

Policy Communiqué #08-13 CareCheck: Initiated Date in PELICAN Child Care Works

This is a message from the Division of Policy

Title: CareCheck: Initiated Date in PELICAN Child Care Works

Date: June 24, 2008

Priority: Medium

Category: Informational

Action Required: See Next Steps

Response Required: No

Purpose:

The purpose of this communiqué is to advise Child Care Information Services (CCIS) agencies that effective June 19, 2008, a CareCheck segment entered into PELICAN Child Care Works (CCW) can be initiated up to 75 days in the past.

This communiqué also provides the ChildLine phone number for relative/neighbor (R/N) providers who have questions regarding requests for additional information or questions about their CareCheck results.

Discussion:

Backdating CareCheck

In the past, CCIS agencies could initiate a CareCheck segment for a new R/N provider into PELICAN CCW beginning anytime in the past. CCIS agencies could only enter a new CareCheck segment for existing R/N providers in PELICAN CCW up to 10 days in the past. It was determined that this process needs to be consistent and allow CCIS workers to initiate CareCheck segments for all R/N providers up to 75 days in the past. This is being done to allow CCIS more flexibility when entering new CareCheck Segments in accordance with the procedures outlined in OCDEL **Announcement S-08 #05 Federal Criminal History Clearances for Relative/Neighbor Providers.**

Policy provides clarification and states that only eligible providers should be paid. The CCISs do not guarantee retroactive payments for child care to parents who do not select and enroll an eligible child care provider within 30 days of funds being available.

An eligible parent who contacts the CCIS after this period of time must have an eligible provider in order to receive retroactive payments. If the provider is not eligible by CCIS standards, then the R/N provider must come into the CCIS for a face-to-face interview. The CareCheck segment will only be initiated up to 45 days from the Cogent System Scan date for a new R/N provider being entered in the system or an R/N provider who is no longer subsidy eligible within PELICAN CCW.

Please note that the system will default the CareCheck initiated date to the date on which you enter a new CareCheck segment. *This date will need to be moved back to*

the first date payment should begin without overlapping the previous CareCheck segment to assure the Subsidy Eligibility Date on the Location Demographics page is correct.

It is also important to note that if a CareCheck segment is initiated more than 15 days in the past, the system will fail the CareCheck if no face-to-face date is entered at the same time the CareCheck is entered in PELICAN CCW.

Public Phone Number to ChildLine

R/N providers who wish to discuss requests for additional information or CareCheck results with ChildLine should call 717-772-1228.

Next Steps:

1. Review this communiqué with appropriate staff.
2. Enter new CareCheck segments according to policy
3. Refer questions to your Subsidy Coordinator.

Obsolete