

Commonwealth of Kentucky
Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care
Transmittal Letters

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DCC OMTL-688	10/1/26
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Division of Child Care
Volume 8 Child Care Assistance Program
Operations Manual Transmittal Letter #688
October 1, 2026

Subject

Various revisions to Volume 8. All sections are reformatted for compliance with the Americans with Disabilities Act (ADA). Clarity revisions have also been made throughout.

MS 1009, Case Record Content

Is revised to update form number DCC-94.1 Child Care Approval Notice to PAFS-3 Information About Your Benefits. This section has also been revised to update form number DCC-102 We Need Information for CCAP to PAFS-2 We Need Your Information. Various formatting changes were made to meet ADA compliance standards.

MS 1020, Definitions

Has been revised to define Non-Temporary Change, and Temporary Change. Various formatting changes were made to meet ADA compliance standards.

MS 1510, Content of the Interview

Has been revised to update form number DCC-102 We Need Information for CCAP to PAFS-2 We Need Your Information. Various formatting changes were made to meet ADA compliance standards.

MS 1515, Case Action on Applications

This section has also been revised to provide clarification for reactivate features and use.

MS 1525, Homeless Application Process

Is revised to update form number DCC-102 We Need Information for CCAP to PAFS-2 We Need Your Information. Various formatting changes were made to meet ADA compliance standards.

MS 2505, Child Care Income Limits

Is revised to update the child care income limits for program eligibility.

MS 3030, Citizenship and Immigration Status Requirements

Is revised to add Compacts of Free Association (COFA) as a qualified immigrant type. Various formatting changes were made to meet ADA compliance standards.

MS 3035, Eligible Living Situations

Is revised to provide clarification on the special considerations for child care requirement exemptions. Various formatting changes were made to meet ADA compliance standards.

MS 3040, Eligibility Requirements for Low Income Families

Is revised to provide clarifications on the child care employee income exclusion requirements. Various formatting changes were made to meet ADA compliance standards.

MS 4000, Eligible Providers

Is revised to update information regarding Registered Relative Child Care Provider enrollments.

MS 4010, Schedule Options

Is revised to add information regarding Non-Traditional Hours and case documentation regarding schedules. Various formatting changes were made to meet ADA compliance standards.

MS 4020, Child Care Certificate to Access Child Care Services

Is revised to update form number DCC-94.1 Child Care Approval Notice to PAFS-3 Information About Your Benefits. Various formatting changes were made to meet ADA compliance standards.

MS 4500, Required Action on Changes

Is revised to update form number DCC-102 We Need Information for CCAP to PAFS-2 We Need Your Information. Various formatting changes were made to meet ADA compliance standards.

MS 4515, Time Frames for Processing Changes

Is revised to update form number DCC-102 We Need Information for CCAP to PAFS-2 We Need Your Information. Various formatting changes were made to meet ADA compliance standards.

MS 4520, Effective Dates

Is revised to update form number DCC-102 We Need Information for CCAP to PAFS-2 We Need Your Information. Various formatting changes were made to meet ADA compliance standards.

MS 4525, Required Documentation

Is revised to update form number DCC-102 We Need Information for CCAP to PAFS-2 We Need Your Information. Various formatting changes were made to meet ADA compliance standards.

MS 5505, Parent Rights in the Child Care Assistance Program

Is revised to update form number DCC-94.1 Child Care Approval Notice to PAFS-3 Information About Your Benefits. Various formatting changes were made to meet ADA compliance standards.

MS 6060, Claims Repayments

Is revised to remove references to provider claims. This section has also been revised to remove references to internal reports functionality. Various formatting changes were made to meet ADA compliance standards.

MS 6510, Hearing Rights

Is revised to update individual rights for clients requesting a fair hearing. Various formatting changes were made to meet ADA compliance standards.

MS 6520, Preparation for the Hearing

Is revised to update hearing preparation guidelines. Various formatting changes were made to meet ADA compliance standards.