
Care 4 Kids Program
PROGRAM OPERATIONS TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-OPS-03-03

Date: March 27, 2003

To: Lou Gettis, Program Director
Care 4 Kids

From: Peter Palermino, Program Manager
Department of Social Services

cc: Program Operations Distribution List

Subject: 2003 Summer Vacation and Fall Certificates

Program Issue: This transmittal provides guidance for determining the start and end dates for certificates issued to school-age children for the 2003 summer school vacation period and when school resumes in the fall.

Background: Section 17b-749-19(h) of the Child Care Assistance Program regulations provides authority to develop special procedures for processing changes that occur as the result of extended school vacations. In 2002, DSS and ACS developed a process that required families to submit a Summer Parent Provider Agreement form (Summer PPA) for changes in the summer care schedule (reference Operations Transmittal C4K-OPS-02-04). Care 4 Kids will utilize the same process in 2003.

There is one new addition to the Summer PPA form this year. The form asks parents to indicate if care will revert to the prior schedule with the same provider when school resumes in the fall. If the family indicates that the fall schedule will resume with the same provider, two certificates will be created based on the dates listed – one certificate for the summer care period and a second fall certificate with a future start date. Because school calendars vary between towns and private schools, DSS has developed the following uniform guidelines for determining the effective dates of the summer and fall certificates.

Procedures: ACS is directed to use the following guidelines for determining the effective dates on the 2003 summer and fall certificates for PPA's received timely:

1. For children who do not change providers for summer care, expire the current school certificate on the day before the summer care schedule begins as long as the child remains eligible for payments through that date. Create a new certificate for summer care starting on the date indicated on the PPA.

2. If the PPA lists the ending date of the summer care, expire the summer care certificate on the date indicated on the PPA. If the PPA does not list the summer care end date, expire the summer care certificate effective August 31, 2003.
3. For children who will remain with the same provider for care in the fall, issue a fall certificate with a start date that begins the day after the ending date of the summer school vacation certificate. For example, if the summer school vacation certificate ends on August 31, 2003, issue fall certificate with an effective date of September 1, 2003.
4. For all other families, use the starting date indicated on the PPA submitted in the fall as the effective date for the fall certificate, provided that the date does not overlap the summer care period.

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