
Care 4 Kids Program
PROGRAM OPERATIONS TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-OPS-04-07

Date: June 25, 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: **Wait List - PG2 Mailing**

Program Issue: Policy Transmittal C4K-POL-04-03 addressed a change in eligibility criteria for Priority Group 2. Care 4 Kids is directed to select the families on the Wait List that meet the new criteria and determine if they are eligible for the program.

Implementation:

1. On July 9, 2004, the Care 4 Kids application packet will be sent to approximately XXXX families on the Wait List that meet the new PG2 eligibility criteria. That is, families in which the head of household had been an active TFA recipient within the last 60 months. The envelope used for this mailing will request postal forwarding service.
2. As delineated in C4K-POL-04-01, packets from previous Wait List mailings that have been 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"* - rev. 07-01-04, attached, will be included in the application packet. The notice informs the families of their selection from the Wait List.
4. Applications will be processed using standard processing procedures. Certificates may begin up to 15 days prior to the application date but not earlier than July 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 re-mail the packet.
6. Selected families will be removed from the Wait List.

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

Information and Training

1. DSS will be responsible for any public notice issues as the result of the change in Priority Group 2 eligibility criteria.
2. ACS will provide training to all appropriate Care 4 Kids and United Way Call Center Staff.

Attachment

PJP:tte