



Department of Human Resources
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FIA ACTION TRANSMITTAL

Issuance Date: April 21, 1997

Effective Date: Immediately

Control Number: FIA/OPA 97-22 REVISED

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

**FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA
JOSEPH M. MILLSTONE, DIRECTOR, MCPA/DHMH
LINDA HEISNER, EXECUTIVE DIRECTOR, CCA**

**RE: CHILD CARE OPTION IN LIEU OF
TEMPORARY CASH ASSISTANCE**

PROGRAMS AFFECTED: PURCHASE OF CARE

ORIGINATING OFFICE: OPD / CHILD CARE ADMINISTRATION

BACKGROUND: This Action Transmittal revises POC information. The "in lieu of" process for the Medical Assistance Extension has not changed and is identical to the information in Action Transmittal 97-22 which was effective October 1, 1996.

One goal of the Family Investment Program (FIP) is to assist families in ways that enable them to remain independent of Temporary Cash Assistance (TCA) when beginning, resuming, or continuing employment. Applicants who are technically and financially eligible for TCA can be offered Purchase of Care (POC) child care assistance and/or Medical Assistance (MA) in lieu of receiving Temporary Cash Assistance if they will also be eligible for the extended POC and MA benefits. This alternative allows the family to access benefits that will remove barriers to family stability and independence. It also allows the POC to be paid from TCA/POC funds rather than from the working poor funds.

ACTION REQUIRED:

Any applicant financially and technically eligible for a cash payment can be given the option of receiving POC and/or MA instead of receiving Temporary Cash Assistance (TCA) if that person will also be eligible for the extended POC and/or extended MA benefits. Treating the family like an eligible TCA case is what makes the family eligible for the extensions. Generally, this can include:

- Those who are starting a job.
- Those who get employment during the up front job search.
- Those who can wait on receipt of a pay check if they receive child care assistance and medical assistance.
- Those who are under employed and would be eligible for a small amount of TCA but would rather receive one or both of the available options.

The applicant can elect to receive child care, medical assistance, or both. When receiving one or both of the benefits, the family unit will be treated like any other active case for three months. The three include the month of application and the following two months. After three months, the family unit will be eligible to receive medical assistance benefits for 12 months, unless a change is reported that makes the family ineligible for these extended benefits.

After three months, customers receiving POC must complete an application for a redetermination. If the family is eligible and funds are available, the case is entered into CCAMIS as a Priority 5 (low income working). The customer is counseled, at the redetermination, of their responsibility to pay the assigned co-payment when it is due. The co-payment will be based on family size and income. Once the case is entered into CCAMIS as a Priority 5 the local department will not need to track the cases separately.

The family is certified for Food Stamps for three months. The family is recertified for 12 months without a face to face interview, based on the same verification received for POC.

PROCEDURES:

During the initial interview with the customer, when the customer selects either one or both of the benefits, advise the customer to report any changes in the situation within the three month period.

To receive child care benefits beyond the three month period:

The customer is to be given or mailed a Purchase of Child Care Application/ Reconsideration form; and requested to return the form with proof of income no later than the 15th of the 3rd month of certification. The customer must be employed to receive the child care extended benefits. The customer must report income and schedule changes. The customer will be issued new child care vouchers reflecting changes in subsidy and co-payment once income information is received.

To receive extended medical assistance benefits:

The customer must be employed to receive the extended benefits. The family is certified for 12 months. No quarterly reports or income tests are needed. Eligibility ends only if the family moves out of State or the only child moves out of the home.

AIMS PROCEDURES:

- Pend the case using the AIMS 2/3 B.
- Once eligibility is determined, approve the cash assistance using the AIMS 2. Place case in an active no-pay status with a certification end date of three months.
- Complete an 8000 document for eligible household members using Category 02 Scope 1. The certification end date for the MA coverage is also three months.
- Initiate a Purchase of Care case for the household if child care is needed. See CCAMIS procedures.
- Create a 745 to remind the ongoing caseload worker of need to follow up on the case and change the MA category and scope at the end of the third month if the customer is still employed.
- In the third month if the customer is still employed, complete a new 8000 using MA Category 02, Scope 6 and certify for an additional 12 months..

CARES PROCEDURES:

Select option O (Interview) from the AMEN screen with the TCA AU#. Interview the customer, gathering pertinent information about their current situation and their immediate needs. Enter the appropriate case and financial information for the specific households circumstances. If determined financially/technically eligible, proceed with case processing and go to the CAFI screen to see what the TCA grant would be for the household. If found financially/technically ineligible, proceed with interview denying the TCA application for the correct reason.

On the ERN2 screen put in the actual earnings of the customer and fast path to DONE. Process the case and go thru finalization to see if the case is active. Record the TCA grant amount for the on-going. Enter the amount of TCA grant minus \$1.00 on the UINC screen as 'CA' (Cash Countable Only) Income. Process the case as usual. Select option Q (Finalize) from the AMEN screen. **MAKE SURE THE TEMPORARY CASH ASSISTANCE CASE IS IN ACTIVE STATUS WITH A '0' GRANT AMOUNT.** Shorten the certification end date to three months. Initiate the Purchase of Child Care case. See CCAMIS procedures. Select Option D (Alerts) from the CARES main menu. Choose Option A (create a 745 alert) with the log-on ID of the worker the alert should be sent to.

Trickling to an F02

Access the case by selecting Option R (Interim/Historical Change) for the ongoing month. Request a new job. Enter the employer as MA/POC. Enter a \$10.00 cash countable job. Fast Path to ELIG screen. The assistance case will close with reason codes 301 and 302. Confirm the case closure. An ELIG screen will appear for the MA FO2. Confirm the benefit. Do not shorten the certification end date.

***NOTE - Financial information will not appear on the MAFI screen for the extension. As always, clearly narrate all case action by pressing PF21 from the DONE screen.**

CCAMIS PROCEDURES:

- Enter case application as usual
 - For TCA status - Enter "C" for Current Recipient.
 - Enter yes for PI status, the activity, and start and end dates (make the activity end date match the recon date).
 - Recon due - Enter a three month recon due date.
 - Issue the voucher - Enter an expiration date to match the recon due date.
 - The voucher will pay maximum subsidy with no assigned co-payment.

- At time of recon:
 - Change TCA status from "C" for "current" to "L" for "in lieu of."
 - Enter TCA end date.
 - Update the income worksheet if necessary.
 - The case will now be a non TCA priority code.
 - Issue new voucher. The voucher will have an assigned co-payment based on income guidelines.

EFFECTIVE DATE: Immediately

Questions may be directed to Kay Finegan at (410) 767-7939 or Sue Woolford at (410) 767-7190 of the Division of Program Policy and Regulation; Pamela Evans at (410) 767-7845 or Anne Webster regarding CCAMIS procedures at (410) 767-7845 of the Child Care Administration; and Christine Gerhardt at (410) 767-5406 of DHMH.

cc: FIA Management Staff
Child Care Administration
Constituent Services