
Care 4 Kids Program
PROGRAM OPERATIONS TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-OPS-04-02

Date: February 23, 2004

To: Denise Fletcher, Program Director
Care 4 Kids Program

From: Peter Palermine, Program Manager
Department of Social Services

CC: Program Operations Distribution List

Subject: **Priority Group 4 - Limited Opening**

Program Issue: Effective April 1, 2004, additional funding will be available to grant assistance to a limited number of families on the Priority Group 4 Wait List. In accordance with the Child Care Assistance Program Regulation Section 17b-749-10, families will be selected from the Wait List based on when they applied for the program. This transmittal gives additional guidance including a phased in approach to selecting families from the Wait List.

Implementation:

Initial Mailing

1. On March 2, 2004, the Care 4 Kids application packet will be sent to an initial group of 574 families on the Wait List with application dates of August 17, 2002 through September 6, 2002. The envelope used for this mailing will request postal forwarding service.
2. A "Notice of Consideration of Applications and Selection of Families from the Wait List" will be included in the application packet. The notice informs the family of their selection from the Wait List and gives the specific date by which the application must reach the Care 4 Kids office. (See attached.)
3. Applications returned by these selected families must be received at the Care 4 Kids office no later than March 24, 2004.
4. Applications that are received by March 24, 2004 will be processed using standard processing procedures with one exception. Certificate start dates can be no earlier than April 1, 2004.

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

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.
6. Selected families whose applications are not received by March 24, 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.

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.

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