NUMBER: 2017 – 07b

EFFECTIVE DATE: September 11, 2017

TOPIC: Federal Change – Break in Activity

**Federal rule**: Vouchers cannot be terminated unless the break in activity exceeds three months.

Once eligible, children receive vouchers for 12 months, and the vouchers cannot be discontinued or shortened unless the following occur:

* A parent’s break in employment or an approved activity **exceeds three months**;
* Parent moves out of Maryland;
* Parent’s income exceeds the current income scale;
* Loss of contact with the parent after multiple attempts (inability to pay the provider); or
* Parent requests termination or reduction of services

**Exception**: Provider notifies CCS Central the child is no longer in care (End Voucher queue).

**Loss of Activity**

* Change in Circumstance requests only.
  + If the change of circumstance is received within **45** days of the redetermination date a redetermination should be completed.
  + At redetermination if they are not able to meet the requirements for eligibility the case is closed.
* The begin date of the three month voucher is the **date of loss of activity**.
  + Verify accuracy of date in MABS or by contacting the employer
* If loss of activity also includes a loss of income, update the income and issues vouchers at the new level. The voucher should be issued with the same number of hours.
* The Authorization, Eligibility and Redetermination end dates are changed to three months following the date of loss of activity.
* If increase in income makes the customer no longer eligible, see CCS Communication 2017-11.

**Note:** Pending TCA authorizations do not receive 3 month vouchers as the initial authorization should only be for 60 days.