

Policy Communiqué #12-10: Processing Cases that Include a Prekindergarten Child

This is a message from the Division of Policy.

Title: Processing Cases that Include a Prekindergarten Child

Date: June 29, 2012

Priority: High

Category: Action Required

Action Required: See Next Steps

Response Required: No

Purpose:

The purpose of this Communiqué is to assist the Child Care Information Services (CCISs) in identifying cases in Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) Child Care Works (CCW) that include a Prekindergarten child and to provide direction on how to handle these cases.

Background:

The expedited regulation changes resulting from Act 22 affect special eligibility for children enrolled in a prekindergarten program who receive subsidized child care. Prekindergarten is no longer a special eligibility program and therefore any cases eligible under the Head Start/Prekindergarten child care program must be assessed/confirmed under the Low-Income or Former TANF child care program, as appropriate. Attached to this communiqué is a report that identifies those prekindergarten children that will be affected.

Discussion:

The CCISs should use the attached report to identify cases which must be transferred to Low-Income or Former TANF child care program and must have a redetermination of eligibility completed. The report contains three tabs.

Tab 1: Includes families that are eligible under the Head Start/Prekindergarten child care program that include only one child requesting care and that is enrolled in PA PreK Counts based on the background indicator available through the enrollment subsystem (i.e., the child displays as "YES" enrolled in PreK on the Enrollment Summary).

NOTE: The CCIS must assess/confirm eligibility under the Low-Income or Former TANF child care program and complete a redetermination of eligibility.

Tab 2: Includes families that are eligible under the Head Start/Prekindergarten child care program that include one or more children requesting care and that may or may not be enrolled in PA PreK Counts.

NOTE: The CCIS must assess/confirm eligibility under the Low-Income or Former TANF child care program and complete a redetermination of eligibility.

Tab 3: Includes families that are eligible under the Low-Income or Former TANF child care program that include one or more children requesting care and that may or may not be enrolled in PA PreK Counts.

NOTE: The CCIS will not need to take any action regarding these cases since they are already Low-Income or Former TANF cases.

The CCIS must complete the following steps to change the child care program and generate a redetermination packet if the family has not received a redetermination within the past six months:

1. Select "Determine Eligibility" from the drop-down and click "Go" to navigate to the *Child Care Program* page to access eligibility.
2. Select "Low-Income" or "Former TANF" as the child care program and click "Assess Eligibility". Click "Assess" again through the validation.
3. Enter 8/31/2012 as the Redetermination Date so the packet will generate during the nightly batch, select an "Override Reason" and enter a "Override Comment" of "Department Mandate." This will ensure redetermination packets are generated timely.
4. Click "Confirm."

If during the completion of a scheduled redetermination the case becomes ineligible, the CCIS must ensure an Adverse Action Notice (AA) is generated and that the case closes following expiration of the AA period.

Next Steps:

1. Review this information with appropriate staff.
2. Review the cases listed for your CCIS on the attached report.
3. Change the child care program to Low-Income or Former TANF, as appropriate.
4. Complete a redetermination on cases changed to Low-Income or Former TANF.
5. Direct questions to your subsidy coordinator.