
Care 4 Kids Program
PROGRAM OPERATIONS TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-OPS-04-03

Date: March 24, 2004

To: Denise Fletcher, Program Director
Care 4 Kids Program

From: Peter Palerming, Program Manager
Department of Social Services

CC: Program Operations Distribution List

Subject: Priority Group 4 Limited Opening - Second 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 such that 300 families be granted assistance effective April 1, 2004. Initially, application packets were sent to 574 families. This transmittal provides guidance for contacting additional families from the Wait List.

Implementation:

1. On March 30, 2004, the Care 4 Kids application packet will be sent to 1039 families on the Wait List with application dates of September 7, 2002 through October 9, 2002. The envelope used for this mailing will request postal forwarding service.
2. Packets from the March 2, 2004 mailing, as delineated in C4K-POL-04-01, that were 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*", 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 April 22, 2004 will be processed using standard processing procedures. Certificates may begin up to 15 days prior to the application date but not earlier than April 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.
6. Selected families whose applications are not received by April 22, 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.

Attachment

PJP:tte