

Subsidized Child Care Assistance Program Policy Manual

Chapter 4. Application, Eligibility Determination & Documentation

REVISED 03/31/2025

Application Submission Method	Actual Date Received in Agency	Next Business Day used as Application Date
Email	Friday 11/17/2023 @ 9:58pm	Monday 11/20/2023
Fax	Saturday 11/18/2023	Monday 11/20/2023
Mail	Tuesday 12/26/2023 *Agency is closed for Christmas Holiday 12/25/23-12/27/23	Thursday 12/28/2023

If the DSS/LPA operates on the weekend and applications are submitted during an agency's weekend operating hours, the date used as the application date will be the same date the application is received by an agency. For Example:

Application Submission Method	Actual Date Received in Agency	Application Date
Email, Fax, or Mail	Saturday 11/21/2023 @ 9:58 am	Saturday 11/21/2023

B. Application Processing Timeline

The DSS/LPA has 30 calendar days from the date the signed application is received by an agency to determine eligibility. If eligibility is not determined within 30 calendar days, the application is denied. Failure by the applicant/recipient to provide the required information to determine eligibility within 30 calendar days is an allowable reason for the application to be denied. However, a signed application must not be denied for failure to provide verification prior to the 30 calendar days. If the 30th calendar day falls on a weekend day, holiday, or agency closure, the worker must process the signed application on the last business day prior to the 30th calendar day.

If a client submits a signed application but does not have a need for care but states they will have a need for care and verification within the 30 calendar days, the child care worker **must** wait for the 30 calendar days from the date received before denying the application.