manual on terms of authorization and there is no mention of a maximum hours policy, this variable is coded No. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
The maximum number of hours of care allowed under the subsidy. (AuthMaxHoursAmount)	Variable Options • Numeric (integer) • (-3) Varies • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "AuthMaxHours" is not coded Yes or Varies. • If Varies is coded, the policy detail is described in the corresponding notes field.
The time increment associated with the maximum hours of care. (AuthMaxHoursTime)	Variable Options • (0) NA • (1) Daily • (2) Weekly • (3) Monthly • (4) Yearly • (92) Not in manual • (99) Varies Coding Notes • NA is coded if a number is not coded for "AuthMaxHoursAmount." • The amount coded corresponds to the policy for the hours coded in "AuthMaxHoursAmount." • If Varies is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual Coding Notes • If this variable is not coded Yes, the rest of the variables in this section are coded NA. • Yes is only coded if the policies for subgroups are different than the general requirement captured in "AuthMaxHours" and "AuthMaxHoursAmount".

Variable	Notes
The maximum amount of care authorized for part-time workers. (AuthMaxHoursWorkPart)	Variable Options • Numeric (integer) • (-2) No maximum • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual Coding Notes • 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 (integer) • (-2) No maximum • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual Coding Notes • NA is coded if a number was not coded for "AuthMaxHoursFullHighSchool."

Variable	Notes
The maximum amount of care authorized for full-time post-secondary students. (AuthMaxHoursFullPostSecondary)	Variable Options • Numeric (integer) • (-2) No maximum • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual Coding Notes • 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 (integer) • (-1) Same as full-time student • (-2) No maximum • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • Same as full-time student is only coded if a number is coded for "AuthMaxHoursFullHighSchool" AND the manual treats the two the same. • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual Coding Notes • NA is coded if a number was not coded for "AuthMaxHoursPartHighSchool."

Variable	Notes
The maximum amount of care authorized for part-time post-secondary students. (AuthMaxHoursPartPostSecondary)	Variable Options • Numeric (integer) • (-1) Same as full-time student • (-2) No maximum • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • Same as full-time student is only coded if a number is coded for "AuthMaxHoursFullPostSecondary" AND the manual treats the two the same. • If Other is coded, the policy detail is described in the corresponding notes field.
The time increment associated with the maximum amount of care for part-time post-secondary students. (AuthMaxHoursPartPostSecondaryTime)	Variable Options • (0) NA • (1) Daily • (2) Weekly • (3) Monthly • (92) Not in manual Coding Notes • NA is coded if a number was not coded for "AuthMaxHoursPartPostSecondary."
The maximum amount of care authorized for teen parents attending school. (AuthMaxHoursStudentTeen)	Variable Options • Numeric (integer) • (-2) No maximum • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
The time increment associated with the maximum amount of care for teen parents attending school. (AuthMaxHoursStudentTeenTime)	Variable Options • (0) NA • (1) Daily • (2) Weekly • (3) Monthly • (92) Not in manual Coding Notes • NA is coded if a number was not coded for "AuthMaxHoursStudentTeen."

Variable	Notes
The maximum amount of care authorized for parents over age 65. (AuthMaxHoursSenior)	Variable Options • Numeric (integer) • (-2) No maximum • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
The time increment associated with the maximum amount of care for parents over age 65. (AuthMaxHoursSeniorTime)	Variable Options • (0) NA • (1) Daily • (2) Weekly • (3) Monthly • (92) Not in manual Coding Notes • NA is coded if a number was not coded for "AuthMaxHoursSenior."
List any other subgroups with different maximum hours of care. (AuthMaxHoursOther)	Variable Options • Text Coding Notes • 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)	Variable Options • Text Coding Notes • NA is coded if no other subgroups are listed for “AuthMaxHoursOther.”

12. 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	Notes
If any groups are given priority for the subsidy. (PriorGroups)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the manual goes into great detail about eligibility, different eligibility groups, and waiting lists, but does not describe priority policies, this variable is coded No. • 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)	Variable Options • (0) NA • (1) Subsidy Guaranteed • (2) Priority over other children, subsidy not guaranteed • (3) Same priority as other CCDF-eligible children • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
How the state defines children with special needs. (PriorSpecialNeedsDef)	Variable Options • Text Coding Notes • If the state provides a definition of this group, the definition is coded regardless of whether or not the group receives priority. If children with special needs are not given priority and the state does not provide a definition for children with special needs, this variable is coded NA. • The definition of children with special needs is also captured in “EligMentalPhysicalIncapacityDef”.
Time limit (in months) placed on the priority for children with special needs. (PriorSpecialNeedsChildTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorSpecialNeedsChild" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.
What order priority (priority number) children with special needs are given in relation to other priority groups. (PriorSpecialNeedsChildNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorSpecialNeedsChild" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If children in families with very low income are given priority for subsidy. (PriorLowIncome)	Variable Options • (0) NA • (1) Subsidy Guaranteed • (2) Priority over other children, subsidy not guaranteed • (3) Same priority as other CCDF-eligible children • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
How the state defines very low income. (PriorLowIncomeDef)	Variable Options • Text Coding Notes • If the state provides a definition of this group, the definition is coded regardless of whether or not the group receives priority. If this group is not given priority and the state does not provide a definition for very low income, this variable is coded NA.
Time limit (in months) placed on the priority for children in families with very low income. (PriorLowIncomeTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorLowIncome" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
What order priority (priority number) children in families with very low income are given in relation to other priority groups. (PriorLowIncomeNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorLowIncome" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
Time limit (in months) placed on the priority for families receiving TANF. (PriorTANFTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorTANF" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
What order priority (priority number) families receiving TANF are given in relation to other priority groups. (PriorTANFNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorTANF" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Varies Coding Notes • Time limits for TCC eligibility are not captured here; they are captured in “EligTimeLimitTCCActivity” under Eligibility Criteria. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time limit (in months) placed on the priority for families transitioning from TANF. (PriorTANFTransTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorTANFTrans" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • This variable captures the time limit for priority, not eligibility in general. Information about the time limit for TCC eligibility will be captured in “EligTimeLimitTCCActivity” under Eligibility Criteria. • If Other is coded, the policy detail is described in the corresponding notes field.
What order priority (priority number) families transitioning from TANF are given in relation to other priority groups. (PriorTANFTransNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorTANFTrans" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time limit (in months) placed on the priority for families at risk of becoming dependent on TANF. (PriorTANFRiskTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorTANFRisk" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.
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 (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorTANFRisk" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time limit (in months) placed on the priority for children in Child Protective Services. (PriorCPSTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorCPS" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.
What order priority (priority number) children in Child Protective Services are given in relation to other priority groups. (PriorCPSNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorCPS" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • Policies for Kinship Care are captured in the corresponding notes field.

Variable	Notes
Time limit (in months) placed on the priority for children in Foster Care. (PriorFosterCareTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorFosterCare" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field. • Policies for Kinship Care are captured in the corresponding notes field.
What order priority (priority number) children in Foster Care are given in relation to other priority groups. (PriorFosterCareNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorFosterCare" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field. • Policies for Kinship Care are captured in the corresponding notes field.
If children in Head Start programs are given priority. (PriorHeadStart)	Variable Options • (0) NA • (1) Subsidy Guaranteed • (2) Priority over other children, subsidy not guaranteed • (3) Same priority as other CCDF-eligible children • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time limit (in months) placed on the priority for children in Head Start programs. (PriorHeadStartTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorHeadStart" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.
What order priority (priority number) children in Head Start programs are given in relation to other priority groups. (PriorHeadStartNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorHeadStart" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.
If children in Pre-K are given priority. (PriorPreK)	Variable Options • (0) NA • (1) Subsidy Guaranteed • (2) Priority over other children, subsidy not guaranteed • (3) Same priority as other CCDF-eligible children • (92) Not in manual • (99) Varies Coding Notes • This variable captures policies for state-funded Pre-K. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time limit (in months) placed on the priority for children in Pre-K. (PriorPreKTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorPreK" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.
What order priority (priority number) children in Pre-K are given in relation to other priority groups. (PriorPreKNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorPreK" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.
If families experiencing homelessness are given priority for subsidy. (PriorHomeless)	Variable Options • (0) NA • (1) Subsidy Guaranteed • (2) Priority over other children, subsidy not guaranteed • (3) Same priority as other CCDF-eligible children • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time limit (in months) placed on the priority for families experiencing homelessness. (PriorHomelessTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorHomeless" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.
What order priority (priority number) families experiencing homelessness are given in relation to other priority groups. (PriorHomelessNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorHomeless" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.
If families with teen parents are given priority for subsidy. (PriorTeenParent)	Variable Options • (0) NA • (1) Subsidy Guaranteed • (2) Priority over other children, subsidy not guaranteed • (3) Same priority as other CCDF-eligible children • (92) Not in manual • (99) Varies Coding Notes • If the state differentiates between teen parents in school and not in school, this variable is coded for teen parents not in school. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time limit (in months) placed on the priority for families with teen parents. (PriorTeenParentTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorTeenParent" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.
What order priority (priority number) families with teen parents are given in relation to other priority groups. (PriorTeenParentNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorTeenParent" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.
If families with teen parents in school are given priority for subsidy. (PriorTeenSchool)	Variable Options • (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 • (92) Not in manual • (99) Varies Coding Notes • Same as priority for teen parents is coded if there is no variation for teen parents based on whether the teen parent is attending school. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time limit (in months) placed on the priority for families with teen parents in school. (PriorTeenSchoolTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorTeenSchool" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.
What order priority (priority number) families with teen parents in school are given in relation to other priority groups. (PriorTeenSchoolNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorTeenSchool" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time limit (in months) placed on the priority for families with parents in the military. (PriorMilitaryTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorMilitary" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.
What order priority (priority number) families with parents in the military are given in relation to other priority groups. (PriorMilitaryNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "PriorMilitary" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Same as other priority groups is coded for one group, this option is coded for all priority groups as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.
Other group (A) that may receive priority for subsidy. (PriorGroupADef)	Variable Options • Text Coding Notes • NA is coded if no other groups are given priority.
If applicants in other group A are given priority for subsidy. (PriorGroupA)	Variable Options • (0) NA • (1) Subsidy Guaranteed • (2) Priority over other children, subsidy not guaranteed • (3) Same priority as other CCDF-eligible children • (92) Not in manual • (99) Varies Coding Notes • NA is coded if no group was coded for "PriorGroupADef". • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Time limit (in months) placed on the priority for other group A. (PriorGroupATime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if no group was coded for "PriorGroupADef" or if "PriorGroupA" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.
What order priority (priority number) other group A is given in relation to other priority groups. (PriorGroupANumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if no group was coded for PriorGroupADef or if PriorGroupA is not coded “Priority over other children, subsidy not guaranteed” or Varies. • If “Same as other priority groups” is coded for one group, this option is coded for all priority groups, as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.
Other group (B) that may receive priority for subsidy. (PriorGroupBDef)	Variable Options • Text Coding Notes • NA is coded if no other groups are given priority.

Variable	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 • (92) Not in manual • (99) Varies Coding Notes • NA is coded if no group was coded for "PriorGroupBDef". • If Varies is coded, the policy detail is described in the corresponding notes field.
Time limit (in months) placed on the priority for other group B. (PriorGroupBTime)	Variable Options • Numeric (integer) • (-2) No time limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if no group was coded for "PriorGroupBDef" or if "PriorGroupB" is coded Same priority as other CCDF-eligible children, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.
What order priority (priority number) other group B is given in relation to other priority groups. (PriorGroupBNumber)	Variable Options • Numeric (integer) • (-2) Same as other priority groups • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if no group was coded for PriorGroupBDef or if PriorGroupB is not coded “Priority over other children, subsidy not guaranteed” or Varies. • If “Same as other priority groups” is coded for one group, this option is coded for all priority groups, as it indicates there is no order of priority given among the priority groups. • If Other is coded, the policy detail is described in the corresponding notes field.

13. Waiting List Policies

General Notes/Concepts:

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 funding.

Subgroup Issues:

None

Additional Coding Notes:

These variables capture policies for whether a waiting list is used when funds are not available. They do not capture whether a waiting list is currently in use in the state. If a state has waiting list policies on the books, these variables are coded to reflect those policies, regardless of whether a waiting list is/was in use at the time.

Variables and Notes:

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

Variable	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 • (92) Not in manual Coding Notes • If “separate lists” is coded, the policy detail is described in the corresponding notes field.
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 • (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 (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "WaitListReview" is coded No explicit review, Not in manual, or NA. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
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 • (92) Not in manual • (99) Varies Coding Notes • This variable captures whether families must be notified of their status while they are on the list, not if they must be notified when they are determined eligible and removed from the list. • If Yes is coded, the policy detail is described in the corresponding notes field. • If Varies is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
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 (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "WaitListEligibility" is not coded Must be eligible within a specified number of days. • If Other is coded, the policy detail is described in the corresponding notes field.

14. 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	Notes
If families below 100 percent of the federal poverty guidelines are categorically exempt from copayment requirements. (CopayPovertyExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (91) Variable no longer coded as of October 2, 2023 • (92) Not in manual Coding Notes • This policy must be explicitly stated. • This variable is only coded Yes if the state exempts all families below 100 percent of the federal poverty guidelines. If the state exempts some other subset of families in poverty, this policy is described in the notes field. • This variable is no longer coded as of October 2, 2023. This policy is now being captured by CopayPovertyGuidelineExempt and CopayPovertyGuidelineExemptPercent.

Variable	Notes
If all families below a certain percent of the federal poverty guidelines are categorically exempt from copayment requirements. (CopayPovertyGuidelineExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This policy must be explicitly stated. • This variable is only coded Yes if the state exempts all families below a specific percent of the federal poverty guidelines. • If Yes is coded, the variable CopayPovertyGuidelineExemptPercent captures the percentage. • If the state uses a percent of state median income (SMI) instead of FPG, that information is captured by CopaySMIExempt and CopaySMIExemptPercent.
If all families below a certain percent of the federal poverty guidelines are categorically exempt, what the percentage is. (CopayPovertyGuidelineExemptPercent)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual • (-6) Policy not coded prior to October 2, 2023 Coding Notes • NA is coded if CopayPovertyGuidelineExempt is coded NA, No, or Not in manual. • If the state uses a percent of state median income (SMI) instead of FPG, that information is captured by CopaySMIExempt and CopaySMIExemptPercent.
The poverty guidelines used to determine poverty status, defined by year guidelines were released. (CopayPovertyExemptRules)	Variable Options • Numeric (year, four digits) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if neither CopayPovertyExempt nor CopayPovertyGuidelineExempt is coded Yes.

Variable	Notes
If all families below a certain percent of state median income (SMI) are categorically exempt from copayment requirements. (CopaySMIExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This policy must be explicitly stated. • This variable is only coded Yes if the state exempts all families below a specific percent of SMI. • If Yes is coded, the variable. CopaySMIExemptPercent captures the percentage. • If the state uses a percent of the federal poverty guideline instead of SMI, that information is captured by CopayPovertyGuidelineExempt and CopayPovertyGuidelineExemptPercent.
If all families below a certain percent of state median income (SMI) are categorically exempt, what the percentage is. (CopaySMIExemptPercent)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual • (-6) Policy not coded prior to October 2, 2023 Coding Notes • NA is coded if CopaySMIExempt is coded NA, No, or Not in manual. • If the state uses a percent of the federal poverty guideline instead of SMI, that information is captured by CopayPovertyGuidelineExempt and CopayPovertyGuidelineExemptPercent.
If all families receiving TANF are exempt from copayments. (CopayTANFExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If this variable is coded Yes, the next three variables ("CopayTANFExemptNoEarnedIncome," "CopayTANFExemptEarnedIncome," and "CopayTANFExemptChildOnly"), are also coded Yes. • NA is coded if TANF recipients are not eligible for CCDF-subsidized child care, and the policy is described in the notes field.

Variable	Notes
If families receiving TANF without earned income are exempt from copayments. (CopayTANFExemptNoEarnedIncome)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
If families receiving TANF with earned income are exempt from copayments. (CopayTANFExemptEarnedIncome)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
If child-only TANF recipients are exempt from copayments. (CopayTANFExemptChildOnly)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
If any other families receiving TANF are exempt from copayments. (CopayTANFExemptOther)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Yes is only coded if another group of TANF recipients (outside of those coded in prior variables) is specifically described as exempt. If Yes is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If families receiving SSI are exempt from copayments. (CopaySSIExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
If families providing foster care for children are exempt from copayments for the care of the child in foster care. (CopayFosterExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • Information regarding non-foster care children in the family is captured in the notes field. • If Varies is coded, the policy detail is described in the corresponding notes field. • Policies for Kinship Care are captured in the corresponding notes field.
If families transitioning off of TANF are exempt from copayments. (CopayTANFTransExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
The requirements families transitioning off of TANF must meet if they are exempt from copayments. (CopayTANFTransRequire)	Variable Options • Text Coding Notes • Example: how recently must they have been on TANF or if there is a work requirement. • NA is coded if “CopayTANFTransExempt” is not coded Yes or Varies.

Variable	Notes
If families with applications pending for TANF are exempt from copayments. (CopayTANFAppExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
If families at risk of becoming dependent on TANF are exempt from copayments. (CopayTANFAtRiskFamExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
How the state defines families at risk of becoming dependent on TANF. (CopayTANFAtRiskDef)	Variable Options • Text Coding Notes • If the state provides a definition, the definition is coded here, regardless of whether or not families at risk of becoming dependent on TANF are exempt from copayments.
If families participating in the SNAP Employment and Training Program are exempt from copayments. (CopaySNAPETExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If families with teen parents are exempt from copayments. (CopayTeenParentExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
If families with a child with special needs are exempt from copayments. (CopaySpecialNeedsExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (91) Variable no longer coded as of October 2, 2023 • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • This variable is no longer coded as of October 2, 2023. This policy is now being captured by CopayDisabilityExempt.
If families with a child with disabilities are exempt from copayments. (CopayDisabilityExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (3) Varies • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable captures if the state exempts a family from paying any copayment for a child with any type of physical or cognitive disability. • Varies is coded if the state's policy varies depending on the type of disability or the state otherwise does not have an exemption for all children with disabilities in all situations. The policy detail is described in the corresponding notes field.

Variable	Notes
If CPS cases are exempt from copayments. (CopayCPSExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • NA is coded if families receiving CPS are not eligible for CCDF-subsidized care, and the policy is described in the notes field. • If Varies is coded, the policy detail is described in the corresponding notes field.
If families with non-parent caretakers are exempt from copayments. (CopayNonParentExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (3) Varies • (92) Not in manual • (99) Policy not coded prior to October 2, 2020 Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field. • This variable does not capture policies for Foster Care or Kinship Care
If families experiencing homelessness are exempt from copayments. (CopayHomelessExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (3) Varies • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable captures if the state exempts families experiencing homelessness from paying any copayment. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If families with a child enrolled in Head Start or Early Head Start are exempt from copayments. (CopayHeadStartExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (3) Varies • (92) Not in manual • (99) Policy not coded prior to October 2, 2023 Coding Notes • This variable captures if the state exempts a family from paying any copayment for a child enrolled in Head Start or Early Head Start. • If Varies is coded, the policy detail is described in the corresponding notes field.
Any other groups of families categorically exempt from copayments. (CopayOtherExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If Yes is coded, the policy detail is described in the corresponding notes field. • Beginning October 2, 2023, copayment exemptions for children with disabilities, families experiencing homelessness, and children enrolled in Head Start or Early Head Start are captured by the variables CopayDisabilityExempt, CopayHomelessExempt, and CopayHeadStartExempt.

15. 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	Notes
Basic Copayment Calculation Method	
The method for establishing the copayment, based on family size and income category. (CopayCalcMeth)	Variable Options • (0) NA • (1) Dollar amount • (2) Percent of income • (3) Percent of child care cost • (4) Percent of maximum rate • (5) Percent of income that exceeds a set percentage of poverty • (92) Not in manual • (99) Other Coding Notes • Other is only coded if the method used does not easily fit into one of the other options. For example, a state may use a combination of methods, such as a percent of income plus a dollar amount. In this case, Other is coded and the policy is described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field. • For states using percent of income that exceeds a set percentage of poverty, income amounts shown for the Copayment Income Thresholds category variables reflect income prior to adjusting based on poverty, and the percentages shown for the Copayment Amount category variables reflect the percentages applied to countable income after adjusting for poverty.
If the state calculates copayments as a percent of income that exceeds a set percentage of poverty, the percent of poverty subtracted from income when calculating the copayment. (CopayCalcMethodPovPercent)	Variable Options • Numeric (up to three decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If CopayCalcMethod is coded "Percent of income that exceeds a set percentage of poverty," the percentage is coded as a whole number. • NA is coded if CopayCalcMethod is not coded "Percent of Income that exceeds a set percentage of poverty."

Variable	Notes
If the state uses another method for calculating copayments, a description of the method. (CopayCalcMethodOtherDef)	Variable Options • Text Coding Notes • If CopayCalcMeth is coded Other, this variable provides a description of the copayment calculation method policy. • NA is coded if CopayCalcMeth is not coded Other.
The time increment associated with the copayment calculation method. (CopayTimeUnit)	Variable Options • (0) NA • (1) Hourly • (2) Daily • (3) Weekly • (4) Monthly • (92) Not in manual Coding Notes • If multiple options are listed (for example, copayments provided for hourly and daily increments), the largest time increment is coded. • 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.
The multiplier for converting copayments to monthly copayments. (CopayMultiplier)	Variable Options • Numeric (up to three decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If the state does not specify a different multiplier for copayments, the variable is coded 1 for monthly copayments, 4.333 for weekly copayments, 21.665 for daily copayments, and 173.32 for hourly copayments.
The rounding method used when calculating copayments. (CopayRound)	Variable Options • (1) Normal rounding methods • (2) Round down • (3) Round up • (4) NA • (92) Not in manual Coding Notes

Variable	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)	<u>Variable Options</u> • (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) • (92) Not in manual • (99) Other <u>Coding Notes</u> • Example of copayment adjustments: Some states add either a % of one-child copayment or a dollar amount for EACH additional child. The percent or dollar amount may vary for second child, third child, etc., and there may be no additional payment after the second child or third child. • Copay is per child is only coded if the copayment is the same for the first, second, third, and additional children. For example, if the copay is five dollars per child, the copayment for three children would be (five dollars multiplied by three children) 15 dollars. • Other is coded if the copayment for additional children is not uniform. For example, the copayment may be a percent of the first child copayment, an additional dollar amount (example, copayment is 50 dollars for one child and 10 dollars for each additional child), or additional fee schedules may be provided with different amounts based on income level and the number of children in care. • Other is coded and the state's copayment calculations for multiple children cannot be captured by the subsequent variables. If Other is coded, the policy detail is described in the corresponding notes field.

Variable	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 • (92) Not in manual • (99) Other Coding Notes • NA is coded if "CopayMultiKids" is not coded Other. • If the copayment for the additional child is not a uniform amount, this variable is coded to reflect whether it is a dollar amount or percent increase. In this case, the copayment is sometimes provided in additional fee schedules. When different fee schedules are provided based on the number of children in care, this information is described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.
The amount of the percent or dollar amount of the copayment for the second child. (CopaySecondChildAmount)	Variable Options • Numeric (up to two decimal places) • (-3) Varies (see Copayment Amount table) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "CopaySecondChild" is not coded Percent of one-child copayment or Dollar amount. • If the copayment for the additional child is not uniform, Varies is coded. In this case, the copayment is sometimes provided in additional fee schedules (and is coded as additional Copayment Amount records). When different fee schedules are provided based on the number of children in care, the policy is described in the notes field.

Variable	Notes
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 • (92) Not in manual Coding Notes • NA is coded if "CopaySecondChild" is not coded Percent of one-child copayment or Dollar amount. • If the copayment for the additional child is not uniform, the time frame associated with the copayment is coded here if uniform.
How the copayment is computed for the third child receiving care. (CopayThirdChild)	Variable Options • (0) NA • (1) Percent of one-child copayment • (2) Dollar amount • (92) Not in manual • (99) Other Coding Notes • NA is coded if "CopayMultiKids" is not coded Other. • If the copayment for the additional child is not a uniform amount, this variable is coded to reflect whether it is a dollar amount or percent increase. In this case, the copayment is sometimes provided in additional fee schedules. When different fee schedules are provided based on the number of children in care, this information is described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
The amount of the percent or dollar amount of the copayment for the third child. (CopayThirdChildAmount)	Variable Options • Numeric (up to two decimal places) • (-3) Varies (see Copayment Amount table) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "CopayThirdChild" is not coded Percent of one-child copayment or Dollar amount. • If the copayment for the additional child is not uniform, Varies is coded. In this case, the copayment is sometimes provided in additional fee schedules (and is coded as additional Copayment Amount records). When different fee schedules are provided based on the number of children in care, the policy is described in the notes field.
The time frame associated with the percent or dollar amount for the copayment for the third child. (CopayThirdChildTime)	Variable Options • (0) NA • (1) Daily • (2) Weekly • (3) Monthly • (92) Not in manual Coding Notes • NA is coded if "CopayThirdChild" is not coded Percent of one-child copayment or Dollar amount. • If the copayment for the additional child is not uniform, the time frame associated with the copayment is coded here if uniform.

Variable	Notes
How the copayment is computed for the fourth and additional children receiving care. (CopayFourthPlusChild)	Variable Options • (0) NA • (1) Percent of one-child copayment • (2) Dollar amount • (92) Not in manual • (99) Other Coding Notes • NA is coded if "CopayMultiKids" is not coded Other. • If the copayment for the additional child is not a uniform amount, this variable is coded to reflect whether it is a dollar amount or percent increase. In this case, the copayment is sometimes provided in additional fee schedules. When different fee schedules are provided based on the number of children in care, this information is described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.
The amount of the percent or dollar amount of the copayment for the fourth and additional children. (CopayFourthPlusChildAmount)	Variable Options • Numeric (up to two decimal places) • (-3) Varies • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "CopayFourthPlusChild" is not coded Percent if one-child copayment or Dollar amount. • If the copayment for the additional child is not uniform, Varies is coded. In this case, the copayment is sometimes provided in additional fee schedules (and is coded as additional Copayment Amount records). When different fee schedules are provided based on the number of children in care, the policy is described in the notes field. • If Varies is coded, the policy detail is described in the corresponding notes field. The policy description includes the range of percentages for the copayments for each additional child (example notes: copayments for the fourth and additional children range from 26% to 30% of the copayment for three children).

Variable	Notes
The time frame associated with the percent or dollar amount for the copayment for the fourth and additional children. (CopayFourthPlusChildTime)	Variable Options • (0) NA • (1) Daily • (2) Weekly • (3) Monthly • (92) Not in manual Coding Notes • NA is coded if "CopayFourthPlusChild" is not coded Percent of one-child copayment or Dollar amount. • If the copayment for the additional child is not uniform, the time frame associated with the copayment is coded here if uniform.
If the state has policies that depend on the ordering of the children, which child is considered the first child. (CopayMultiKidsOrder)	Variable Options • (0) NA • (1) Oldest child • (2) Youngest child • (3) Other • (92) Not in manual • (99) Policy not coded prior to October 2, 2020 Coding Notes • This variable captures how the state determines the first child for policies that depend on the order of the child. For example, if the copayment for the second child is a percentage of the first child's copayment, which child is considered the first child. • If Other is coded, the policy detail is described in the corresponding notes field. • If the state does not have a policy regarding the order of the children, and there are no other copayment calculation policies that depend on this information (adjustments for multiple children, part-time care adjustments, before-and-after care adjustments), this variable is coded NA with a note explaining the policy.

Variable	Notes
Any families that are exempt from additional copayment for subsequent children. (CopayAdditionalChildExempt)	Variable Options • (0) NA • (1) No exemption • (2) Exempt from additional copayment if under poverty line • (92) Not in manual • (99) Other Coding Notes • NA is coded if "CopayMultiKids" is not coded Other. • If Other is coded, the policy detail is described in the corresponding notes field.
Adjustment for Part-time Care	
Adjustment for part-time care. (CopayPartTimeAdjust)	Variable Options • (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 • (92) Not in manual Coding Notes • Adjustment for part-time care is not relevant if the copayment is given as a percentage of costs or a percentage of the maximum rate.
The number of hours of care considered part-time. (CopayPartTimeDef)	Variable Options • (0) NA • (1) Hours of care cannot exceed a maximum number of hours • (92) Not in manual • (99) Other Coding Notes • NA is coded if "CopayPartTimeAdjust" is not coded Copy adjusted for part-time care. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
The maximum number of hours allowed for part-time care. (CopayPartTimeHours)	Variable Options • Numeric (up to two decimal points) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "CopayPartTimeDef" is not coded Hours of care cannot exceed a maximum number of hours. • If multiple definitions of part-time care are given, the number that includes half-time care (20 hours per week) is coded, and the additional definitions are described in the notes field. • 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 fewer than five hours, 4.99 is coded. If part-time care is provided for no more than five hours/five hours or less, five is coded.
The time increment for the maximum hours. (CopayPartTimeHrsUnit)	Variable Options • (0) NA • (1) Daily • (2) Weekly • (3) Monthly • (92) Not in manual Coding Notes • 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 • (92) Not in manual • (99) Other Coding Notes • NA is coded if "CopayPartTimeAdjust" is not coded Copay adjusted for part-time care. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Amount of the adjustment if part-time copayment is a percent of full-time copayment. (CopayPartTimeCareAmount)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "CopayPartTimeAdjustMethod" is not coded Percent of full-time copayment. • 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.
If there is an adjustment for part-time care, how the adjustment is applied when there are multiple children in care. (CopayPartTimeMultiKids)	Variable Options • (0) NA • (1) Per child for any child in part-time care • (2) Family-level if all children in part-time care • (3) Family-level if any child in part-time care • (4) Family-level if first child in part-time care • (5) Other • (92) Not in manual • (99) Policy not coded prior to October 2, 2020 Coding Notes • NA is coded if "CopayPartTimeAdjust" is not coded Copay adjusted for part-time care. • If Family-level if first child in part-time care is coded, see "CopayMultiKidsOrder" for information on which child is considered the first child • If Other is coded, the policy detail is described in the corresponding notes field.
If there is an adjustment for before and after care. (CopayBeforeAfterAdjust)	Variable Options • (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 • (92) Not in manual Coding Notes • Adjustment for before-and-after care is not relevant if the copayment is given as a percentage of costs or a percentage of the maximum rate.

Variable	Notes
Definition of before and after care. (CopayBeforeAfterDef)	Variable Options • (0) NA • (1) Maximum of 15 hours per week • (92) Not in manual • (99) Other Coding Notes • NA is coded if "CopayBeforeAfterAdjust" is not coded Copay adjusted for before-and-after care. • If Other is coded, the policy detail is described in the corresponding notes field.
Method for computing the copayment if it is adjusted for before and after care. (CopayBeforeAfterMethod)	Variable Options • (0) NA • (1) Percent of full-time copayment • (92) Not in manual • (99) Other Coding Notes • NA is coded if "CopayBeforeAfterAdjust" is not coded Copay adjusted for before-and-after care. • If Other is coded, the policy detail is described in the corresponding notes field.
Amount of the adjustment if before and after care copayment is a percent of full-time copayment. (CopayAmountBeforeAfterAdjust)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "CopayBeforeAfterMethod" is not coded Percent of full-time copayment.
Other Adjustments	
Families' minimum copayment. (CopayMin)	Variable Options • Numeric (up to two decimal places) • (-2) No minimum • (-4) NA • (-5) Not in manual Coding Notes • (-2), rather than (0), is coded for no minimum. • 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.

Variable	Notes
If there is a minimum copayment, the method for establishing the minimum copayment. (CopayMinMethod)	Variable Options • (0) NA • (1) Dollar amount • (2) Percent of income • (3) Percent of child care cost • (4) Percent of maximum rate • (5) Percent of income that exceeds a set percentage of poverty • (92) Not in manual Coding Notes • NA is coded if “CopayMin” is coded NA or Not in manual.
If the state calculates the minimum copayment as a percent of income that exceeds a set percentage of poverty, the percent of poverty subtracted from income when calculating the copayment. (CopayMinMethodPovPercent)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If CopayMinMethod is coded "Percent of income that exceeds a set percentage of poverty," the percentage is coded as a whole number. • NA is coded if CopayMinMethod is not coded "Percent of income that exceeds a set percentage of poverty."
The time increment associated with the family’s minimum copayment. (CopayMinTime)	Variable Options • (0) NA • (1) Hourly • (2) Daily • (3) Weekly • (4) Monthly • (92) Not in manual Coding Notes • NA is coded if “CopayMin” is coded NA or Not in manual.

Variable	Notes
If the state caps the family copayment at the provider payment rate. (CopayCappedAtRate)	Variable Options • (1) NA, copayments are a percentage of the maximum reimbursement rate or cost of care • (2) NA, family loses eligibility for subsidies if copayment exceeds payment rate • (3) NA, no situation where copayment could be calculated to exceed the payment rate • (4) Yes • (5) No • (6) Varies • (92) Not in manual • (99) Policy not coded prior to October 2, 2020 Coding Notes • This variable captures whether the state caps the copayment at the payment rate for the family's provider. For example, if the family uses part-time care resulting in a provider payment rate lower than the usual monthly copayment, is the family copayment adjusted so that it does not exceed the provider payment rate. • If Varies is coded, the policy detail is described in the corresponding notes field. • If the policy varies between initial application, during the eligibility period, and at redetermination, Varies is coded and the policy is described in the corresponding notes field.
How copayments differ for children with special needs. (CopaySpecialNeedsAdjust)	Variable Options • (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 • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Percent or dollar amount of the copayment for children with special needs. (CopaySpecialNeedsAmountAdjust)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • 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. • When necessary, the approximate percentage of the full-time copayment, using the maximum percentage found in the manual is coded; the notes describe that this is an approximate percentage and give the range of percentages for the adjustments (for example, approximately 30 percent, copayments for part-time care range from 26 to 30 percent of the full-time copayment).
If the copayment varies for children with special needs, the time unit associated with the copayment. (CopaySpecialNeedsAdjustTimeUnit)	Variable Options • (0) NA • (1) Hourly • (2) Daily • (3) Weekly • (4) Monthly • (92) Not in manual Coding Notes • NA is coded if "CopaySpecialNeedsAmountAdjust" is coded NA or Not in manual.
Other variations in copayments. (CopayOtherAdjust)	Variable Options • Text Coding Notes • NA is coded if there are no other variations in copayments.

Variable	Notes
Income definition for determining copayment. (CopayIncomeDef)	Variable Options • (0) NA • (1) Same as for determining eligibility • (92) Not in manual • (99) Varies Coding Notes • Examples of description of variation: deduct $100 for family with a child with special needs or deduct all TANF income if a family receiving TANF has earnings. • If Varies is coded, the policy detail is described in the corresponding notes field.

16. Copayment Administration

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."

Subgroup Issues:

None

Additional Coding Notes:

None

Variables and Notes:

Variable	Notes
Copayment Administration	
How copayments are collected. (CopayCollect)	Variable Options • (0) NA • (1) Collected by the provider • (2) Collected by subsidy agency • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
If the parents are required to pay all copayments before they can change providers. (CopayChangeProvider)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes

Variable	Notes
Additional Family Fees	
If the family is required to pay the difference when the provider's charge exceeds the maximum payment rate, and the provider chooses to charge a higher rate. (CopayCostExceedMaxRate)	Variable Options • (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) • (92) Not in manual Coding Notes • This variable captures whether the family can be charged for the difference between the provider's rate and the maximum provider payment rate, not whether the family is charged for additional fees (such as late fees). Information about fees is captured in the notes field. • If Yes, family may be asked to pay the difference is coded, the circumstances when the family can be charged are described in the noted field.
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 • (92) Not in manual Coding Notes • If the state has a limit on the number of absences allowed, the policy is described in the notes field. • If Varies is coded, the policy detail is described in the corresponding notes field.

Variable	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 • (92) Not in manual Coding Notes • If the state has a limit on the number of absences allowed, the policy is described in the notes field. • If Varies is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual Coding Notes • If the state has a limit on the number of absences allowed, the policy is described in the notes field. • If Varies is coded, the policy detail is described in the corresponding notes field.
Absences other than vacation, illness, or approved closings when families may be required to pay for care. (CopayOtherAbsentDef)	Variable Options • Text Coding Notes

Variable	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 • (92) Not in manual Coding Notes • NA is coded if no other absences are defined for "CopayOtherAbsentDef." • If Varies is coded, the policy detail is described in the corresponding notes field.

17. Copayment Income Thresholds

General Notes/Concepts:

Copayments may vary by income category. This category gives the monthly income cutoffs defining the income categories for each family size.

Subgroup Issues:

Subgroup variations are captured with separate records.

Additional Coding Notes:

There are three copayment threshold categories/tables that can capture 20 values for each family size (1-10) for a total of 60 values per family size across the three categories:

1. Copayment Income Thresholds 1 (Income levels 1-20)
2. Copayment Income Thresholds 2 (Income levels 21-40)
3. Copayment Income Thresholds 3 (Income levels 41-60)

The thresholds are broken into three categories due to the allowable structure of the underlying database. If a state uses fewer than 20 income thresholds for every family size, the state will only have information entered in Copayment Income Thresholds 1. If a state has between 21 and 40 thresholds, the state will have information entered in Copayment Income Thresholds 1 and Copayment Income Thresholds 2. If a state has more than 40 thresholds, the information will be entered in all three categories/tables.

The variables are named using the following convention: threshold [number of threshold] [family size]. For example, threshold_2_5 is the second income threshold for family size 5.

The variables are coded using the following options:

- Numeric (up to two decimal places)
- (-4) NA
- (-5) Not in manual

The copayment income thresholds categories/tables then correspond to the three copayment amount categories/tables:

- Copayment Amount (Copayment (dollar amount or percentage) for income levels 1-20)
- Copayment Amount 2 (Copayment (dollar amount or percentage) for income levels 21-40)
- Copayment Amount 3 (Copayment (dollar amount or percentage) for income levels 41-60)

To understand whether the copayment amount values represent percentages or dollar amounts; daily, weekly, or monthly copayments; and the copayment for all children or copayments for the first child in care, please refer to the copayment adjustments category.

For states using percent of income that exceeds a set percentage of poverty, income amounts shown in Copayment Income Thresholds reflect income prior to adjusting based on poverty.

This category contains one notes field for the entire category and does not contain individual notes fields for each variable or value.

EXAMPLE

A state uses the following copayment amounts for a two-person family:

- Families with monthly income up to $1,000 pay $100 monthly.
- Families with monthly income from $1,001 to $1,500 pay $200 monthly.

This information is captured in the database as follows:

- In the copayment income thresholds category/table, the first income threshold for family size 2 (threshold_1_2) will show the first income cutoff of $1,000. The second income threshold for family size 2 (threshold 2_2) will show the second income cutoff of 1,500.
- In the copayment amount category/table, the first copayment amount for family size 2 (category_1_2) will show the first copayment amount of $100. The second copayment amount for family size 2 (category_2_2) will show the second copayment amount of $200.

A state uses the following copayment amounts for a three-person family:

- Families with monthly income up to $1,000 pay one percent of income.
- Families with monthly income from $1,001 to $1,500 pay 2 percent of income.

This information is captured in the database as follows:

- In the copayment income thresholds category/table, the first income threshold for family size 3 (threshold_1_3) will show the first income cutoff of $1,000. The second income threshold for family size 3 (threshold 2_3) will show the second income cutoff of 1,500.
- In the copayment amount category/table, the first copayment amount for family size 3 (category_1_3) will show the first copayment amount of one percent. The second copayment amount for family size 3 (category_2_3) will show the second copayment amount of two percent.

Variables and Notes:

Variable	Notes
Table: Copayment Income Thresholds	Variable Options • Numeric (up to two decimal places) • (-4) NA or missing value • (-5) Not in manual Coding Notes
This variable indicates the record to use when generating the annual copayment tables for family size two (used for internal purposes). (ThresholdFamSize2 in Copay Thresholds, Threshold FamSize2_2 in CopayThresholds2, and ThresholdFamSize2_3 in CopayThresholds3)	Variable Options • (-1) Yes • (0) No Coding Notes • The record selected for use in the annual tables will either apply to all families or will apply to families using licensed center care and with one child age 24 months, without special needs, and in full-time care. For the annual tables, a two-person family consists of one adult and one child.
This variable indicates the record to use when generating the annual copayment tables for family size three (used for internal purposes). (ThresholdFamSize3 in Copay Thresholds, Threshold FamSize3_2 in CopayThresholds2, and ThresholdFamSize3_3 in CopayThresholds3)	Variable Options • (-1) Yes • (0) No Coding Notes • The record selected for use in the annual tables will either apply to all families or will apply to families using licensed center care and with two children ages 24 months and 48 months, without special needs, and in full-time care. For the annual tables, a three-person family consists of one adult and two children.
This variable indicates the record to use when generating the annual copayment tables for family size four (used for internal purposes). (ThresholdFamSize4 in Copay Thresholds, Threshold FamSize4_2 in CopayThresholds2, and ThresholdFamSize4_3 in CopayThresholds3)	Variable Options • (-1) Yes • (0) No Coding Notes • The record selected for use in the annual tables will either apply to all families or will apply to families using licensed center care and with two children ages 24 months and 48 months, without special needs, and in full-time care. For the annual tables, a four-person family consists of two adults and two children.

Variable	Notes
This variable indicates the record to use when generating the annual copayment tables for family size two for school-age children (used for internal purposes). (ThresholdFamSize2School_1 in Copay Thresholds, ThresholdFamSize2School_2 in CopayThresholds2, and ThresholdFamSize2School_3 in CopayThresholds3)	Variable Options • (-1) Yes • (0) No Coding Notes • The record selected for use in the annual tables will either apply to all families or will apply to families using licensed center care and with one child age 5 or older, without special needs, and in part-time care. For the annual tables, a two-person family consists of one adult and one child.
This variable indicates the record to use when generating the annual copayment tables for family size three for school-age children (used for internal purposes). (ThresholdFamSize23School_1 in Copay Thresholds, ThresholdFamSize3School_2 in CopayThresholds2, and ThresholdFamSize3School_3 in CopayThresholds3)	Variable Options • (-1) Yes • (0) No Coding Notes • The record selected for use in the annual tables will either apply to all families or will apply to families using licensed center care and with two children ages 5 and older, without special needs, and in part-time care. For the annual tables, a three-person family consists of one adult and two children.
This variable indicates the record to use when generating the annual copayment tables for family size four for school-age children (used for internal purposes). (ThresholdFamSize4School_1 in Copay Thresholds, ThresholdFamSize4School_2 in CopayThresholds2, and ThresholdFamSize4School_3 in CopayThresholds3)	Variable Options • (-1) Yes • (0) No Coding Notes • The record selected for use in the annual tables will either apply to all families or will apply to families using licensed center care and with two children ages 5 and older, without special needs, and in part-time care. For the annual tables, a four-person family consists of two adults and two children.

18. Copayment Amount

General Notes/Concepts:

Copayments may vary by income category. This category gives 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 in the Copayment Adjustments category.)

Subgroup Issues:

Subgroup variations are captured with separate records.

Additional Coding Notes:

There are three copayment amount categories/ tables that can capture 20 values for each family size (1-10) for a total of 60 values per family size across the three categories:

- Copayment Amount 1 (Copayment (dollar amount or percentage) for income levels 1-20)
- Copayment Amount 2 (Copayment (dollar amount or percentage) for income levels 21-40)
- Copayment Amount 3 (Copayment (dollar amount or percentage) for income levels 41-60)

The amounts are broken into three categories due to the allowable structure of the underlying database. If a state uses fewer than 20 copayment levels for every family size, the state will only have information entered in Copayment Amount 1. If a state has between 21 and 40 copayment levels, the state will have information entered in Copayment Amount 1 and Copayment Amount 2. If a state has more than 40 copayment levels, the information will be entered in all three categories/tables.

- The variables are named using the following convention: category_[number of copayment level]_[family size]. For example, amount_2_5 is the second copayment amount for family size 5.
- The variables are coded using the following options:
- Numeric (up to four decimal places)
- (-4) NA
- (-5) Not in manual

The copayment amount categories/tables then correspond to the three copayment income threshold categories/tables:

- Copayment Income Thresholds 1 (Income levels 1-20)

- Copayment Income Thresholds 2 (Income levels 21-40)
- Copayment Income Thresholds 3 (Income levels 41-60)

To understand whether the copayment amount values represent percentages or dollar amounts; daily, weekly, or monthly copayments; and the copayment for all children or copayments for the first child in care, please refer to the copayment adjustments category.

For states using percent of income that exceeds a set percentage of poverty, the percentages shown in Copayment Amount reflect the percentages applied to countable income after adjusting for poverty.

This category contains one notes field for the entire category and does not contain individual notes fields for each variable or value.

EXAMPLE

A state uses the following copayment amounts for a two-person family:

- Families with monthly income up to $1,000 pay $100 monthly.
- Families with monthly income from $1,001 to $1,500 pay $200 monthly.

This information is captured in the database as follows:

- In the copayment income thresholds category/table, the first income threshold for family size 2 (threshold_1_2) will show the first income cutoff of $1,000. The second income threshold for family size 2 (threshold 2_2) will show the second income cutoff of 1,500.
- In the copayment amount category/table, the first copayment amount for family size 2 (category_1_2) will show the first copayment amount of $100. The second copayment amount for family size 2 (category_2_2) will show the second copayment amount of $200.

A state uses the following copayment amounts for a three-person family:

- Families with monthly income up to $1,000 pay one percent of income.
- Families with monthly income from $1,001 to $1,500 pay 2 percent of income.

This information is captured in the database as follows:

- In the copayment income thresholds category/table, the first income threshold for family size 3 (threshold_1_3) will show the first income cutoff of $1,000. The second income threshold for family size 3 (threshold 2_3) will show the second income cutoff of 1,500.
- In the copayment amount category/table, the first copayment amount for family size 3 (category_1_3) will show the first copayment amount of one percent. The second copayment amount for family size 3 (category_2_3) will show the second copayment amount of two percent.

Variables and Notes:

Variable	Notes
Table: Copayment Amounts	Variable Options • Numeric (up to four decimal places) • (-4) NA • (-5) Not in manual Coding Notes
This variable indicates the record to use when generating the annual copayment tables for family size two (used for internal purposes). (CategoryFamSize2 in Copay Amount, CategoryFamSize2_2 in CopayAmount2, and CategoryFamSize2_3 in CopayAmount3)	Variable Options • (-1) Yes • (0) No Coding Notes • The record selected for use in the annual tables will either apply to all families or will apply to families using licensed center care and with one child age 24 months, without special needs, and in full-time care. For the annual tables, a two-person family consists of one adult and one child.
This variable indicates the record to use when generating the annual copayment tables for family size three (used for internal purposes). (CategoryFamSize3 in Copay Amount, CategoryFamSize3_2 in CopayAmount2, and CategoryFamSize3_3 in CopayAmount3)	Variable Options • (-1) Yes • (0) No Coding Notes • The record selected for use in the annual tables will either apply to all families or will apply to families using licensed center care and with two children ages 24 months and 48 months, without special needs, and in full-time care. For the annual tables, a three-person family consists of one adult and two children.
This variable indicates the record to use when generating the annual copayment tables for family size four (used for internal purposes). (CategoryFamSize4 in Copay Amount, CategoryFamSize4_2 in CopayAmount2, and CategoryFamSize4_3 in CopayAmount3)	Variable Options • (-1) Yes • (0) No Coding Notes • The record selected for use in the annual tables will either apply to all families or will apply to families using licensed center care and with two children ages 24 months and 48 months, without special needs, and in full-time care. For the annual tables, a four-person family consists of two adults and two children.

Variable	Notes
This variable indicates the record to use when generating the annual copayment tables for family size two for school-age children (used for internal purposes). (CategoryFamSize2School_1 in Copay Amount, CategoryFamSize2School_2 in CopayAmount2, and CategoryFamSize2School_3 in CopayAmount3)	Variable Options • (-1) Yes • (0) No Coding Notes • The record selected for use in the annual tables will either apply to all families or will apply to families using licensed center care and with one child age 5 or older, without special needs, and in part-time care. For the annual tables, a two-person family consists of one adult and one child.
This variable indicates the record to use when generating the annual copayment tables for family size three for school-age children (used for internal purposes). (CategoryFamSize3School_1 in Copay Amount, CategoryFamSize3School_2 in CopayAmount2, and CategoryFamSize3School_3 in CopayAmount3)	Variable Options • (-1) Yes • (0) No Coding Notes • The record selected for use in the annual tables will either apply to all families or will apply to families using licensed center care and with two children ages 5 and older, without special needs, and in part-time care. For the annual tables, a three-person family consists of one adult and two children.
This variable indicates the record to use when generating the annual copayment tables for family size four for school-age children (used for internal purposes). (CategoryFamSize4School_1 in Copay Amount, CategoryFamSize4School_2 in CopayAmount2, and CategoryFamSize4School_3 in CopayAmount3)	Variable Options • (-1) Yes • (0) No Coding Notes • The record selected for use in the annual tables will either apply to all families or will apply to families using licensed center care and with two children ages 5 and older, without special needs, and in part-time care. For the annual tables, a three-person family consists of one adult and two children.

19. Reimbursement Rate Policies (Provider Payment Rate Policies)

General Notes/Concepts:

This category provides definitions used in determining provider payment rates. Provider payment rates, also referred to as reimbursement rates, are defined in the database as the amount the subsidy program (CCDF) will pay providers for children receiving CCDF subsidies.

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 other provider subtypes based on licensing, quality rating, etc.

Additional Coding Notes:

None

Variables and Notes:

Variable	Notes
Definitions for Amount of Care	
The definition for daily full-time care. (ReimburseDailyFullTime)	Variable Options • Text Coding Notes • Variable text includes the number of hours/days a child must be in care. • The additional notes include the state's name for this type of care, if different from the terminology used for the database.
The definition for daily part-time care. (ReimburseDailyPartTime)	Variable Options • Text Coding Notes • If multiple definitions of part-time care are given, the definition that includes half-time care (4 hours per day) is captured in this variable, and the additional definitions are described in the notes field. • Variable text includes the number of hours/days a child must be in care. • The additional notes include the state's name for this type of care, if different from the terminology used for the database.

Variable	Notes
The definition for weekly full-time care. (ReimburseWeeklyFullTime)	Variable Options • Text Coding Notes • Variable text includes the number of hours/days a child must be in care. • The additional notes include the state's name for this type of care, if different from the terminology used for the database.
The definition for weekly part-time care. (ReimburseWeeklyPartTime)	Variable Options • Text Coding Notes • If multiple definitions of part-time care are given, the definition that includes half-time care (20 hours per week) is captured in this variable, and the additional definitions are described in the notes field. • Variable text includes the number of hours/days a child must be in care. • The additional notes include the state's name for this type of care, if different from the terminology used for the database.
The definition for monthly full-time care. (ReimburseMonthlyFullTime)	Variable Options • Text Coding Notes • Variable text includes the number of hours/days a child must be in care. • The additional notes include the state's name for this type of care, if different from the terminology used for the database.
The definition for monthly part-time care. (ReimburseMonthlyPartTime)	Variable Options • Text Coding Notes • If multiple definitions of part-time care are given, the definition that includes half-time care (86.66 hours per month) is captured in this variable, and the additional definitions are described in the notes field. • Variable text includes the number of hours/days a child must be in care. • The additional notes include the state's name for this type of care, if different from the terminology used for the database.

Variable	Notes
Which rate is used if the child falls into more than one category for amount of care. (ReimburseRateGuidelines)	Variable Options • Text Coding Notes
The multiplier for converting provider payment rates to monthly payment rate amounts. (ReimburseMultiplier)	Variable Options • Numeric (up to three decimal places) • (-4) NA • (-5) Not in manual Coding Notes • If the state does not specify a different multiplier for provider payment rates, the variable is coded 1 for monthly payment rates, 4.333 for weekly payment rates, 21.665 for daily payment rates, and 173.32 for hourly payment rates.
The rounding method used when calculating provider payment rates. (ReimburseRateRound)	Variable Options • (1) Normal rounding methods • (2) Round down • (3) Round up • (4) NA • (92) Not in manual 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 (integer) • (-4) NA • (-5) Not in manual Coding Notes • The state's name for the age group is noted (ex. infant, toddler, preschool, etc.). • 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. • If a manual says an age limit is "up to XX year(s)," the next lowest month is coded. For example, if the age group is up to one year, 11 months is coded.

Variable	Notes
The maximum age, in months, for the second group used to determine provider rates. (ReimburseMaxAgeGroupTwo)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • The state's name for the age group is noted (ex. infant, toddler, preschool, etc.). • 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. • If a manual says an age limit is "up to XX year(s)," the next lowest month is coded. For example, if the age group is up to one year, 11 months is coded. • 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 (integer) • (-4) NA • (-5) Not in manual Coding Notes • The state's name for the age group is noted (ex. infant, toddler, preschool, etc.). • 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. • If a manual says an age limit is "up to XX year(s)," the next lowest month is coded. For example, if the age group is up to one year, 11 months is coded. • NA is coded when there are no more age groups defined by the state.

Variable	Notes
The maximum age, in months, for the fourth group used to determine provider rates. (ReimburseMaxAgeGroupFour)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • The state's name for the age group is noted (ex. infant, toddler, preschool, etc.). • 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. • If a manual says an age limit is "up to XX year(s)," the next lowest month is coded. For example, if the age group is up to one year, 11 months is coded. • 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)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • The state's name for the age group is noted (ex. infant, toddler, preschool, etc.). • 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. • If a manual says an age limit is "up to XX year(s)," the next lowest month is coded. For example, if the age group is up to one year, 11 months is coded. • NA is coded when there are no more age groups defined by the state.
This record should be used when generating the base provider payment rates for licensed centers for the annual Book of Tables. (ReimburseCenterBase)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable is coded for the record that applies to the base licensed center rate (or in the absence of licensed, the registered rate). This is the rate that does not include any differential or add-on 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.

Variable	Notes
This record should be used when generating the highest provider payment rates for licensed centers for the annual Book of Tables. (ReimburseCenterHighest)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable is coded for the record that applies to the highest licensed center rate (or in the absence of licensed, the registered rate). This is the rate that has the highest differential or add-on for quality or other rating systems (example, the five-star rate). • When multiple sub-state areas are coded, this variable is only coded for the most populous county or region.
This record should be used when generating the base provider payment rates for licensed family child care home for the annual Book of Tables. (ReimburseFamHomeBase)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable is coded for the record that applies to the base licensed family child care home rate (or in the absence of licensed, the registered rate). This is the rate that does not include any differential or add-on 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.
This record should be used when generating the highest provider payment rates for licensed family child care homes for the annual Book of Tables. (ReimburseFamHomeHighest)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable is coded for the record that applies to the highest licensed family child care home rate (or in the absence of licensed, the registered rate). This is the rate that has the highest differential or add-on for quality or other rating systems (example, the five-star rate). • When multiple sub-state areas are coded, this variable is only coded for the most populous county or region.

Variable	Notes
This record should be used when generating the base provider payment rates for licensed group family child care home for the annual Book of Tables. (ReimburseGroupHomeBase)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable is coded for the record that applies to the base licensed group family child care home rate (or in the absence of licensed, the registered rate). This is the rate that does not include any differential or add-on 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.
This record should be used when generating the highest provider payment rates for licensed group family child care home for the annual Book of Tables. (ReimburseGroupHomeHighest)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable is coded for the record that applies to the highest licensed group family child care home rate (or in the absence of licensed, the registered rate). This is the rate that has the highest differential or add-on for quality or other rating systems (example, the five-star rate). • When multiple sub-state areas are coded, this variable is only coded for the most populous county or region.
This record should be used when generating the base provider payment rates for in-home providers for the annual Book of Tables. (ReimburseInHomeBase)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable is coded for the record that applies to the base in-home rate. This is the rate that does not include any differential or add-on for quality or other rating systems. Because in-home providers are often not required to be licensed, the base rates for in-home providers will usually not reflect rates for licensed providers. • When multiple sub-state areas are coded, this variable is only coded for the most populous county or region.

Variable	Notes
This record should be used when generating the highest provider payment rates for in-home providers for the annual Book of Tables. (ReimburseInHomeHighest)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable is coded for the record that applies to the highest in-home rate. This is the rate that has the highest differential or add-on for quality or other rating systems (example, the five-star rate). Because in-home providers are often not required to be licensed, the highest rates for in-home providers might not reflect rates for licensed providers. • When multiple sub-state areas are coded, this variable is only coded for the most populous county or region.

20. Reimbursement Rates (Provider Payment Rates)

General Notes/Concepts:

This category provides information about provider payment rates, also referred to as reimbursement rates.

Subgroup Issues:

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 provider subtypes based on licensing, quality rating, etc.

Additional Coding Notes:

Separate records may be coded for up to 10 geographic areas in each state. If the state provides different rates for every county, the rates for the largest county are coded. The category notes include the provider sub-type and how the provider sub-type is defined. The provider sub-type reflects the state-specific name for the given provider group.

Variables and Notes:

Variable	Notes
Provider Type	
State-specific name for the types of providers to which the policies in this record apply. (ReimburseRatesProviderType)	Variable Options • Text Coding Notes • The state-specific name for unlicensed home-based providers is shown. • This variable was not coded prior to October 2, 2017. • There is not an individual notes field for this variable.

Variable	Notes
Reimbursement Rates	
This is the record with the base payment rates for this type of provider for the Book of Tables. (ReimburseBase)	Variable Options • (-1) Yes • (0) No Coding Notes • 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. This is the rate that does not include any differential or add-on for quality or other rating systems. Because in-home providers are often not required to be licensed, the base rates for in-home providers will usually not reflect rates for licensed providers. • When multiple sub-state areas are coded, this variable is only coded for the most populous county or region. • There is not an individual notes field for this variable.
This is the record with the highest payment rates for this type of provider for the Book of Tables. (ReimburseHigh)	Variable Options • (-1) Yes • (0) No Coding Notes • 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 or add-on for quality or other rating systems (example, the five-star rate). Because in-home providers are often not required to be licensed, the highest rates for in-home providers might not reflect rates for licensed providers. • When multiple sub-state areas are coded, this variable is only coded for the most populous county or region. • There is not an individual notes field for this variable.

Variable	Notes
The hourly care provider payment rate for non-school age children in age group one. (ReimburseHourly1)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The daily, full-time care provider payment rate for non-school age children in age group one. (ReimburseDailyFull1)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The daily, part-time care provider payment rate for non-school age children in age group one. (ReimburseDailyPart1)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The weekly, full-time care provider payment rate for non-school age children in age group one. (ReimburseWeeklyFull1)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The weekly, part-time care provider payment rate for non-school age children in age group one. (ReimburseWeeklyPart1)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The monthly, full-time care provider payment rate for non-school age children in age group one. (ReimburseMonthlyFull1)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The monthly, part-time care provider payment rate for non-school age children in age group one. (ReimburseMonthlyPart1)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The hourly care provider payment rate for non-school age children in age group two. (ReimburseHourly2)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The daily, full-time care provider payment rate for non-school age children in age group two. (ReimburseDailyFull2)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The daily, part-time care provider payment rate for non-school age children in age group two. (ReimburseDailyPart2)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The weekly, full-time care provider payment rate for non-school age children in age group two. (ReimburseWeeklyFull2)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The weekly, part-time care provider payment rate for non-school age children in age group two. (ReimburseWeeklyPart2)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The monthly, full-time care provider payment rate for non-school age children in age group two. (ReimburseMonthlyFull2)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The monthly, part-time care provider payment rate for non-school age children in age group two. (ReimburseMonthlyPart2)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The hourly care provider payment rate for non-school age children in age group three. (ReimburseHourly3)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The daily, full-time care provider payment rate for non-school age children in age group three. (ReimburseDailyFull3)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The daily, part-time care provider payment rate for non-school age children in age group three. (ReimburseDailyPart3)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The weekly, full-time care provider payment rate for non-school age children in age group three. (ReimburseWeeklyFull3)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The weekly, part-time care provider payment rate for non-school age children in age group three. (ReimburseWeeklyPart3)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The monthly, full-time care provider payment rate for non-school age children in age group three. (ReimburseMonthlyFull3)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The monthly, part-time care provider payment rate for non-school age children in age group three. (ReimburseMonthlyPart3)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The hourly care provider payment rate for non-school age children in age group four. (ReimburseHourly4)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The daily, full-time care provider payment rate for non-school age children in age group four. (ReimburseDailyFull4)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The daily, part-time care provider payment rate for non-school age children in age group four. (ReimburseDailyPart4)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The weekly, full-time care provider payment rate for non-school age children in age group four. (ReimburseWeeklyFull4)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The weekly, part-time care provider payment rate for non-school age children in age group four. (ReimburseWeeklyPart4)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The monthly, full-time care provider payment rate for non-school age children in age group four. (ReimburseMonthlyFull4)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The monthly, part-time care provider payment rate for non-school age children in age group four. (ReimburseMonthlyPart4)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The hourly care provider payment rate for non-school age children in age group five. (ReimburseHourly5)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The daily, full-time care provider payment rate for non-school age children in age group five. (ReimburseDailyFull5)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The daily, part-time care provider payment rate for non-school age children in age group five. (ReimburseDailyPart5)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The weekly, full-time care provider payment rate for non-school age children in age group five. (ReimburseWeeklyFull5)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The weekly, part-time care provider payment rate for non-school age children in age group five. (ReimburseWeeklyPart5)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The monthly, full-time care provider payment rate for non-school age children in age group five. (ReimburseMonthlyFull5)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The monthly, part-time care provider payment rate for non-school age children in age group five. (ReimburseMonthlyPart5)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • The age categories correspond to the age groups found in the Reimbursement Rate Policies category. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The hourly care provider payment rate for school age children in summer care. (ReimburseHourlySC)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The daily, full-time care provider payment rate for school age children in summer care. (ReimburseDailyFullSC)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The daily, part-time care provider payment rate for school age children in summer care. (ReimburseDailyPartSC)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The weekly, full-time care provider payment rate for school age children in summer care. (ReimburseWeeklyFullSC)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The weekly, part-time care provider payment rate for school age children in summer care. (ReimburseWeeklyPartSC)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.

Variable	Notes
The monthly, full-time care provider payment rate for school age children in summer care. (ReimburseMonthlyFullSC)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
The monthly, part-time care provider payment rate for school age children in summer care. (ReimburseMonthlyPartSC)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesNotes" applies to all provider payment rates for non-before-and-after care.
Notes for provider payment rates. (ReimbursementRatesNotes)	Variable Options • Text Coding Notes

Variable	Notes
Reimbursement Rates for Before-and-After Care	
The before-and-after-care hourly provider payment rate for school age children. (BeforeAfterCareHourly)	<u>Variable Options</u> • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual <u>Coding Notes</u> • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesCareNotes" applies to all provider payment rates for before-and-after care.
The before-and-after-care daily provider payment rate for school age children. (BeforeAfterCareDaily)	<u>Variable Options</u> • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual <u>Coding Notes</u> • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesCareNotes" applies to all provider payment rates for before-and-after care.
The before-and-after-care weekly provider payment rate for school age children. (BeforeAfterCareWeekly)	<u>Variable Options</u> • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual <u>Coding Notes</u> • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesCareNotes" applies to all provider payment rates for before-and-after care.

Variable	Notes
The before-and-after-care monthly provider payment rate for school age children. (BeforeAfterCareMonthly)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesCareNotes" applies to all provider payment rates for before-and-after care.
The before-care hourly provider payment rate for school age children. (BeforeCareHourly)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesCareNotes" applies to all provider payment rates for before-and-after care.
The before-care daily provider payment rate for school age children. (BeforeCareDaily)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesCareNotes" applies to all provider payment rates for before-and-after care.

Variable	Notes
The before-care weekly provider payment rate for school age children. (BeforeCareWeekly)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesCareNotes" applies to all provider payment rates for before-and-after care.
The before-care monthly provider payment rate for school age children. (BeforeCareMonthly)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesCareNotes" applies to all provider payment rates for before-and-after care.
The after-care hourly provider payment rate for school age children. (AfterCareHourly)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesCareNotes" applies to all provider payment rates for before-and-after care.

Variable	Notes
The after-care daily provider payment rate for school age children. (AfterCareDaily)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesCareNotes" applies to all provider payment rates for before-and-after care.
The after-care weekly provider payment rate for school age children. (AfterCareWeekly)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesCareNotes" applies to all provider payment rates for before-and-after care.
The after-care monthly provider payment rate for school age children. (AfterCareMonthly)	Variable Options • Numeric (-4 to 9999, up to two decimal places) • (-4) NA or missing values • (-5) Not in manual Coding Notes • Not in manual (-5) is only coded if no rates are provided for any age groups or levels of care. NA (-4) is coded for all age groups and levels of care for which the state does not use specified rates. • There is not an individual notes field for this variable. The notes field "ReimburseRatesCareNotes" applies to all provider payment rates for before-and-after care.

Variable	Notes
Notes for before-and-after care provider payment rates. (ReimbursementRatesCareNotes)	Variable Options • Text Coding Notes
Other Provider Payment Rates	
If there is a different provider payment rate for school-age children for days when school is closed during the school year. (ReimburseSchoolClose)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If there is a different provider payment rate for school closings, the description of those rates. (ReimburseSchoolCloseDescribe)	Variable Options • Text Coding Notes • NA is coded if "ReimburseSchoolClose" not coded Yes.
If there is a different provider payment rate for care provided during non-traditional hours. (ReimburseNontraditional)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2019 Coding Notes • If the state does not have separate policies for care provided during non-traditional hours, this variable is coded NA and the corresponding notes field describes that there are no separate policies for care provided during non-traditional hours.
If there is a different provider payment rate for care provided during non-traditional hours, the description of those rates. (ReimburseNontraditionalDescribe)	Variable Options • Text Coding Notes • NA is coded if "ReimburseNontraditional" not coded Yes. • This variable was added for coding beginning October 2, 2019. "NA, variable not coded prior to October 2, 2019" is coded prior to this date.

Variable	Notes
If there are different provider payment rates for children with special needs. (ReimburseSpecialNeedsRate)	Variable Options • (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 • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
If specific provider payment rates are defined for children with special needs, the time increment associated with the rates. (ReimburseSpecialNeedsRateTime)	Variable Options • (0) NA • (1) Hourly • (2) Daily • (3) Weekly • (4) Monthly • (92) Not in manual Coding Notes • NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.
If specific provider payment rates are defined, the payment rate for a child with special needs in age group one, for full-time care. (ReimburseSpecialNeedsGroupOne)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • The age group corresponds to the age groups found in the Reimbursement Rate Policies category. • NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.

Variable	Notes
If specific provider payment rates are defined, the payment rate for a child with special needs in age group two, for full-time care. (ReimburseSpecialNeedsGroupTwo)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • The age group corresponds to the age groups found in the Reimbursement Rate Policies category. • NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.
If specific provider payment rates are defined, the payment rate for a child with special needs in age group three, for full-time care. (ReimburseSpecialNeedsGroupThree)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • The age group corresponds to the age groups found in the Reimbursement Rate Policies category. • NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.
If specific provider payment rates are defined, the payment rate for a child with special needs in age group four, for full-time care. (ReimburseSpecialNeedsGroupFour)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • The age group corresponds to the age groups found in the Reimbursement Rate Policies category. • NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.
If specific provider payment rates are defined, the payment rate for a child with special needs in age group five, for full-time care. (ReimburseSpecialNeedsGroupFive)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • The age group corresponds to the age groups found in the Reimbursement Rate Policies category. • NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.

Variable	Notes
If specific provider payment rates are defined, the payment rate for a school-age child with special needs, for full-time care during the summer. (ReimburseSpecialNeedsSummerCare)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.
If specific provider payment rates are defined, the payment rate for a school-age child with special needs, for before-and-after care. (ReimburseSpecialNeedsBeforeAfter)	Variable Options • Numeric (up to two decimal places) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "ReimburseSpecialNeedsRate" is coded No, same as for non-special needs children, Not in manual, or NA.
If there is a higher rate or rate add-on for providers serving English language learners or providers with a bilingual education endorsement. (ReimburseLanguage)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2020 Coding Notes • Bilingual education endorsements require fluency in a language other than English as documented through an official license or credential issued by the state or an approved institution. The requirements for earning an endorsement may vary across states.
If there are different rates or rate add-ons for providers serving English language learners or providers with a bilingual education endorsement, the description of those rates. (ReimburseLanguageDescription)	Variable Options • Text Coding Notes • NA is coded if "ReimburseLanguage" not coded Yes. • This variable was added for coding beginning October 2, 2020. "NA, variable not coded prior to October 2, 2020" is coded prior to this date.

Variable	Notes
If the state uses any other provider payment rates. (ReimburseOtherRates)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If the state uses any other provider payment rates, the description of those rates. (ReimburseOtherRatesDescribe)	Variable Options • Text Coding Notes • NA is coded if "ReimburseOtherRates" is not coded Yes.

21. Basic Eligibility and Other Requirements for Unlicensed Home-Based Providers

General Notes/Concepts:

To ensure the health and safety of children whose care is paid through CCDF, states require unlicensed home-based 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 of the database for unlicensed 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:

Variables were renamed in 2018 to begin with Unlicensed instead of Unreg.

Variables and Notes:

Variable	Notes
Provider Type	
State-specific name for the types of providers to which the policies in this record apply. (BasicEligProviderType)	Variable Options • Text Coding Notes • The state-specific name for unlicensed home-based providers is shown. • This variable was not coded prior to October 2, 2017. • There is not an individual notes field for this variable.
Forms Required	
If the provider is required to maintain current child immunization records or waivers for all children in care. (UnlicensedImmunizationRecords)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes

Variable	Notes
If the provider is required to submit a form to the agency with basic information to begin receiving payments. (UnlicensedAppRequirement)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
Orientation Requirements for Providers	
If the agency requires providers to attend an in-person orientation. (UnlicensedProviderOrientation)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
How long, after beginning registration process, or after beginning care, the provider has to complete the orientation. (UnlicensedOrientationGracePeriod)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "UnlicensedProviderOrientation" is not coded Yes. • If Other is coded, the policy detail is described in the corresponding notes field.
The time increment associated with the orientation grace period. (UnlicensedOrientationGracePeriodTime)	Variable Options • (0) NA • (1) Days • (2) Months • (3) Years • (92) Not in manual Coding Notes • NA is coded if "UnlicensedProviderOrientationGracePeriod" is coded NA or Not in manual.

Variable	Notes
Other Standards/Requirements	
If corporal punishment is prohibited. (UnlicensedCorporalPunishment)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If the caseworker rules specifically state that providers must allow parents unlimited access to the child care arrangement. (UnlicensedParentalAccess)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If the subsidy agency manages a file of parent complaints about providers. (UnlicensedParentComplaint)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If providers are required to participate in the Child and Adult Care Food Program, if they are eligible. (UnlicensedCACFPRequirement)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
This is the record that represents the basic eligibility policies for relative unlicensed home-based providers. (UnlicensedRelativeRecord)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable indicates the primary set of policies used for relative unlicensed home-based providers. If there are multiple subtypes of relative unlicensed home-based providers for a given state and time period, only one record is selected to reflect the primary group.

Variable	Notes
This is the record that represents the basic eligibility policies for non-relative unlicensed home-based providers. (UnlicensedNonrelativeRecord)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable indicates the primary set of policies used for non-relative unlicensed home-based providers. If there are multiple subtypes of non-relative unlicensed home-based providers for a given state and time period, only one record is selected to reflect the primary group.

22. Background Checks for Unlicensed Home-Based Providers

General Notes/Concepts:

To ensure the health and safety of children whose care is paid through CCDF, states require unlicensed home-based providers to meet certain standards in order to receive CCDF payments. This category of variables describes the background checks to which unlicensed home-based providers and other members of their households are subject if they wish to receive CCDF payments for services delivered.

Subgroup Issues:

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

Additional Coding Notes:

Beginning with October 2, 2016 coding, new variables were added to capture the types of background checks required under the reauthorization of the Child Care and Development Block Grant Act. The previous set of variables capturing the types of background checks required will no longer be coded as of October 2, 2016. These changes are reflected in the coding and variable coding notes throughout this category. If the state does not allow unlicensed home-based providers to provide care through CCDF, or the provider subtype being coded must be licensed, these variables are all coded as "NA," and an explanation is provided in the category notes field.

Variables and Notes:

Variable	Notes
Provider Type	
State-specific name for the types of providers to which the policies in this record apply. (BackChecksProviderType)	Variable Options • Text Coding Notes • The state-specific name for unlicensed home-based providers is shown. • This variable was not coded prior to October 2, 2017. • There is not an individual notes field for this variable.

Variable	Notes
Criminal Background Check	
If there is any type of criminal history background check required to receive or continue receiving payments. (BackgroundCheckRequirement)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for provider and others • (92) Not in manual Coding Notes • This subsection (Criminal Background Check) refers to a general criminal history check. Information about adult protective services checks is captured in "BackgroundAPS." • Prior to October 2, 2016, information about child protective services checks is included in "BackgroundCPSRequirement". • If "yes, for provider and others" is coded, the policy detail is described in the corresponding notes field.
If a local criminal background check is required. (BackgroundCheckLocal)	Variable Options • (0) No • (1) Yes • (2) NA • (92) Not in manual • (99) Policy no longer coded as of October 2, 2016 Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No. • Not in manual is coded if the state requires background checks, but does not specify which types. • As of October 2, 2016, policy no longer coded.

Variable	Notes
If a state criminal background check is required. (BackgroundCheckState)	Variable Options • (0) No • (1) Yes • (2) NA • (92) Not in manual • (99) Policy no longer coded as of October 2, 2016 Coding Notes • NA is coded if coded "BackgroundCheckRequirement" is coded No. • Not in manual is coded if the state requires background checks, but does not specify which types. • As of October 2, 2016, policy no longer coded.
If a state sex offender registry check is required. (BackgroundCheckSexOffender)	Variable Options • (0) No • (1) Yes • (2) NA • (92) Not in manual • (99) Policy no longer coded as of October 2, 2016 Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No. • Not in manual is coded if the state requires background checks, but does not specify which types. • As of October 2, 2016, policy no longer coded.

Variable	Notes
If an FBI or federal criminal background check is required. (BackgroundCheckFBI)	Variable Options • (0) NA • (1) No • (2) Yes, for all individuals required to have a background check • (3) Yes, only in some circumstances • (92) Not in manual • (99) Policy no longer coded as of October 2, 2016 Coding Notes • If “Yes, in some circumstances” is coded, additional policy detail is provided in the notes field. • NA is coded if "BackgroundCheckRequirement" is coded No. • Not in manual is coded if the state requires background checks, but does not specify which types. • As of October 2, 2016, policy no longer coded.
If a state criminal history check with fingerprinting is required. (BackgroundCheckStateCriminal)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for provider and others • (92) Not in manual • (99) Policy not coded prior to October 2, 2016 Coding Notes • NA is coded if “BackgroundCheckRequirement" is coded No. • Not in manual is coded if the state requires background checks, but does not specify which types. • Policy not coded prior to October 2, 2016.

Variable	Notes
If a state sex offender registry check is required. (BackgroundCheckStateSexOffender)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for provider and others • (92) Not in manual • (99) Policy not coded prior to October 2, 2016 Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No. • Not in manual is coded if the state requires background checks, but does not specify which types. • Policy not coded prior to October 2, 2016.
If a state child abuse and neglect registry check is required. (BackgroundCheckStateChildAbuse)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for provider and others • (92) Not in manual • (99) Policy not coded prior to October 2, 2016 Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No. • Not in manual is coded if the state requires background checks, but does not specify which types. • Policy not coded prior to October 2, 2016.

Variable	Notes
If the state background check includes the state of residence for the last five years. (BackgroundCheckStateFiveYears)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for provider and others • (92) Not in manual • (99) Policy not coded prior to October 2, 2016 Coding Notes • This variable captures if the state background searches include the current state of residence and any state the individual lived in over the last five years • NA is coded if "BackgroundCheckRequirement" is coded No. • Not in manual is coded if the state requires background checks, but does not specify which types. • Policy not coded prior to October 2, 2016.

Variable	Notes
If a National Crime Information Center (NCIC) check and/or National Sex Offender Registry (NSOR) check is required. (BackgroundCheckNCICNSOR)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for provider and others • (92) Not in manual • (99) Policy not coded prior to October 2, 2016 Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No. • Not in manual is coded if the state requires background checks, but does not specify which types. • Policy not coded prior to October 2, 2016. • This variable summarizes information in the variables BackgroundCheckNationalCrimeInfoCenter and BackgroundCheckNationalSexOffender. For complete information, see information from all three variables. If either BackgroundCheckNationalCrimeInfoCenter or BackgroundCheckNationalSexOffender is coded as Yes, for the provider only, this variable is also coded Yes, for the provider only. If neither is coded Yes, for the provider only, but either is coded Yes, for provider and others, this variable is coded Yes, for provider and others.

Variable	Notes
If a National Crime Information Center check is required. (BackgroundCheckNationalCrimeInfoCenter)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for provider and others • (92) Not in manual • (99) Policy not coded prior to October 2, 2016 Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No. • Not in manual is coded if the state requires background checks, but does not specify which types. • Policy not coded prior to October 2, 2016. • For complete information about requirements related to the NCIC background check, also see the variables BackgroundCheckNCICNSOR and BackgroundCheckNationalSexOffender.
If a National Sex Offender Registry (NSOR) check is required. (BackgroundCheckNationalSexOffender)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for provider and others • (92) Not in manual • (99) Policy not coded prior to October 2, 2016 Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No. • Not in manual is coded if the state requires background checks, but does not specify which types. • Policy not coded prior to October 2, 2016. • For complete information about requirements related to the NSOR background check, also see the variables BackgroundCheckNCICNSOR and BackgroundCheckNationalCrimeInfoCenter.

Variable	Notes
If an FBI fingerprint check using the Next Generation Identification System is required. (BackgroundCheckFBIFingerprint)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for provider and others • (92) Not in manual • (99) Policy not coded prior to October 2, 2016 Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No. • Not in manual is coded if the state requires background checks, but does not specify which types. • Policy not coded prior to October 2, 2016.
Description of any providers that are exempt from the criminal background check requirements. (BackgroundCheckProviderExemptions)	Variable Options • Text Coding Notes • 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)	Variable Options • (0) NA • (1) No • (2) Yes, all members of a certain age • (3) Yes, with some exceptions • (92) Not in manual Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No. • If “yes, with some exceptions” is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
The age, in years, at which household members must have a criminal background check. (BackgroundCheckHouseholdMembersAge)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "BackgroundCheckRequirement" or "BackgroundCheckHouseholdMembers" is coded No.
Description of any household members who are exempt from criminal background checks. (BackgroundCheckHouseholdMembersExempt)	Variable Options • Text Coding Notes • 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 • (92) Not in manual Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No. • If Yes is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Policy no longer coded as of October 2, 2016 Coding Notes • As of October 2, 2016, policy no longer coded.

Variable	Notes
Description of any providers exempt from the CPS background check. (BackgroundCPSProviderExemptions)	Variable Options • Text Coding Notes • NA is coded if "BackgroundCPSRequirement" is coded No. • As of October 2, 2016, policy no longer coded.
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 • (92) Not in manual • (99) Policy no longer coded as of October 2, 2016 Coding Notes • NA is coded if "BackgroundCPSRequirement" is coded No. • As of October 2, 2016, policy no longer coded.
The age, in years, at which household members must have a CPS history background check. (BackgroundCPSHouseholdMembersAge)	Variable Options • Numeric (integer) • (-3) Policy no longer coded as of October 2, 2016. • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "BackgroundCPSRequirement" or "BackgroundCPSHouseholdMembers" is coded No. • As of October 2, 2016, policy no longer coded.
Description of any household members who are exempt from a CPS history background check. (BackgroundCPSHouseholdMembersExempt)	Variable Options • Text Coding Notes • NA is coded if "BackgroundCPSRequirement" is coded No. • As of October 2, 2016, policy no longer coded.

Variable	Notes
If anyone other than the provider and household members is subject to a CPS history background check. (BackgroundCPSOthers)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Policy no longer coded as of October 2, 2016 Coding Notes • NA is coded if "BackgroundCPSRequirement" is coded No. • If Yes is coded, the policy detail is described in the corresponding notes field. (For example, persons who frequently visit and may have unsupervised access to children in care.) • As of October 2, 2016, policy no longer coded.
State Adult Protective Services History	
If any type of Adult Protective Services history background check is required to receive or continue receiving payments. (BackgroundAPS)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for provider and others • (92) Not in manual Coding Notes • If “yes, for provider and others” is coded, the policy detail is described in the corresponding notes field.
General Terms for Background Checks	
If the provider is required to pay some or all of the costs of background checks. (BackgroundCheckPayment)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No.

Variable	Notes
If the provider can receive payments for services delivered before the results of a background check are received. (BackgroundCheckSubsidyPayments)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No.
The number of days services can be delivered and paid while waiting on a background check. (BackgroundCheckSubsidyPaymentsDays)	Variable Options • Numeric (integer) • (-2) No limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No. • A number is only coded if Yes is coded for “BackgroundCheckSubsidyPayments.” • If Other is coded, the policy detail is described in the corresponding notes field.
How often (in years) background check must be routinely repeated. (BackgroundCheckFrequencyUpdates)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No or if there is no requirement for ongoing background checks. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If there are any circumstances that trigger a need to update a background check non-routinely. (BackgroundCheckOtherUpdates)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if "BackgroundCheckRequirement" is coded No. • If Yes is coded, the policy detail is described in the corresponding notes field. For example, if the provider stops caring for subsidized children for any period of time, the criminal record check must be repeated.
This is the record that represents the background check policies for relative unlicensed home-based providers. (BackchecksRelativeRecord)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable indicates the primary set of policies used for relative unlicensed home-based providers. If there are multiple subtypes of relative unlicensed home-based providers for a given state and time period, only one record is selected to reflect the primary group.
This is the record that represents the background check policies for non-relative unlicensed home-based providers. (BackchecksNonrelativeRecord)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable indicates the primary set of policies used for non-relative unlicensed home-based providers. If there are multiple subtypes of non-relative unlicensed home-based providers for a given state and time period, only one record is selected to reflect the primary group.

23. Training Requirements for Unlicensed Home-Based Providers

General Notes/Concepts:

To ensure the health and safety of children whose care is paid through CCDF, states require unlicensed home-based providers to meet certain standards in order to receive CCDF payments. This category of variables describes the training requirements for unlicensed home-based providers receiving CCDF payments for services delivered.

Subgroup Issues:

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

Additional Coding Notes:

If the state does not allow unlicensed home-based providers to provide care through CCDF, or the provider subtype being coded must be licensed, these variables are all coded as "NA," and an explanation is provided in the category notes field.

Variables and Notes:

Variable	Notes
Provider Type	
State-specific name for the types of providers to which the policies in this record apply. (TrainingReqProviderType)	Variable Options • Text Coding Notes • The state-specific name for unlicensed home-based providers is shown. • This variable was not coded prior to October 2, 2017. • There is not an individual notes field for this variable.
CPR Training	
If any type of CPR training or certification is required. (TrainingCPRRequirement)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for at least one person on site • (4) Yes, other • (5) Yes for the provider and others • (92) Not in manual Coding Notes • If "Yes, other" or "yes, for the provider and others" is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Description of any providers who are exempt from the CPR requirement. (TrainingCPRProviderExemptions)	Variable Options • Text Coding Notes • NA is coded if "TrainingCPRRequirement" is coded No.
How often (in years) CPR certification must be routinely updated. (TrainingCPRRenewal)	Variable Options • Numeric (integer) • (-1) At local discretion • (-2) Never • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "TrainingCPRRequirement" is coded No. • If Other is coded, the policy detail is described in the corresponding notes field.
First Aid Training	
If any type of First Aid training or certification is required. (TrainingFirstAidRequirement)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for at least one person on site • (4) Yes, other • (5) Yes for the provider and others • (92) Not in manual Coding Notes • If "yes, other" or "yes, for the provider and others" is coded, the policy detail is described in the corresponding notes field.
Description of any providers who are exempt from the first aid requirements. (TrainingFirstAidProviderExemptions)	Variable Options • Text Coding Notes • NA is coded if "TrainingFirstAidRequirement" is coded No.

Variable	Notes
How often (in years) First Aid certification must be routinely updated. (TrainingFirstAidRenewal)	Variable Options • Numeric (integer) • (-1) At local discretion • (-2) Never • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "TrainingFirstAidRequirement" is coded No. • If Other is coded, the policy detail is described in the corresponding notes field.
Other Training	
If there are any requirements for other training. (TrainingOtherRequirement)	Variable Options • (0) NA • (1) No • (2) Yes, for the provider only • (3) Yes, for provider and others • (92) Not in manual Coding Notes • CPR training, First Aid training, and basic subsidy orientation are not included here. • If "yes, for provider and others" is coded, the policy detail is described in the corresponding notes field.
Description of other training topics that count toward the requirement. (TrainingOtherDefinition)	Variable Options • Text Coding Notes • NA is coded if "TrainingOtherRequirements" is coded No.

Variable	Notes
The number of hours of training required initially. (TrainingOtherInitial)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "TrainingOtherRequirements" is coded No or Not in manual. • If Other is coded, the policy detail is described in the corresponding notes field. • If there is a training requirement that does not require a specified number of hours (for example, providers must take 3 classes), Other is coded, and the policy is described in the notes field.
The number of hours required for ongoing training. (TrainingOtherOngoing)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "TrainingOtherRequirements" is coded No or Not in manual. • Zero (0) is coded if there is no requirement for ongoing training. • If Other is coded, the policy detail is described in the corresponding notes field. • If there is a training requirement that does not require a specified number of hours (for example, providers must take 3 classes), Other is coded, and the policy is described in the notes field.
The time increment associated with the ongoing other training requirement. (TrainingOtherOngoingTime)	Variable Options • (0) NA • (1) One Time • (2) Per Quarter • (3) Per Year • (92) Not in manual Coding Notes • NA is coded if a number of hours is not coded for "TrainingOtherOngoing".

Variable	Notes
Description of providers exempt from other training requirements. (TrainingOtherProviderExemptions)	Variable Options • Text Coding Notes • NA is coded if "TrainingOtherRequirements" is coded No.
How long providers have to initially meet the training requirements. (TrainingOtherGracePeriod)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "TrainingOtherRequirements" is coded No. • If Other is coded, the policy detail is described in the corresponding notes field.
The time increment associated with the other training requirement grace period. (TrainingOtherGracePeriodTime)	Variable Options • (0) NA • (1) Days • (2) Weeks • (3) Months • (92) Not in manual Coding Notes • NA is coded if "TrainingOtherGracePeriod" is coded NA or Not in manual.
When the grace period for initial training begins. (TrainingOtherGracePeriodStart)	Variable Options • (0) NA • (1) At time provider is approved • (2) Date payment is authorized to begin • (3) Other • (92) Not in manual Coding Notes • NA is coded if "TrainingOtherRequirements" is coded No. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
This is the record that represents the training requirement policies for relative unlicensed home-based providers. (TrainingReqRelativeRecord)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable indicates the primary set of policies used for relative unlicensed home-based providers. If there are multiple subtypes of relative unlicensed home-based providers for a given state and time period, only one record is selected to reflect the primary group.
This is the record that represents the training requirement policies for non-relative unlicensed home-based providers. (TrainingReqNonrelativeRecord)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable indicates the primary set of policies used for non-relative unlicensed home-based providers. If there are multiple subtypes of non-relative unlicensed home-based providers for a given state and time period, only one record is selected to reflect the primary group.

24. Tuberculosis Prevention Requirements for Unlicensed 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 unlicensed home-based 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 unlicensed 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:

If the state does not allow unlicensed home-based providers to provide care through CCDF, or the provider subtype being coded must be licensed, these variables are all coded as "NA," and an explanation is provided in the category notes field.

Variables and Notes:

Variable	Notes
Provider Type	
State-specific name for the types of providers to which the policies in this record apply. (TubercPrevProviderType)	Variable Options • Text Coding Notes • The state-specific name for unlicensed home-based providers is shown. • This variable was not coded prior to October 2, 2017. • There is not an individual notes field for this variable.
Tuberculosis Screening	

Variable	Notes
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 the provider and others • (92) Not in manual Coding Notes • If "yes, for the provider and others" is coded, the policy detail is described in the corresponding notes field.
Description of providers exempt from TB testing. (TBScreeningProviderExemptions)	Variable Options • Text Coding Notes • NA is coded if "TBScreeningRequirement" is coded No or Not in manual.
How often (in years) providers must routinely repeat the TB test. (TBScreeningRepeatTest)	Variable Options • Numeric (integer) • (-2) Never • (-3) At local discretion • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "TBScreeningRequirement" is coded No or Not in manual.
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 household members of a certain age • (3) Yes, with some exceptions • (92) Not in manual Coding Notes • NA is coded if "TBScreeningRequirement" is coded No or Not in manual. • If "yes, with some exceptions" is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
The age, in years, at which household members must have a TB test. (TBScreeningHouseholdMembersAge)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "TBScreeningRequirement" is coded No or Not in manual.
Description of any household members who are exempt from the TB test. (TBScreeningHouseholdMembersExempt)	Variable Options • Text Coding Notes • NA is coded if "TBScreeningRequirement" is coded No or Not in manual.
This is the record that represents the tuberculosis prevention policies for relative unlicensed home-based providers. (TubercPrevRelativeRecord)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable indicates the primary set of policies used for relative unlicensed home-based providers. If there are multiple subtypes of relative unlicensed home-based providers for a given state and time period, only one record is selected to reflect the primary group.
This is the record that represents tuberculosis prevention policies for non-relative unlicensed home-based providers. (TubercPrevNonrelativeRecord)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable indicates the primary set of policies used for non-relative unlicensed home-based providers. If there are multiple subtypes of non-relative unlicensed home-based providers for a given state and time period, only one record is selected to reflect the primary group.

25. Health and Safety Checklist Requirements for Unlicensed Home-Based Providers

General Notes/Concepts:

To ensure the health and safety of children whose care is paid through CCDF, states require unlicensed home-based 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:

If the state does not allow unlicensed home-based providers to provide care through CCDF, or the provider subtype being coded must be licensed, these variables are all coded as "NA," and an explanation is provided in the category notes field.

Variables and Notes:

Variable	Notes
Provider Type	
State-specific name for the types of providers to which the policies in this record apply. (HealthSafetyProviderType)	Variable Options • Text Coding Notes • The state-specific name for unlicensed home-based providers is shown. • This variable was not coded prior to October 2, 2017. • There is not an individual notes field for this variable.
Health and Safety Checklist	

Variable	Notes
If there is a list of health and safety standards that must be met by unlicensed 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 • (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 • (92) Not in manual Coding Notes • 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 • (92) Not in manual Coding Notes • Example: "All items on the form must be completed, but the provider does not have to be in compliance." • NA is coded if "ChecklistRequirement" is coded No, NA, or Not in manual. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
How often, in years, the checklist must be recompleted. (ChecklistRecomplete)	Variable Options • Numeric (integer) • (-2) Never • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "ChecklistRequirement" is coded No, NA, or not in manual. • If Other is coded, the policy detail is described in the corresponding notes field.
If there are other circumstances under which the health and safety checklist must be recompleted. (ChecklistRecompleteCircumstances)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if "ChecklistRequirement" is coded No, NA, or Not in manual. • If Yes is coded, the policy detail is described in the corresponding notes field.
Description of any providers exempt from the checklist requirement. (ChecklistProviderExemptions)	Variable Options • Text Coding Notes • NA is coded if "ChecklistRequirement" is coded No, NA, or Not in manual.
If providers can receive payments for services delivered before they have fully complied with requirements on the checklist or submitted the checklist. (ChecklistSubsidyPayment)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if "ChecklistRequirement" is coded No, NA, or Not in manual.

Variable	Notes
If subsidy payments permitted pending checklist compliance, the number of days the provider has to come into compliance with checklist items. (ChecklistSubsidyPaymentDays)	Variable Options • Numeric (integer) • (-2) No limit • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA if coded "ChecklistRequirement" or "ChecklistSubsidyPayment" is coded No, NA, or Not in manual. • If Other is coded, the policy detail is described in the corresponding notes field.
If there are ever home visits or inspections to enforce checklist requirements after the initial visit. (ChecklistEnforcementInspection)	Variable Options • (0) NA • (1) No • (2) Yes, universal • (3) Yes, random • (4) Yes, as needed • (92) Not in manual Coding Notes • NA is coded if "ChecklistRequirement" is coded No, NA, or Not in manual. • Yes, universal is coded when the agency performs follow-up inspections for all providers on a regular basis. The timing of the follow-up inspections is then captured in "ChecklistEnforcementInspectionFrequency" and "ChecklistEnforcementInspectionTime." • Yes, as needed is coded when the agency only completes follow-up inspections after a complaint has been filed against a provider.

Variable	Notes
How often, after initial visit, the agency plans to visit each provider. (ChecklistEnforcementInspectionFrequency)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "ChecklistRequirement" is coded No, NA, or Not in manual. • NA is coded if "ChecklistEnforcementInspection" is not coded Yes, universal. • If Other is coded, the policy detail is described in the corresponding notes field.
Time increment associated with the enforcement inspections frequency. (ChecklistEnforcementInspectionTime)	Variable Options • (0) NA • (1) Month • (2) Year • (3) Other • (92) Not in manual Coding Notes • NA is coded if "ChecklistRequirement" is coded No, NA, or Not in manual. • NA is coded if "ChecklistEnforcementInspection" is not coded Yes, universal. • If Other is coded, the policy detail is described in the corresponding notes field.
Who conducts home visits or inspections. (ChecklistEnforcementInspectionAgency)	Variable Options • (0) NA • (1) State agency • (2) Local agency • (3) Other • (92) Not in manual Coding Notes • NA is coded if "ChecklistRequirement" or "ChecklistEnforcementInspection" is coded No, NA, or Not in manual. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
This is the record that represents the health and safety policies for relative unlicensed home-based providers. (HealthSafetyRelativeRecord)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable indicates the primary set of policies used for relative unlicensed home-based providers. If there are multiple subtypes of relative unlicensed home-based providers for a given state and time period, only one record is selected to reflect the primary group.
This is the record that represents the health and safety policies for non-relative unlicensed home-based providers. (HealthSafetyNonrelativeRecord)	Variable Options • (-1) Yes • (0) No Coding Notes • This variable indicates the primary set of policies used for non-relative unlicensed home-based providers. If there are multiple subtypes of non-relative unlicensed home-based providers for a given state and time period, only one record is selected to reflect the primary group.

26. 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	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 • (92) Not in manual • (99) Varies Coding Notes • If Varies is coded, the policy detail is described in the corresponding notes field.
If the provider is required to complete an orientation. (ProviderOrientation)	Variable Options • (0) NA • (1) Not required • (2) Required for all providers • (92) Not in manual • (99) Varies by type of provider Coding Notes • If "varies by type of provider" is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Where out of state providers must be licensed. (ProviderLicensingOutOfState)	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 • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
When a provider is eligible to receive payments. (ProviderEligibility)	Variable Options • (0) NA • (1) When the provider submits the required documentation • (2) When the required documentation is approved • (3) Other • (92) Not in manual Coding Notes • This variable captures when the provider's services first become eligible for CCDF payments. • If Other is coded, the policy detail is described in the corresponding notes field.
If a provider agreement is required. (ProviderAgreement)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • 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.

Variable	Notes
Number of months the provider agreement is effective. (ProviderAgreeTime)	Variable Options • Numeric (integer) • (-3) Varies • (-4) NA • (-5) Not in manual Coding Notes • If there is no time limit, NA is coded and the policy is described in the notes field. • NA is coded if "ProviderAgreement" is coded No or Not in manual. • If Varies is coded, the policy detail is described in the corresponding notes field.
If the provider is required to sign the provider agreement. (ProviderAgreeSignature)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if "ProviderAgreement" is coded No or Not in manual.
The method for renewing the provider agreement. (ProviderAgreeRenewal)	Variable Options • (0) NA • (1) In-person only • (2) In-person, by phone or by mail • (92) Not in manual • (99) Other Coding Notes • NA is coded if "ProviderAgreement" is coded No or Not in manual. • If Other is coded, the policy detail is described in the corresponding notes field.
The minimum provider age required in order to provide care. (ProviderAge)	Variable Options • Numeric (integer) • (-4) NA • (-5) Not in manual Coding Notes • The general rule is coded, and any exceptions are noted.

Variable	Notes
If there are exemptions to the age requirement. (ProviderAgeExempt)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If Yes is coded, the policy detail is described in the corresponding notes field.
If the provider is required to have a telephone. (ProviderPhone)	Variable Options • (0) NA • (1) Yes • (2) No • (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 • (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 • (92) Not in manual • (99) Other Coding Notes • NA is coded if “ProviderVisitLicensed” is not coded Yes. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
Within how many days an on-site visit is required when an unlicensed provider registers with the agency. (ProviderVisitUnlicensed)	Variable Options • Numeric (integer) • (-2) No visit required • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
How often (in months) subsidy agency staff must perform follow-up on-site visits for unlicensed providers. (ProviderVisitUnlicensedFollowUp)	Variable Options • Numeric (integer) • (-2) No follow-up required • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "ProviderVisitUnlicensed" is coded No visit required, NA, or Not in manual. • If Other is coded, the policy detail is described in the corresponding notes field.
Documentation	
If the state uses Electronic Benefit Transfer (EBT) cards to track hours of service. (ProviderEBTCards)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If the state manual clearly outlines how hours are tracked and payments are made, and does not mention EBT cards, this variable is coded No.
How many years after the date of service a provider must keep attendance records on file. (ProviderAttendanceRecord)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If there is no requirement, NA is coded, and the policy is described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
The maximum number of consecutive days a child can be absent before the provider is required to report the absences. (ProviderReportAbsences)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If there is no requirement, NA is coded, and the policy is described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
How many days the provider has to appeal the notice of overpayment. (ProviderAppeals)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If no appeals are allowed, NA is coded, and the policy is described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
How many days the provider has to notify the agency of any payment errors. (ProviderNotification)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If there is no requirement, NA is coded. • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual • (99) Other Coding Notes • Removed from program is coded even if the removal is temporary (for example, removal from the program for 12 months). The period of removal is described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.
The actions taken as a result of the second provider fraud offense. (ProviderFraudSecond)	Variable Options • (0) NA • (1) Warning • (2) Removed from program • (92) Not in manual • (99) Other Coding Notes • Removed from program is coded even if the removal is temporary (for example, removal from the program for 12 months). The period of removal is described in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	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 • (92) Not in manual Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual Coding Notes • If Yes is coded, the policy detail is described in the corresponding notes field.
If the provider is responsible for collecting the copayment from the family. (ProviderCopaymentCollection)	Variable Options • (0) NA • (1) Yes • (2) No • (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 • (92) Not in manual Coding Notes • NA is coded if “ProviderCopaymentCollect” is not coded Yes.

Variable	Notes
If the provider is penalized for failure to collect copayments. (ProviderPaymentCollectionPenalty)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • NA is coded if "ProviderCopaymentCollect" is not coded Yes. • If Yes is coded, the policy detail is described in the corresponding notes field.
If providers are paid for days the provider is closed. (ProviderPaymentCenterClosing)	Variable Options • (0) NA • (1) No • (2) Yes, all providers • (3) Yes, all licensed providers • (4) Yes, all regulated providers • (5) Yes, all licensed and regulated providers • (6) Yes, all licensed providers and unlicensed centers • (92) Not in manual • (99) Other Coding Notes • If the manual explains when providers can be paid for days the center is closed (ex. only for approved holidays), this detail is included in the notes field. • If Other is coded, the policy detail is described in the corresponding notes field.
The maximum number of days per year a provider can be absent/closed and still be paid by the state for care. (ProviderAbsentPaid)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if "ProviderPaymentCenterClosing" is not coded Yes. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
If a provider is paid for the days children are absent. (ProviderAbsences)	Variable Options • (0) NA • (1) No • (2) Yes, all providers • (3) Yes, all licensed providers • (4) Yes, all regulated providers • (5) Yes, all licensed and regulated providers • (6) Yes, all licensed providers and unlicensed centers • (91) Policy no longer coded as of October 2, 2020 • (92) Not in manual • (99) Other Coding Notes • Other is coded if there is variation (not already captured with the variable options) in the types of providers that are paid. • If Other is coded, the policy detail is described in the corresponding notes field. • If care is paid for a specified number of days (ex. only 5 days per year), this detail is included in the notes field. • For policies about payments for absences as of October 2, 2020 or later, see the variables "ProviderPayEnrollmentOrAttendance" and "ProviderPayChildAbsences."
How provider payments are delinked from a child's occasional absences. (ProviderPayEnrollmentOrAttendance)	Variable Options • (1) Pay based on a child's enrollment • (2) Provide full payment if a child is absent for five or fewer days in a month • (3) Provide full payment if a child attends at least 85 percent of the authorized time • (4) An alternative approach • (5) Varies by provider type • (92) Not in manual • (99) Policy not coded prior to October 2, 2020 Coding Notes • If Varies based on provider type is coded, the policy detail is described in the corresponding notes field. • For policies about payments for absences prior to October 2, 2020, see the variable "ProviderAbsences."

Variable	Notes
How the state defines enrollment if the payments are made based on enrollment. (ProviderPayEnrollmentDef)	Variable Options • Text Coding Notes • NA is coded if providers are never paid based on enrollment. See "ProviderPayEnrollmentOrAttendance" for more information on how providers are paid. • This variable was added for coding beginning October 2, 2020. "NA, variable not coded prior to October 2, 2020" is coded prior to this date.
If provider payments are delinked from a child's occasional absences using an alternative approach, a description of that alternative approach. (ProviderPayAlternativeApproachDef)	Variable Options • Text Coding Notes • If ProviderPayEnrollmentOrAttendance is coded "An alternative approach," this variable provides a description of the alternative approach used. • NA is coded if ProviderPayEnrollmentOrAttendance is coded anything other than "An alternative approach." • This variable was added for coding beginning October 2, 2020. "NA, variable not coded prior to October 2, 2020" is coded prior to this date.
If providers are paid for days children are absent. (ProviderPayChildAbsences)	Variable Options • (0) NA • (1) Yes • (2) No • (3) Varies • (92) Not in manual • (99) Policy not coded prior to October 2, 2020 Coding Notes • If Yes or Varies are coded, the policy detail is described in the corresponding notes field. • For policies about payments for absences prior to October 2, 2020, see the variable "ProviderAbsences."

Variable	Notes
If the state will pay for more than one provider for a child. (ProviderMultiple)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Policy not coded prior to October 2, 2020 Coding Notes • This variable captures whether the state will pay multiple providers if the family needs to use more than one provider for a child. For example, if the family uses one provider during the day and another provider during non-traditional hours, will the state pay both providers.
If the state will pay for more than one provider for a child, a description of any restrictions for paying for multiple providers. (ProviderMultipleLimits)	Variable Options • Text Coding Notes • NA is coded if "ProviderMultiple" not coded Yes. • When states will pay for multiple providers, and there are no restrictions, this variable is coded "NA, no restrictions for paying multiple providers." • This variable was added for coding beginning October 2, 2020. "NA, variable not coded prior to October 2, 2020" is coded prior to this date.
How non-traditional hours care is defined. (ProviderNonTraditionalDef)	Variable Options • Text Coding Notes • This variable provides the state's definition for non-traditional hours care, including hours or days of the week that are considered non-traditional. • If the state does not have separate policies for care provided during non-traditional hours, this variable is coded "NA, no separate policies for non-traditional hours." • This variable was added for coding beginning October 2, 2020. "NA, variable not coded prior to October 2, 2020" is coded prior to this date.

Variable	Notes
Any requirements for or limitations placed on the use of non-traditional hours care. (ProviderNonTraditionalLimits)	Variable Options • Text Coding Notes • If the state does not have separate policies for care provided during non-traditional hours, this variable is coded "NA, no separate policies for non-traditional hours." • If the state does not place any restrictions on non-traditional-hour care, this variable is coded "NA, no restrictions for non-traditional-hour care." • This variable was added for coding beginning October 2, 2020. "NA, variable not coded prior to October 2, 2020" is coded prior to this date.
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 • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
How many weeks prior to removing a child from care that a parent must notify the provider. (ProviderChange)	Variable Options • Numeric (integer) • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • NA is coded if no notification is required. • If Other is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
How often a parent may change providers each year. (ProviderChangeLimit)	Variable Options • Numeric (integer) • (-2) Unlimited • (-3) Other • (-4) NA • (-5) Not in manual Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.
If the provider may appeal a decision made on a parent and provider dispute. (ProviderAppealsParentDispute)	Variable Options • (0) NA • (1) Yes • (2) No • (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 • (92) Not in manual Coding Notes
If a provider can be removed from the subsidy program for criminal activity. (ProviderTerminationCriminal)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If a provider can be removed from the subsidy program for failure to cooperate with a fraud investigation. (ProviderTerminationFraud)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes

Variable	Notes
If a provider can be removed from the subsidy program for posing imminent danger to a child in care. (ProviderTerminationChildDanger)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If a provider can be removed from the subsidy program for failing to comply with health and safety standards. (ProviderTerminationHealthSafety)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If a provider can be removed from the subsidy program for having a license or registration revoked. (ProviderTerminationLicenseRevoke)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If a provider can be removed from the subsidy program for failing to submit required documentation. (ProviderTerminationDocumentation)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If a provider can be reinstated after being removed from the program. (ProviderReinstate)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual • (99) Varies Coding Notes • If Varies or Yes is coded, the policy detail is described in the corresponding notes field.

Variable	Notes
How the agency handles providers who have previous cases where mistreatment of a child was substantiated. (ProviderChildMistreat)	Variable Options • (0) NA • (1) Automatically ineligible • (2) Eligible to provide care • (92) Not in manual • (99) Other Coding Notes • If Other is coded, the policy detail is described in the corresponding notes field.

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

General Notes/Concepts:

This category describes who is authorized to provide care under the child care subsidy program. This category does not capture the policy for non-parent caretakers; all variables apply to non-parent, non-caretakers.

Subgroup Issues:

None

Additional Coding Notes:

For the policies captured here, the general rule is coded and any exceptions are noted.

Variables and Notes:

Variable	Notes
If a non-parent relative living in the home and part of the unit considered for assistance can provide care. (AuthorizedRelativeInUnit)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If non-parent relatives are never considered part of the unit, this variable is coded NA, and the additional notes indicate they are never considered part of the unit.
If a non-parent relative living in the home and not part of the unit considered for assistance can provide care. (AuthorizedRelativeNotInUnit)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes
If a non-parent relative living outside of the home can provide care. (AuthorizedRelativeLivingOutside)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes

Variable	Notes
If a non-relative living in the home and part of the unit considered for assistance can provide care. (AuthorizedNonrelativeInUnit)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • If non-relatives are never considered part of the unit, this variable is coded NA, and the additional notes indicate they are never considered part of the unit.
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 • (92) Not in manual Coding Notes

28. Administration

General Notes/Concepts:

This category provides administrative information, as outlined in the CCDF Plans for October 2005 through October 2009 only.

Subgroup Issues:

None

Additional Coding Notes:

This information was not coded from the caseworker manuals. Some information was not found in different years for the state plans. If the questions were not in the state plan, they were coded NA.

Variables and Notes:

Variable	Notes
Administration	
The Lead Agency in administering the child care subsidy program. (AdminLeadAgency)	Variable Options • Text Coding Notes • Found in CCDF Plan section 1.1 for the given plan years.
The web site where additional child care information can be found for a given state. (AdminStateChildCareWebSite)	Variable Options • Text Coding Notes • Found in CCDF Plan section 1.1 for the given plan years.
If the lead agency directly administers all services and programs funded under the CCDF Act. (AdminProgram)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 1.5 for the given plan years. • This variable captures if the Lead Agency directly administers and implements all services, programs, and activities funded under the CCDF Act, including activities related to quality and availability of child care.

Variable	Notes
If the state expects to transfer federal TANF funds to CCDF. (AdminFundsFedTANFTransfer)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 1.3 for the given plan years. • Yes is coded if a dollar amount is listed. • No is coded if $0 or no dollar amount is listed.
If the state expects to use direct federal TANF funds on child care. (AdminFundsFedTANFSpending)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 1.3 for the given plan years. • Yes is coded if a dollar amount is listed. • No is coded if $0 or no dollar amount is listed.
If the lead agency uses private funds to meet part of the CCDF matching requirement. (AdminFundsPrivateDonate)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 1.6 for the given plan years.
If state expenditures for Pre-K programs will be used to meet any of the CCDF maintenance of effort requirement. (AdminPreKMOE)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 1.7.1 for the given plan years.

Variable	Notes
If state expenditures for Pre-K programs will be used to meet any of the CCDF matching fund requirement. (AdminPreKMatching)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 1.7.2 for the given plan years.
If the state has implemented strategies to prevent, measure, identify, reduce, or collect improper payments. (AdminImproperPay)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 1.8.2 for the given plan years.
Market Rate Survey	
The month and year when the local market rate survey was completed. (AdminMarketRateSurveyDate)	Variable Options • Text Coding Notes • Found in CCDF Plan section 3.2 for the given plan years.
If the lead agency uses the current market rate survey to set payment rates. (AdminCurrentMarketRateSurvey)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 3.2 for the given plan years.
Child Care Services	
If the lead agency has grants or contracts for child care slots. (AdminChildCareGrantsContracts)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 3.1.2 for the given plan years.

Variable	Notes
If the lead agency limits the use of in-home care in any way. (AdminChildCareInHomeLimit)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 3.1.3 for the given plan years.
If child care services provided through certificates, grants, and/or contracts are offered throughout the state. (AdminChildCareStatewide)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 3.1.4 for the given plan years.

29. 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 CCDF Plans for October 2005 through October 2009 only.

Subgroup Issues:

None

Additional Coding Notes:

This information was not coded from the caseworker manuals. Some information was not found in different years for the state plans. If the questions were not in the state plan, they were coded NA.

Variables and Notes:

Variable	Notes
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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 2.1.1 for FFY 2008, and CCDF Plan section 2.1.2 for FFY 2006. • This variable captures 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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 2.1.1 for the given years.

Variable	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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 2.1.1 for the given years.
If the state is consulting or coordinating with public education officials. (DevelopConsultPublicEd)	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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 2.1.1 for the given years.
If the state is consulting or coordinating with TANF officials. (DevelopConsultTANF)	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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 2.1.1 for the given years.
If the state is consulting or coordinating with Indian Tribes or Tribal Organizations. (DevelopConsultTribes)	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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 2.1.1 for the given years. • This variable captures if the state is consulting or coordinating with Indian Tribes or Tribal Organizations, when such entities exist in the state.

Variable	Notes
If the state is consulting or coordinating with local government representatives. (DevelopConsultLocalGov)	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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 2.1.1 for the given years.
If the state is consulting or coordinating with State/Tribal agencies responsible for Pre-K. (DevelopConsultAgencyPreK)	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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 2.1.1 for the given years.
If the state is consulting or coordinating with State/Tribal agencies responsible for Head Start. (DevelopConsultAgencyHeadStart)	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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 2.1.1 for the given years.
If the state is consulting or coordinating with State/Tribal agencies responsible for special needs programs. (DevelopConsultAgencySpecialNeed)	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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 2.1.1 for the given years. • This variable captures if the state is consulting or coordinating with State/Tribal agencies responsible for programs that promote inclusion for children with special needs.

Variable	Notes
If the is state consulting or coordinating with State/Tribal agencies responsible for emergency preparedness. (DevelopConsultAgencyEmergency)	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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 2.1.1 for the given years.

30. Quality

General Notes/Concepts:

This category describes efforts to improve the quality of child care, as outlined in the CCDF Plans for October 2005 through October 2009 only.

Subgroup Issues:

None

Additional Coding Notes:

This information ***was not*** coded from the caseworker manuals. Some information was not found in different years for the state plans. If the questions were not in the state plan, they were coded NA.

Variables and Notes:

Variable	Notes
If the state is providing or will provide activities related to comprehensive consumer education. (QualityConsumerEd)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.1.3 for the given years.
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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.1.3 for the given years.
If the state is monitoring or will monitor compliance with licensing and regulatory requirements. (QualityMonitorCompliance)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.1.3 for the given years.

Variable	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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.1.3 for the given years.
If the state is improving or will improve salaries and other compensation for child care providers. (QualityImproveSalary)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.1.3 for the given years.
If the state is providing or will provide activities to support a Quality Rating System. (QualityRatingSystem)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • This question was added to the CCDF Plans for FFY 2010. This variable is coded NA prior to October 1, 2009. • Found in CCDF Plan section 5.1.3 for the given year.
If the state is providing or will provide activities in support of early language, literacy, pre-reading, and early math concepts development. (QualityConceptsDevelopment)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.1.3 for the given years.
If the state is providing or will provide activities to promote inclusive child care. (QualityInclusiveCare)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.1.3 for the given years.

Variable	Notes
If the state is providing or will provide Healthy Child Care America and other health activities. (QualityHealthyChildCare)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.1.3 for the given years. • This variable captures 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.
If the state is providing or will provide activities that increase parental choice. (QualityParentalChoice)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.1.3 for the given years.
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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.1.3 for the given years. • If Yes is coded, the policy is described in more detail in the notes field.
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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.1.3 for the given years. • If Yes is coded, the policy is described in more detail in the notes field. • If the state responds about quality and availability in one answer in the plan and does not split the two, both QualityOther and QualityOtherAvailability are coded the same.

31. 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 CCDF Plans for October 2005 through October 2009 only.

Subgroup Issues:

None

Additional Coding Notes:

This information was not coded from the caseworker manuals. Some information was not found in different years for the state plans. If the questions were not in the state plan, they were coded NA.

Variables and Notes:

Variable	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 • (92) Not in manual • (99) Other Coding Notes • Found in CCDF Plan section 5.2.1 for the given years. • If Other is coded, the policy detail is described in the corresponding notes field.
If the early learning guidelines are aligned with K-12 content standards or other standards. (EarlyLearnContentStandards)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.1 for the given years. • If the state left this question blank and they answered "planning" or "developing" for "EarlyLearnGuidelines," this variable is coded NA.

Variable	Notes
If the early learning guidelines are aligned with early childhood curricula standards. (EarlyLearnCurricula)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.1 for the given years. • 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 three years old. (EarlyLearnAgeBirthToThree)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.1 for the given years. • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.1 for the given years. • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.1 for the given years. • If the state left this question blank and they answered "planning" or "developing" for "EarlyLearnGuidelines," this variable is coded NA.

Variable	Notes
Implementation of Early Learning Guidelines	
If materials are disseminated to practitioners and families. (EarlyLearnMaterials)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.3 for the given years.
If the state is developing training curricula for early learning guidelines. (EarlyLearnTrainingCurricula)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.3 for the given years.
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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.3 for the given years.
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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.3 for the given years.
If publicly funded child care programs require the use of early learning guidelines. (EarlyLearnPubliclyFunded)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.3 for the given years.

Variable	Notes
If Head Start requires the use of early learning guidelines. (EarlyLearnHeadStart)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.3 for the given years.
If education/public pre-k programs require the use of early learning guidelines. (EarlyLearnEducation)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.3 for the given years.
If early intervention programs require the use of early learning guidelines. (EarlyLearnIntervention)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.3 for the given years.
If child care resource and referral programs require the use of early learning guidelines. (EarlyLearnResourceReferral)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.3 for the given years.
If higher education programs require the use of early learning guidelines. (EarlyLearnHigherEd)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.3 for the given years.

Variable	Notes
If parent associations require the use of early learning guidelines. (EarlyLearnParentAssociation)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.3 for the given years.

32. Professional Development

General Notes/Concepts:

This category describes efforts to improve the quality of child care through professional development opportunities, as outlined in the CCDF Plans for October 2005 through October 2009 only.

Subgroup Issues:

None

Additional Coding Notes:

This information was not coded from the caseworker manuals. Some information was not found in different years for the state plans. If the questions were not in the state plan, they were coded NA.

Variables and Notes:

Variable	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 • (92) Not in manual • (99) Other Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • If Other is coded, the policy detail is described in the corresponding notes field.
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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • If the state left this question blank and they answered "planning" or "developing" for "ProfDevStatus," this variable is coded NA.

Variable	Notes
If the state's plan for professional development includes a link to early learning guidelines. (ProfDevEarlyLearn)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • 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 continuum of training and education to form career paths. (ProfDevTraining)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • If the state left this question blank and they answered "planning" or "developing" for "ProfDevStatus," this variable is coded NA.

Variable	Notes
If the state's plan for professional development includes quality assurance through approval of training content. (ProfDevQualityTrainingContent)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • 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 assessment or evaluation of training effectiveness. (ProfDevAssessTraining)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • If the state left this question blank and they answered "planning" or "developing" for "ProfDevStatus," this variable is coded NA.

Variable	Notes
If the state's plan for professional development includes specialized strategies to reach family, friend, and neighbor caregivers. (ProfDevStrategy)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • 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)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • If the state left this question blank and they answered "planning" or "developing" for "ProfDevStatus," this variable is coded NA.

Variable	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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • 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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • 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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • If the state left this question blank and they answered "planning" or "developing" for "ProfDevStatus," this variable is coded NA.

Variable	Notes
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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • 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 • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • 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 specific professional development initiatives or components. (ProfDevAssessInitiatives)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • If the state left this question blank and they answered "planning" or "developing" for "ProfDevStatus," this variable is coded NA.

Variable	Notes
If the state uses assessment to help shape or revise the professional development plan. (ProfDevAssessShapeRevisePlan)	Variable Options • (0) NA • (1) Yes • (2) No • (92) Not in manual Coding Notes • Found in CCDF Plan section 5.2.5 for the given years. • If the state left this question blank and they answered "planning" or "developing" for "ProfDevStatus," this variable is coded NA.