
Care 4 Kids Program
PROGRAM OPERATIONS TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-OPS-04-01

Date: February 19, 2004

To: Denise Fletcher, Program Director
Care 4 Kids Project

From: Peter Palermine, Program Manager
Department of Social Services

cc: Program Operations Distribution List

Subject: Priority Group Coding

Program Issue: This transmittal provides direction for designating the priority group classification of three generation families that contain an adult head of household and a minor parent that attends high school or equivalent secondary degree program. Specifically, these are families that do not qualify for Priority Groups 1 or 2, that include a parent under age eighteen where care is needed only for the child of the minor parent while the minor parent attends high school. **These families must be evaluated for possible eligibility under Priority Group 3 (PG 3).**

Background: Section 17b-749-08 of the Child Care Assistance Program Regulation defines the PG 3 priority group to include families with "*parents under the age of twenty not receiving cash assistance, who attend high school.*" Three generation households containing an adult head of household and a minor parent would fall into this classification if care is needed to cover the high school activity of the minor parent. The need for care would depend on three factors:

- active participation in high school or an equivalent program by the minor parent;
- the request for care being limited to coverage of the minor parent's school hours, and if working, the hours the minor parent is at work;
- no other responsible adult member of the family being available or capable of providing care during the hours of the minor parent's activities.

In CCMIS, the age of the parent and the code in the "Reason For Care" field on the Interview Screen combine to determine if a case is evaluated for the PG 3 priority. C4K was previously instructed to always use the head of household's circumstances in choosing the "Reason For Care" code. Entry of any code other than "HS" (high school) in the Reason for Care field automatically excluded assignment to the PG 3 priority. As a result, PG 3 placements did not occur when the minor parent was part of a three-generation household.

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Connecticut's Lead Agency for Child Care Services

Implementation: Effective February 23, 2004, C4K is directed to use "HS" in the "Reason For Care" field on the Interview screen for cases with three generation families that include a minor parent where care is needed only for the minor parent's child while the minor parent attends high school. For existing cases, Care 4 Kids is instructed to correct the "Reason For Care" code at the next contact with the case after February 23, 2004. All established eligibility rules remain the same.

Case actions taken prior to February 23, 2004 that followed previous instructions for the "Reason For Care" code will not be considered errors for payment or quality control purposes.

C4K is directed to share this transmittal with C4K staff and provide appropriate training.

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