

1. School Readiness Assistance (SRA) is pending the availability of funds and eligibility.
2. School Readiness Assistance cannot be denied based on race, color, sex, age, disability, religion, national origin, or political belief.
3. All adults in the Low-Income Eligibility group must:
 - Work thirty (30) or more hours per week or,
 - Attend school full time or job skills training program that equals thirty (30) or more hours per week or,
 - Combine work and school/job skills training program that equals thirty (30) or more hours per week.

At least one adult in the Extended Support Services (ESS) group must:

In the first twelve (12) months:

- Work at least twenty (20) or more hours per week, or your earnings must be enough to cause you to be ineligible for Transitional Employment Assistance (TEA) cash assistance.
- Attend school full time or job skills training program that equals twenty (20) or more hours per week or,
- Combine work and school/job skills training program that equals twenty (20) or more hours per week.

In the second twelve (12) months:

- Work at least twenty- five (25) or more hours per week
- Attend school full time or job skills training program that equals twenty-five (25) or more hours per week or,
- Combine work and school/job skills training program that equals twenty-five (25) or more hours per week.

4. Withholding information or providing false information may result in the denial or termination of School Readiness Assistance. You agree to cooperate with any OEC inquiry concerning your School Readiness Assistance. Failure to cooperate will result in the termination of services.
5. OEC will not release information without your written consent, except to parties allowed by law. Your name and Social Security Number may be furnished to employers, government agencies, educational institutions, or any other party deemed necessary by OEC to determine your eligibility. OEC will cross-reference information provided to other government programs. Eligibility information may be shared with your selected CCDF Program Participant (child care provider).
6. OEC will not retroactively pay or reimburse Low Income SRA expenses prior to approval.
7. CCDF Program Participant (child care provider) may be selected according to parental choice. CCDF Program Participant information may be found on our website: https://ardhslicensing.my.site.com/elicensing/s/search-provider/find-providers?language=en_US&tab=CC
 - Website information includes:
 - Child care search tool
 - Facility complaints
 - Better Beginnings rating
 - Facility visits
8. Child(ren) receiving subsidy funding shall not be suspended or expelled from a facility without approval from OEC. All families are required to cooperate with BehavioralHelp program, if applicable <https://www.behaviorhelponline.org/>
9. Once eligibility is determined, Low-Income applicants must complete an initial and redetermination interview with an Early Childhood Program Specialist (ECPS)
10. The CCDF Program Participant (child care provider) may charge the following fees:
 - Casehead Daily Amount (OEC Copayment) and the Provider Copayment
 - If the Office of Early Childhood (OEC) is notified that a casehead has not paid the required fees, SRA services may be subject to termination in accordance with program procedure. To avoid disruptions, any outstanding payments shall be resolved promptly upon notification.
 - Late pickup, late payment, or
 - Fees for exceeded absentee days

The Arkansas Department of Education is in compliance with Titles VI and VII of the Civil Rights Act

Trimester	Days Allowed	Not to Exceed
July – October	12	6 in a given month
November– February	16	8 in a given month
March – June	12	6 in a given month

11. All notices will be sent electronically via email. An accurate and valid email address must be on file. Email should be checked regularly to ensure all notices are received. All emails are considered read after five (5) calendar days. OEC is not responsible for any lapse of communication for failure to report an email change within ten (10) calendar days of the change.
12. The following changes must be reported to your Early Childhood Program Specialist (ECPS) within ten (10) calendar days of the change: address, email, phone number, change of CCDF Program Participant, income over eighty-five (85%) of the SMI, household composition that increases household income over eighty-five (85%) of the SMI. Any cessation of work, and/or attendance in an education or job skills training program must be reported within ten (10) calendar days.

Family Size	40% of SMI	60% of SMI	85% of SMI	100% of SMI
1	\$1,564.85	\$2,347.28	\$3,325.31	\$3,912.14
2	\$2,046.35	\$3,069.52	\$4,348.49	\$5,115.88
3	\$2,527.84	\$3,791.76	\$5,371.66	\$6,319.61
4	\$3,009.33	\$4,514.00	\$6,394.83	\$7,523.34
5	\$3,490.83	\$5,236.24	\$7,418.01	\$8,727.08
6	\$3,972.32	\$5,958.48	\$8,441.18	\$9,930.81

13. Payments for a change to a new CCDF Program Participant are your responsibility until the change is processed by OEC. A Child Care Arrangement, Change Report Form, or a written request submitted via email must be provided at least ten (10) calendar days prior to the effective date of the change.
14. If any adverse action is taken on your application or child care case, excluding overpayment or fraud, you have the right to an Internal Review. If an overpayment, fraud, and/or Intentional Program Violation is alleged, you have the right to an Administrative Hearing.
15. Families declaring assets above \$1,000,000 are ineligible for Subsidized Child Care Assistance. At the time of initial application and redetermination, families will be asked to declare if they have assets above \$1,000,000.
16. At least one (1) adult must complete the required parent training per eligibility period.