Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: 03-33

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Issuance Date: December 23, 2002

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

FROM: CHARLES HENRY, EXECUTIVE DIRECTOR, FIA
LINDA HEISNER, EXECUTIVE DIRECTOR, CCA

RE: PURCHASE OF CHILD CARE WAITING LIST

PROGRAM AFFECTED: PURCHASE OF CHILD CARE

ORIGINATING OFFICE: OFFICE OF CHILD CARE SUBSIDY

SUMMARY: Due to recent increases in caseload and a lack of available funding, the Purchase of Child Care program is wait-listing Priority 3 applicants, as of January 15, 2003. Priority 1 and 2 applicants, as well as Priority 3 applicants with an SSI child or parent, are not wait-listed. Active customers will be given a 60-day grace period to reapply for services if the case closes at reconsideration. CCAMIS has been enhanced to assist with the process. Letters and reports are available to facilitate the process.

ACTION REQUIRED:

The DHR/CCA 354 application should be used for all applicants. Although we have a DHR/CCA 354A Wait List Application, the regular 354 requests more information. Since most applicants will be placed on the waiting list, we recommend limiting face-to-face applicant contact as much as possible. **We encourage you to accept mailed or faxed applications, whenever possible.** When applicants are removed from the waiting list, an original signature will be requested for any faxes in order to activate the case. You still have 30 days to complete a case, even if it is to be placed on the waiting list.

Applications

When a POC application is received, enter data into CCAMIS so that a priority code can be determined. 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.

Enter the information from the application into CCAMIS. 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 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 an SSI parent or child, the system allows you to continue the case as you normally would. If the household is a Priority 3, with no disabled members, CCAMIS 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, s/he is added to the waiting list. 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.

Reconsiderations

If a customer fails to send his or her reconsideration on time, there is a sixty-day grace period available for him or her to reapply. The POC case closes on the last day of the certification, but if he or she reapplies for services within 60 days of the closure and supplies the necessary verifications, the case resumes from the date of application. The customer is responsible for any payment to the provider during the break in service. If the customer fails to send his or her reconsideration on time and the customer does not file an application within 60 days from the closure date, the application is tested for the waiting list and if eligible, is added.

General Information

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.

CCAMIS PROCEDURES:

CCAMIS determines applicants to be wait-listed. The "Entry" option on the Application / Eligibility Assessment screen has been modified to read "Wait List/ Application Data Entry". All applicants are screened for the waiting list. The first screen is the Wait List Entry. The data elements capture applicant demographics, TCA Status, applicant activity, eligibility unit and declared income. If the applicant's TCA status determines the applicant to be Priority 3 (income eligible and non-SSI), the second (and final) wait list screen appears, to capture child data and display the date that the case is added to the waiting list.

Existing Priority 3 customers will be given a 60-day grace period, to reapply for services if the case is closed because they did not complete the reconsideration process. If the customer responds after the 60th day from the reconsideration due date, the case will be treated as a Priority 3 and wait-listed.

When a case is wait-listed, generate the wait list application letter (POC 7), which informs the applicant that he is eligible, but funds currently are not available. You may generate the letter from data entry, by selecting "Documents," or from the letters menu.

If, on the first screen, the applicant is determined to be priority 1 or 2 or SSI, they are not wait listed. The system lets you continue the case as you normally would by taking you directly to the case identity screen and the remaining screens to activate the case.

Letters

The following letters currently are available in CCAMIS 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

Reports

The following new reports are available in CCAMIS to support the waiting list:

- Waiting list by application date and subsidy level
- Waiting list by care needed

CIS PROCEDURES:

Services 1 Form

Enter applicants being added to the waiting list as 02C1 on the Services 1 form.

ACTION DUE: January 15, 2003

INQUIRIES: Direct policy or procedures inquiries to Betsy Blair at 410-767-7845 or bblair@dhr.state.md.us. Direct CCAMIS inquiries to Anne Webster at 410-767-7815 or awebster@dhr.state.md.us.

cc: DHR Executive Staff
        CCA Management Staff
        CCA Program Management Staff

CCA Program Standards Staff
FIA Management Staff
Constituent Services
OIM Help Desk