
Care 4 Kids Program
PROGRAM OPERATIONS TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-OPS-09-02

Date: May 12, 2009

To: Sherri Sutera, Program Director
Care 4 Kids Program

From: Peter Palermino, Program Manager
Department of Social Services

CC: Program Operations Distribution List

Subject: Discontinuing Active Cases

Program Issue: Subsection 17b-749-19(b) of the Child Care Assistance Program Regulations requires eligibility to end on the last day of the calendar month whenever a family is discontinued for non-compliance or other reason. It has come to our attention that parents who contact or submit missing information to C4K after the advance notice period expires but prior to the discontinuance date are automatically instructed to reapply. Requiring already active families to submit new applications violates their due process rights and is inconsistent with the intent of the regulations. C4K must provide these families with the opportunity to comply by the discontinuance date.

Background: The concept of "full month" eligibility is generic to most state and federal benefit programs. It is of particular importance in non-entitlement programs like C4K where intake may be closed for extended periods due to funding limitations. Without this rule, otherwise eligible families would cycle through the application process and be placed onto a waiting list for missing a deadline by as little as one day. As such, parents must be given the opportunity to complete the required actions before the discontinuance becomes effective.

This does not mean there are no penalties for missing the compliance deadline. First, the 15-day rule for providing missing information does not apply. Parents have until discontinuance date to complete the required actions. Also, it is not necessary to issue a new notice for information that has already been requested in writing (reference: 17b-749-09(c) (4)). Second, if eligibility is reestablished, certificates can only be issued retroactive to the date the parent completed all the required actions.

Implementation: This change is effective immediately. Care 4 Kids is directed to notify all affected QA, Call Center, Eligibility and Mailroom staff of this clarification and to provide training and follow-up monitoring.

PJP:dcb

Attachment

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