
Care 4 Kids Program

PROGRAM OPERATIONS TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-OPS-04-02-ADD

Date: April 8, 2004

To: Denise Fletcher, Program Director
Care 4 Kids Program

From: Peter Palermino, Program Manager
Department of Social Services

CC: Program Operations Distribution List

Subject: Priority Group 4 - Limited Opening, ADDENDUM

This addendum to Transmittal C4K-OPS-04-02 contains additional instructions on processing applications from the March 2, 2004 Wait List mailing that are received after 03/24/04.

1. ACS is instructed to use March 24, 2004 as the receipt date for applications from the March 2, 2004 Wait List mailing that were received on March 25 and March 26, 2004.
2. Applications from the March 2, 2004 mailing with receipt dates after March 24, 2004 will be treated as new applications.
 - a) Applications found eligible for PG1, PG2 or PG3 will be granted using standard processing procedures.
 - b) Applications that are over income for PG4 will be denied.
 - c) Applications found eligible for PG4 will be denied and added to the wait list as of the date the new receipt date. For these cases, C4K is instructed to:
 - 1) Add text to the denial notice that explains, "Your application was received after the 03/24/04 deadline. Your family has been placed on the wait list as of (date received)."
 - 2) Telephone the applicant to explain that families from the Wait List mailing whose applications were received after the deadline were removed from the Wait List. Also explain that their application was processed as a new application and that they have been placed back on the Wait List.

PJP:tte

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