# DCF and DHCD Subsidies

# What do I do if I have a referral?

First, check to make sure the family does not exist in CCFA and the waitlist database using the search tools for each of these two applications. Once the family has been added or imported, go to the Family Details page and select Edit Family from the dropdown menu. Then click on the Add link in the referral section and enter the details of the DTA or DHCD (supportive) referral. Now you will be able to add an authorization and DTA/DHCD funding sources will be available (if you organization has a matching contract/agreement). Unlike DTA and DHCD referrals, DCF referrals are tied to the individual child who is authorized for subsidy. Select Edit Person from the Action dropdown while on the child’s details page. Then click the “Add DCF Referral” link and add details.

Under what circumstances would a CCRR need access to modify a DCF child’s authorization?

Under normal circumstances the CCRR will not need to touch an authorization and/or placement for a DCF child in care. For those instances when a family has requested a “change of provider” or other EEC approved exceptions and DCF has written a new referral for this family with a new provider, the CCRR will contact the Contract Provider to terminate the placement. To ensure that family needs are accommodated in a timely manner, EEC reserves the right to direct termination of the child’s placement. Contract Providers need to accommodate the families with a DCF child in care seeking to change providers within two weeks from the request. If the provider does not complete the change after one week, the CCRR has the authority to expedite the request on behalf of the family. Upon termination the CCRR will notify the Contract Provider.

Note: To place a child outside of the Supportive Child Care contracts, DCF must make a request to EEC. If approved, the voucher is not issued to a child care provider unless DCF has issued a new referral.

Can subsidy administrators allow homeless families additional time to provide income verifications when seeking subsidized contract slots through Department of Housing and Community Development (DHCD) or Department of Children and Families (DCF) affiliated shelters?

Yes. The Department of Early Education and Care (EEC) is sensitive to the unique challenges confronting families experiencing homelessness. In recognition of these challenges, EEC will allow families with active homeless child care referrals from either DHCD or DCF to access homeless child care slots if the homeless parent(s) is unable to submit complete income verifications. For example, if a parent(s) is unable to submit four out of the most recent six pay stubs at the time of the initial assessment, a subsidy administrator shall allow access to a homeless child care slot based on self-reported income. In such instances, the subsidy administrator must work with the applicant to complete the first three sections of the Employment Verification Form, then provide the applicant with an eight week authorization to provide actual pay stubs to complete the assessment process.