Department of Human Resources 311 West Saratoga Street Baltimore MD 21201	**FIA ACTION TRANSMITTAL**
Control Number: #11-17	**Effective Date: February 28, 2011** **Issuance Date: February 8, 2011**

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF
CHILD CARE SUBSIDY PROGRAM ADMINISTRATORS

FROM: ROSEMARY MALONE, INTERIM EXECUTIVE DIRECTOR, FIA
ROLF GRAFWALLNER
ASSISTANT STATE SUPERINTENDENT, DECD, MSDE

RE: CHILD CARE SUBSIDY WAITING LIST

PROGRAM AFFECTED: CHILD CARE SUBSIDY

ORIGINATING OFFICE: OFFICE OF CHILD CARE SUBSIDY

SUMMARY: Due to recent increases in caseload sizes and a lack of available funding, the Child Care Subsidy program is wait-listing all new Priority 3 applicants, as of February 28, 2011. Priority 1 and 2 applicants, as well as Priority 3 applicants with a disabled child/special needs or an SSI child or parent, will not be wait-listed. CCATS will assist with the process. Letters are available to facilitate notification.

ACTION REQUIRED:

The OCC 354 application should be used for all applicants. Since most new applicants will be placed on the waiting list, we encourage you to accept mailed or faxed applications, when possible. You still have 30 days to complete a case, even if it is to be placed on the waiting list.

Applications

When a CCS application is received, print the Client Database Participation (CDBP) screen from CARES, to verify whether the applicant is a Priority 1 or 2. Print the Assistance Status (STAT) screen if there is current medical coverage, to verify the active SSI applicants. Obtain verification from the family if a child has a documented disability.

Enter the information from the application into CCATS. Do not verify any data unless it is absolutely necessary in order to make a waiting list decision. For instance, if a household's income is overscale and you suspect the head of household may be a relative caretaker, you must call the household to ask if the head of household is caring for children who are not his or her own. If he or she is caring for other than their own children, ask how many children. This verifies how many children receive the disregard.

If the applicant is a Priority 1 or 2, or a Priority 3 with a disabled/special needs child or an SSI child or parent, the system allows you to process the case as you normally would. If the household is a Priority 3, with no disabled/special needs members and non-SSI, CCATS performs a technical and financial eligibility test to determine if the household would be eligible. The test includes applying disregards for teen parents and relative caretakers, if necessary. If the applicant would be eligible, she or he is added to the waiting list and CCATS will automatically send the wait list letter. If the income is overscale or the applicant does not have an approved activity, the case will be denied and a denial letter should be sent. A list of eligible wait-listed applicants will be maintained until funds become available.

General Information

Customers who fail to submit their reconsideration timely will be wait listed. Applicants will be removed from the waiting list when a lump sum of funds becomes available to serve a significant number of families. When funds become available, procedures will be distributed outlining the process for removing applicants from the waiting list.

CCATS PROCEDURES:

CCATS determines applicants to be wait-listed. Enter the applicant information on CCATS screens 1- Applicant Information and 2 – Need for Care/Service. Enter the Application Type based on the program business rules. If a customer submits their reconsideration, but the application is date stamped after the reconsideration date, it is entered as a **new** application and will be wait listed. If a county enters a reconsideration after the due date, but the application is date stamped prior to the end date, it is a reconsideration and will continue if the family is eligible. Please remember to enter an application type in screens 1 to ensure proper determinations for screen 2 – Need for Care/Service Need. If there is a disregard from the income due to teen parent or relative caretaker status, please subtract the disregard BEFORE entering the income. Click on "Submit" once all data is entered to allow CCATS to make a determination. If CCATS proceeds beyond screen 2, the applicant is not wait-listed due to priority 1 or 2 status, a disability or the receipt of SSI. The system lets you continue the case as you normally would and activate the case.

When a case is wait-listed, you should enter the number of children by age category who would be eligible and if known, the number of requested hours in each age category. The wait list application letter (POC 7) will be automatically generated which

informs the applicant that s/he is eligible, but funds currently are not available. The letter will display through the Documents link.

Letters

The following letters are currently available in CCATS to support the waiting list:

- POC 7 - Application Letter - Wait List
- POC 9 - Wait List Letter - Accept Listed Application
- POC 10 - Wait List Letter Update

CIS PROCEDURES:

Customers will be correctly entered on CIS through the CCATS/CIS interface.

ACTION DUE: February 28, 2011

INQUIRIES: Direct policy or procedures inquiries to Myra White-Gray at 410-767-7863 or myra.white-gray@msde.state.md.us. Direct CCATS inquiries to the MSDE Help Desk at 410-767-7816 or MSDECCATS@msde.state.md.us.

cc: MSDE Central Child Care Subsidy Staff
DHR Executive Staff
FIA Management Staff
Constituent Services
OTHS Help Desk