



**ANNOUNCEMENT: S-06 #02
CHILD DEVELOPMENT OFFICE
BUREAU OF SUBSIDY SERVICES**

**ISSUE DATE: March 28, 2006
EFFECTIVE DATE: May 1, 2006**

SUBJECT:	“A Parent’s Handbook to Subsidized Child Care”
TO:	Child Care Information Services Agencies
FROM:	Harriet Dichter Deputy Secretary, Office of Child Development <i>Harriet Dichter</i>

PURPOSE

- To release “A Parent’s Handbook to Subsidized Child Care” (PUB 549).
- To insure that all parents applying for subsidized child care receive consistent information about program requirements and rights and responsibilities.
- To implement the required use of PUB 549 by the Child Care Information Services (CCIS) effective May 1, 2006.

BACKGROUND

Regulations at 55 Pa. Code 3041.106(a), implemented July 1, 2005, require the Department of Public Welfare (DPW) to provide each parent applying for subsidized child care a handbook of rights and responsibilities. Additionally, a need to provide consistent information about the child care subsidy program has long been recognized.

DISCUSSION

“A Parent’s Handbook to Subsidized Child Care” is the result of a collaborative effort between the Office of Child Development (OCD), the Child Care Information Services (CCIS) agencies, the legal community, advocates and parents.

Through a series of questions and answers and helpful hints, the handbook provides consistent information in a “parent-friendly” manner. All aspects of the child care subsidy program, including eligibility requirements, notices, types of care, the importance of quality, and parent rights and responsibilities are outlined in the handbook.. The CCIS is referenced throughout as the primary point of contact for the parent.

CCIS Responsibilities for Parents Applying for Subsidized Child Care

Effective May 1, 2006, the CCIS will provide “A Parent’s Handbook to Subsidized Child Care” PUB 549 to every parent applying for subsidized child care at the face-to-face interview.

During the face-to-face interview, the CCIS will explain the handbook to the parent. At a minimum, the CCIS will review:

- Parent Rights and Responsibilities (Pages 13 and 14)
- Helpful Hints (Page 14)
- Important Telephone Numbers (Page 15)

It should be noted that:

- The CCIS will continue to use the rights and responsibilities section of the Application for Subsidized Child Care. The parent is still required to review and sign the rights and responsibilities section of the Application form CY 868.
- The CCIS will not continue to use form CY 922 “Parent Caretaker Rights and Responsibilities”. The CCIS should destroy existing stock of this form.

CCIS Responsibilities for Parents being Re-Determined for Subsidized Child Care

Beginning with re-determinations due June 2006 and ending with re-determinations due December 2006, the CCIS will include PUB 549 in the re-determination packet that is mailed to the parent.

Distribution

An initial supply of PUB 549 will be shipped to the CCIS by May 1, 2006. The CCIS may order additional supplies by completing a DPW Internal Requisition Form and faxing it to the Office of Child Development (ATTN: Forms Order) at 717-214-6575. A version that may be downloaded and printed is also being made available to the CCIS with this announcement.

A Spanish translation of the handbook is being developed. The CCIS will be informed by an operations communique when this version is available for ordering.

NEXT STEPS

1. Review this announcement and PUB 549 with all staff.
2. Beginning May 1, 2006, give each parent applying for subsidized child care PUB 549 at the face-to-face interview.
3. Beginning June 2006 and ending December 2006, give each parent being re-determined for subsidized child care PUB 549 in the re-determination packet.
4. Effective immediately, destroy existing stock of form CY 922 “Parent Rights and Responsibilities”.
5. Catalog this announcement for future reference.
6. Obsolete this announcement when the updated Policy and Procedures manual is issued.
7. Direct questions to the subsidy coordinator.