

## Policy Communiqué #12-15: Revised Rights and Responsibilities Forms

This is a message from the Division of Policy.

**Title:** Revised Rights and Responsibilities Forms

**Date:** July 19, 2012

**Priority:** **Medium**

**Category:** Informational

**Action Required:** See Next Steps

**Response Required:** No

### **Purpose:**

The purpose of this communiqué is to provide Child Care Information Services (CCIS) agencies with the newly revised Rights and Responsibilities forms for families receiving subsidized child care under the Food Stamp (FS)/Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Former TANF (FT), Head Start (HS) and Low-Income (LI) child care programs.

### **Background:**

The expedited regulatory changes resulting from Act 22 impacted the eligibility criteria, rights and responsibilities that are summarized on the Rights and Responsibilities forms. The Office of Child Development and Early Learning (OCDEL), Bureau of Subsidized Child Care Services, Division of Policy has revised the forms to reflect these changes.

### **Discussion:**

The process of revising these forms for printing and distributing by the Department of Public Welfare's warehouse takes several weeks. **In the meantime, the CCIS agencies must use the newly revised forms attached to this communiqué.** The newly revised forms will be posted on OCDEL's intranet site within the next week.

CCIS agencies may NOT order any of the following forms using the Internal Requisition Form **until directed to do so by the Division of Policy.**

- *TANF/GA/FS Rights and Responsibilities Form (CD 124)*
- *TANF/GA/FS Rights and Responsibilities Form – Spanish (CD 124-S)*
- *Subsidized Child Care Parent/Caretaker Rights (CY 922)*
- *Subsidized Child Care Parent/Caretaker Rights – Spanish (CY 922-S)*

Separate forms are required for the FS/SNAP and TANF child care programs since only the expedited regulatory change regarding consecutive absences applies to FS/SNAP, while both the consecutive absences and the absence cap apply to TANF families. The Division of Policy revised the wording of the CD 124 and CY 922 forms, including changing the titles of the forms to reflect to which child care program the form applies. In addition, the Division of Policy created a third version of the form for FS/SNAP families to assure differences are accurately discussed.

The CCIS is required to review the Rights and Responsibilities Form that is appropriate for the child care program with each parent/caretaker (p/c) who requests and/or receives subsidized child care services. The sections below discuss the procedures the CCIS agencies must follow with regard to each of the revised forms.

**Procedures:**

The CCIS must review the Rights and Responsibilities Form with each p/c that requests and/or receives subsidized child care services during the face-to-face contact. If the CCIS conducts a face-to-face meeting with the p/c in person, the CCIS will:

1. Print two copies of the revised version of the form; one for the p/c and one for the family's hard file.
2. Discuss the contents of the form with the p/c, answering any questions the p/c may have.
3. Provide a copy to the p/c for his/her records.

**NOTE:** If the face-to-face is conducted via a telephone conversation, send a copy to the p/c for his/her records. The p/c is **NOT** required to sign and return the form to the CCIS.

4. Hand-write a note on the form indicating the date and time the information was discussed with the p/c.
5. Enter a case comment in Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) Child Care Works (CCW) indicating the form was discussed.

**Applications:**

Due to the cost of printing, warehousing and distributing the *Application for Subsidized Child Care Services (CY 868)*, the CCIS may **NOT** destroy old versions of the applications. The CCIS must instead include with any *CY 868*, the revised version of the form titled "Rights & Responsibilities Form For Low-Income/Former TANF/Head Start Cases" along with a copy of the letter explaining the expedited regulatory changes that were implemented beginning July 1, 2012.

**Next Steps:**

1. Share this information with appropriate staff.
2. Direct questions to your Subsidy Coordinator.