

## **Rio Grande/Mineral County**

### **Department of Social Services**

#### **Policy**

<b>Policy Title</b> 60 Day Job Search	<b>Reference</b> 3.919 (I) (3)(a)
<b>Policy No.</b> CCCAP-15	<b>Effective Date</b> January 1 <sup>st</sup> 2015
	<b>Adopted by BOCC 12-31-2014</b>

#### **Purpose**

60 day job search child care allows the parent the opportunity to have child care approved while out searching for a job. The client may be a current CCCAP participant who has lost their job or a new client applying for child care while trying to obtain a place of employment.

#### **Policy**

60 days of job search will be approved as an eligible activity in a 12 month period for a parent who enrolls in the child care program, or loses employment while enrolled in the child care program. Any time used during a day will be count as one day. Child care will be authorized based on the proposed schedule for job search. Full or part time care will be determined based on the best interest of the parent and/or child(ren).

#### **Procedure**

County will authorize child care for a maximum of 60 days while the parent(s) looks for employment. Parent(s) will be required to submit a job search log each Monday for the previous week. The job search log sheet must be received by the following Friday or authorization will be suspended for a maximum of 5 business days. The child care case will be set to close without receipt of the log at the end of 5 business days. These days will count as used job search days in the 60 day count.

The job search logs and addressed stamped envelopes will be provided by the county for the full job search period at the time of approved child care. The county

will track job search within the CHATS program. The 60 days of child care will be counted as days of utilized child care.

Signed by:

Karl L. Shiver

Chair, Rio Grande County Board of Commissioners

12-31-2014

Date