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Care 4 Kids Program  
PROGRAM OPERATIONS TRANSMITTAL



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DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

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Transmittal Number: C4K-OPS-02-02

Date: July 29, 2002

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To: Nancy Wiggett, Program Director  
Care 4 Kids

From: Peter Palermino, Program Manager  
Department of Social Services

CC: Program Operations Distribution List

Subject: Communications

**Program Issue:** This transmittal outlines how the DSS Child Care Team will communicate with Care 4 Kids staff.

**Implementation Requirements:** Two types of transmittals will be issued:

**Policy Transmittals-** transmittal numbers beginning with C4K-POL-02-01  
**Program Operations-** transmittal numbers beginning with C4K-OPS-02-01

Policy transmittals will be used for policy clarifications and policy changes that occur. Program operations transmittals will be used for guidance on operations procedures. DSS will make the policy transmittals available to the public as a supplement to the child care regulations currently in place upon written request.

E-mail will be utilized for questions on specific cases and case specific authorizations as necessary. Memos will be utilized for other requests, for example, report requests, copies of case information, etc.

We appreciate the opportunity to meet with Care 4 Kids staff on a weekly basis for status discussions as well as for specific project or policy discussions as needed.

PJP:eph