



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: 00-51

Effective Date: May 1, 2000

Issuance Date: April 28, 2000

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

**FROM: ROBERT J. EVERHARD, EXECUTIVE DIRECTOR, FIA  
LINDA HEISNER, EXECUTIVE DIRECTOR, CCA**

**RE: PURCHASE OF CHILD CARE POLICY CHANGES – GAPS IN  
EMPLOYMENT, STUDY, CHILDREN ENROLLED IN HEAD  
START PROGRAMS**

**PROGRAM AFFECTED: PURCHASE OF CHILD CARE**

**ORIGINATING OFFICE: CHILD CARE ADMINISTRATION  
OFFICE OF PROGRAM DEVELOPMENT**

**SUMMARY:** Effective May 1, 2000, the Child Care Administration is making regulatory and/or procedural changes to the Purchase of Child Care (POC) program to provide support to families moving from welfare to work. This action transmittal provides information on changes associated with authorization for POC services.

### **1. Gaps in Employment:**

Non-TCA customers will be allowed to receive POC during gaps in approved activities, including gaps in employment. Until this change, only TCA customers could receive POC during gaps in approved activities.

**NOTE: TCA CUSTOMERS MAY RECEIVE POC FOR UP TO ONE MONTH TO COVER GAPS IN APPROVED ACTIVITIES. THE ONE MONTH LIMIT APPLIES TO ALL VOUCHERS ISSUED FOR GAPS IN ACTIVITIES, INCLUDING VOUCHERS FOR THOSE ACTIVITIES NECESSARY TO ACCEPT EMPLOYMENT OR REMAIN EMPLOYED**

## **2. Required study time:**

Non-TCA customers enrolled in and attending an educational activity or training that will lead to employment will be authorized for required study time. Currently, only TCA customers are authorized for POC during required study time.

## **3. Head Start:**

Customers with children attending Head Start programs and receiving POC will be authorized to continue service until the end of the Head Start school year, even if the family is no longer eligible (COMAR 07.04.06.06E and .09A).

## **ACTION REQUIRED:**

### **1. Gaps in Employment:**

POC services shall continue to be authorized for a non-TCA customer for up to two weeks after becoming unemployed to allow the customer to seek employment, accept employment, or to remain employed. This includes changing jobs, losing a job and seeking another job, being laid off, or accepting a job that does not start immediately.

This policy applies to current Priority Two and Priority Three customers, not to POC applicants.

Case managers, upon notification of a gap in employment, will perform a redetermination of the customer's eligibility, adjusting the income accordingly.

Vouchers can be authorized for up to one month from the date employment ends if the child care would otherwise be lost. Depending on the circumstances, issue a new voucher for the two-week (or less) period or the one month (or less) period. The two week voucher may be extended for two additional weeks if employment will begin within that period. The customer must be sent a voucher expiration notice (POC 52) with appeal rights when the voucher is issued.

If employment has not been obtained at the end of the period, terminate POC service and close the case using the applicable reason on POC 24.

**NOTE: TCA AND NON-TCA CUSTOMERS WHO ARE NOT WORKING OR PARTICIPATING IN AN APPROVED ACTIVITY BECAUSE OF A TEMPORARY MEDICAL CONDITION MAY CONTINUE TO RECEIVE POC, WHEN THE MEDICAL CONDITION IS:**

- VERIFIED IN WRITING BY A PHYSICIAN AFFIRMING THAT THE CUSTOMER IS NOT PHYSICALLY CAPABLE OF CARING FOR HIS/HER CHILD FOR A SPECIFIED PERIOD OF TIME.
- THE AUTHORIZED PERIOD IS LIMITED TO ONE MONTH, EXCEPT THAT LOCAL DEPARTMENTS HAVE THE DISCRETION TO AUTHORIZE POC FOR UP TO TWO MONTHS IN THOSE CASES WHERE THE PHYSICIAN EXTENDS THE SPECIFIED PERIOD.

## **2. Required Study Time:**

Case managers may authorize required study time for a TCA or a non-TCA customer who is enrolled in and attending an educational activity or training that leads to employment. The instructor or the training facility or school must affirm in writing that required study time, in addition to the required class time, is an expected activity.

Required study time activities include laboratory work, library research, on-campus tutoring, group assignments, required observations, assigned field work, or computer work. This policy does not apply to study time at home or on-campus to read, prepare for the class or study for a test.

In cases when a customer has long periods of time between classes and the travel time equals or exceeds the period between classes, POC should be authorized for those gaps.

## **3. Head Start School Year:**

Case managers may authorize POC services to the end of the Head Start school year for customers with children attending Head Start programs and receiving POC, when it is determined at redetermination or voucher change that:

- The family is overscale for POC eligibility, or
- The customer is no longer in an approved activity for TCA customers or working, training, or in an educational activity for non-TCA customers.

Implementation for current customers will occur at the first interim voucher change or at their first redetermination subsequent to May 1<sup>st</sup>.

The Head Start school year can extend from September to June or may be year round from September to September. The customer must provide documentation from Head Start that specifies the program's school year.

Families who are no longer eligible because of income will continue to have POC authorized at Subsidy Level J on the new voucher. The assigned copayment will be at Level J. Vouchers must have an expiration date that is within 10 days of the end of the Head Start program's school year.

A 30-day notice of voucher expiration (POC 44) must be sent to the parent.

Customers must be sent a 5-day termination of service notice and appeal rights (POC 24) before the end of the Head Start school year.

The provider must be sent a 5-day notice (POC 22) of service termination before the end of the Head Start school year.

## **CCAMIS PROCEDURES:**

### **1. Gaps in Employment:**

Case managers, upon notification of a gap in employment, must complete a redetermination of the customer's eligibility and issue a voucher(s) that is authorized for one month or less. Record the activity as employment, but adjust the income accordingly.

If employment is obtained prior to voucher expiration, eligibility must be redetermined and a new voucher(s) issued based on new documentation. The local department determines the period of authorization for the new voucher.

If employment is not obtained within the month or less before the voucher expires, the customer's case should be closed after notification is sent, using lack of an activity as the closing reason.

### **2. Required Study Time:**

Upon written affirmation that study time is required, issue a voucher(s) for the days and hours of care, including the approved study time.

### **3. Head Start School Year:**

A new data element will be added to the documented activities portion of the Case Programs/Activities screen in the application that identifies Head Start families. If the family's income is overscale:

- Indicate "Head Start" as the customer's activity.

- On the "Income Worksheet" enter an income amount that falls within Subsidy Level J.
- Issue a voucher(s) whose expiration date is within 10 days of the end of the current Head Start school year.

If the customer is no longer working or in an approved activity:

- Indicate "Head Start" as the customer's activity.
- Issue a voucher(s) whose expiration date is the same as the end of the current Head Start year.

#### **INQUIRIES:**

Please direct policy inquiries to Linda Zang at 410.767.7813 or email her at [lzang@dhr.state.md.us](mailto:lzang@dhr.state.md.us), or Pamela Evans at 410.767.7845 or email her at [pevans@dhr.state.md.us](mailto:pevans@dhr.state.md.us). Contact Anne Webster at 410.767.7815 or email her at [awebster@dhr.state.md.us](mailto:awebster@dhr.state.md.us) for CCAMIS inquiries.

cc: DHR Executive Staff  
FIA Management Staff  
Constituent Services  
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