
Care 4 Kids Program
PROGRAM OPERATIONS TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-OPS-02-04

Date: August 30, 2002

To: Lou Gettis, Nancy Wiggett
Care 4 Kids

From: Peter Palermino, Program Manager
Department of Social Services

CC: Program Operations Distribution List

Subject: Summer Care 2002

Program Issue: Care 4 Kids families with school age children often have level of care and/or provider changes for the summer months when school is not in session. This transmittal contains special processing guidelines for Summer Care per Regulations Section 17b-749-19(h).

Program Directive: Attached are detailed instructions for dealing with Summer Care. These instructions have been developed in conjunction with Care 4 Kids staff and are effective for Summer Care in 2002.

Implementation Requirements: Care 4 Kids is required to process Summer Parent Provider Agreement Forms (green) according to the attached instructions. Summer PPA's received prior to August 6, 2002 shall be processed by August 15, 2002. Summer PPA's received on August 6, 2002 or later shall be processed according to regular processing guidelines.

Attachment: Summer Vacation Process

PJP:tte

Summer Vacation Process

For all families with children 5 years of age or older: A special Summer PPA form will be sent requesting that the parent and provider fill out the form for the time the children will be changing their schedule. The form will be mailed on May 15, 16 and 17 and should be returned by July 1, 2002. The form will include a space to put beginning and end dates for summer care. It will be green and will have the word **SUMMER** written at the top, with the Due Date. For other families that may need a summer schedule change similar to the school-aged children, we will mail out the PPA upon request (CMS fulfillment, which includes cover letter). The form will be accompanied by an informational cover letter.

When the Summer PPA comes in, the mailroom will identify it by its green color and mark it with a high priority in Filenet. That way, the image can be selected for immediate processing. When the Summer PPA is processed, check Filenet for any other new or pending documents that should be processed along with the Summer PPA. For example, a reported employment or income change may need to be processed before the Summer PPA can be processed. If we receive a summer schedule on a regular pink PPA, we will process it. We will not return it and ask for a green PPA. When these are identified by workers, we will have them notify the mailroom to have the priority changed so that they can be counted as a Summer PPA.

For summer PPA's with the same provider, we will cancel the current school certificate and create a new certificate for the summer schedule. We will also create a new fall certificate utilizing the previous schedule unless the family is due for a redetermination during the summer months.

For summer PPA's with a new provider, we will terminate the current school enrollment (which will cancel the certificate) and create a new enrollment and certificate for the summer schedule with an end of summer end date. The date of the enrollment termination should be the day before the begin date of the new enrollment. The Family Fee must be reassessed before creating the new certificates. If the Fee amount changes inappropriately between redeterminations, we will adjust it back to the correct amount. We will trigger a fulfillment in CMS for a new pink PPA for the fall, to be sent with a fall PPA letter. The letter will have September 6 as the deadline for returning the PPA for the fall.

For families that indicate that the current provider will continue to provide care in the summer and there is a second provider who will also provide care during the summer, we will create a new enrollment and certificate for the second provider. This will be an additional regular provider in the system, not an alternate provider. We assess the Family Fee prior to creating the new certificate. Any inappropriate Fee changes will be corrected. We will calculate the available hours for the second provider according to the parent's schedule, hours worked and the hours care is requested, not to exceed the daily, weekly and monthly limits.

Care 4 Kids will use start date and end date indicated on the Summer PPA – no additional verification is needed if start date is June 6, 2002 or later and the end date is September 6, 2002 or earlier. If there is no end date, we will use August 31.

Although the Summer PPA deadline is July 1, 2002, if Care 4 Kids receives the PPA by July 5, 2002, care can go back to the date the summer care started. If the Summer PPA indicates that there is a new provider but there was no end date on the previous provider's invoice, Care 4 Kids will call the old provider to verify the end date. Forms received after July 5, 2002 will be processed according to our regular processing procedures.

For applications and redetermination received during the summer with school aged children whose care schedule appears to be a summer schedule, we will process this for the summer and create a fulfillment in CMS for the Fall PPA and cover letter. During the processing of the application or redetermination, if it is unclear when the summer vacation period ends, we will seek clarification from the parent, rather than assuming August 31.

When a parent calls to report the change in provider or hours for summer care we will cancel certificates using the current notification process. We will send an MIN with a summer PPA. If this is prior to June 17, we will use July 1 as the due date on the MIN. If this is June 17 or later, we will use the standard 15 days as the due date.

When a parent calls to report a new provider for the school year, we will send an MIN with a regular PPA plus School Cover Letter. If this is prior to August 23, we will use 9/6 as the due date on the MIN. If this is August 23 or later, we will use 15 days as the due date. We will ask the parent to return the cover letter with the school PPA so that we can identify them in the mailroom for special processing.

We have until August 15 to process the Summer PPA's.

We will discuss the running of a report of all cases without active certificates to be used to close those cases who have not returned a PPA for the fall.