
Care 4 Kids Program

PROGRAM OPERATIONS TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-OPS-02-03

Date: August 29, 2002

To: Lou Gettis, Nancy Wiggett
Care 4 Kids

From: Peter Palermino, Program Manager
Department of Social Services

CC: Program Operations Distribution List

Subject: Additional Funding for Priority Group 4 Applicants

Program Issue: As of August 12, 2002, additional funding is available to allow the program to open intake to a limited number of Priority Group 4 applicants. This transmittal gives guidance on how Care 4 Kids will proceed with processing cases on the Wait List and processing applications received after July 1, 2002.

Implementation Requirements:

1. Priority Group 4 families with application dates from July 2, 2002 through August 16, 2002 that have been placed on the Wait List shall have their applications reopened back to the date of application and eligibility reassessed. No new application form is needed for these families if one has been received within the last 60 days. Contact must be made with the parent to inform them that funding is now available for the program and to question if any information provided on the Application Form or Parent Provider Agreement has changed.
 - a. Additional text must be added to the Notice of Reopening Application as follows:
Limited funding has become available and we are removing your family from the Wait List."
 - b. If contact can be made by phone, details of the conversation must be recorded in the family history. If there are no changes in family circumstances or provider information since the latest application, the application shall be processed to completion. Standard verification rules apply except that no new verification is required for items previously verified. The effective date of eligibility is no earlier than fifteen days prior to the date of application.

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- c. If there are changes in family circumstances, a missing information notice must be sent giving the parent time to provide the information needed to establish eligibility. If there are no changes in family circumstances, but full verifications were not received and not requested because the family was pre-screened to be in Priority Group 4, a missing information notice must be sent giving the parent time to provide the information needed to establish eligibility.
 - d. If only provider information has changed, the application shall be granted and a missing information notice must be sent giving the parent time to provide the information needed to establish provider eligibility.
 - e. If contact is unable to be made by phone and full verifications were previously received during the application process, a missing information notice must be sent requesting that the parent contact the program to confirm current family circumstances and provider information. Additional text must be added to the Missing Information at Application Notice as follows: "Please call me to confirm your family information." If the parent does not respond to the missing information notice the application must be denied due to non-cooperation/failure to provide information to establish eligibility.
 - f. If contact is unable to be made by phone and full verifications were not provided during the application process, a missing information notice must be sent giving the parent time to provide the information needed to establish eligibility.
2. Applications received prior to August 17, 2002 that are still pending to date shall be processed using standard processing procedures. Families determined to be in Priority Group 4 shall be granted assistance provided the family is otherwise eligible for the program. Intake remains closed to Priority Group 5 and 6 families.
 3. Applications received on or after August 17, 2002 shall be pre-screened. Staff shall use the CCMIS family history, EMS and the information included with the application form to determine if the family qualifies in Priority Group 1, 2, or 3. All such applications will be processed using standard processing procedures. Eligible families shall be granted as intake remains open to these priority groups. Intake is closed to Priority Group 4 families as of August 17, 2002. Families that are determined to be in Priority Group 4, 5 or 6 based on the pre-screening shall be denied due to over income and placed on the Wait List. New families added to the Wait List may be processed from the Wait List, in order of their application date, only upon notification from DSS.
 4. The funding for new Priority Group 4 families has been limited to two million dollars for the State Fiscal Year 2002-2003. In order to track expenditures related to new Priority Group 4 families, a detailed report by family needs to be developed that will indicate the number of new applications granted for this Priority Group after July 1, 2002 as well as the monthly expenditures related to these families. This report needs to take into consideration the movement of families out of Priority Group 4 so expenditures can be closely monitored by DSS.

PJP:eph