

Joe Lombardo  
Governor

Laura Rich  
Director



# DEPARTMENT OF HUMAN SERVICES

DIVISION OF SOCIAL SERVICES

*Helping people. It's who we are and what we do.*



Robert H. Thompson  
Administrator

## POLICY TRANSMITTAL

CCDP PT 03-26  
February 27, 2026

- |                                     |             |                                     |                       |                          |       |
|-------------------------------------|-------------|-------------------------------------|-----------------------|--------------------------|-------|
| <input type="checkbox"/>            | TANF        | <input type="checkbox"/>            | SNAP                  | <input type="checkbox"/> | I & R |
| <input type="checkbox"/>            | Medical/NCU | <input type="checkbox"/>            | MAABD                 | <input type="checkbox"/> | PDC   |
| <input checked="" type="checkbox"/> | Child Care  | <input checked="" type="checkbox"/> | Employment & Training |                          |       |
| <input type="checkbox"/>            | EAP         | <input type="checkbox"/>            | NOMADS/AMPS           |                          |       |

**TO:** CHILD CARE AND DEVELOPMENT STAFF  
NEON EMPLOYMENT AND TRAINING TEAM  
CHELSEA SLITER, PROGRAM DIRECTOR, THE CHILDREN'S CABINET

**FROM:** MARIA WORTMAN-MESHBERGER, AGENCY MANAGER, CHILD CARE AND DEVELOPMENT PROGRAM

**SUBJECT:** CHILD CARE POLICY UPDATES

Interviews:

Effective immediately, the Child Care and Development Program (CCDP) will no longer require interviews at intake or renewal. If any information reported is questionable, unclear, or inconsistent, staff must attempt collateral contacts, and review of accessible/allowable databases to obtain accurate information before making an eligibility decision.

Household Composition:

Effective immediately, household composition must be verified at every intake, renewal, or reported change using an acceptable form of verification. Acceptable verification includes a written statement from a non-relative landlord or neighbor (Form 2488), a copy of a lease agreement listing all household members, custody court records, a notarized temporary custody letter, DSS database records, or a DFS placement letter. A customer's verbal or written statement alone will no longer be sufficient to verify household composition. All required verification must be received prior to making an eligibility determination, and the documentation must be maintained in the case file.

I&R Referrals:

When a Child Care case must be referred to the Investigations and Recovery (I&R) Unit, staff are required to complete the bottom section of Form 6386-AF (I&R Referral Review Guide) instead of the previous Form 2682-AF. Once Form 6386-AF is completed, it must be emailed to the appropriate supervisor or lead staff, who will review the referral and submit it to I&R. This process ensures compliance with state and federal requirements related to potential overpayments, fraud prevention, and program integrity. If Children's Cabinet refers a case to I&R, they must send the referral and supporting documents to [irreferral@dss.nv.gov](mailto:irreferral@dss.nv.gov).

Adding a Child:

Effective immediately, when a household reports that a child needs to be added to an existing case, staff must add the child in NCCS following standard procedures, including entering all required demographic information and verifying child enrollment. A certificate must be issued for the newly added child for a full 12-month eligibility period. In addition, the certificates for all other children in the household must be extended so that their eligibility periods align with the certificate of the newly added child, ensuring a consistent family eligibility period.

Voluntary Withdraw:

If an applicant voluntarily withdraws from the program, the case must be closed in NCCS. If the applicant later requests to receive child care subsidy again and the original certificate period would not have expired, the case must be reinstated to the original certificate period rather than requiring a new application. If the original certificate period has expired, the applicant must submit a new application and be evaluated for eligibility in accordance with CCDP policy.

If you have questions regarding this policy transmittal, please contact MacKenzie Zink, Social Services Program Specialist at [mzink@dss.nv.gov](mailto:mzink@dss.nv.gov) or Kelly Lewis, Social Services Program Specialist at [kylewis@dss.nv.gov](mailto:kylewis@dss.nv.gov).

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