
Care 4 Kids Program
PROGRAM OPERATIONS TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-OPS-05-01

Date: January 14, 2005

To: Sherri Sutera, 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 - January 2005

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. This transmittal provides guidance for contacting additional families from the Wait List.

Implementation:

1. On January 26, 2005, the Care 4 Kids application packet will be sent to approximately 2,400 families on the Wait List, with application dates of April 27, 2004 through January 25, 2005. The envelope used for this mailing will request postal forwarding service.
2. The *"Notice of Consideration of Applications and Selection of Families from the Wait List"* - rev. 01/14/05, attached, will be included in the application packet. The notice informs the families of their selection from the Wait List.
3. Applications that are received by February 22, 2005 will be processed using standard processing procedures. Certificates may begin up to 15 days prior to the application date but no earlier than February 1, 2005.
4. Priority Group 4 applications received prior to January 26, 2005 that are still pending as of that date can be granted if otherwise eligible. Certificates may begin no earlier than February 1, 2005.
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 re-mail the application packet to the new address. 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 February 22, 2005 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 removed from the Wait List, as described 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.

Late Applications

Applications from selected families that are received after February 22, 2005 will be treated as new applications.

- Applications found eligible for PG1, PG2 or PG3 will be granted using standard processing procedures.
- Applications that are over income for PG4 will be denied.
- Applications found eligible for PG4 will be denied and added to the wait list as of 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 02/22/05 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 not received by the deadline were removed from the Wait List. Also explain that their application has been processed as a new application and that they have been placed back on the Wait List.

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 of Priority Group 4.
2. United Way of CT will provide training to Care 4 Kids staff.

Attachment

PJP:tte