

**State/Territory Plan
2022 - 2024**

3.1 Eligible Children and Families

3.1.2 Eligibility criteria: Reason for care.

a. How does the Lead Agency define the following terms for the purposes of determining CCDF eligibility?

State/Territory	Define what is accepted as "Working" (including activities and any hour requirements):	Define what is accepted as "Job training" (including activities and any hour requirements):	Define what is accepted as "Education" (including activities and any hour requirements):	Define what is accepted as "Attending" (a job training or educational program) (e.g. travel time, hours required for associated activities such as study groups, lab experiences, time for outside class study or completion of homework):

Alabama	Employment for a minimum average of 15 hours per week (either alone or in combination with a job training or educational program) in any legally operating place of business from which the parent receives wages, salaries, commissions and tips equal to, or greater than, the federal minimum wage.	Enrolled in, attending, and satisfactorily participating in a job training or educational program, either alone or in combination with gainful employment, for a minimum average of 15 hours per week.	Enrolled in, attending, and satisfactorily participating in a job training or educational program, either alone or in combination with gainful employment, for minimum average of 15 hours per week. Students enrolled full-time in an educational program, in accordance with the institution's definition of full-time are deemed to meet this requirement.	Enrolled in, attending and satisfactorily participating in a job training or educational program, either alone or in combination with gainful employment, for minimum average of 15 hours per week.
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Alaska	<p>Per Child Care Assistance Program regulation 7 AAC 41.312 and revised Child Care Assistance Program Policies and Procedures Manual section. 4070-3D the definition of “working” is an activity for which a wage or salary is paid at or above minimum wage established in Alaska Statute (AS) 23.10.065; or being engaged in a business with the intention of making a profit; for which a business license under AS 43.70 has been obtained; and that generates to the person engaged in that business net income that, when converted to an hourly rate, based on the number of hours worked or for full-time work based on a 40-hour work week, is equal to or exceeds the minimum wage established in AS 23.10.065.</p>	<p>Per Child Care Assistance Program regulation 7 AAC 41.313 and Child Care Assistance Program Policies and Procedures Manual section 4070-3D. the definition of a job training program is a structured learning environment for a participant to gain or enhance job skills that has specific learning objectives, identified skills to be mastered, a beginning date, and an ending date.</p>	<p>Per Child Care Assistance Program regulation 7 AAC 41.313 and Child Care Assistance Policies and Procedures Manual section 4070-3D the definition of “education” is defined as “school” and means an educational or training program that includes classroom or online settings. An educational program is a structured learning environment in which an instructor or teacher leads students through a course of study that includes specific learning objectives, goals, and standards, and leads to a certificate of mastery or completion, a state license, a diploma, or a degree.</p>	<p>Per Child Care Assistance Program Policies and Procedures Manual section 4070-3D, training includes opportunities provided by the individual’s employer, potential employer, or an outside source and verification must include training registration or other documentation. Verification for educational activity must include a course registration and schedule verifying enrollment. Per Child Care Assistance Program Policies and Procedures Manual section 4100-1, travel time is allowed up to 1 hour from the child care provider to the activity and up to 1 hour from the activity to the child care provider except if the parent travels more than 30 miles to their activity or uses public transportation then up to 1 ½ hours before and 1 ½ hours after the activity are allowed.</p>
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American Samoa	<p><i>Working or employment is established when an applicant and co-applicant provides proof of monetary compensation for part-time or full-time labor or services performed for another person or organization which constitutes their usual means of livelihood.</i></p>	<p><i>Job training is established when an applicant or co-applicant provides proof of enrollment and participation in an approved training program that increases the individual's employability by building skills that will help them secure employment. Proof submitted must be verifiable.</i></p> <p><i>At a minimum, an approved training session should be 4 hours per day, held at least 3 times per week, over 30 consecutive days. Training programs that are for shorter periods of time or occur less frequently will require CCDF Administrator pre-approval.</i></p>	<p><i>Education is established when an applicant or co-applicant provides proof of enrollment and participation in an accredited educational institution. Education programs may occur inside or outside of the home (ex. In-classroom, online/distance learning.) Part/full-time enrollment in an accredited educational institution needs to be verified by a counselor or similar authorized official in writing and include the current course description for classes and transcripts for previous classes when applicable.</i></p>	<p><i>The Lead Agency does not currently define "Attending", but will look at this term as part of its current work in updating its policies.</i></p>
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Arizona	Means the performance of duties regularly for wages or salary.	Means to be present, at an activity outside of the individual's home on a regular and acceptable basis, as determined by the ADES Jobs Program or contracted Jobs vendor or homeless/domestic violence shelter case manager. If an individual is a TANF recipient and is required to participate in the ADES Jobs Program, child care services for any job training and educational program must be approved by the Jobs Program or contracted Jobs vendor. Attendance at structured work readiness activities (typically involving structured classes and employment preparation activities) as required by a homeless or domestic violence shelter is covered as part of the shelter case plan.	Means participation in an activity outside of the individual's home, which is a structured program, with a goal of, or in preparation for, employment as follows: 1) High school or its equivalent or remedial education activities reasonably related to obtaining a high school diploma or its equivalent if the individual engaged in the activity is a teen parent; 2) Other education and training activities are allowable if the eligible parent who needs child care is working a monthly average of at least 20 hours per week, the education and training activity is related to an employment goal and the student maintains satisfactory progress and remains in good standing with the educational institution; such as college or trade/vocational activities; such as high school, General Educational Development (G.E.D.) classes, English for Speakers of Other Languages (E.S.O.L.) classes or remedial educational activities.	Education and training activities are allowable if the eligible parent who needs child care is working a monthly average of at least 20 hours per week.
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Arkansas	Working is defined as actively engaging in employment for cash, check, or in-kind payments. Arkansas continuously monitors the eligibility work requirements per programs. Programs with an hour requirement ranges from 20 hours or income ineligible for TEA (\$223 per month) or up to 30 hour or more	Job training is defined as an activity for building skill sets that enhance the employability that leads to self-sufficiency. Families are required to attend a Job Training program full-time or a combination of part-time work and part-time Job Training. Arkansas' full-time job training program hour requirements are defined by the institution	Education is defined as receiving systemic instructions at a high school, high school equivalency program, drug treatment program, job training program, or at a two- or four-year university. Families are required to attend an educational program full-time or a combination of part-time work and part-time Education. Arkansas' full-time Educational program hour requirements are defined by the institution.	Arkansas will authorize up to fifty (50) hours of child care assistance per week for any eligible applicant who participates in the following, to include but not limited to study groups, lab experience, time for outside class study or completion of work. Additional time may be approved if proper documentation is provided to show the need.
California	Employed, self-employed, or seeking employment. Seeking employment is limited to no more than 5 days a week and for less than 30 hours per week.	Job training is defined as vocational training which means an educational or job program courses and/or classes leading to a recognized trade, paraprofession or profession. Eligibility is limited to six years from the initiation of services based on need for vocational training; or twenty-four semester units, or the equivalent, after the attainment of a Bachelor's Degree.	Engaged in an educational program for English language learners or to attain a high school training/apprenticeship/internship or diploma or General Educational Development certificate, or a High School Equivalency certificate. Eligibility is limited in total to six years from the initiation of services based on enrollment in educational programs.	Attending or engaged in a job training or education program is defined as the hours attended for a vocational training or educational program, study time, and travel time as applicable.
Colorado	"Working" means being employed or self employed as	Training includes vocational/technical job skills training when	"Education" means a regionally accredited post-secondary training	There is not a set number of hours required to be

follows:“Employment” is a Low-Income Child Care eligible activity where the adult caretaker or teen parent is holding a part-time or full-time job for which wages, salary, in-kind income or commissions are received.

“Self-employment” is a Low-Income Child Care eligible activity where an adult caretaker or teen parent is responsible for all taxes and/or other required deductions from earned income.

In addition, adult caretakers or teen parents that have been determined eligible for Colorado Works, have entered into a current individualized plan, are participating in allowable work activities as defined in Colorado Works rule (9 CCR 2503-6) and have been referred for child care by the county Colorado Works worker shall be considered to be participating in an eligible activity and shall receive Colorado Works Child Care for at least twelve (12) months unless the adult caretaker or teen

offered as secondary education and results in a diploma or certificate. Parents are eligible for a minimum of two years. In addition, up to twelve months of assistance is allowable for a high school equivalency examination, high school diploma, English as a Second Language or adult basic education.

program for a Bachelor's degree or less. Parents are eligible for a minimum of two years and a maximum of four years.

“Basic education” is a Low-Income Child Care eligible activity where an adult caretaker or teen parent is in high school education programs working towards a high school diploma or high school equivalency; Adult Basic Education (ABE); and/or, English as a Second Language (ESL).

considered "attending" job training or education.

	<p>parent transitions to Low-Income Child Care prior to the end of the twelve (12) month period.</p>			
<p>Connecticut</p>	<p>Means employment in one or more jobs as an employee of another individual, a partnership, corporation or self-employment for which compensation is paid in the form of earned income.</p>	<p>Means enrollment in and regularly attending classes or compliance with the mandatory employment services requirements of the TANF program, including being available for work, reporting for interviews, attending group or individual orientation sessions and satisfactory participation in employment service activities. The OEC is interested in working with DSS and DOL to assess the costs and benefits of expanding the definitions to align with other federal programs, such as WIOA and the SNAP Education and Training programs.</p>	<p>Education must meet employment services activities such as, GED, adult education, and technical/vocational secondary school leading to a diploma or certificate, and higher education as approved by the Office of Early Childhood and the Department of Labor. In addition, the OEC recently submitted an amendment to Conn. Gen. Stat. Section 17b-749 in Substitute House Hill No. 6558 to expand the eligibility for the State Subsidy Program, Care 4 Kids, by allowing the use of ARPA funds for child care services for families where the parent or caretaker is enrolled in a high school equivalent diploma program, workforce training or higher education programs.</p> <p>After a delay due to the COVID-19 pandemic, OEC began a SNAP E&T pilot partnering with all twelve community</p>	<p>Attending job training means enrollment in and regularly attending classes or compliance with the mandatory employment service requirements of the TANF program, including being available for work, reporting for interviews, attending group or individual orientation sessions and satisfactory participation in employment service activities. OEC is exploring other areas of job training and education, including efforts connected with through the SNAP Education and Training Program and WIOA definitions. Education must meet employment services activities such as high school, GED, adult education, and technical/vocational secondary school leading to a diploma or certificate, and higher education as approved by the Office of Early Childhood and the Department of Labor. In addition, the OEC recently submitted an</p>

colleges to allow any family enrolled in a SNAP E&T program a child care subsidy for their child(ren) under age 13. In partnership with the Department of Social Services and Connecticut State Colleges and Universities, OEC made considerable efforts to inform families that child care was available for SNAP E&T families who would like to pursue a higher education credential including social media posts, providing information to family-facing organizations such as 2-1-1, Foodshare, OEC home visiting providers, McKinney-Vento Liaisons, Family Resource Centers and Working Cities Challenge communities. Currently, there are 25 students enrolled in the study (10 receiving the child care subsidy and 15 that are not receiving the subsidy). The research team is now conducting follow-up surveys with the students and initial analysis of baseline results. Working in collaboration with CSCU, we expect to convene a parent focus group in the

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Delaware	Part-time or full-time work, which the person receives wages equal to minimum wage.	Employment and training where there is a reasonable expectation that the training course will lead to a job within a foreseeable timeframe such as on the job training, an apprenticeship or vocational skills program.	This includes participation in post-secondary education as long as it leads to degree or certification/licensure and be participating in a SNAP Employment and Training Program or TANF Employment and Training Program.	Delaware does not distinguish between "attending" and "job training". Attending means employment and training where there is a reasonable expectation that the training course will lead to a job within a foreseeable timeframe such as on the job training and apprenticeship or vocational skills program.
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District of Columbia	This group of applicants includes parent(s) and guardian(s) that are employed for a minimum of 20 hours per week. In a two parent(s) or guardian(s) household, both parent(s) or guardian(s) must work or participate in valid qualifying activity for a minimum for 20 hours per week.	Job training may include either preliminary training or acceptable job training. Preliminary Training is a basic training program shall provide before job skills training, to enable the person to be employable. These include English as a Second Language courses for foreign-born adults and GED classes for adults. Children eligible for subsidized child care pursuant to this subsection may not be provided for longer than one year in this case. Acceptable job training program shall: (1) Provide instruction in specific job skills (i.e. computer operator or medical technician training); (2) Provide a job placement service that offers reasonable assurance that the applicant will be employed following successful completion of the program; and (3) Be limited to no more than two years if training is a non-degree program.	A student attending either: (1) A full-time undergraduate program with a minimum of 12 credit hours per semester or six credits hours for a summer session (continuing student only); or (2) A part-time undergraduate program with less than 12 credit hours per semester while also employed. Each credit hour equals one hour of work per week.	A student attending 20 hours per week.
Florida	Participating in educational or work activities a minimum of 20 hours per week for a	Attendance in a job training or education program for transitional TANF clients who receive	Single parent families may also qualify for child care assistance if they are in school and training the	The hours of child care needed depend on the parent's attendance in education/training

single-parent family, 40 hours per week for a two-parent family or a two-parent family in which one of the parents with whom the child resides is exempt from work requirements due to age or disability, as determined and documented by a physician licensed under Florida Statutes, and one parent is employed or engaged in eligible work or education activities at least 20 hours per week, a one or two-parent family in which the parent(s) are exempt from work requirements due to age or disability as determined and documented by a physician licensed under Florida Statutes. Work activities applicable to the Welfare Transition participants could include employment, non-subsidized employment; subsidized private sector employment, on the job training, subsidized public-sector employment, community service work experience, job search, job readiness assistance; or vocational education or training designed to prepare the

CCDF-funded child care. This requirement is monitored by the Florida Department of Economic Opportunity through regional Workforce Development Boards or their contracted providers.

equivalent of 20 hours or more per week or a combined total of at least 40 hours per week for a two-parent family. Educational activities are defined by Rule 6M-4.208(f)(4), F.A.C., as GED programs, secondary education programs, technical or vocational programs, Associate of Arts, Associate of Science, Bachelor of Arts, and Bachelor of Science programs. An official of the school or institution must complete documentation showing the applicable number of classroom hours, any lab hours, the date the semester/training period starts and the date it ends. Documentation also includes an official school schedule and proof of enrollment. Online courses are an allowable form of education or training activities as long as appropriate documentation is submitted.

activities. Consideration is given to the parent's hours of education/training and reasonable travel time. Education/training hours include class time, lab time and study time.

participant for employment or other prescribed activities as approved by the Welfare Transition Program (WTP). Work activities for non-WTP clients includes employment or educational activities. Some TANF recipients may have work requirements/activities that are not subject to the 20-hour per week minimum. During a state of emergency related to a natural or man-made disaster or health crisis pandemic, the Lead Agency may waive the 20 hour per week minimum requirement for eligibility or redetermination, if the parent can show he or she worked more hours prior to the disaster or health crisis pandemic. This would allow parents who are working less than 20 hours a week to be eligible. The parent would have three months to establish the required 20 hours of required work or school to remain eligible for the authorization period. This policy is not to exceed thirty days beyond the conclusion of the declared state of emergency but the state

	may choose to end this practice earlier.			
Georgia	CAPS Policy Manual 6.8 defines employment as any of the following: work that yields a W-2, W-9, or 1099; work study in certificate programs where earnings do not pay for tuition; cash-paying jobs; or other work performed for income not captured on a W-2 including tips or commission. The number of paid work hours must average at least 24 hours per week.	CAPS Policy Manual 6.8 currently defines “vocational training” as an educational program that cannot be categorized as a program leading toward a college degree. Vocational training may be completed through in-class instruction or online courses. Vocational training includes, but is not limited to, certificate and diploma programs (including English language) programs. Parents enrolled in vocational training must meet CAPS activity hour requirement of at least 24 hours per week. Parents can be enrolled in vocational training full- or part-time and can combine the vocational training with another state approved activity, if needed. Each credit hour (or hour of online or in-person coursework) equates to two hours of state-approved activity to account for study time.	Per CAPS Policy Manual 6.8, education is participation in middle or high school, General Equivalency Diploma (GED) programs, vocational training programs, associate degree programs, and bachelor’s degree programs. For parents ages 20 and younger, education includes attending middle school, high school, or full-time GED programs. Parents age 21 and older may be eligible for CAPS services if they are enrolled in GED classes in combination with another approved activity for a minimum average of 24 hours per week. Parents enrolled in vocational training must meet CAPS activity hour requirement of at least 24 hours per week. Parents can be enrolled full- or part-time in GED, vocational training, associate degree, and bachelor’s degree and can combine the vocational training with another state approved activity, if needed. Each credit hour	CAPS Policy Manual 6.8 states that participation in middle or high school, General Equivalency Diploma (GED) programs, vocational training programs, and associate degree programs qualifies as a state-approved activity. Parental authorities age 21 or older who are not enrolled in middle or high school must participate in state approved activities for an average of at least 24 hours per week. The 24-hour per week requirement may be met by employment, education, or a combination of employment and education. Each credit hour (or hour of online or in-person coursework) for GED, vocational training, and associate degree programs equates to two hours of state approved activity to account for study time.

			<p>(or hour of online or in-person coursework) equates to two hours of state-approved activity to account for study time. Enrollment in an associate or bachelor's degree program must be at a HOPE eligible public or private institution. Associate and bachelor's degree programs may be completed through in-class instruction or online courses.</p>	
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Guam	<ul style="list-style-type: none"> · An individual receiving wages, salary, commission or profit from activities in which he/she is engaged in as a self-employed individual or an employee. · Any individual working or engaged in an employment training program for a minimum of 30 hours a week is eligible for full-time childcare. · Any individual working or engaged in an employment training program for less than 30 hours a week is eligible for part-time childcare. · During a time of emergency or disaster, “working” also means gainful employment or volunteering in essential services or participation in an emergency or disaster effort as an employee or volunteer. 	<p>Job training vocational or employment training is an organized training program (including community college and university education) established by the institution, agency or business for the purpose of the development of occupation. The minimum number of hours is determined by the institution, agency or business that is providing the job or educational program..</p>	<p>Education means a curriculum that is established by an institution, agency, or business for the purpose of development of skills or academic study necessary for an identified occupation. Client qualifies for child care assistance based on the education institution’s definition of part time or full time.</p>	<p>Attending means a parent is enrolled and participating in an allowable job training or educational program and may include a reasonable number of hours for travel, study groups, and homework.</p>
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Hawaii	The caretaker is engaged in an activity for wages or salary or is self-employed. There are no minimum number of hours required to be considered working.	Job training is an approved work program that requires the participant to engage in activities that provide work experience and training to individuals to assist them toward employment and self-sufficiency. There is no minimum number of hours required to be considered job training.	An education program has a curriculum that is established by an institution, agency, or business for the purpose of development of skill or academic study necessary for an identified occupation. There is no minimum number of hours required to be considered in education.	Job training is an approved work program that requires the participant to engage in activities that provide work experience and training to individuals to assist them toward employment and self-sufficiency. An education program has a curriculum that is established by an institution, agency, or business for the purpose of development of skill or academic study necessary for an identified occupation. There is no minimum number of hours required to be considered in job training or education. Travel time is included within the hourly range of need for care established (86 or more hours per month for full time care or 1 – 85 hours per month for part time care).
Idaho	<u>Employment -</u> A job paying wages or salary at federal or state minimum wage, whichever is applicable, including work paid by commission or in-kind compensation. Full or part-time participation in a VISTA or AmeriCorps program is also	<u>Job Training and Education Program -</u> A program designed to provide job training or education. Programs may include high school, junior college, community college, college or university, general equivalency diploma (GED), technical	<u>Job Training and Education Program -</u> A program designed to provide job training or education. Programs may include high school, junior college, community college, college or university, general equivalency diploma (GED), technical	Child care services may be utilized for the first 48 months of secondary education and all eligible families receive 12 hours travel time.

employment. **(IDAPA: 16.06.12.010.08)**

Self-Employment-

The parent is currently self-employed in a business that is a sole proprietorship. A sole proprietorship is a business owned by one person.

Restrictions apply for self-employment as follows:

1. For the first 12 months of self-employment benefits, actual activity hours are used.
2. At month 13, the number of activity hours will be limited. To calculate the activity hours, the net monthly self-employment income is divided by the current federal minimum wage. The qualifying activity hours are the lesser of the calculated activity hours or actual activity hours. **(IDAPA: 16.06.12.200)**

school, and vocational programs. To qualify as a Job Training and Education Program, the program must prepare the trainee for employment.

(IDAPA: 16.06.12.010.16.)

Training or Education -

The parent is attending an accredited education or training program.

The following restrictions apply to training or education activities:

1. On-line classes cannot be counted as a qualifying activity for child care.
2. Persons who are attending post-baccalaureate classes with no other qualifying activity do not qualify for child care benefits.
3. More than 48 months of post-secondary education has been used as a qualifying activity. **(IDAPA: 16.06.12.200)**

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(IDAPA: 16.06.12.010.16)

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1. The following restrictions apply to training or education activities:
2. On-line classes cannot be counted as a qualifying activity for child care.
3. Persons who are attending post-baccalaureate classes with no other qualifying activity do not qualify for child care benefits.
4. More than 48 months of post-secondary education has been used as a qualifying activity. **(IDAPA: 16.06.12.200)**

Illinois	<p>A trade or profession, or other means of legal livelihood for which a wage, salary or monetary compensation is paid. There is no requirement for the number of hours at work to be eligible for assistance. Care is approved that is relatively related to the hours of paid employment and includes reasonable transportation time. As little as 1 part-time day of care per month could be approved.</p>	<p>Work experience, community services and/or job search/job readiness activities approved by the Lead Agency and Work First or other activities approved on the TANF Responsibility and Service Plan (RSP).</p>	<p>Policy 01.03.03 – Education and Training Activities Eligible education activities are: Below post-secondary education (High school, literacy and other adult basic education, English as a Second Language, and GED preparation programs), vocational programs (offered by a public community college, public or private university, or private business/technical school), post-secondary (all undergraduate college level courses that could result in an associate's or bachelor's degree) up to and including the acquisition of the first bachelor's degree. Clients can be approved for education/training activities that will lead to multiple certificates within a designated career path (from Certified Nursing Assistant to Licensed Practical Nurse, for example) or associate degrees, but only the first bachelor's degree. Clients may also be approved for additional vocational certificate programs if they are beginning a new</p>	<p>Child care services are approved for time that is reasonably related to the education or training program, including credited class research, laboratory and library time, as well as transportation time. Up to one hour of study time per week for each classroom hour or course credit or time in the classroom may be allowed.</p>
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career path in a new field or if classes are required to remain certified in their current employment. Child care services approved under this part must be reasonably related to the education or training activity, including class hours and research, study, laboratory, library and transportation time and educationally required work activities such as student teaching, an internship, a clinical, a practicum or an apprenticeship. A parent attending an online course from home may be eligible if the class is offered only at a regularly scheduled time. (i.e. 11:00 am every Monday and Wednesday) or the parent must leave the home to have access to a computer.

Indiana	A working person is a person receiving wages or salary for performing services for another person or organization or receiving compensation for a service or product. These activities may be conducted through an employer or be considered self-employment and are documented by proof of income. There is no minimum number of working hours required and travel time can be included.	Training activities may include, but are not limited to, job readiness, community work experience, post secondary education including distance learning, vocational, educational, and academic training, adult basic education, English as a second language and general education degree programs. All educational programs must be completed through a certified or accredited secondary or post secondary training organization/institution. There is no minimum number of participation hours required and travel time can be included.	Education activities may include, but are not limited to, job readiness, community work experience, post secondary education including distance learning, vocational, educational, and academic training, adult basic education, English as a second language and general education degree programs. All educational programs must be completed through a certified or accredited secondary or post secondary training organization/institution. There is no minimum number of participation hours required and travel time can be included.	Attending job training or education activities may include, but are not limited to, job readiness, community work experience, post secondary education including distance learning, vocational, educational, and academic training, adult basic education, English as a second language and general education degree programs. All educational programs must be completed through a certified or accredited secondary or post secondary training organization/institution. There is no minimum number of participation hours required and travel time can be included.
Iowa	a. employed for 28 or more hours per week, or employed an average of 28 or more hours per week during the month or employed and participating in academic or vocational training for 28 or more hours per week or an average of 28 or more hours per week in the aggregate, during the month. b. looking for employment. Child care services for job search is	Training may be approved for high school completion activities, adult basic education, GED, English as a second language, a college program which leads to an associate of arts degree, and a postsecondary education, up to and including a baccalaureate degree program. Child care provided while the parent participates in	Academic or vocational training must culminate in a specific goal, such as high school completion, improved English skills, or the development of specific academic or vocational skills.	Must attend full-time as determined by the training/education facility.

limited to only those hours the parent is looking for employment, including travel time, for a maximum of 90 consecutive days. c. service as a volunteer in the AmeriCorps or AmeriCorps*Vista program for a minimum of 28 hours per week or an average of 28 or more hours per week during the month. d. Child care services may be provided for the hours of employment of a single parent or the coinciding hours of employment or training/education or job search or volunteer service in the AmeriCorps or AmeriCorps*Vista program of both parents in a two-parent home and for the actual travel time between the child care facility and place of employment. e. If the state is affected by federal or state declared emergencies, the Lead Agency may determine, for a specific geographic region(s), that a parent(s) who otherwise has met the eligibility condition for need for service as stated in paragraphs a-d above and who were certified at the time the

postsecondary education or vocational training is limited to a 24-month lifetime limit. In determining the 24 month time limit a "fiscal month" is used instead of a calendar month. A fiscal month is defined as beginning on the first day of training/classes and continuing to the same calendar day of the next month. Example: August 28 through September 27 = 1 fiscal month. Months are determined in this manner so that when training/classes start or end in the middle of a calendar month it does not unnecessarily count as a whole month toward the 24 month time limit. Time spent in high school education, GED, or English as a second language does not count toward the 24 month limit. Child care services may be provided for the hours of participation in postsecondary education or vocational training of a single parent or the coinciding hours of employment or training/education or job search or volunteer service in the AmeriCorps or AmeriCorps*Vista

emergency was declared, may be determined to continue to meet that condition of eligibility if the declared emergency and ensuing recovery temporarily prevent the parent from meeting the requirement. In such instances, the Lead Agency will establish timeframes for the exclusion to apply. The timeframes established will be developed within the context of the establishment of the federal or state declared emergencies and relevant timeframes related to assistance that might be available under those emergencies. The timeframes for the exclusion to apply will be an established period of time relevant to the affected policy (i.e., suspension of a required six-month review, etc.) f. Parent(s) who otherwise met the eligibility condition for need for service as stated in paragraphs a-d above who become temporarily medically incapacitated as verified by a physician may be determined to continue to meet that condition of eligibility for

program of both parents in a two-parent home and for the actual travel time between, the child care facility and place of employment. If the state is affected by federal or state declared emergencies, the Lead Agency may determine, for a specific geographic region(s), that a parent(s) who otherwise has met the eligibility condition for need for service and who were certified at the time the emergency was declared, may be determined to continue to meet the condition of eligibility if the declared emergency and ensuing recovery prevent the parent from temporarily meeting the requirement. In such instances, the Lead Agency will establish timeframes for the exclusion to apply. The timeframes established will be developed within the context of the establishment of the federal or state declared emergencies and relevant timeframes related to assistance that might be available under those emergencies. The timeframes for the

	<p>a limited period of time. The timeframe for the exclusion to apply will be established based on medical documentation from the parent's physician.</p>	<p>exclusion to apply will be an established period of time relevant to the affected policy (i.e suspension of a required six-month review, etc.) Parent(s) who otherwise met the eligibility condition for need for service as stated in paragraphs a-d above who become temporarily medically incapacitated as verified by a physician may be determined to continue to meet that condition of eligibility for a limited period of time. The timeframe for the exclusion to apply will be established based on medical documentation from the parent's physician.</p>		
<p>Kansas</p>	<p>Working is a physical or mental activity engaged in for the purpose of remuneration as determined by the Department for Children and Families at the time of eligibility determination. Adults included in a child care case must be employed a minimum of 20 hours per week when they need child care to maintain their employment and they must be earning at</p>	<p>Attending job training or education is defined as participating in an agency approved post-secondary education or training plan that meets the following criteria:</p> <ul style="list-style-type: none"> •It must be expected to lead to a degree or certificate. •The plan must have a goal of employment in their field. •The plan must not be for a second associate degree or second bachelor's 	<p>Attending job training or education is defined as participating in an agency approved post-secondary education or training plan that meets the following criteria:</p> <ul style="list-style-type: none"> •It must be expected to lead to a degree or certificate. •The plan must have a goal of employment in their field. •The plan must not be for a second associate degree or second bachelor's 	<p>Attending job training or education is defined as participating in an agency approved post-secondary education or training plan that meets the following criteria:</p> <ul style="list-style-type: none"> •It must be expected to lead to a degree or certificate. •The plan must have a goal of employment in their field. •The plan must not be for a second associate degree or second bachelor's

	<p>least the federal minimum wage per hour.</p>	<p>degree, and not for a degree higher than bachelors. •The education/training must be skill specific and/or create greater earning potential for the client upon completion. •The plan must not include months beyond the client's lifetime maximum of 24 month of child care allowed for educational purposes. •The occupation being pursued must have at least an average job outlook listed in the Occupational Outlook Handbook on the website of the US Department of Labor, Bureau of Labor Statistics. Specific exceptions can be made with supervisory approval. Client must also be engaged in paid employment for a minimum of 15 hours per week, and must be earning the equivalent of the federal minimum wage per hour. Client must maintain a 2.0 cumulative GPA on a 4.0 scale or its equivalent in another grading system.</p>	<p>degree, and not for a degree higher than bachelors. •The education/training must be skill specific and/or create greater earning potential for the client upon completion. •The plan must not include months beyond the client's lifetime maximum of 24 month of child care allowed for educational purposes. •The occupation being pursued must have at least an average job outlook listed in the Occupational Outlook Handbook on the website of the US Department of Labor, Bureau of Labor Statistics. Specific exceptions can be made with supervisory approval. Client must also be engaged in paid employment for a minimum of 15 hours per week, and must be earning the equivalent of the federal minimum wage per hour. Client must maintain a 2.0 cumulative GPA on a 4.0 scale or its equivalent in another grading system.</p>	<p>degree, and not for a degree higher than bachelors. •The education/training must be skill specific and/or create greater earning potential for the client upon completion. •The plan must not include months beyond the client's lifetime maximum of 24 month of child care allowed for educational purposes. •The occupation being pursued must have at least an average job outlook listed in the Occupational Outlook Handbook on the website of the US Department of Labor, Bureau of Labor Statistics. Specific exceptions can be made with supervisory approval. Client must also be engaged in paid employment for a minimum of 15 hours per week, and must be earning the equivalent of the federal minimum wage per hour. Client must maintain a 2.0 cumulative GPA on a 4.0 scale or its equivalent in another grading system.</p>
<p>Kentucky</p>	<p>Employment means public or private,</p>	<p>Recipients of Kentucky Transitional Assistance</p>	<p>The Lead Agency's definition of "working" is</p>	<p>Applicants must show 20 hours of combined work,</p>

permanent or temporary work that is performed for a wage, is self-employment, or is unpaid such as student teaching, an internship, or practicum, public or self-employment, permanent or temporary work. A combination of employment activities can be used to meet the required number of hours. For single-parent families, the requirement is an average of 20 hours per week. For two-parent families, the requirement is a combined average of 40 hours per week unless one adult is mentally or physically unable to provide care for the children. In those instances, the requirement is an average of 20 hours per week for the adult able to work. The minimum work requirement for one adult in a two-parent family is an average of five hours per week. If a two-parent household requests child care assistance and one parent is not working due to being incapacitated, that parent must have a doctor's statement indicating they are unable to care for the child.

Program (K-TAP) who need child care while they participate in the Kentucky Works Program to meet TANF participation requirements must be actively involved with activities including employment, education, job preparation activities, job search, or other activities designed to assist the family to attain self-sufficiency. In accordance with [922 KAR 2:160](#) Section 6: Kentucky Works Child Care Eligibility Determination. (1) A child shall be eligible for CCAP if the child: (a) Resides with an applicant who is participating in the Kentucky Works Program described in [921 KAR 2:370](#); and (b) Meets the requirements listed in Section 3 of this administrative regulation. (2) A child shall be approved for child care assistance by the cabinet in accordance with subsection (1) of this section without a separate application as an integral part of a Kentucky Works Program self-sufficiency plan.

inclusive of unpaid work performed as part of higher education such as a practicum or work-study. The DCC-90L, Student Enrollment and Unpaid Work Verification form, is used to obtain enrollment information from the school. Other acceptable verification of enrollment includes a class schedule or a written statement from a school official. This includes full-time enrollment in an accredited school or certified trade school or participation in the SNAP Education & Training program or part-time enrollment combined with 10 work hours to meet the eligibility requirements for CCAP.

job training, or education hours in order to qualify for CCAP. Travel time is not included in work, education, or job training hours.

Recipients of Kentucky Transitional Assistance Program (K-TAP) who need child care while they participate in the Kentucky Works Program to meet TANF participation requirements must be actively involved with activities including employment, education, job preparation activities, job search, or other activities designed to assist the family to attain self-sufficiency. Low-income working families, who have suffered loss of employment or a reduction in hours due to no fault of their own, may receive child care services for a subsequent job search to secure new employment for a minimum 3 month period.

Louisiana	<p>Applicants must be employed an average of 20 hours or more per week and paid at least the federal minimum hourly wage, except for those receiving TANF cash assistance. Working, attending school, or a job training program for a combined minimum average of 20 hours per week. The CCDF lead Agency may reduce the criteria if the number of children served falls below a certain level of children. The 20 hour requirement may be reduced to an average of 15 hours per week for a household that qualifies for special needs care.</p>	<p>Job Training is pre-employment vocational training in technical job skills and knowledge of a specific occupational area that is offered by a public employer, an agency approved private employer, or a facility or institution. Applicants must be present at the training site for job training for a minimum average of 20 hours per week. Working, attending school, or a job training program for a combined minimum average of 20 hours per week. The CCDF Lead Agency may reduce the criteria if the number of children served falls below a certain level of children. The 20 hour requirement may be reduced to an average of 15 hours per week for households that qualify for special needs child care.</p>	<p>Education is defined as enrolled as a full-time student in an education or training program resulting in a degree or certificate designed to promote job skills and employability. Full-time status is determined by the institution, which must be accredited by the state of Louisiana or a national organization. Applicants must be working, attending school, or a job training program for a combined minimum average of 20 hours per week. The CCDF Lead Agency may reduce the criteria if the number of children served falls below a certain level of children.</p>	<p>Attending is defined as attending a job training or educational program for a minimum average of 20 hours per week (attendance at a job training or educational program must be verified, including the expected date of completion) allowing one hour per day for travel to and from the activity (up to 5 hours per week). Applicants must be working, attending school, or a job training program for a combined minimum average of 20 hours per week. The CCDF Lead Agency may reduce the criteria if the number of children served falls below a certain level of children. The 20-hour requirement may be reduced to an average of 15 hours per week for households that qualify for special needs child care</p>
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Maine	Employed refers to participation in gainful work that produces earned income from: wages, salaries, commissions, fees, tips, and/or piece-rate payments.	Job Training Program means vocational, field, on-the-job, apprenticeship, and other Department-Approved job readiness training programs that focus upon the acquisition of knowledge and skills that prepare the participant for employment.	Educational Program means a program which is required for completion of a secondary diploma, High School Equivalency Test (HISSET), or other Department-Approved high school equivalency test; Department-Approved vocational program; or post-secondary undergraduate program in which the Parent is earning credits toward a degree; or other Department-Approved Educational Program. Parents may be enrolled either in person or online. Parents attending Graduate or Doctorate-level Educational Programs are not eligible to receive Child Care Subsidy.	Job Training Program means vocational, field, on-the-job, apprenticeship, and other Department-Approved job readiness training programs that focus upon the acquisition of knowledge and skills that prepare the participant for employment Travel time from childcare to class or on the Job training and 2 hours of study time per credit hour per week is accepted..
Maryland	Working is defined as any paid or unpaid activity. In a public or private work setting. No minimum hours.	Job training means any type of instructional program, except for post-college graduate programs and includes an accredited undergraduate college, an accredited vocational program, or a publicly funded training program.	Any documented activity with a schedule and name of state, county government or non-profit institution, no minimum hours.	All hours documented on class schedule or letter from training or educational program; one hour of study time per credit; and a maximum of one hour of travel time from the child care facility to the approved activity and one hour back, unless documentation proves more than 2hrs of travel time is needed per day.

Massachusetts

EEC regulations and policies establish the following approved employment related activities, which qualify as "working" for purposes of determining eligibility for subsidized child care: paid employment in a position that pays no less than the minimum wage in the state wherein the employment takes place; self-employment, including paid in cash, that shows income equivalent to the minimum wage of the state wherein the employment takes place; actively deployed military service; or retirement, if applicant is age 65 or older. EEC regulations define hour requirements in terms of a "service need" equal to the amount of time a parent is participating in an approved employment related activity.

Participation in an approved employment activity for at least 30 hours or more per week results is considered a full time service need, whereas in an approved employment activity for at least 20 hours, but less than 30 hours per week is

EEC regulations and policies establish the following as approved training activities, which qualify as "job training" for purposes of determining eligibility for subsidized child care: a high school equivalency program (e.g., GED or HlSet), vocational training program, or an ESOL program that meets one of the following criteria: is included on the Executive Office of Labor and Workforce Development's (EOLWD) MassHire Eligible Training Provider List (ETPL) (currently found at

<https://jobquest.dcs.eol.mass.gov/jobquest/Training.aspx> or subsequent EOLWD website); is in the Department of Elementary and Secondary Education's (DESE) Adult Education Program Directory (directory may be found at

www.doe.mass.edu/acls/directory.html); is offered by an accredited college or university; is offered through the Department of Transitional Assistance's (DTA) Employment Services Program; is offered

EEC regulations and policies establish the following as approved education activities, which qualify as "education" for purposes of determining eligibility for subsidized child care: full-time high school program or accredited college/university leading to an associate's or bachelor's degree, not including graduate, medical or law degrees.

EEC regulations and policies define hour requirements in terms of a "service need" equal to the amount of time a parent is participating in an approved education or training activity. The service need for Parents participating in a full time high school program will be considered full time, regardless of the program's schedule. The service need for Parents participating in college coursework with 12 credit hours or more will be considered full time. For Parents participating in less than 12 credit hours, the actual credit hours shall be multiplied by 2.5 to establish a child care need. For accelerated semester schools, Parents who present with a classroom schedule reflecting 12 hours or more per week of classroom time will be determined to have a Full-time Service Need. Those with a class schedule of at least eight hours, but less than 12 hours per week of classroom time will be determined to have a Part-time Service Need. The service need for Parents participating in education

considered a part time service need.

Additionally, if a parent has established a minimum of 20 hours of service need and the child is not transported to/from the early education and care program by someone other than the Parent, up to 5 hours of travel time per week may be added to a parent's service need provided that the travel is related to the necessary time to/from the child care program and the parent's employment.

through the Learn to Earn Program, administered by the Executive Office of Labor and Workforce Development through the Commonwealth Corporation; Is a Nurse Aide Registry Program approved by the Division of Health Care Facility Licensure and Certification (list of programs may be found at [www.mass.gov/info-details/learn-how-to-become-a-certified-nurse-aide-in-](http://www.mass.gov/info-details/learn-how-to-become-a-certified-nurse-aide-in-massachusetts#training-)

[massachusetts#training-](http://www.mass.gov/info-details/learn-how-to-become-a-certified-nurse-aide-in-massachusetts#training-)); Is an EMT training institution accredited by the Department of Public Health's Office of Emergency Medical Services (list of programs may be found at www.mass.gov/service-details/find-an-accredited-emt-training-institution);

Is a vocational training program approved by the Division of Professional Licensure

(www.mass.gov/orgs/division-of-professional-licensure); or Is an apprenticeship program monitored by the Division of Apprentice Standards (www.mass.gov/how-to/apply-to-become-an-apprentice).

or training programs other than college or high school, including high school equivalency programs, is 2.5 hours of service for each hour spent in the education or training program per week. Work study hours and required practical and clinical experiences (including student teaching or internships) are counted as hours of employment, for the purpose of determining service need.

Additionally, if a parent has established a minimum of 20 hours of service need and the child is not transported to/from the early education and care program by someone other than the Parent, up to 5 hours of travel time per week may be added to a parent's service need provided that the travel is related to the necessary time to/from the child care program and the parent's education activity.

Michigan	<p>Clients who are employed or self-employed. There is no minimum number of hours required. Michigan allows time for unpaid meals or breaks. Ten hours of travel time is added per two-week pay period unless additional travel time is requested and supported.</p>	<p>Participation in an employment preparation and/or training activity or post-secondary education program (including online) is allowed. Michigan allows up to one hour of study/tutor time for each hour of class or lab time (or per credit hour per week if online only), if requested. Michigan allows time for meals or breaks. Ten hours of travel time is added per two-week pay period unless additional travel time is requested and supported.</p>	<p>Participation in high school completion, General Education Degree (GED), Adult Basic Education (ABE), or English as Second Language (ESL) is allowed (includes online classes). Michigan allows up to one hour of study / tutor time for each hour of class or lab time, if requested. Michigan allows time for meals or breaks. Ten hours of travel time is added per two-week pay period unless additional travel time is requested and supported.</p>	<p>Participation in high school completion, General Education Degree (GED), Adult Basic Education (ABE), or English as Second Language (ESL) is allowed (includes online classes). Michigan allows up to one hour of study / tutor time for each hour of class or lab time, if requested. Michigan allows time for meals or breaks. Ten hours of travel time is added per two-week pay period unless additional travel time is requested and supported.</p>
Minnesota	<p>For non-TANF participants, Minnesota defines a person as "working" if he or she is employed or self-employed at the minimum wage or above for at least an average of 20 hours a week, or at least an average of ten hours a week if a full-time student. A person is also defined as "working" if he or she is participating in job search activities while seeking employment. For TANF participants, a person is defined as</p>	<p>For non-TANF participants, "job training" is included as an activity under "education". Job training and educational programs include remedial or basic education or English as a second language instruction, a program leading to a general equivalency or high school diploma, post-secondary programs excluding post-baccalaureate programs, and applicable study time. For TANF participants, a</p>	<p>For non-TANF participants, Minnesota defines "education" as an approved educational program in accordance with the standards established in a county or tribe's child care assistance fund plan. Educational programs include remedial or basic education or English as a Second Language instruction, a program leading to a general equivalency or high school diploma, post-secondary programs</p>	<p>There are no minimum hour requirements for job training or education. The participant must provide proof of their education status, which may include a class schedule. For non-TANF participants, a person must be making satisfactory progress as determined by the education program. In addition to instructional time, a person is also defined as "attending job training or education" during applicable meal, break and travel time.</p>

	<p>"working" if he or she is participating in activities in an approved Employment Plan that assist a participant in preparing for or seeking employment. These activities include employment, self-employment, job search/job readiness activities, volunteer activities, community service programs, work experiences activities, orientations and hearings, social service activities and other activities to prepare for or seek employment that are approved in an Employment Plan. A person is also defined as "working" during applicable meal, break and travel time.</p>	<p>person is job training if he or she is participating in job training activities in an approved Employment Plan. The job training activities in the Employment Plan must be approved based on the training needs of the participant, and meet federal and state requirements for employment plans, to receive federal reimbursement for child care services.</p>	<p>excluding post-baccalaureate programs, and applicable study time. For TANF participants, Minnesota defines "education" as education activities in an approved Employment Plan. The education activities in the Employment Plan must be approved based on the education needs of the participant, and meet federal and state requirements for employment plans, to receive federal reimbursement for child care services.</p>	
Mississippi	<p>Performing duties to earn a wage (for a minimum of 25 hours per week) or complete education/job training such as practicums or internships (enrollment for education/training must be full time).</p>	<p>A program offering educational or job training content. These programs must be accredited by the State of Mississippi or a national organization.</p>	<p>A program offering educational or job training content. These programs must be accredited by the State of Mississippi or a national organization.</p>	<p>Full-time enrollment in an education and/or job training program resulting in a degree or certificate designed to promote job skills and employability. Full-time enrollment is defined by the higher education institutions providing the education and/or job training program.</p>
Missouri	<p>Paid employment that</p>	<p>"Job training" is defined</p>	<p>"Education" is defined as</p>	<p>The Child Care Manual</p>

does not include payment of "income in kind." See <https://dssmanuals.mo.gov/child-individuals-for-current-or-care-manual/appendix-1-emerging-occupations-glossary/>.

as any formalized training of program that prepares individuals for current or emerging occupations. Job training is also any program activity leading a person to employment or a specific type of employment. See

<https://dssmanuals.mo.gov/child-care-manual/appendix-1-glossary/>

<https://dssmanuals.mo.gov/child-care-manual/2010-050-15/>

Acceptable activities to count toward this definition include, but are not limited to, evaluation for training, job skills training, and work experience. Examples of job training as a valid need for care include, but are not limited to the following: on the job training, training for a Certified Nurse Assistant (CNA), Remedial or basic education provided as a component of a vocational certificate, license or degree, industry skills certifications, unpaid employer sponsored trainings, Limited English Proficiency (LEP) provided as a component of or requirement for a vocational certificate, license or degree,

participation and enrollment in high school equivalency test (HiSET) or adult education and literacy (AEL); participation and enrollment for coursework in English as a Second Language

(ESL); participation and enrollment in elementary, junior high, or high school; post-secondary education with the intent

to earn an associate degree, bachelor degree, or credits in courses that can transfer to an institution that offers an associate's or bachelor's degree. See

<https://dssmanuals.mo.gov/child-care-manual/appendix-1-glossary/>.

There is no limit on the number of hours for participation. The education program must be verified by acceptable documentation and should identify the number of hours for coursework, lab hours, and study time hours (up to one hour per credit hour of enrollment per week). Study time is only allowed for elementary, junior high, high school, post-secondary, and online educational needs.

defines "Attending" under "Authorizing Education" as follows: "(1) If the parent is enrolled in elementary, junior high school, or high school, authorize child care for up to 23 full-time day units to allow the parent to attend classes and study when needed. If the child is a school-age child, authorize based on the school schedule of the child; (2) If the parent is enrolled in AEL, HiSET or ESL classes, authorize child care based on the verified schedule. These classes are not eligible for additional study time; (3)

Study time up to one hour per credit hour of enrollment may be allowed each week, in addition to the time in class. Authorize additional study time on an hour for hour basis for required lab work when lab hours are not included in the total credit hours. Study time is only allowed for elementary, junior high, high school, post-secondary and online educational needs; (4) Allow continuous child care when reasonable travel time does not permit the parent to return

apprenticeships, non-profit sponsored trainings that lead to employment, and other customized training programs.

<https://dssmanuals.mo.gov/child-care-manual/2010-050-15/>. There is no limit on the number of hours that may be counted toward job training as long as it is verified through the participant's training schedule.

to the scheduled activity in a timely manner; (5) If the parent is enrolled full-time post-secondary, in class or online, which is 12 or more hours, automatically authorize child care for up to 23 full-time units to allow the parent to attend classes and study when needed. If the parent is enrolled in evening classes, authorize evening/weekend care as needed. If the child is a school-age child, authorize based on the school schedule of the child; (6) If the online class is only offered at a regularly scheduled time, authorize time when the participant is attending class and study time up to one hour per credit hour of enrollment per week; and (7) If the online class is not offered at a regularly scheduled time, authorize up to one hour per credit hour of enrollment per week for class work if the parent is not enrolled full-time, which is 12 or more hours." See <https://dssmanuals.mo.gov/child-care-manual/2010-050-10/>.

Montana

A parent or parents must be employed at paid legal labor or self-employed earning minimum wage and meet a minimum hourly work requirement each month. A single parent can meet minimum activity requirements, including working. The following are how a parent may meet work requirement. A single parent must work a minimum of 60 hours per month. If a single parent is attending school or training full-time, where full-time is based on the school's guidelines, the parent does not have a work activity requirement. If a single parent is attending school or training part-time, the parent must work a minimum of 40 hours per month. A two-parent family can meet minimum activity requirements, including working. The following are how parents may meet work requirement. A two-parent family must work a minimum of 120 hours per month with either/or both parents working any combination of hours. In a two-parent family if both parents are attending

Job Training is a program designed to assist eligible families to become self-sufficient by providing needed employment-related activities and supportive services. Job training programs include, but are not limited to, Pathways and special classes which may be classified as "employment related training."

Education may be an education program that is accredited by the State of Montana or approved training institution that is accredited by the U.S. Department of Education.

A person is considered to be attending job training or education, whether part-time or full-time, when the person submits supporting documentation, which are the number of enrolled credits and fees paid.

	<p>school or training full-time, where full-time is based on the school's guidelines, there is no work activity requirement for either parent. In a two-parent family if one parent is attending school or training part-time and one parent is attending school or training full-time, the work activity requirement is 40 hours per month.</p>			
Nebraska	<p>Having and attending paid employment. There is no minimum hour requirement but a maximum hour requirement of 60 hours per week.</p>	<p>Training that prepares an employee to do their job effectively. There is no minimum hour requirement but a maximum hour requirement of 60 hours per week.</p>	<p>Regularly attending vocational or educational training to attain a high school or equivalent diploma or an undergraduate degree or certificate (including ESL classes). A recipient who is attending secondary education or training is allowed two hours per week of child care for each credit hour. Recipients attending high school or equivalent are allowed hours reflective of their school schedule. A recipient taking online classes is allowed one hour per credit hours. There is no minimum hour requirement but a maximum hour requirement of 60 hours per week.</p>	<p>Determined by the schedule provided by the recipient with credit hours and/or times classes are attended. Study time beyond the scheduled hours is not allowed. The travel time includes one additional hour per day for on-campus classes only unless documentation is provided supporting more than one hour per day.</p>

<p>Nevada</p>	<p>An activity in which the parent(s) receive monetary compensation for their services and there is no minimum number of hours required; or a participant in the State TANF NEON work program. There is no minimum hour requirement.</p>	<p>Parent(s) attending vocational school, GED preparation, or an employment preparation program.</p>	<p>Parent(s) attending an accredited community college, college, or university program. Enrollment and attendance of six or more credit semester hours is required.</p>	<p>“Job Training” eligibility requires 20 or more hours per week, and the client must not receive compensation for their services. If the individual receives compensation, they must be served under the “Employed” eligibility category. Travel time is allowed for clients to commute to and from the training sessions; however, it must not exceed 60 minutes each way.</p>
<p>New Hampshire</p>				

New Jersey	At initial eligibility, working means full-time employment, which is employment that totals 30 or more hours per week. At redetermination, working means employment that totals 25 or more hours per week	<u>Job training is full-time training in a vocational/occupational program that includes classroom instruction, on the job training, and/or apprenticeships for 20 hours or more per week and is required for eligibility.</u>	<u>Education is being enrolled full-time in and attending a college, university, or other educational facility for a total of 12 credit hours or more per term or the equivalent number of continuing education units (CEU) and nine credit hours or more during the summer term or the equivalent number of CEU's.</u>	Attending means enrolled either in a job training vocational/occupational program that includes classroom instruction, on the job training, and/or apprenticeships or an educational program at a college, university, or other educational facility. DHS/DFD requires full-time equivalent which can be a combination of work/school or training. Hours are verified through documentation, which DHS/DFD has a documentation checklist of approved documents. In the event that the approved list documentation is not provided, the Applicant/Co- Applicant can submit the "New Jersey Verification of School and Training" form.
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New Mexico	The Lead Agency defines "working" as employment of any type, including self-employment and teleworking. For TANF recipients, this includes work experience and/or community service or any other activity that meets the TANF work activity requirements. ECECD will reimburse for care provided for as little as an average of 5 or less hours per week per month.	The Lead Agency defines "job training and educational program" as participation in a short or long term educational or training program including online programs that provide specific job skills which allow the participant to enter the workforce and/or directly relate to enhancing job skills, including but not limited to, the acquisition of a general equivalency diploma (GED), English as a second language, literacy training, vocational education training, secondary education including adult basic education and accredited high school programs, and post-secondary institutions. ECECD will reimburse for care provided for as little as an average of 5 or less hours per week per month.	The Lead Agency defines "job training and educational program" as participation in a short or long term educational or training program including online programs that provide specific job skills which allow the participant to enter the workforce and/or directly relate to enhancing job skills, including but not limited to, the acquisition of a general equivalency diploma (GED), English as a second language, literacy training, vocational education training, secondary education including adult basic education and accredited high school programs, and post-secondary institutions. ECECD will reimburse for care provided for as little as an average of 5 or less hours per week per month.	In terms of what is accepted as "attending," clients and caseworkers negotiate a reasonable amount of "study" and "travel time" during the application or recertification process, as set forth in the regulations. In terms of what is considered "study" time, the Department will consider and approve associated time in study groups, lab experiences, and time out of class for the completion of homework. The Department will reimburse for care provided for as little as an average of 5 or less hours per week per month.
New York	An individual is considered working when, in accordance with the regulations of OCFS or OTDA as applicable, the person is engaged in work. For an individual receiving public assistance, engaged in work is defined by the	Job training includes job search activities, job skills training, job development and placement, and job readiness activities authorized by the LDSS as part of a plan for self-support or employment plan.	Educational activities include but are not limited to secondary and other education programs when authorized by the LDSS as part of a plan for self-support or employment plan under the regulations of OCFS or OTDA. LDSSs may opt, in the	Pursuant to 18 NYCRR 415.1, child care services must be reasonably related to the hours of training and permit time to drop-off and pick-up the child. Child care services can be provided for training related activities including study

LDSS in its employment plan submitted to and approved by OTDA.

For an individual who is not receiving public assistance, engaged in work means that the individual is:

- is working, on average, at least 20 hours per week, provided there is no physical or mental incapacity that limits the person to working less than 20 hours per week, and earning wages at a level equal to or greater than the minimum amount required under Federal and State Labor Law for the type of employment;
- is self-employed and is able to demonstrate that the hours worked are, on average, at least 20 hours per week and such self-employment produces personal income equal to or greater than the minimum wage or has the potential for growth in earnings to produce such an income within one year.

For an individual who is a certified or approved foster parent and seeking child care services for a

Child and Family Services Plan, to serve families participating in any of the following educational or vocational programs:

- programs leading to a high-school diploma or high-school equivalency diploma;
- programs providing basic remedial education for individuals functioning below ninth grade level;
- programs providing literacy training;
- English as a second language instructional programs;
- undergraduate or community college programs with a specific vocational sequence leading to an associate degree or certificate of completion within a determined time frame which shall not exceed 30 consecutive calendar months;
- programs which have a specific occupational goal and are conducted by an institution licensed or approved by the State Education Department other than a college or university;
- pre-vocational skill training programs such as

time, lab work and group meetings.

foster child, engaged in work means that the individual is working or self-employed, without regard to hours worked and/or the amount of income earned or produced.

basic education and literacy training;

- demonstration projects designed for vocational training or others as approved by the State Department of Labor;
- programs to train workers in an employment field that currently is or is likely to be in demand, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program; or
- two-year programs other than one with a specific vocational sequence leading to an associate's degree or certificate of completion, or a four-year college or university program leading to a bachelor's degree provided that:
 - o the program is reasonably expected to improve the earning capacity of the caretaker;
 - o the caretaker participates in non-subsidized employment for at least 17 ½ hours per week, earning wages at a level equal to or greater than the minimum amount required under

			federal and New York State labor law; and o the caretaker can demonstrate his or her ability to successfully complete the course of study.	
North Carolina	The Lead Agency defines working as being engaged in an activity on a regular basis which provides earned income. Child Care Subsidy is approved to support full and part-time employment. This includes self-employment.	An individual is considered attending job training when engaged in the following activities: (1) Skills training (e.g. welding certification, plumbing certification, Nurse Assistant certification). (2) Work First Employment Services training-related activities.	An individual is considered attending an educational program when engaged in the following educational activities: (1) Continuation of elementary or high school within the local school system; (2) Basic education or a high school education or its equivalent. (3) Post-secondary for up to 20 months and (4) job training as defined above.	The LPA determines the number of hours child care is needed to support a family when the responsible adult is attending job training or education. An individual is considered attending an educational program when engaged in the following educational activities: (1) Continuation of elementary or high school within the local school system; (2) Basic education or a high school education or its equivalent. (3) Post-secondary for up to 20 months and (4) job training as defined above. The LPA must consider the number of hours the responsible adult is in class allowing for adequate study time and reasonable travel time. When online classes are included in the class schedule, the LPA must consider the numbers of hours spent outside the

classroom to study and complete course requirements. An individual is considered attending job training when engaged in the following activities: (1) Skills training (e.g. welding certification, plumbing certification, Nurse Assistant certification). (2) Work First Employment Services training-related activities. The LPA must consider the number of hours the responsible adult is in the training allowing for reasonable travel time. When online trainings are included in the schedule, the LPA must consider the numbers of hours spent outside work to complete the training requirements.

North Dakota	<p>Work is an activity in which an individual is engaged through employment or self-employment. Work must entail personal involvement and effort on the part of the applicant or recipient. As part of the definition of work, travel time and break time are allowed. Travel and break time are calculated by multiplying the total number of allowable work hours by 25%.</p>	<p>Job training includes basic remedial education, training and classes to assist individuals in achieving basic literacy, English as a second language (ESL), any training required to secure or retain employment, vocational or educational training and Vocational Rehabilitation (VR). As a part of the definition of job training, travel and break time are allowed. Travel and break time are calculated by multiplying the total number of allowable job training hours by 25%.</p>	<p>Education includes any primary, secondary, alternative high school, GED and allowable post-secondary education. Post-secondary education includes the pursuit of a certificate, associate's degree or a bachelor's degree, provided an individual does not already have a bachelor's degree. As a part of the definition of education, travel and break time are allowed. Travel and break time are calculated by multiplying the total number of allowable education hours by 25%.</p>	<p>Allowable job training hours are determined based on actual hours of job training attendance. Education hours are determined based on either credit hours or actual hours of education attendance when education is not based on credit hours. Education based on credit hours is determined by multiplying the number of enrolled credit hours by 2. Both job training and education activities are allowed travel and break time by taking the total number of allowable determined hours and multiplying by 25%.</p>
Northern Mariana Islands	<p>Working is defined as a parent or legal guardian engaged in an activity in exchange for wage or salary for at least 30 hours a week;</p> <p>A parent or legal guardian who may experience a break in employment is eligible up to a maximum of 90 calendar days of subsidized child care for each occurrence, provided the parent or legal guardian is actively seeking employment.</p>	<p>Parents or legal guardians who are attending a job training, certification, or diploma program for at least 20 hours per week or 80 hours per month maybe eligible for subsidized child care. These job trainings maybe sanctioned by the Public School System, Workforce Investment Agency (WIA), the Northern Marianas College and/or the Northern Marianas Trade Institute (NMTI) and any other accredited and/or</p>	<p>Parents or legal guardians who are attending an educational program on a full-time basis as defined by the Northern Marianas College or NMC, CNMI Public School System (PSS), or NMC Adult Basic Education (ABE). Educational program may also include: clinical, internship, practicum, work/study as defined by these agencies or government entity. Parents or legal guardians attending Distance learning/online course or</p>	<p>Attending means that the individual is participating in an activity that is related to the completion of the job training or educational program. This may include such activities as doing research in the library, or online research, participating in class work outside of the classroom provided written documentation is available that indicates the work that needs to be completed-homework, study groups, lab</p>

A parent or legal guardian who may need an off-island treatment as recommended by a medical physician is eligible for subsidized child care up to a maximum of 90 calendar days. The parent should provide an official written letter/document describing the need for the off-island treatment. This 90 calendar-days may be taken all at one time or broken into small segments for a total of 90 calendar days per year as needed by the parent.

Parent or legal guardians who may need medical or maternity leave as verified by a medical physician maybe eligible for up to 90 calendar days of subsidized child care while on sick leave, maternity leave, or family leave as defined by the Family and Medical Leave Act of 1993 if documented as necessary from a physician and employer.

In the event of a federal or state declared emergency or disaster (whether related to natural or health), work

recognized vocational training program by the CNMI Department of Labor and/or CNMI Scholarship Office. The parent or legal guardian is formally enrolled in the institution, has an educational plan, projected graduation date, identified coursework hours that need to be completed every month, quarterly, or semester.

In the event of a federal or state declared emergency or disaster (whether related to natural or health), job training will be defined as activity at least 10 hours a week. Activity will include rebuilding of one's primary residence, place of work/employment, is a volunteer on recovery efforts or community work to assist with the emergency as verified by a volunteer organization through a written document the parent is a volunteer for, and/or a first responder. This definition of job training will remain in effect for a maximum of 6- months or 180- days from the date of declaration of the

education via electronic media maybe eligible for subsidized child care provided: the distance learning institution is recognized and accredited by the US Department of

Education([htt://ope.ed.gov/accreditation](http://ope.ed.gov/accreditation)) the parent or legal guardian is formally enrolled in the institution, has an educational plan, projected graduation date, identified course work hours that need to be completed every month, quarterly, or semester. Child Care services will be provided on a full-time basis, depending on the enrollment status of the parent in the online course. In cases where it is the parent's last semester in an educational program, he/she will be considered full time for child care purposes.

The main campus of the Northern Marianas College is located in the island of Saipan. Residents of Rota and Tinian must stay in Saipan in order to fully participate in college education. Therefore, parents or legal guardians who are residents of Rota

experiences, outside class study time; attending job training at least 20 hours every week with a specific course work; attending education full time as defined by the

the institution or organization should be formally recognized by the following government agencies: Department of Labor (DOL), Northern Marianas Scholarship Office. Institution currently recognized by DOL and Scholarship Office include: Northern Marianas Trade Institute(NMTI) and Northern Marianas Collage (NMC). In the event additional organizations are identified, the parent will need to submit a written document from DOL and/or Scholarship Office that such organization is recognized as providing job training.

will be defined as an activity in exchange for wage or salary for at least 10 hours a week. Activity will include rebuilding of one's primary residence, place of work/employment, is a volunteer on recovery efforts or community work to assist with the emergency as verified by the organization through a written document the parent is a volunteer for, and/or a first responder as defined by the CNMI. This definition of work will remain in effect for a maximum of 6-months or 180- days from the date of declaration of the disaster or emergency. Immediately after the 6-months or 180 days or once the declaration is lifted whichever is earlier, the definition of work will immediately revert back to 30 hours a week. Individuals defined by the territory as front liner and/or essential workers for the disaster and/or emergency is considered a priority for services. Eligibility for front liners/essential workers will be provided 6 months of child care services from the date of approval.

disaster or emergency. Immediately after the 6-months or 180 days or once the declaration is lifted whichever is earlier, the definition of work will immediately revert back to 20 hours a week. Individuals defined by the territory as front liner and/or essential workers for the disaster and/or emergency is considered a priority for services. Eligibility for front liners/essential workers will be provided 6 months of child care services from the date of approval if special funds are provided, the frontliner's eligibility maybe extended for another 6 months for as long as these special funds are still available. After a total of 12 months of services, the frontliner will need to go through a redetermination.

and Tinian who are full time students and staying in Saipan maybe eligible for subsidized child care provided the parents has maintained his/her residency in Rota or Tinian.

In the event of a federal or state declared emergency or disaster (whether related to natural or health), education will be defined as activity at least 10 hours a week. Activity will include rebuilding of one's primary residence, place of work/employment, is a volunteer on recovery efforts or community work to assist with the emergency as verified by the organization through a written document the parent is a volunteer for, and/or a first responder. This definition of education will remain in effect for a maximum of 6-months or 180- days from the date of declaration of the disaster or emergency. Immediately after the 6-months or 180 days or once the declaration is lifted whichever is earlier, the definition of

If special funds are provided, the frontliner's eligibility maybe extended for another 6 months for as long as these special funds are still available. After a total of 12 months of services, the frontliner will need to go through a redetermination.

education will immediately revert back to what is considered full time by the institution. Individuals defined by the territory as front liner and/or essential workers for the disaster and/or emergency is considered a priority for services. Eligibility for front liners/essential workers will be provided 6 months of child care services from the date of approval. if special funds are provided, the frontliner's eligibility maybe extended for another 6 months for as long as these special funds are still available. After a total of 12 months of services, the frontliner will need to go through a redetermination.

Ohio

Paid employment on a full-time or part-time basis.

Job skills training activities shall be limited to education that is directly related to the individual's employment goal and shall be approved by an accredited institution of higher education, an institution that has a certificate issued or has authorization from the Ohio Board of Regents, or an institution that has a

A caretaker who is engaged in basic education activities that take place at an official practice center site or part of a limited English proficiency program where an instructor is present may be eligible for child care. Basic education classes are defined as follows: High school or equivalent education; Remedial high

Ohio bases the number of hours for job training or education on the documentation provided by the caretaker. Child care may exceed twenty-four consecutive hours when the caretaker's hours of employment, training or education indicate such a need. Travel time, not to exceed four hours round trip, shall be allowed. Job training or education

registration from the State Board of School and College Registration, or a Workforce Inventory of Education and Training provider who has been approved by the Ohio Department of Job and Family Services, or job training activities including an apprenticeship program that is approved by the Ohio State Apprenticeship Council and that is registered with Apprentice Ohio. Job skills training activities may include, but are not limited to: (a) Classroom job skills training. (b) Supervised on-the-job skills training. (c) Refresher job skills training. Job training is defined in rule here: [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

school education; Adult basic and literacy education; and Education for individuals with limited English proficiency. Post-secondary education activities are defined as: college classes, technical classes or vocational classes that are part of a course of study leading to a degree, a certificate or a license. The classes shall be approved by an accredited institution of higher education, an institution that has a certificate issued or has authorization from the Ohio Board of Regents or an institution that has a registration from the State Board of School and College Registration. Education is defined in rule [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#)

are defined in rule here [ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Child Care Chapter 16: Publicly Funded Child Care > 5101:2-16-02 Application and qualification process for receipt of publicly funded child care benefits \(ohio.gov\)](#) Number of consecutive hours of care and travel time are defined in rule here: [5101:2-16-06 Authorizations for publicly funded child care services \(ohio.gov\)](#)

Oklahoma	<p>Employment, including self-employment, is defined as wages earned for work performed if the adult is included in the household for income purposes. Travel time to and from employment is included in the definition of working. There is no minimum number of hours required for eligibility; however, the parent must make at least minimum wage for the number of hours he or she works. Sleep time also meets the definition of employment when the client works nights and has an alternative care provider during work hours and needs child care to sleep during the day.</p>	<p>A training program is defined as a course of study that when completed qualifies a person to meet requirements for a job the client could not have obtained without the certificate of completion, accreditation, or licensure. In order for a training program to meet the definition, the program must qualify for federal financial aid from the United States Department of Education or other federal or state education fund. Child care is limited to time the client participates in classroom attendance including travel time, as well as any activities required to complete a course or maintain a scholarship. For a TANF recipient, any activity that is approved on their TANF Work plan is allowed.</p>	<p>An education program may include: 1) high school, 2) GED, literacy, or adult basic education classes, 3) English as a second language classes, or 4) a formal education program which is defined as a course of study that leads to the attainment of an associate or bachelor's degree. In order for an education program to meet the definition, the program must qualify for federal financial aid from the United States Department of Education or other federal or state education funds. Child care is limited to time the client participates in classroom attendance including travel time, as well as any activities required to complete a course or maintain a scholarship. For a TANF recipient, any activity that is approved on their TANF Work plan is allowed.</p>	<p>No minimum number of hours for activities included in the definition of job training or educational program. Reasonable travel time is allowed.</p>
Oregon	<p>At least one caretaker must receive income from employment, includes self-employment, paid work experience, paid practicum assignments and Federal work study as part of an education</p>	<p>ODHS covers unpaid training if it is required to maintain the caretaker's current employment (retention activities).</p>	<p>Caretakers determined eligible for ERDC child care assistance based on employment can receive child care assistance for education that leads to a certificate, degree, or job-related knowledge and</p>	<p>Attending job training has the same limitation of hours as employment as long as the training is paid time. Additional hours can be granted for up to a total of 75 hours a week, 323 hours per month if</p>

program. There are no required minimum work hours. If the amount of subsidy payment is less than the parents' copayment, there is no eligibility." Working also includes job search for those who become unemployed during the ERDC certification period. Caretakers who are newly employed or a current employee and participating in paid mandatory training as part of employment are considered "working" and would meet the requirement for eligibility.

skills. The hours approved for education cannot exceed the approved work hours or a combined total of 50 authorized hours per week (40 hours of combined employment and schooling plus 10 hours of "travel time" which also encompasses unpaid break times, study time and homework time), or 215 per month. Parents participating in Baby Promise are eligible for education that leads to a certificate, degree, or job-related knowledge and skills. Parents participating in the Teen Parent contracted child care program are eligible for child care subsidy if the teen parent is attending high school or participating in an approved high school completion program sponsored by a local school district, community college, or certified private school, and the parent requires child care in order to attend and complete a program leading to GED or high school diploma. They qualify based on education alone and there is no work requirement.

the paid training and travel time exceeds full time. Working parents receive up to a maximum of 20 hours a week for class time. Authorized class hours cannot exceed the number of hours authorized for employment. Travel time is given by adding 25% to the total number of authorized class and work hours combined.

Teen parents are also eligible for up to 6 months of post-graduation child care if they are already receiving the agency's subsidized child care and require transitional services for one of the following reasons: Employment search; Participation in a vocational education program or post-secondary education which requires a high school diploma or equivalent; job training program, cooperative work experience opportunity or a Bureau of Labor and Industry approved pre-apprenticeship program.

Pennsylvania

For non-TANF families, parents must work an average of 20 hours a week or work at least 10 hours a week and attend a training program for at least 10 hours a week. Work is employment or self-employment. Employment is working for another individual or entity for income. Self-employment is operating one's own business, trade, or profession for profit. For TANF families, parents and caretakers are not required to be employed to receive child care. Parents and caretakers must participate in a training program or complete job search requirements. The TANF eligibility agent determines the employment and training requirements for families receiving TANF benefits.

For non-TANF families, training includes adult basic education, English as a second language, a two-year or four-year postsecondary degree program, an internship, clinical placement, apprenticeship, lab work, or field work required by the training institution. For TANF families, parents and caretakers must participate in a training program or complete job search requirements. The TANF eligibility agent determines the employment and training requirements for families receiving TANF benefits.

Education is defined as "an elementary school, middle school, junior high, or high school program including a general educational development program." Teen parents are eligible if they attend a full-time education program.

Teen parents must be attending an education program full-time as certified by the education institution. All others must meet the work requirement of working 20 hours per week. Attending a training program may be used to substitute for up to 10 hours of work time. Travel time is included in the number of hours of care authorized, but not as part of the 20-hour work requirement.

Puerto Rico

An activity that is carried out in exchange of a compensation. It must be verifiable and paid as established by the Department of Labor's state and federal laws. The Lead Agency program considers such employment as an allowable activity when is part time with a minimum of twenty (20) hours per week or full-time employment. Such employment may be self-employed or on salary basis. Salary basis refers to being hired by an employer which pays for the time worked. On the other hand, self-employment is when the person has his/her own business registered under state law and earns a profit that includes his /her salaries.

Activity that consists of any educational, vocational, or occupational courses aimed at acquiring greater knowledge to develop the skills necessary to obtain an employment. This training must be verifiable and certified by an Educational Institution approved under state laws. The activity must be performed for a minimum of twenty (20) hours per week.

Education is an activity in which a parent or caregiver participate in a program of study aimed at developing the necessary knowledge and skills to obtain and retain employment. Such program may be either in the classroom modality or by online courses. It must consist of at least a minimal enrollment of twelve (12) credits and offered by an institution accredited by the Puerto Rico's Higher Education Council. Also, it refers to the participation in noncredit courses that at least consist of twelve (12) hours per week of activities such as internships, practicums, and laboratories. This includes undergraduate students enrolled in graduate master's or doctoral courses with an academic workload of six (6) hours per week. This activity may include GED Program for teen parents or adults.

The term "attending" consist of a person's participation in a activity related to studies or training that can be validated by a school or education institution. This may include special education projects, internships, supervised practice, laboratory participation, thesis study time, commute time and other activities.

Rhode Island

For income eligible families: Paid employment for a minimum of an average of twenty (20) hours per week in a month, earning

For income eligible families: Families with income below one hundred eighty percent (180%) of the federal poverty level who are

For income eligible families: Families with income below one hundred eighty percent(180%) of the federal poverty level who

Up to one (1) hour per day of child care may be added to the daily total to cover travel time from the child care location to place of

per hour an average of the greater of either the state or federal minimum wage. Self-employment is included in this definition, except for those self-employed as child care providers. Any parent whose income is derived solely from self-employment as a child care provider shall not be eligible for CCAP authorized services. (However, a parent who is self employed as a child care provider on a part time basis may be eligible to receive CCAP authorized services for an eligible child for a period of time while working in some other capacity or participating in a RIW-approved activity.) Travel time is calculated by adding 1 hour per day to account for ½ hour travel between work and child care provider. Families may request additional travel time with justification. For categorically eligible families (RI Works families who meet CCDF requirements and receiving CCAP services): work consists of any combination of education and work-

involved in training, apprenticeship, internship, on-the-job training, work experience, work immersion, or other job readiness/job attachment programs sponsored or funded by the RI Governor's Workforce Board or state agencies that are part of the coordinated program system. Training must be 20 hours per week or more and less than one year in duration. For categorically eligible families: RIWorks families who meet CCDF requirements are authorized to receive CCAP services while attending job training or education-related activities. Any and all such activities must be approved by their DHS caseworker as part of their written Employment Plan.

are involved in training, apprenticeship, internship, on-the-job training, work experience, work immersion, or other job readiness/job attachment programs sponsored or funded by the RI Governor's Workforce Board or state agencies that are part of the coordinated program system. Training must be 20 hours per week or more and less than one year in duration. For categorically eligible families: RIWorks families who meet CCDF requirements are authorized to receive CCAP services while attending job training or education-related activities. Any and all such activities must be approved by their DHS caseworker as part of their written Employment Plan.

employment/approved activity and return. Additional travel time may be allowed if there is a documented need, related directly to meeting work or employment plan commitments.

related activities contained in a parent's written Employment Plan, as approved by their RI Works caseworker. Volunteer activities or time spent in any capacity in which no wages are earned, paid, or expected, shall not count toward the hours required to meet an acceptable need for services unless expressly approved as a component of an unemployment plan.

South Carolina

An applicant is considered employed if s/he is working at an occupation where s/he is paid a wage/salary or has a documented commitment of employment to begin within two weeks of the application date. An applicant participating in a work study program will be considered; however, income from the work study program is not considered. Clients must be working at least 15 hours per week (travel time can be included to make up the number of work hours).

An applicant is considered participating in job training if the training is to teach marketable skills in the competitive labor market, including but not limited to, job skills training, work experience, and other training components through the TANF program. Clients must be in training at least 15 hours per week (travel time can be included to make-up the number of training hours). Clients participating in the TANF program may have training classes that meet less than 15 hours per week. Child care is provided to allow them to participate.

An applicant is considered participating in an educational program if the program results in one of the following: A) high school diploma, B) general equivalency diploma(GED), C) Associates degree, or D) other college degree. Clients must be in classes at least 15 hours per week (travel time can be included to make up the number of educational hours). College students must have at least part-time credit hours. Clients participating in the TANF program may have educational classes that meet less than 15 hours per week. Child care is provided to allow them to participate.

Activity must be at least 15 hours per week to be eligible for child care (travel time can be included to make up the number of educational hours).

South Dakota

Employed a minimum of 80 hours per month with a salary equivalent to the federal minimum wage per hour or meeting TANF work requirements.

Any type of job training that is full or part-time and is at least 80 hours per month for non-TANF families. TANF or Medicaid families are required to meet the training requirements set forth by the respective agency.

Any type of formal education program, full or part-time, and at least 80 hours per month for non-TANF families. Full-time and part-time is as defined by the institution when applicable. If a TANF family or non-TANF family meets the work requirements and would like assistance for attendance at school, child care benefits will be provided. The work requirement for non-TANF families is waived for students enrolled in and physically attending a full-time program of study or training leading to a G.E.D., or a high school diploma. If in school, client must be attending 80 hours of actual class time a month. If the client is working and attending school, the combination of actual work and school hours must be a minimum of 80 hours a month. If attending a college, university, or technical institute a minimum of 12 semester credit hours, the recipient is meeting the minimum program requirements.

Job Training is defined as any type of job training that is full or part-time and is at least 80 hours per month or any type of formal education program, full or part-time, and at least 80 hours per month for non-TANF families. Full-time and part-time is as defined by the institution when applicable. TANF families are required to meet the training requirements set forth by TANF criteria. CCS allows hours of assistance based on the hours parents are participating in job training or educational programs. Supplemental hours including travel time are calculated at 25% of the total weekly hours of employment, job training, or education. In addition to supplemental hours parents participating in education are allowed 10 hours of between class times. Supplemental hours are calculated at 30% of a parent's total weekly hours (employment, training, or school) for school-aged children. School-age children are also allowed 35

hours/month of
vacation/in-service hours.

Tennessee

The Tennessee program aligns its definition with the TANF program. For individuals receiving TANF cash assistance, any TANF-countable activity per the State's Work Verification Plan qualifies as "work" for the purposes of receiving child care assistance.

Thirty hours of paid work per week, including self-employment and/or education and training hours, must be met to receive post-TANF cash child care assistance.

Work that does not meet the federal minimum wage requirement is allowed, but the "countable" hours per week are determined by dividing the gross weekly income by the federal minimum wage.

For the post-TANF population, the following education and training hours can be counted:

Class hours in any public school, Tennessee Board of Regents(TBR) school (including Internet courses), or accredited private institution; Non-

See response in i. above.

See response in i. above.

See response in i. above.

paid work performed in college service learning or volunteer programs; Internship hours; Laboratory hours; Tutoring hours received or provided by the participant; and Clients participating in educational activities will be allowed to count supervised homework/study time and one hour of unsupervised homework/study time for each hour of class time. Supervised homework/study time must be verified and documented to be countable toward educational training hours. The total countable homework/study time may not exceed the hours required or advised by the educational program.

Non-TANF Child Care:

To be eligible for Non-TANF Child Care, the parent/guardian must comply with at least one of the following work and/or education requirements:

1. The Parent/Guardian must be employed no less than thirty (30) hours per week, enrolled in a post-secondary education

activity combined with employment or enrolled in a full-time post-secondary education program.

a. Parent/Guardian enrolled in post-secondary education programs must maintain full-time student status based on the definition of full-time status by the institution.

b. Parent/Guardian enrolled in graduate programs may count up to six (6) hours toward the work requirement with verification from the institution. An additional hour for each course up to two (2) hours can be counted as study time for a combined maximum of eight (8) hours.

2. In a two-parent household, both parents must meet one of the following criteria:

a. Both parents employed at least thirty (30) hours per week.

b. One parent employed at least thirty (30) hours per week with the second parent attending a post-secondary education program either full-time or part-time.

c. Both parents enrolled in post-secondary

education; one must be attending full-time as defined by the institution.
 d. One parent is meeting the thirty (30) hour per week work requirement and the second parent is disabled and cannot meet the needs of the child. The parent with the disability may qualify with verification of the disability.
 3. Parent/guardian enrolled in an approved training or workforce development program.
 4. Teen Parent/guardian enrolled and attending an approved secondary education program.

Texas

Working is defined as:
 - activities for which one receives monetary compensation such as a salary, wages, tips, and commissions; or
 - participation in Choices or Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) activities. (TWC rule [§809.2\(27\)](#))

 For at-risk and former Choices child care, a parent is required to work or attend a job training or educational program for a combination of at least an

A job training program is defined as a program that provides training or instruction leading to:
 - basic literacy;
 - English proficiency;
 - an occupational or professional certification or license; or
 - the acquisition of technical skills, knowledge, and abilities specific to an occupation. (TWC rule [§809.2\(14\)](#))

 For at-risk and former Choices child care, a parent is required to work or attend a job training or

Educational program is defined as a program that leads to:
 - a high school diploma;
 - a Certificate of High School Equivalency; or
 - a postsecondary degree from an institution of higher education. (TWC rule [§809.2\(9\)](#))

 For at-risk and former Choices child care, a parent is required to work or attend a job training or educational program for a combination of at least an average of 25 hours per week for a single-parent

An individual is attending a job training or educational program if the individual:

 is considered by the program to be officially enrolled; meets all attendance requirements established by the program; and

 - is making progress toward successful completion of the program as determined by the Board at the time of eligibility

average of 25 hours per week for a single-parent family or 50 hours per week for a two-parent family, or a higher number of hours per week as established by the Board. (TWC rule [§809.50](#) and [§809.48](#))

On June 15, 2021, TWC's three-member Commission approved a temporary waiver in response to COVID impacts for TWC rule [§809.41\(a\)\(3\)\(B\)](#), to provide additional flexibility, allowable under federal CCDBG law and regulations (45 CFR [§98.21\(a\)\(2\)\(iii\)](#)), to support families who are engaged in job search at initial eligibility. This waiver will allow 3 months of child care for those seeking work/education/training. This waiver is valid from July 1, 2021 through September 30, 2022.

educational program for a combination of at least an average of 25 hours per week for a single-parent family or 50 hours per week for a two-parent family, or a higher number of hours per week as established by the Board. (TWC rule [§809.50](#) and [§809.48](#))

family or 50 hours per week for a two-parent family, or a higher number of hours per week as established by the Board. (TWC rule [§809.50](#))

Participation credit for individuals attending job training or educational programs applies as follows:

- each credit hour of a postsecondary education course counts as three education activity hours per week;
- each credit hour of a condensed postsecondary education course counts as six education activity hours per week; and
- teen parents attending high school or the equivalent shall be considered as meeting the education requirements of this section. (TWC rules [§809.48](#) and [§809.50](#))

redetermination. (TWC rule [§809.2\(1\)](#))

Utah

Working is defined as a job or providing a service that pays wages, a salary, or in-kind benefits. Additional work activities for purposes of eligibility determination may include employment in the labor market, on-the-job training or being self-employed provided federal or state law does not prohibit the occupations and wages are obtained legally. Single parents must be working an average of 15 hours per week; in a two-parent household, one parent must be working an average 15 hours per week while the other parent must work an average of 30 hours per week.

Job training is defined as participating in a program or course whose intent is to improve the skills, knowledge or employability of the individual. Specific activities include technical and trade programs or employer-required workshops. Paid on-the-job training is considered as work and not as training hours.

Educational programs are defined as participating in a program or course whose intent is to improve the skills, knowledge, or employability of the individual. Specific activities include college courses, English as a Second Language (ESL), high school and/or GED classes. The Lead Agency requires the parent to make progress in the training or education program. Progress is defined as that the course will be completed within the 24-month time limit. For customers enrolled in a formal high school or GED program, the minimum work requirements may be waived. For all other training or education activities, the Lead Agency requires that minimum work requirements are met.

Most training activities are time-limited to 24 months. Certain activities including ESL and obtaining a high school diploma or GED are not time-limited. College degrees are time-limited to 24 months or the last two years of a Bachelor's degree. There is no minimum requirement for training hours. The Lead Agency considers the class schedule, which includes time between classes for the participation hours.

Vermont	<p>Employment: involvement in an activity, either in or out of the home, through which hourly compensation of at least minimum wage is received. (no minimum hours required) This includes activity related to employment, including hours of rest or sleep, as needed for 2nd or 3rd shift employment.</p>	<p>Demonstrated participation in a program which is likely to lead to employment within one year after completion of the program. This need can also be established if the training is required to maintain employment. Allowable activities include work programs, training programs, and activities approved by the Economic Services Division or the Department of Labor. No minimum hours required.</p>	<p>Demonstrated participation in an educational program which is likely to lead to employment within one year after completion of the program. This need can also be established if the education program is required to maintain employment. No minimum hours required. Allowable activities include the following: High school, public or private, and high school equivalency programs such as Adult Basic Education (ABE) or General Equivalency Diploma (GED); Post-secondary courses at an accredited or institution of higher education offering certification or associate and bachelor's degree course work. No minimum hours required.</p>	<p>One hour of child care per class credit. If credits are not assigned, a letter from the school/training program, clearly designating the hours of class time, is acceptable. One hour of child care per school credit for study time. If credits are not assigned, a letter from the school/training program designating the study hours required, per class, is acceptable. Up to 2 hours of travel time may be authorized per day.</p>
Virgin Islands	<p>A parent or guardian receiving income from employment, self-employment, or other paid work experience and work a minimum of 30 hours per week.</p>	<p>Job training is participation in an TANF-Jobs or other approved jobs training program that requires the participant to engage in activities that improve his skills, knowledge, and or employability and to assist him toward employment and self-</p>	<p>Education and training activities may be full or part-time and include:</p> <ul style="list-style-type: none"> • VI high school diploma or an online high school program • GED, literacy, or adult basic education classes • Vocational educational classes; • Educational classes 	<p>Attending job training means participating for at least 20 hours per week in a program or a course that improves the skills, knowledge, and or employability of the individual.</p>

sufficiency.

leading to a Certificate
 A formal education
 program that leads to the
 attainment of an associate
 or bachelor's degree by
 an approved institution.
 Attending (a job training
 or educational program)
 (e.g. travel time, hours
 required for associated
 activities such as study
 groups, lab experiences,
 time for outside class
 study or completion of
 homework):From
 workgroup: Attending job
 training means
 participating for at least
 20 hours per week in a
 program or a course that
 improves the skills,
 knowledge, and or
 employability of the
 individual.

Does the Lead Agency
 allow parents to qualify
 for CCDF assistance on
 the basis of education and
 training participation
 alone (without additional
 minimum work
 requirements)? From
 workgroup: Yes
 Describe the policy or
 procedure, including the
 additional work
 requirements. From
 workgroup:
 Reason for care

Applicants or clients must have one or more qualifying activities as described below:

Working or employment means receiving income from employment, self-employment, or other paid work experience and work a minimum of 30 hours per week.

- The applicant must provide proof of work hours.
- An applicant working from home may be approved for child care when unable to work while the child is at home.

Job training is defined as participating in a TANF-Job or other approved job training programs that requires the participant to engage in activities to improve their skills, knowledge, and/or employability and to assist them toward employment and self-sufficiency.

- The applicant must provide proof of days and hours of training.

Education activities may be full or part-time and include:

- o VI high school diploma or an online high school program, child care may be approved for one or both parents to attend high school. Applicant must provide proof of enrollment indicating days and hours of attendance
- o GED, literacy, or adult basic education classes
- o Vocational educational classes
- o Educational classes leading to a Certificate
- o A formal education program that leads to the attainment of an associate or bachelor’s degree by an approved institution

Virginia

Individuals are considered to be working if they meet the established work requirements of TANF, VIEW, or SNAPET Employment and Training or have regular gainful employment in a part-time or full-time capacity. No minimum number of hours required.

For the purpose of eligibility, attending a job training program refers to an individual in a job training activity who participates in that activity on a regular basis. Child care that is approved for job training activities is limited to a curriculum related to the fulfillment of an individual’s employment

For the purpose of eligibility, attending an educational program refers to an individual in an educational activity who participates in that activity on a regular basis. Child care that is approved for education activities is limited to a curriculum related to the fulfillment of an individual’s employment

For parents enrolled in an approved education/training program, a full day of care up to 12 hours may be authorized for each day a class is scheduled.

goal. Training leading to employment means the development of specific work attitudes, behaviors, or skills leading to job readiness as well as the development of specific technical or vocational skills that lead to employment in a recognized occupation and results in other than a baccalaureate or advanced degree. Participants must show that they are making satisfactory progress. No minimum number of hours required.

goals. Education leading to employment means the pursuit of basic remedial instruction to achieve a basic literacy level; instruction in English as a second language; preparation for GED or Adult Education; the completion of high school, associate degree or certificate work at the college level; or bachelor degree from a college or university (if the course of instruction is limited to a curriculum directly related to the fulfillment of an individual's educational goal to obtain useful employment in a recognized profession or occupation). Payment cannot be made for an educational program beyond a baccalaureate degree. Participants must show that they are making satisfactory progress. No minimum number of hours required.

Washington

"Working" means engaging in legal, income-generating activity taxable under the United States Tax Code or that would be taxable with or without a treaty

"Job training" means an approved activity under either the WorkFirst Program WAC 388-310-0200 or in the SNAP Education and Training

"Education" includes high school, high school equivalency programs, adult basic education, English as a Second Language classes, public and private vocational or

Activities included in approved hours for job training or educational programs include class time, lab experiences, travel time, and study time.

between an Indian Nation and the United States.

This includes unsubsidized employment and subsidized employment such as working in a federal or state paid work study program; or VISTA volunteers, AmeriCorps, JobCorps, and Washington Service Corps (WSC) if the income is taxed. Travel time between the child care provider and location of work is included in approved hours.

(E&T) program under chapter 388-444 WAC.

technical, community college, or tribal college. DCYF considers as education activities included in the family's participation requirements for TANF or BFET plan.

Consumers not participating in BFET or TANF have special requirements:

- (i) High school or a general educational development (GED) program for consumers under twenty-two years of age;
- ii) Part-time enrollment in a vocational education, adult basic education (ABE), English as a second language (ESL) program combined with an average of twenty or more employment hours per week or sixteen or more work-study hours per week; or
- (iii) For full-time students of a community, technical, or tribal college, enrollment in:
 - A vocational education program that leads to a degree or certificate in a specific occupation
 - An associate degree program; or
 - A registered

West Virginia

A working individual is one who receives a non-subsidized wage or salary, either from an employer or through self-employment. Self-employed individuals must work at least 20 hours per week. There is also a 20-hour minimum requirement for non-self-employed individuals. All working individuals must make at least state minimum wage.

Job training includes attendance at all on-the-job training, vocational training, and skill training. Attendance can be either full or part time enrollment but must be at least 20 hours per week or 20 per week when combined with work. Also, must be accompanied by satisfactory progress as verified by at least a 2.0 grade average when grades are available.

apprenticeship program. (iv) "Full-time student" for the purpose of this means a consumer attends a community, technical, or tribal college and meets its definition of full-time student.

Educational programs include attendance at secondary school programs, post-secondary schools, colleges and universities. Attendance can be either full or part time enrollment but must be accompanied by satisfactory progress as verified by at least a 2.0 grade average when grades are available.

Parents must be working at least 20 hours or enrolled full time in a job training or educational activity, or a mix of both part-time work and part-time job training/education activities. Travel time is not considered when determining eligibility.

Wisconsin

Includes regular employment, self-employment, employer-sponsored training, apprenticeships, sheltered employment, and participation in programs such as AmeriCorps. The Lead Agency does not stipulate a minimum number of work hours required for eligibility purposes.

Job training includes technical college or other courses of study. Individuals who are over the age of 18 and are attending technical college or other courses of study are required to demonstrate that the course(s) would facilitate the individual's efforts to maintain employment. This is evaluated by the eligibility worker on a case-by-case basis based on participant needs. Individuals may be eligible for the subsidy under this subdivision for up to two years, per Wis. Statutes, s.49.155(1m) (a)5. Employment is required for 20 hours per month. In addition, job training includes participation in Wisconsin's W-2 TANF program or the FoodShare Employment and Training (FSET) program.

Education includes participation in high school, GED or HSED courses. Parents 20 years or older who are engaged in an education activity are also required to maintain employment and be employed for 20 hours per month for up to two years, under Wis. Statutes, s.49.155(1m) (a)5.

There is no minimum number of hours for job training or education.

Wyoming

Work in exchange for money; Work in exchange for goods or services (in-kind); or Unpaid volunteer work with an agency or organization which is scheduled and structured.

A planned, supervised program which may be a combination of classroom and on-the-job training experiences that impart knowledge or develop skills or abilities to prepare a person for employment.

A post secondary course of study, not exceeding the first associate or baccalaureate degree (unless the associate degree was received while the parent(s)/caretaker(s) was pursuing a baccalaureate degree as the original educational goal). The program is designed to assist the student in obtaining employment in a specific job when the course of study is complete. In addition, students working to obtain their high school equivalency and teen parents are included as attending education.

Includes attending job training in a planned, supervised program which may be a combination of classroom and on-the-job training experiences that impart knowledge or develop skills or abilities to prepare a person for employment.