Chapter 1. Child Care Assistance Program

§103. Definitions

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CCAP Household – a household certified by the department as eligible for participation in CCAP.

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Head of Household -- an individual with whom the child customarily resides more than half the time. The head of household is either the child’s parent or an adult household member with primary responsibility for the child’s financial support and care, if the parent is not living in the home or is living in the home but is under age 18 and not emancipated by law, or is disabled and is unable to care for himself and his child(ren).

***

Household—a group of individuals living together that consists of a head of household, that person’s legal spouse or non-legal spouse, disabled adult parents who are unable to care for themselves or their child(ren) who are in need of care, and all children under the age of 18 who are dependent on the head of household or spouse, including the minor unmarried parents (MUPs) who are not legally emancipated, and children of MUPs.

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HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41:

Chapter 5. CCAP Household Eligibility Certification

§501. Certification of Household Eligibility for Participating in CCAP

A. The household in which a child who needs child care resides must be certified by the department as eligible for participation in the Child Care Assistance Program (CCAP) in order to have CCAP payments made to a CCAP child care provider for the care of the child in the household. No CCAP payments may be made for the care of the child until the household in which the child resides is certified by the department as eligible for participation in CCAP.

B. To be certified as a CCAP household, a household must meet all the eligibility requirements set forth in this Chapter.

1. A household is a group of individuals living together that consists of a head of household, that person’s legal spouse or non-legal spouse, disabled adult parents who are unable to care for themselves or their child(ren) who are in need of care, and all children under the age of 18 who are dependent on the head of household or spouse, including the minor unmarried parents (MUPs) who are not legally emancipated, and children of MUPs.

2. The head of household is an individual with whom the child customarily resides more than half the time. The head of household is either the child’s parent or an adult household member with primary responsibility for the child’s financial support and care, if the parent is not living in the home or is living in the home but is under age 18 and not emancipated by law, or is disabled and is unable to care for himself and his children.


HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41:

§503. Categorically Children Eligible for CCAP Households

A. Residents of Family Independence Temporary Assistance Program (FITAP) who are satisfactorily participating in the Strategies to Empower People (STEP) Program are categorically eligible for CCAP.

B. CCAP will pay 100 percent of the FITAP/STEP participant’s child care costs, up to the maximum amounts listed in §511.B, if the
1. household includes a child in current need of child care who is under the age of 13, or age 13-17 and physically or mentally incapable of caring for himself or herself, as verified by a physician or certified psychologist, or by receipt of Supplemental Security Income (SSI), or who is under court supervision.

A. A child is eligible for CCAP if the child:
   1. is in need of child care;
   2. is under age 13, or is age 13 - 17 and physically or mentally incapable of caring for himself or herself, as verified by a physician or certified psychologist, or by receipt of Supplemental Security Income (SSI), or who is under court supervision;
   3. customarily resides more than half the time with the person (head of household) who is applying for CCAP. A child is still considered to be residing with the head of household during up to six weeks of scheduled absences from the home or early learning center, if there are definite plans for the child to return to the home or early learning center;
   4. is either a United States citizen or a qualified alien; and
   5. is age-appropriately immunized according to the schedule of immunizations promulgated by DHH, Office of Public Health, or is in the process of receiving all age-appropriate immunizations, except that:
      a. No child is required to comply with this Subparagraph if the child or his or her parent submits a written statement from a physician indicating that immunizations are contraindicated for medical reasons, or if the child or his or her parent objects to the immunizations on religious grounds.  
      b. Verification of a child’s age and immunization record may be waived for 90 days from the date the household is certified as eligible for participation in CCAP, if all members of the household meet the definition of homeless provided in §103, as long as all other eligibility requirements provided in this Section are met.

B. The department shall work with members of the early childhood care and education advisory council to develop a proposal related to the CCAP eligibility requirements and payments for children with special needs by March, 2016.


HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41:

§505. Certification Requirement for Households—Households Categorically Eligible for CCAP

A. To be certified as a CCAP household, households not receiving FITAP must meet the following eligibility criteria.

1. The household must reside in Louisiana.
2. The household must include a child in current need of child care services who is under the age of 13, or age 13-17 and physically or mentally incapable of caring for himself or herself, as verified by a physician or certified psychologist, or by receipt of Supplemental Security Income (SSI), or who is under court supervision.
3. The child must customarily reside more than half the time with the person who is applying for CCAP. A child is still considered to be residing with the head of household during up to six weeks of scheduled absences from the home or early learning center, if there are definite plans for the child to return to the home or early learning center.
4. Training or Employment Mandatory Participant (TEMP)
   a. Unless disabled as established by receipt of Social Security Administration disability benefits, Supplemental Security Income, Veterans’ Administration disability benefits for a disability of at least 70 percent, or unless disabled and unable to care for his or her child(ren), as verified by a doctor’s statement or by worker determination; the Training or Employment Mandatory Participant (TEMP) must be:
      i. employed for a minimum average of 30 hours per week and all countable employment hours must be paid at least at the federal minimum hourly wage; or
      ii. attending a job training or educational program for a minimum average of 30 hours per week (attendance at a job training or educational program must be verified, including the expected date of completion); or
      iii. engaged in some combination of employment which is paid at least at the federal minimum hourly wage, or job training, or education as defined in Subparagraph A(4)(b) of this Section that averages at least 30 hours per week.
   b. Exceptions:
      i. A household in which all of the household members described in Paragraph A(4) of this Section meet the disability criteria, is not eligible for CCAP unless one of those members meets the required minimum average of 30 activity hours per week.
      ii. The employment and training activity requirements provided in Paragraph A(4) of this Section may be waived for a period of 180 days from the effective date of certification of CCAP eligibility for
5. Household income must not exceed 55 percent of the state median income for a household of the same size. Income is defined as:
   a. the gross earnings of the head of household, that person's legal spouse, or non-legal spouse, and any minor unmarried parent (MUP) who is not legally emancipated and whose children are in need of CCAP, with the exception of income from:
      i. Corporation for National and Community Service (CNCS);
      ii. college work study; and
      iii. disaster-related employment
   b. recurring unearned income of the following types for all household member
      i. Social Security Administration benefits;
      ii. Supplemental Security Income;
      iii. Veterans' Administration benefits;
      iv. retirement benefits;
      v. disability benefits;
      vi. child support or alimony;
      vii. unemployment compensation benefits;
      viii. adoption subsidy payments; and
      ix. workers' compensation benefits.

6. The child in need of care must be either a United States citizen or a qualified alien.

7. The household must be current on payment of co-payments to any current or previous CCAP provider(s). Verification will be required to establish that co-payments are not owed by the household when:
   a. a change in CCAP provider is reported;
   b. an application for CCAP is received, if the most recent rejection of a CCAP application or closure was due to owing co-payments or not making necessary co-payments;
   c. a CCAP provider reports that the household owes co-payments or is not making necessary co-payments.

B. The household requesting CCAP must provide the information and verification necessary for determining eligibility and monthly CCAP amount, and meet appropriate eligibility requirements established by the state. However, the verification of a child's age and immunizations may be waived for a period of 90 days from the effective date of certification for a household in which all of the members meet the homeless definition described in §103, as long as all other eligibility factors described in §505.A(1)-(3) and (5)-(7) are met.

C. Households eligible for CCAP payments may be assigned a certification period of up to 12 months. However, households relying on the exception to eligibility requirements found in §501.B(4)(e) that have had the 30 hour per week employment and training requirement waived for a homeless family shall be certified for six months.

D. All children receiving CCAP must be age appropriately immunized according to the schedule of immunizations promulgated by the Department of Health and Hospitals, Office of Public Health, or be in the process of receiving all age-appropriate immunizations.
   1. No person is required to comply with this provision if that person or his or her parent submits a written statement from a physician stating that the immunization procedure is contraindicated for medical reasons, or if the person or his or her parent objects to the procedure on religious grounds.
   2. Verification of a child's age and immunizations may be waived for 90 days from the effective date of certification for a household in which all of the members meet the homeless definition provided in §103, as long as all other eligibility factors described in §505.A(1)-(3) and (5)-(7) are met.

E. CCAP households must participate in the system designated by the department for capturing time and attendance. This process may include finger imaging for the heads of household and household designees.

A. Households are categorically eligible for CCAP if they have household members who are:
   1. recipients of Family Independence Temporary Assistance Program (FITAP) who are satisfactorily participating in the Strategies to Empower People (STEP) Program;
   2. children in foster care; or
   3. experiencing homelessness.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41;
§507. Changes That Must Be Reported by CCAP Households Certification Requirements for Categorically Eligible Households

A. A CCAP household shall report any change that affects CCAP eligibility or the calculation of the amount of monthly CCAP payments.

B. Changes in the following shall be reported within 10 days of knowledge of the change:
   1. changes in household’s gross monthly income if the household’s gross monthly income changes by more than $100 in earned income or $50 in unearned income.
   2. a change in CCAP provider;
   3. an interruption of at least three weeks or the termination of any TEMP’s employment or training, or
   4. a child receiving CCAP leaves the household.

A. To be certified as a CCAP household, categorically eligible households must:
   1. include at least one child who is eligible for CCAP as provided in §503.A;
   2. reside in Louisiana;
   3. participate in the system designated by the department for capturing time and attendance, which may include finger imaging for the heads of household and household designees; and
   4. be current on payment of CCAP co-payments to any current or former provider and provide documentation needed to verify that no co-payments are owed to any provider when:
      a. the household submits notice of a change in provider; and
      b. a provider reports that the household owes co-payments.


HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41:

§509. Funding Availability and Prioritization Certification Requirements for Non-Categorically Eligible Households

A. Availability. Louisiana’s share of the national total of available funds for child care programs is based on factors determined by federal law and regulation. Funds are appropriated by Congress and allocated on an annual basis so that a limited amount of federal funding is available each year through the Child Care and Development Fund (CCDF). Therefore, a determination will be made of the number of children, or seats, that CCDF can pay for based on available funding.

B. Prioritization

1. The children of STEP participants shall be categorically eligible for CCAP. The children of STEP participants whose FITAP eligibility is terminated due to earned income will be given priority status with seats available for them as long as other eligibility factors are met and funding is available.

2. Children with special needs will be given priority status should it be necessary for a waiting list to be implemented. Children with special needs will be given priority status with seats available for them as long as other eligibility factors are met.

3. After all available seats are filled, a waiting list of households or eligible children will be established and maintained for each parish in chronological order by date of application. As seats become available, households will be removed from the waiting list and considered for current eligibility.
   a. To facilitate maintaining an active waiting list in each parish, open enrollment will be scheduled for a limited time in the months of October, January, April, and July. During open enrollment periods, children in households determined eligible will be added to the waiting list. At the department’s discretion additional enrollment periods may be designated.

B. The department has the authority to implement an application freeze based on the lack of available child care funds to operate CCAP.

A. To be certified as a CCAP household, households that are not categorically eligible for participation in CCAP must meet the following requirements:
   1. include at least one child who is eligible for CCAP as provided in §503.A;
   2. meet all criteria provided in §507.A;
   3. have household income that does not exceed 55 percent of the state median income for a household of the same size. Household income is defined as:
      a. the gross earnings of the head of household, that person’s legal spouse or non-legal spouse, and any MUP who is not legally emancipated and whose children are in need of CCAP care, with the exception of income from:
         i. Corporation for National and Community Service (CNCS);
         ii. college work study; and
iii. disaster-related employment;
b. recurring unearned income of the following types for all household members:
   i. Social Security Administration benefits;
   ii. Supplemental Security Income;
   iii. Veterans' Administration benefits;
   iv. retirement benefits;
   v. disability benefits;
   vi. child support or alimony;
   vii. unemployment compensation benefits;
   viii. adoption subsidy payments; and
   ix. workers' compensation benefits;
4. provide the information and documentation necessary for determining the household eligibility and the amount of the monthly CCAP payment to be made to the provider; and
5. training or employment activities
   a. Unless disabled as established by receipt of Social Security Administration disability benefits, Supplemental Security Income, Veterans' Administration disability benefits for a disability of at least 70 percent, or unless disabled and unable to care for his or her child(ren), as verified by a doctor's statement or by worker determination, the head of household must meet the training or employment activity requirements of:
      i. being employed for a minimum average of 30 hours per week and all countable employment hours must be paid at least at the federal minimum hourly wage;
      ii. attending a job training or educational program for a minimum average of 30 hours per week (attendance at a job training or educational program must be verified, including the expected date of completion); or
      iii. being engaged in some combination of employment which is paid at least at the federal minimum hourly wage, or job training, or education as defined in Subparagraph (b) of this Paragraph that averages at least 30 hours per week.
   b. Exception. The employment and training activity requirements provided in this Paragraph may be waived for a period of 180 days from the effective date of certification of eligibility for parents or persons acting as parents who are experiencing homelessness and who demonstrate that they are seeking employment or participating in a transitional living program as defined in §103. There is a six month lifetime maximum for this exception.
   c. Exception. If the number of children served drops below 12,500 and funding is available, the 30 hour training and/or employment requirement referenced in this section may be reduced by the Department until 12,500 children are being served.
HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41:

§511. Payments Made on Behalf of Ineligible Households Household Certification Period
A. All CCAP payments made on behalf of ineligible households are subject to action to recover such payments with the exception of inadvertent household error claims and administrative error claims in the amount of $125 or less for non-participating households.
B. Action will be taken to recover:
   1. all ineligible payments from currently participating households;
   2. all payments resulting from an intentional program violation (IPV); and
   3. all payments resulting from errors that are discovered in a quality control review.
C. When a participant is suspected of IPV, the department may:
   1. refer the case for prosecution; or
   2. refer the case for a disqualification hearing if the participant does not sign the waiver of right to an administrative hearing and the facts of the case do not warrant civil or criminal prosecution through the appropriate court systems, or the case was previously referred for prosecution and was declined by the appropriate legal authority, or the case was previously referred for prosecution and no action was taken within a reasonable period of time and the referral was formally withdrawn by the department.
D. If an IPV is identified, the department may send a notice to the person to be disqualified and take action to disqualify for the appropriate situations:
   1. 12 months for the first violation;
   2. 24 months for the second violation; and
   3. permanently for the third violation.
A. Eligible households may be certified for up to 24 months except as provided in Subsection (B) of this Section.

B. Households relying on the exception to eligibility requirements for parents and persons acting as parents who are experiencing homelessness, as provided in §509.A(5)(c), and that have the 30 hours per week employment and training requirement waived, may be certified for up to six months.

**AUTHORITY NOTE:** Promulgated in accordance with 45 CFR Parts 98 and 99, and R.S. 17:407.28.

**HISTORICAL NOTE:** Promulgated by the Board of Elementary and Secondary Education, LR 41:

### § 513. Payments and Copayments Made to Providers Prioritization of Funding

A. The sliding fee scale used for non-FITAP CCAP households will be revised based on the state median income and federal poverty levels, on an annual basis to the extent that funds are available. A non-FITAP CCAP household shall pay a portion of its child care costs monthly in accordance with the sliding fee scale, and this shall be referred to as a “co-payment.” The sliding fee scale is based on a percentage of the state median income.

B. Amount of Payments

1. Payments to CCAP providers on behalf of non-FITAP households, with the exception of homeless families who are exempt from the employment and training requirements as provided in §505.A.4.b.ii, will be a percentage of the lesser of:
   a. the CCAP provider’s actual charge multiplied by authorized service days or authorized service hours;
   or
   b. the state maximum rate for CCAP as indicated below.

<table>
<thead>
<tr>
<th>Child-care provider-Type</th>
<th>Regular Care</th>
<th>Regular Care for Infants/Toddlers (under age 3)</th>
<th>Special Needs Care Incentive</th>
<th>Special Needs Care Incentive for Infants/Toddlers (under age 3)</th>
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<td>Type III Early Learning Center</td>
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<td>Family Child Care Provider</td>
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<tr>
<td>In-Home Provider</td>
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<tr>
<td>Military Child Care Centers</td>
<td>$17.50</td>
<td>$18.50</td>
<td>$21.65</td>
<td>$22.65</td>
</tr>
</tbody>
</table>

2. Payments to CCAP providers on behalf of FITAP recipients and homeless families who are exempt from employment and training requirements pursuant to §505.A.4.b.ii will be the lesser of:
   a. the CCAP provider’s actual charge multiplied by authorized service days or authorized service hours;
   or
   b. the state maximum rate for CCAP as indicated below.

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</tr>
</tbody>
</table>
3. The number of days or hours authorized for payment is based on the lesser of the following:
   a. the time the child is actually in care each week; or
   b. the number of hours the head of household, the head of household’s spouse or non-legal spouse, or
      the minor unmarried parent is working or attending a job training or educational program each week, plus one hour
      per day for travel to and from such activity; or
   c. the time the care is actually needed and available.

C. Payment is made to the CCAP provider after child care has been provided.

D. Payment may be made to more than one CCAP provider for the same child if the combined payment does
   not exceed the maximum allowable per child.

E. Absences
   1. Payment will not be made for absences of more than two days by a child in any calendar month or for an
      extended closure by a CCAP provider of more than two consecutive days in any calendar month.
   2. A day of closure, on a normal operating day for the provider, is counted as an absent day for the
      child(ren) in the CCAP provider’s care.
   3. If a child authorized for full-time care attends child care less than four hours in one day, this will be
      counted as a half day absent and half the daily rate will be paid to the provider.
   4. No absences will be authorized for part-time care.
   5. Exception: In cases of federal, state, or locally declared emergency situations or other special
      circumstances, the department may waive this absence policy.

A. Prioritization.
   1. Children of a STEP participant whose FITAP eligibility has been terminated due to earned income
      shall be given priority status with seats available for them as long they meet the eligibility requirements provided in
      §509 and funding is available.
   2. Children in foster care and children with special needs shall be given priority status should it be
      necessary for a waiting list to be established. Children with special needs will be given priority status with seats
      available for them as long as they meet the eligibility requirements in either §507 or §509, whichever is applicable.
   3. After all available slots are filled, a statewide waiting list of eligible households or eligible children
      shall be established and maintained. Households on the waitlist shall be classified based on priority and need. As
      seats become available, households will be released from the waiting list and considered for current eligibility.

B. The department has the authority to implement an application freeze based on the lack of available child
   care funds to operate CCAP.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41.

§515. Payments Made on Behalf of Households

A. The state maximum daily rates for CCAP care are as follows:

<table>
<thead>
<tr>
<th>Child care provider Type</th>
<th>Regular Care</th>
<th>Regular Care for Infants/Toddlers (under age 3)</th>
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</tr>
</tbody>
</table>

B. Categorically Eligible Households

1. Payments made to providers on behalf of categorically eligible households will be the lesser of:
   a. the provider’s actual charge multiplied by authorized service days or authorized service hours; or
   b. the state maximum daily rate for CCAP care as provided in Subsection (A).

2. The number of days or hours authorized for payment is based on the lesser of the following:
   a. the time the child is actually in care each week;
b. the number of hours the head of household, the head of household’s spouse or non-legal spouse, or MUP is working or attending a job training or educational program each week, plus one hour per day for travel to and from such activity; or
c. the time the child care is actually needed and available.

C. Non-Categorically Eligible Households
1. Payment made to providers on behalf of non-categorically eligible households will be determined using a sliding fee scale based on a percentage of state median income and federal poverty levels. The sliding fee scale will be revised on an annual basis to the extent that funds are available.
2. A non-categorically eligible household shall pay a portion of its monthly child care costs in accordance with the sliding fee scale, and this portion will be referred to as a "co-payment."
3. Payments to providers on behalf of non-categorically eligible households will be a portion of the lesser of:
   a. the provider's actual charge multiplied by the number of authorized service days or authorized service hours; or
   b. the state maximum daily rate for CCAP care as provided in Subsection A.

D. Payment is made to the provider after the child care has been provided.

E. Payment may be made to more than one provider for the same child if the combined payment does not exceed the maximum allowable per child.

F. Absences
1. Payment will not be made for absences of more than five days by a child in any calendar month or for an extended closure by a provider of more than five consecutive days in any calendar month.
2. A day of closure, on a normal operating day for the provider, is counted as an absent day for the children in the provider’s care.
3. If a child authorized for full-time care attends child care less than four hours in one day, the child will be counted as a half day absent and half the daily rate will be paid to the provider.
4. No absences will be authorized for part-time care.
5. In cases of federal, state, or locally declared emergency situations or other special circumstances, the department may waive these absence requirements.


HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41:

§517. CCAP Household Reporting Requirements
A. A CCAP household shall report any change that affects CCAP eligibility or the calculation of the amount of the monthly CCAP payment.
B. Changes in the following shall be reported within 10 days of knowledge of the change:
   1. changes in the household’s gross monthly income, if the household’s gross monthly income changes to more than 85 percent of state medium income;
   2. a change in provider; or
   3. a child receiving CCAP leaves the household.


HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41:

§519. Termination or Refusal of Renewal of Household Certification and Ineligibility Periods for Households
A. The department may terminate or refuse renewal of a household’s certification and impose a period of ineligibility on the household for program violations, which include but are not limited to the following acts by a member of the household:
   1. violation of any provision of this Chapter;
   2. any act of fraud, such as the submission of false or altered documents or information, intentionally making a false or misleading statement, or misrepresenting, concealing, or withholding relevant fact;
   3. failure to timely repay payment made to a provider on behalf of the ineligible household; or
   4. failure to make timely restitution.
B. When a household’s certification is terminated or renewal is refused, the department shall provide written notice to the household of the termination or denial of renewal, and of the household’s ineligibility period, which may be up to 24 months or permanently.

C. If a household’s certification is terminated or renewal is refused, the action shall become effective when the household is given written notice. The written notice shall give the reason for termination or refusal to renew certification and the period of ineligibility imposed.


HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41.

§521. Recovery of Payments Made on Behalf of Ineligible Households

A. All CCAP payments made on behalf of ineligible households are subject to action to recover the payments, with the exception of inadvertent household and administrative error claims in the amount of $125 or less for households who are not currently participating in CCAP.

B. Action will be taken to recover all payments made on behalf of:
   1. ineligible households that are currently participating in CCAP;
   2. any ineligible household resulting from the household’s act of fraud, such as the submission of false or altered documents or information, intentionally making a false or misleading statement, or misrepresenting, concealing, or withholding relevant fact; and
   3. any ineligible household resulting from errors that are discovered in a quality control review.

C. If a household does not timely repay ineligible payments made on its behalf, other than those exceptions provided in Subsection (A) of this Section, the department may refer such unrecovered payments to the Office of the Attorney General for collection, and the household owing the payments shall be assessed, and shall be required to pay, the additional collection fee assessed by the Office of the Attorney General.

D. When a household member is suspected of any act of fraud, such as the submission of false or altered documents or information, intentionally making a false or misleading statement, or misrepresenting, concealing, or withholding relevant fact, the department may refer the case for prosecution.


HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41.

Chapter 9. Louisiana Pathways Early Learning Center Career Development System (LA Pathways)

§903. Participation in LA pathways

A. – B.6.c.i. …

7. Director III—Administrator Certificate
   a. To receive an administrator certificate you must have 75 clock hours of instruction in approved administrative training categories.
   b. Two college courses in approved administration can be substituted for the administrator certificate.
   c. Training and education requirements:
      i. CDA credential or approved early childhood diploma; and administrator certificate; or
      ii. associate degree in child development or early childhood and Administrators Certificate; or
      iii. bachelor degree in early childhood or child development of which three college courses focus on infants and toddlers; and administrator certificate; or
      iv. related bachelor degree with six college courses in early childhood or child development of which three courses focus on infants and toddlers and administrator certificate.
   d. Experience requirements:
      i. minimum two years.
   e. Professional activity requirements:
      i. membership in an early childhood professional organization and service to the profession such as: serving on a board or committee, presenting at a conference, participating as a CDA mentor or advisor, attendance at a conference or professional event.

8. Director IV
   a. To receive an administrator certificate you must have 75 clock hours of instruction in approved administrative training categories.
b. Two college courses in approved administration can be substituted for the administrator certificate.

c. Training and education requirements:
   i. master’s degree in early childhood, child development or early childhood administration of which three courses focus on infants and toddlers and administrator certificate; or
   ii. related master’s degree with eight college courses in early childhood or child development of which three courses focus on infants and toddlers and administrator certificate.

d. Experience requirements
   i. minimum two years

e. Professional activity requirements
   i. membership in an early childhood professional organization and service to the profession such as: serving on a board or committee, presenting at a conference, participating as a CDA mentor or advisor, attendance at a conference or professional event

C. – D.3.d. …


HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41.