



July 17, 2019

**Policy Memorandum OCCRS 102-FY 2019 - CCDF Subsidy Policy
for Children in Foster Care and Protective Services**

Issuing Authority: *Michal Rhymmer-Browne*
Assistant Commissioner

Purpose: The V.I. Department of Human Services (DHS) is the designated Territorial entity with jurisdiction over children in Foster Care as well as children receiving Foster Care and Protective Services from the Department of Human Services. As such, V.I. DHS is responsible for the development and dissemination of policy governing the treatment of children placed in Foster Care and Protective Services.

- It is the Virgin Islands CCDF Lead Agency policy that children in Foster Care are a Special Population and a Priority Group for Child Care Subsidies. Consequently, they are not placed on a waiting list when in need of care. The Department must arrange for them to receive immediate access to Subsidies.
- Children in Foster Care and Protective Services, once referred by the DHS Office of Intake and Emergency Services (OIES), Division of Children and Family Services, or the Division of Juvenile Justice, to the Lead Agency for Child Care services will not be required to have a co-pay. The parents/legal guardians' incomes are not required to determine eligibility for Child Care Subsidies.
- Effective immediately, children in Foster Care and Protective Services granted Child Care Subsidies will be granted a 3-month grace period to acquire all mandated immunizations and medical evaluations. Once deemed eligible for CCDF Subsidies, a letter will be provided to the referring DHS Unit, which can then be provided to the selected Child Care Provider, indicating the child/children has/have up to three months to comply with submission of all required immunizations and medical evaluations.