
Care 4 Kids Program
PROGRAM OPERATIONS TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-OPS-04-09

Date: November 24, 2004

To: Denise Fletcher, Program Director
Care 4 Kids Program

From: Peter Palermino, Program Manager
Department of Social Services

CC: Program Operations Distribution List

Subject: Expedited Application Processing for Wait List Families

Program Issue: Effective 01/01/05, Care 4 Kids program operations will transition from ACS to United Way of Connecticut. In order to accomplish this transition with minimal disruption in client service, expedited application processing guidelines have been developed to process the Wait List families.

Background: Beginning in March 2004, DSS directed C4K to open the C4K program to selected families from the Wait List. The recent October 8, 2004 mailing invited approximately 2,500 Wait List families to submit applications. Currently, C4K has approximately 350 pending applications from these families.

Program Directive: Effective immediately, applications from Wait List families can be processed according to the following guidelines.

1. The ACS Application Guide is optional.
2. The following information from the Application or Parent Provider Application (PPA) can be accepted without verification if the case counselor determines that it is more likely to be true than not and it is not contradicted by other information already known or readily available to C4K:
 - household composition
 - age and SSN information
 - parent work schedule and child care schedule, if consistent with pay information provided
 - provider information on the PPA, including address

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Connecticut's Lead Agency for Child Care Services

3. Verification requirements can be modified as follows if the case counselor determines that the information submitted is more likely to be true than not and it is not contradicted by other information already known or readily available to C4K:

- Two weeks worth of current pay stubs can be used to determine income
- Employer letters on company letterhead that are signed and dated by the employer and properly completed C4K employment disclosure forms can be accepted without calling the employer to verify

Implementation: Case decisions based on the guidelines in this transmittal must be noted in the family or provider history. Quality Control errors will not be assessed to ACS for cases processed according to these guidelines.

This transmittal is effective immediately and will remain in effect until further notice.

PJP:tte