

---

**Care 4 Kids (C4K) Program**  
**PROGRAM OPERATIONS TRANSMITTAL**



---

DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

---

**Transmittal Number:** C4K-OPS-02-01

**Date:** February 21, 2002

---

**To:** Nancy Wiggett, Program Director  
Care 4 Kids

**From:** Peter Palermino, Program Manager  
Department of Social Services

**CC:** Program Operations Distribution List

**Subject:** Special Presumptive Eligibility Procedures

**Program Issue:** Effective 01/01/02, the Child Care Assistance Program transitioned from Maximus to Concera and began using the new name, "Care 4 Kids" (C4K). The Child Care Team, Maximus and Concera shared the common concern of accomplishing this transition with as little disruption in client service as possible.

This transmittal contains Special Presumptive Eligibility Procedures to be used by C4K staff to expedite the processing of casework from 01/01/02 through 02/28/02. Redeterminations have not been scheduled for the Presumptive Eligibility months of January and February 2002. The Special Presumptive Eligibility Procedures described in this transmittal do not apply to regularly scheduled C4K redeterminations.

**Program Directive:** The following procedures are to be used from 01/01/02 through 02/28/02 to expedite the processing of casework. For the purpose of this transmittal, casework includes applications, interim activity and grievance mediations. Regularly scheduled redeterminations, even if processed in January or February, are not subject to Special Presumptive Eligibility Procedures.

**Special Presumptive Eligibility Procedures Effective 01/01/02 through 02/28/02**

1. The following information provided by parents or providers on the application form or on the PPA form will be accepted as correct and require no further verification if the information appears credible and does not contradict other information already known to C4K:
  - the household composition indicated on the form unless it conflicts with an active TFA or Food Stamp case in EMS (Household composition does not have to agree with the Medical Assistance case record on EMS.);
  - the age and SSN information;
  - provider information on the PPA, including address.

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

2. The applications received from Maximus that are ready-to-go or pending as of 12/14/01, can be processed without concern for the new immunization and child support requirements. Workers should use the conversion verification codes for the related fields to insure that the new child support and immunization rules will be applied at the first C4K redetermination.
3. For the untouched applications received from Maximus and the new applications that are received and processed by C4K from 01/01/02 through 02/28/02, apply the new child support requirements as follows.
  - If the family indicates on the application that they are receiving child support; that they are pursuing support through BCSE or private legal means; or, if the application is on the old Maximus form and an amount of child support income is listed, assume that the family is in compliance with the new rules.
  - For the applications described in the previous bullet, C4K does not have to verify that the family has a court order or has gone through BCSE. C4K should use the conversion verification codes in the appropriate fields so that the new child support rules will be applied at the first C4K redetermination.
  - If the family does not indicate that they are receiving support, pursuing or cooperating, apply the new rules and determine if the family is in compliance.
4. Other presumptive eligibility items:
  - If a portion of the application or the PPA is left blank, other than the signature and date, C4K can call the family or provider to get the missing information. If the parent or provider is not reached on the first call, the worker can continue to try to contact the party by phone but should also send a missing items letter.
  - If a parent fails to sign and date the application form but signs and dates the PPA, the application can be accepted.
  - One current pay stub can be used to determine income.
  - Parents can self-declare their work schedule or C4K can accept the care schedule on the PPA if the hours of care on the PPA are reasonable based on the pay stubs provided.
  - Proper employer letters (letters on company letterhead, signed and dated by the employer) and C4K employment disclosure forms can be accepted without calling the employer to verify.
  - Parents can self-declare foster care payment amounts.

**Implementation Requirements:**

When a case decision is made based on the above presumptive eligibility procedures, C4K staff must indicate in the family history that presumptive eligibility procedures have been used. The history record should also indicate which factors were determined presumptively.

Regular case processing rules will apply to casework completed on or after March 1, 2002.

PJP:tte