
Care 4 Kids Program
PROGRAM OPERATIONS TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-OPS-04-05 Date: May 4, 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: Priority Group 4 Limited Opening - Fourth Mailing

Program Issue: Policy Transmittal C4K-POL-04-01 directed Care 4 Kids to select families from the Wait List in accordance with the Child Care Assistance Program Regulation Section 17b-749-10. This transmittal provides guidance for contacting additional families from the Wait List.

Implementation:

1. On May 7, 2004, the Care 4 Kids application packet will be sent to approximately 1003 families on the Wait List with application dates of November 12, 2002 through January 7, 2003. The envelope used for this mailing will request postal forwarding service.
2. As delineated in C4K-POL-04-01, packets from previous Wait List mailings that have been returned as undeliverable by the U.S. Post Office will be re-sent with this mailing if the family has an active case in EMS with a more current address.
3. The "*Notice of Consideration of Applications and Selection of Families from the Wait List*" - rev. 05-04-04, attached, will be included in the application packet. The notice informs the families of their selection from the Wait List.
4. Applications that are received by June 2, 2004 will be processed using standard processing procedures. Certificates may begin up to 15 days prior to the application date but not earlier than May 1, 2004.
5. If the U.S. Post Office returns an application packet because it could not be delivered to the specified address, Care 4 Kids will search EMS for a new address. If the family has an active case in EMS with a new address, Care 4 Kids will address the family under subsequent mailings, below. Families will be removed from the Wait List if a new address can not be found or if the application packet returns after being re-mailed.

Department of Social Services, 25 Sigourney Street, Hartford, CT 06106-5033
Connecticut's Lead Agency for Child Care Services

6. Selected families whose applications are not received by June 2, 2004 will be removed from the Wait List.
7. Selected families whose application determinations result in denial will be removed from the Wait List.
8. Care 4 Kids will continue to maintain a Wait List for Priority Group 4 families. Families in items 5, 6 and 7 above that reapply will be added to the Wait List as of the date of their new application provided the family is otherwise eligible for Priority Group 4.

Late Applications

Applications from selected families that are received after June 2, 2004 will be treated as new applications.

- Applications found eligible for PG1, PG2 or PG3 will be granted using standard processing procedures.
- Applications that are over income for PG4 will be denied.
- Applications found eligible for PG4 will be denied and added to the wait list as of the date the new receipt date. For these cases, C4K is instructed to:

- 1) Add text to the denial notice that explains, "**Your application was received after the 06/02/04 deadline. Your family has been placed on the wait list as of (date received).**"
- 2) Telephone the applicant to explain that families from the Wait List mailing whose applications were received after the deadline were removed from the Wait List. Also explain that their application was processed as a new application and that they have been placed back on the Wait List.

Subsequent Mailings

Based on the volume of returned applications and available appropriations, DSS will determine if additional families can be selected from the Wait List and will issue further direction on the number selected and the effective date.

Information and Training

1. DSS will be responsible for any public notice issues as the result of the limited opening for Priority Group 4.
2. ACS will provide training to all appropriate Care 4 Kids and United Way Call Center Staff.

Attachment

PJP:tte