

JOB AID #1: DUAL APPLICATION SCENARIOS

When determining whether to process or reject a COMPASS Application **AND** prior to creating a new PELICAN case, the CCIS **MUST**:

- Confirm that all individual demographic information matches the information on the MCI Individual Clearance page in PELICAN.
- Ensure that links between CIS and PELICAN are maintained appropriately.
- Thoroughly research any existing County/Record Number returned on the Case Selection page in PELICAN.
- Use any existing County/Record Number available based on Job Aids #1 and #2, as appropriate.
- Review the hierarchy in case creation to determine whether an existing case must be used, reopened or maintained. The case creation hierarchy is shown below:

Preference in Selection	Child Care Program	Reasons
1 st	TANF	<ol style="list-style-type: none"> 1. There are less barriers related to eligibility 2. Child care may be provided during any approved work-related activity 3. The Department receives more Federal funding than with FS or GA
2 nd	FS	<ol style="list-style-type: none"> 1. There are less barriers related to eligibility 2. Child care may be provided during any approved unpaid activity only 3. The Department receives more Federal funding than with GA
3 rd	GA	<ol style="list-style-type: none"> 1. There are less barriers related to eligibility 2. Child care may be provided during any approved unpaid activity only 3. The Department receives more Federal funding than with the FT, HS/PK or LI
4 th	FT	<ol style="list-style-type: none"> 1. Least restrictive eligibility requirements of the Low-income child care programs 2. There is no waiting list
5 th	HS/PK	<ol style="list-style-type: none"> 1. No redeterminations until the child is no longer enrolled in the HS/PK programs
6 th	LI	<ol style="list-style-type: none"> 1. Most restrictive eligibility requirement 2. Waiting list for care

NOTE: A family may be eligible for FS and LI simultaneously if the parent(s) are meeting the work requirement. Therefore, the CCIS may need to process a FS case and create an LI case to be placed on the waiting list.

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TIMEFRAMES FOR PROCESSING THE COMPASS APPLICATION:

FS Dual Application

- The CCIS must review no later than Day 10 following receipt in the Inbox to determine whether the case meets the work requirement.
 - If the FS case **MEETS** the work requirement, the CCIS must process the COMPASS Application under the LI child care program and set a 30-day tracking alert to pull the FS case if necessary.
 - If the FS case **DOES NOT MEET** the work requirement, the CCIS must wait until Day 30 following receipt in the Inbox to process the COMPASS Application.
- The CCIS must pull the FS case no later than Day 30 following receipt in the Inbox if the case does not exist in PELICAN. When pulling a case, the CCIS must ensure the case:
 - Exists in CIS.
 - Is eligible for child care.
 - Consists of an “E” status parent who is participating in a CAO-approved **UNPAID** work activity.
- If on Day 30 the FS case has not yet been pushed and the case does not exist in CIS, this indicates the COMPASS application may have been rejected by the CAO. The CCIS must then process the case under the LI child care program.
- If the COMPASS application is processed under the LI child care program, the CCIS **MUST** set all verifications to “Self-Declared” on Day 30 and Send a Missing Information Letter giving the parent an additional 30 days (until day 60) to submit verifications.

TANF Dual Application

- The CCIS must process the COMPASS Application (case creation or rejection) no later than Day 30 following receipt in the Inbox. PELICAN will automatically generate a 30-day alert to the primary worker.
- The CCIS must pull the TANF case no later than Day 30 following receipt in the Inbox if the case does not exist in PELICAN. When pulling a case, the CCIS must ensure the case:
 - Exists in CIS.
 - Is eligible for child care.
 - Consists of an “E” status parent who is participating in a CAO-approved work activity.
- If on Day 30 the TANF case has not yet been pushed and the case does not exist in CIS, this indicates the COMPASS application may have been rejected by the CAO. The CCIS must then process the case under the LI child care program.
- If the COMPASS application is processed under the LI child care program, the CCIS **MUST** set all verifications to “Self-Declared” on Day 30 and Send a Missing Information Letter giving the parent an additional 30 days (until day 60) to submit verifications.

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Existing PELICAN Case Type & Status		Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
TANF	Active	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application*** 3. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” 4. Use existing ACTIVE TANF case <p>*** Smaller CCIS agencies may choose to process this Application prior to receiving the 30-day alert</p>	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case <u>DOES NOT MEET</u> the work requirement, do <u>NOT</u> process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” 7. Use existing ACTIVE TANF case (See hierarchy) 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS 3. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” 4. Use existing ACTIVE TANF case (As long as the primary p/c is receiving TANF benefits for himself, the case would be ineligible for LI)
TANF	Closed	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Reopen and refresh existing CLOSED TANF case using the information from the COMPASS Application Summary page to update the case, assess and confirm eligibility 4. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #” 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case <u>DOES NOT MEET</u> the work requirement, do <u>NOT</u> process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COPASS Application 6. Pull a new FS case from CIS, if appropriate, and reject COMPASS Application using the Rejection Reason “Active Case – CIS” <u>OR</u> process the Application under the LI child care program if no case exists in CIS 7. TANF case remains CLOSED 	<p><u>FT Eligible</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen CLOSED TANF case using the information from the COMPASS Application Summary page to update the case, change the child care program to FT, assess and confirm eligibility 5. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #” <p><u>FT Ineligible</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen CLOSED TANF case using the information from the COMPASS Application Summary page to update the case, change the child care program to LI, assess and confirm eligibility 5. Set a tracking date alert for Day 30 to determine whether a FS case exists in the CIS Inbox or must be pulled 6. Pull a new FS case, if appropriate no later than Day 30 7. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #”

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Existing PELICAN Case Type & Status		Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
FS	Active	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull a new TANF case (See hierarchy) OR process the Application under the LI child care program if no TANF case exists in CIS 4. Close ACTIVE FS case if able to pull a TANF case; otherwise the ACTIVE FS case would remain open while the LI case is on the waiting list 5. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” unless processing the Application under the LI child care program 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Use existing ACTIVE FS case 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Manually create an LI case using the information from the COMPASS Application Summary page 5. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” 6. FS case remains OPEN to pay for child care during the UNPAID activity while the LI case is on the waiting list
FS	Closed	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull a new TANF case OR process the Application under the LI child care program if no TANF case exists in CIS 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” unless processing the Application under the LI child care program 5. FS case remains CLOSED 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Reopen and refresh existing CLOSED FS case using the information from the COMPASS Application Summary page to update the case OR process the Application under the LI child care program if no TANF case exists in CIS 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” unless processing the Application under the LI child care program 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen and refresh existing CLOSED FS case using the information from the COMPASS Application Summary page to update the case 5. Manually create an LI case using the information from the COMPASS Application Summary page 6. Pay for child care during the UNPAID activity while the LI case is on the waiting list 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS”

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Existing PELICAN Case Type & Status		Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
GA	Active	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull a new TANF case (See hierarchy) OR process the Application under the LI child care program if no TANF case exists in CIS 4. Close ACTIVE GA case 5. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” unless processing the Application under the LI child care program 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Pull a new FS case (See hierarchy) and close ACTIVE GA case if FS case exists in CIS OR leave ACTIVE GA case open if no TANF case exists in CIS 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Change the child care program in the ACTIVE GA case from GA to LI 5. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” 6. Set a tracking date alert for Day 30 to determine whether a FS case exists in the CIS Inbox or must be pulled 7. Pull a new FS case (See hierarchy) no later than Day 30
GA	Closed	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull a new TANF case (See hierarchy) OR process the Application under the LI child care program if no TANF case exists in CIS 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” unless processing the Application under the LI child care program 5. GA case remains CLOSED 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Pull a new FS case (See hierarchy) 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” 8. GA case remains CLOSED 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen CLOSED GA case using the information from the COMPASS Application Summary page to update the case, change the child care program from GA to LI, assess and confirm eligibility 5. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” 6. Set a tracking date alert for Day 30 to determine whether a FS case exists in the CIS Inbox or must be pulled 7. Pull a new FS case (See hierarchy) no later than Day 30

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Existing PELICAN Case Type & Status		Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
FT – <u>LINK</u>	Active	<p><u>Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Refresh case, change the child care program in the existing ACTIVE FT case from FT to TANF, assess and confirm eligibility OR leave ACTIVE FT case open if no TANF case exists in CIS 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” OR “Using Existing Co/Record #” if the ACTIVE FT case remains open <p><u>Linked to FS</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull a new TANF case (See hierarchy), close ACTIVE FT case and reject COMPASS Application using the Rejection Reason “Active Case – CIS” 4. If no TANF case exists in CIS, the ACTIVE FT case remains open 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case <u>DOES NOT MEET</u> the work requirement, do <u>NOT</u> process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Use existing ACTIVE FT case 7. Reject COMPASS Application using the Rejection Reason “Active Case – M” <p><u>IMPORTANT:</u> Eligibility Specialist must research to determine whether family remains eligible and continues to meet the LI work requirement.</p> <p><u>NOTE:</u> If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing case</p>	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Use existing ACTIVE FT case 5. Reject COMPASS Application using the Rejection Reason “Active Case – M” <p><u>NOTE:</u> If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop the additional care into the existing FT case</p>

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Existing PELICAN Case Type & Status		Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
FT – <u>LINK</u>	Closed	<p><u>Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Reopen and refresh case using the information from the COMPASS Application Summary page to update the case, change the child care program in the existing CLOSED FT case from FT to TANF, assess and confirm eligibility 4. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #” <p><u>Linked to FS</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull a new TANF case <u>OR</u> process the Application under the LI child care program if no TANF case exists in CIS by reopening CLOSED FT case using the information from the COMPASS Application Summary page to update the case, changing the child care program from FT to LI (if outside the 183-day window), assessing and confirming eligibility 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” <u>OR</u> “Using Existing Co/Record #” if reopening CLOSED FT case 5. FT case remains CLOSED if a new TANF case is pulled 	<p><u>Linked to FS</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case <u>DOES NOT MEET</u> the work requirement, do <u>NOT</u> process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Reopen and refresh case using the information from the COMPASS Application Summary page to update the case, change the child care program in the existing CLOSED FT case from FT to FS, assess and confirm eligibility 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” <p><u>Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case <u>DOES NOT MEET</u> the work requirement, do <u>NOT</u> process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Pull a new FS case <u>OR</u> process the Application under the LI child care program if no TANF case exists in CIS by reopening CLOSED FT case using the information from the COMPASS Application Summary page to update the case, changing the child care program from FT to LI, assessing and confirming eligibility 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” <u>OR</u> “Using Existing Co/Record #” if reopening CLOSED FT case 8. FT case remains CLOSED if a new FS case is pulled 	<p><u>FT Eligible</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen CLOSED FT case using the information from the COMPASS Application Summary page to update the case, refresh the case, change the child care program to TANF, assess and confirm eligibility 5. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #” <p><u>FT Ineligible; Linked to FS</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen CLOSED FT case using the information from the COMPASS Application Summary page to update the case, refresh the case, change the child care program to FS, assess and confirm eligibility 5. Manually create an LI case using the information from the COMPASS Application Summary page 6. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #” <p><u>FT Ineligible; Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen CLOSED FT case using the information from the COMPASS Application Summary page to update the case, change the child care program from FT to LI (if outside the 183-day window), assess and confirm eligibility 5. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #” 6. Set a tracking date alert for Day 30 to determine whether a FS case exists in the CIS Inbox or must be pulled 7. Pull a new FS case no later than Day 30

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Existing PELICAN Case Type & Status		Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
FT – <u>NO LINK</u>	Active	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull a new TANF and close FT case OR leave ACTIVE FT case open if no TANF case exists in CIS 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” OR “Using Existing Co/Record #” if the ACTIVE FT case remains open 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Use existing ACTIVE FT case 7. Reject COMPASS Application using the Rejection Reason “Active Case – M” <p>IMPORTANT: Eligibility Specialist must research to determine whether family remains eligible and continues to meet the LI work requirement.</p> <p>NOTE: If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing case</p>	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Use existing ACTIVE FT case 5. Reject COMPASS Application using the Rejection Reason “Active Case – M” <p>NOTE: If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing ACTIVE FT case</p>
FT – <u>NO LINK</u>	Closed	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull TANF case OR process the Application under the LI child care program if no TANF case exists in CIS by reopening CLOSED FT case using the information from the COMPASS Application Summary page to update the case, changing the child care program from FT to LI (if outside the 183-day window), assessing and confirming eligibility 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” OR “Using Existing Co/Record #” if reopening CLOSED FT case 5. FT case remains CLOSED if a new TANF case is pulled 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Pull FS case OR process the Application under the LI child care program if no FS case exists in CIS by reopening CLOSED FT case using the information from the COMPASS Application Summary page to update the case, changing the child care program from FT to LI (if outside the 183-day window), assessing and confirming eligibility 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” OR “Using Existing Co/Record #” if reopening CLOSED FT case 8. FT case remains CLOSED if a FS case is pulled 	<p>FT Eligible</p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen the CLOSED FT case using the information from the COMPASS Application Summary page to update the case, assess and confirm eligibility 5. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #” <p>FT Ineligible</p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen the CLOSED FT case using the information from the COMPASS Application Summary page to update the case, changing the child care program from FT to LI, assessing and confirming eligibility 5. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #” 6. Set a tracking date alert for Day 30 to determine whether a FS case exists in the CIS Inbox or must be pulled 7. Pull a new FS case no later than Day 30

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Existing PELICAN Case Type & Status	Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
<p align="center">HS/PK – <u>LINK</u></p> <p align="center">Active</p>	<p><u>Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Refresh existing ACTIVE HS/PK case, change the child care program from HS/PK to TANF, assess and confirm eligibility 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” <p><u>Linked to FS</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull TANF case and close ACTIVE HS/PK case OR leave ACTIVE HS/PK case open if no TANF case exists in CIS 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” OR “Using Existing Co/Record #” if the ACTIVE HS/PK case remains open 	<p><u>Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case <u>DOES NOT MEET</u> the work requirement, do <u>NOT</u> process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Use existing ACTIVE HS/PK case 7. Reject COMPASS Application using the Rejection Reason “Active Case – M” <p><u>IMPORTANT:</u> Eligibility Specialist must research to determine whether family remains eligible and continues to meet the LI work requirement</p> <p><u>NOTE:</u> If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing case</p> <p><u>Linked to FS, waitlisted</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case <u>DOES NOT MEET</u> the work requirement, do <u>NOT</u> process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Pull FS case, if the case exists in CIS 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” 8. HS/PK case remains OPEN and on waitlist <p><u>IMPORTANT:</u> Eligibility Specialist must research to determine whether family remains eligible and continues to meet the LI work requirement.</p> <p><u>NOTE:</u> If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing case</p> <p><u>Linked to FS, not waitlisted</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case <u>DOES NOT MEET</u> the work requirement, do <u>NOT</u> process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Use existing ACTIVE HS/PK case 7. Reject COMPASS Application using the Rejection Reason “Active Case – M” <p><u>IMPORTANT:</u> Eligibility Specialist must research to determine whether family remains eligible and continues to meet the LI work requirement.</p> <p><u>NOTE:</u> If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing case</p>	<p><u>Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Use existing ACTIVE HS/PK case 5. Reject COMPASS Application using the Rejection Reason “Active Case – M” <p><u>Linked to FS, waitlisted</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Refresh the existing ACTIVE HS/PK case using the information from the COMPASS Application Summary page to update the case, change the child care program from HS/PK to FS assess and confirm eligibility 5. Process the COMPASS Application and create a case under the LI child care program <p><u>Linked to FS, not waitlisted</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Use existing ACTIVE HS/PK case 5. Reject COMPASS Application using the Rejection Reason “Active Case – M” <p><u>NOTE:</u> If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing ACTIVE HS/PK case</p>

JOB AID #1: DUAL APPLICATION SCENARIOS

Existing PELICAN Case Type & Status	Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
<p>HS/PK – LINK</p> <p>Closed</p>	<p><u>Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Reopen and refresh existing case using the information from the COMPASS Application Summary page to update the case, change the child care program from HS/PK to TANF, assess and confirm eligibility 4. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #” <p><u>Linked to FS</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull TANF case OR process the Application under the LI child care program if no TANF case exists in CIS by reopening the CLOSED HS/PK case using the information from the COMPASS Application Summary page to update the case, changing the child care program from HS/PK to LI, assessing and confirming eligibility 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” OR “Using Existing Co/Record #” if reopening the CLOSED HS/PK case under the LI or FT child care program 	<p><u>Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Pull FS case OR process the Application under the LI child care program if no FS case exists in CIS by reopening the CLOSED HS/PK case using the information from the COMPASS Application Summary page to update the case, changing the child care program from HS/PK to LI (if outside the 183-day window), assessing and confirming eligibility 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” OR “Using Existing Co/Record #” if reopening the CLOSED HS/PK case under the LI or FT child care program 8. HS/PK case remains CLOSED <p><u>Linked to FS</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Reopen and refresh existing CLOSED HS/PK case using the information from the COMPASS Application Summary page to update the case, change the child care program from HS/PK to FS, assess and confirm eligibility 7. Reject COMPASS Application using the Rejection Reason “Active Case – M” 	<p><u>FT Eligible</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen existing CLOSED HS/PK case using the information from the COMPASS Application Summary page to update the case, change the child care program from HS/PK to FT, assess and confirm eligibility 5. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #” 6. Set a tracking date alert for Day 30 to determine whether a FS case exists in the CIS Inbox or must be pulled 7. Pull a new FS case no later than Day 30 <p><u>NOTE:</u> If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into FT case</p> <p><u>FT Ineligible; Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen the CLOSED HS/PK case using the information from the COMPASS Application Summary page to update the case, change the child care program from HS/PK to LI, assess and confirm eligibility 5. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” unless processing the Application under the LI child care program 6. Set a tracking date alert for Day 30 to determine whether a FS case exists in the CIS Inbox or must be pulled 7. Pull a new FS case no later than Day 30 <p><u>FT Ineligible; Linked to FS</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen and refresh existing CLOSED HS/PK case using the information from the COMPASS Application Summary page to update the case, change the child care program from HS/PK to FS, assess and confirm eligibility 5. Create new LI case 6. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #”

JOB AID #1: DUAL APPLICATION SCENARIOS

Existing PELICAN Case Type & Status		Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
HS/PK – <u>NO LINK</u>	Active	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull TANF case and close ACTIVE HS/PK case OR leave ACTIVE HS/PK case open if no TANF case exists in CIS 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” OR “Using Existing Co/Record #” if the ACTIVE HS/PK case remains open 	<p><u>Fund C or Fund A, not waitlisted</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Use existing ACTIVE HS/PK case 7. Reject COMPASS Application using the Rejection Reason “Active Case – M” <p><u>IMPORTANT:</u> Eligibility Specialist must research to determine whether family remains eligible and continues to meet the LI work requirement.</p> <p><u>NOTE:</u> If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing case</p> <p><u>Fund A, waitlisted</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Pull FS case, if the case exists in CIS 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” 8. HS/PK case remains OPEN and on waitlist <p><u>IMPORTANT:</u> Eligibility Specialist must research to determine whether family remains eligible and continues to meet the LI work requirement.</p>	<p><u>Fund C or Fund A, not waitlisted</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Use existing ACTIVE HS/PK case 5. Reject COMPASS Application using the Rejection Reason “Active Case – M” <p><u>NOTE:</u> If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing ACTIVE HS/PK case</p> <p><u>Fund A, waitlisted</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS ” 5. Set a tracking date alert for Day 30 to determine whether a FS case exists in the CIS Inbox or must be pulled 6. Pull FS case no later than Day 30 7. HS/PK case remains OPEN and on waitlist

JOB AID #1: DUAL APPLICATION SCENARIOS

Existing PELICAN Case Type & Status		Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
HS/PK – <u>NO LINK</u>	Closed	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull TANF case OR process the Application under the LI child care program if no TANF case exists in CIS by reopening CLOSED HS/PK case using the information from the COMPASS Application Summary page to update the case, changing the child care program from HS/PK to LI (if outside the 183-day window), assessing and confirming eligibility 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” Reason “Active Case – CIS” OR “Using Existing Co/Record #” if reopening the CLOSED HS/PK case under the LI or FT child care program 5. HS/PK case remains CLOSED if a new TANF case is pulled 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Pull FS case OR process the Application under the LI child care program if no TANF case exists in CIS by reopening CLOSED HS/PK case using the information from the COMPASS Application Summary page to update the case, changing the child care program from HS/PK to LI (if outside the 183-day window), assessing and confirming eligibility 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” OR “Using Existing Co/Record #” if reopening the CLOSED HS/PK case under the LI or FT child care program 8. HS/PK case remains CLOSED if a new FS case is pulled 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen existing CLOSED HS/PK case using the information from the COMPASS Application Summary page to update the case, change the child care program from HS/PK to LI, assess and confirm eligibility 5. Reject COMPASS Application using the Rejection Reason “Active Case – CIS ” 6. Set a tracking date alert for Day 30 to determine whether a FS case exists in the CIS Inbox or must be pulled 7. Pull FS case no later than Day 30

JOB AID #1: DUAL APPLICATION SCENARIOS

Existing PELICAN Case Type & Status	Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
<p align="center">LI – <u>LINK</u></p> <p align="center">Active</p>	<p><u>Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Refresh existing ACTIVE LI case, change the child care program from LI to TANF, assess and confirm eligibility 4. Reject COMPASS Application using the Rejection Reason “Active Cases – M” <p><u>Linked to FS</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull TANF case and close ACTIVE LI case <u>OR</u> leave ACTIVE LI case open if no TANF case exists in CIS 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” <u>OR</u> “Active Case - M” if the LI case remains open 	<p><u>Linked to TANF or Linked to FS, not waitlisted</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case <u>DOES NOT MEET</u> the work requirement, do <u>NOT</u> process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Use existing ACTIVE LI case 7. Reject COMPASS Application using the Rejection Reason “Active Cases – M” <p><u>IMPORTANT:</u> Eligibility Specialist must research to determine whether family remains eligible and continues to meet the LI work requirement.</p> <p><u>NOTE:</u> If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing case</p> <p><u>Linked to FS, waitlisted</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case <u>DOES NOT MEET</u> the work requirement, do <u>NOT</u> process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Pull FS case, if one does not already exist 7. Reject COMPASS Application using the Rejection Reason “Active Cases – CIS” 8. LI case remains OPEN and on waitlist <p><u>IMPORTANT:</u> Eligibility Specialist must research to determine whether family remains eligible and continues to meet the LI work requirement.</p>	<p><u>Linked to TANF or Linked to FS, not waitlisted</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Use existing ACTIVE LI case 5. Reject COMPASS Application using the Rejection Reason “Active Cases – M” <p><u>NOTE:</u> If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing ACTIVE LI case</p> <p><u>Linked to TANF or Linked to FS, waitlisted</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reject COMPASS Application using the Rejection Reason “Active Cases – CIS” 5. Pull FS case no later than Day 30 6. LI case remains OPEN and on waitlist

JOB AID #1: DUAL APPLICATION SCENARIOS

Existing PELICAN Case Type & Status		Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
LI – <u>LINK</u>	Closed	<p><u>Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Reopen and refresh existing case ACTIVE LI case using the information from the COMPASS Application Summary page to update the case, change the child care program from LI to TANF, assess and confirm eligibility 4. Reject COMPASS Application using the Rejection Reason “Active Cases – CIS” <p><u>Linked to FS</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull TANF case <u>OR</u> process the Application under the LI child care program if no TANF case exists in CIS by reopening the CLOSED LI case using the information from the COMPASS Application Summary page to update the case, assessing and confirming eligibility 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” <u>OR</u> “Using Existing Co/Record #” if reopening the CLOSED LI case 	<p><u>Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case <u>DOES NOT MEET</u> the work requirement, do <u>NOT</u> process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Pull FS case, if one does not already exist 7. Reject COMPASS Application using the Rejection Reason “Active Cases – CIS” 8. LI case remains CLOSED <p><u>Linked to FS</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case <u>DOES NOT MEET</u> the work requirement, do <u>NOT</u> process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Reopen and refresh existing case using the information from the COMPASS Application Summary page to update the case, change the child care program from LI to FS, assess and confirm eligibility 7. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #” 	<p><u>FT Eligible</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen and refresh case using the information from the COMPASS Application Summary page to update the case, change the child care program from LI to FT, assess and confirm eligibility 5. Reject COMPASS Application using the Rejection Reason “Active Cases – CIS” <p><u>NOTE:</u> If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing case</p> <p><u>FT Ineligible; Linked to TANF</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen and refresh the CLOSED LI case using the information from the COMPASS Application Summary page to update the case, assess and confirm eligibility 5. Set a tracking date alert for Day 30 to determine whether a FS case exists in the CIS Inbox or must be pulled 6. Pull a new FS case no later than Day 30 <p><u>Linked to FS</u></p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen and refresh the CLOSED LI case using the information from the COMPASS Application Summary page to update the case, change the child care program from LI to FS, assess and confirm eligibility 5. Process the COMPASS Application and create a case under the LI child care program

JOB AID #1: DUAL APPLICATION SCENARIOS

Existing PELICAN Case Type & Status	Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
<p align="center">LI – <u>NO</u> <u>LINK</u></p>	<p align="center">Active</p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull TANF case and close ACTIVE LI case OR leave ACTIVE LI case open if no TANF case exists in CIS 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” OR “Active Case - M” if the LI case remains open 	<p>Fund A, waitlisted</p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Pull FS case, if one does not already exist 7. Reject COMPASS Application using the Rejection Reason “Active Cases – CIS” 8. LI case remains OPEN and on waitlist <p>IMPORTANT: Eligibility Specialist must research to determine whether family remains eligible and continues to meet the LI work requirement.</p> <p>Fund A, not waitlisted</p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Use existing ACTIVE LI case 7. Reject COMPASS Application using the Rejection Reason “Active Cases – M” <p>IMPORTANT: Eligibility Specialist must research to determine whether family remains eligible and continues to meet the LI work requirement.</p> <p>NOTE: If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing case</p>	<p>Fund A, waitlisted</p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reject COMPASS Application using the Rejection Reason “Active Cases – CIS” 5. Set a tracking date alert for Day 30 to determine whether a FS case exists in the CIS Inbox or must be pulled 6. Pull FS case no later than Day 30 7. LI case remains OPEN and on waitlist <p>Fund A, not waitlisted</p> <ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Use existing ACTIVE LI case 5. Reject COMPASS Application using the Rejection Reason “Active Cases – M” <p>NOTE: If additional care is needed while the p/c participates in an approved UNPAID activity that is unaccredited, scoop into existing case</p>

JOB AID #1: DUAL APPLICATION SCENARIOS

Existing PELICAN Case Type & Status		Dual Application TANF	Dual Application FS case <u>NOT</u> meeting work requirement	Dual Application FS case <u>MEETING</u> work requirement
LI – <u>NO LINK</u>	Closed	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 30-day alert to process the COMPASS Application 3. Pull TANF case OR process the Application under the LI child care program if no TANF case exists in CIS by reopening the CLOSED LI case using the information from the COMPASS Application Summary page to update the case, assessing and confirming eligibility 4. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” if pulling a TANF case OR “Using Existing Co/Record #” if reopening the CLOSED LI case 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Since case DOES NOT MEET the work requirement, do NOT process the COMPASS Application until Day 30 5. Receive the 30-day alert to process the COMPASS Application 6. Pull FS case OR process the Application under the LI child care program if no FS case exists in CIS by reopening the CLOSED LI case using the information from the COMPASS Application Summary page to update the case, assessing and confirming eligibility 7. Reject COMPASS Application using the Rejection Reason “Active Case – CIS” OR “Using Existing Co/Record #” if reopening the CLOSED LI case 	<ol style="list-style-type: none"> 1. Print and file the COMPASS Application Summary page 2. Receive the 10-day alert to review the COMPASS Application to determine whether the case meets the LI work requirement 3. Review the Application Summary page to determine whether the case meets the work requirement 4. Reopen the CLOSED LI case using the information from the COMPASS Application Summary page to update the case, assess and confirm eligibility 6. Reject COMPASS Application using the Rejection Reason “Using Existing Co/Record #” 7. Set a tracking date alert for Day 30 to determine whether a FS case exists in the CIS Inbox or must be pulled 5. Pull a new FS case no later than Day 30