

Policy Communiqué #08-08. Processing Commonwealth of Pennsylvania Access to Social Services (COMPASS) Simultaneous Applications on Day 30

Title: Processing COMPASS Simultaneous Applications on Day 30

Date: 4/29/2008

Priority: **High**

Category: Informational

Action Required: None

Response Required: No

Purpose:

To clarify policy and procedures pertaining to processing Commonwealth of Pennsylvania Access to Social Services (COMPASS) Simultaneous Applications.

Discussion:

When the Child Care Information Services (CCIS) agency searches the Application Inbox in Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) by selecting "Simultaneously applying for TANF/CASH Benefits" or "Simultaneously applying for Food Stamps Benefits" and applications are returned, the CCIS may NOT process those applications for 30 days.

REMINDER: If the CCIS receives a COMPASS Simultaneous Application for FS benefits and the case meets the Low-income (LI) work requirement, the CCIS must process the application under the LI child care program on Day 10 following the date the application appeared in the inbox.

The 30-day period allows the County Assistance Office (CAO) to determine whether the family is eligible for Temporary Assistance for Needy Families (TANF) or Food Stamp (FS) benefits and for the child care related to those benefits. The eligibility determination may occur by processing a case in the Client Information System (CIS) or by rejecting the application without processing the case in CIS. If the CAO processes the case in CIS and determines the family eligible, the CAO will mark the case and CIS will push the case into PELICAN during the night batch process. If on Day 30, the case does not appear in PELICAN, the CCIS must pull the case from CIS and reject the COMPASS Simultaneous Application so the CCIS may use the case that is linked to CIS. COMPASS Simultaneous Applications are NOT linked to CIS.

If the CAO determines the case ineligible, the CCIS may not pull the TANF or FS case into PELICAN. If the CAO rejects the application without processing the case in CIS, the CCIS will not know this action occurred and will not be able to locate the case in CIS. Therefore, if the CAO determines the case ineligible or rejects the application, the CCIS must process the COMPASS Simultaneous Application under the LI child care program.

Policy

OCDEL has revised policy in response to questions submitted by the CCIS agencies surrounding processing these types of COMPASS Applications under the LI child care program. The only change to the procedures that follow is that the CCIS is now required to reset the Application Date.

Effective the date of this Communiqué, the CCIS must reset the Application date to Day 30 following the date the application appeared in the Application Inbox when processing a COMPASS Simultaneous Application under the LI child care program on Day 30. The COMPASS Simultaneous Application must be processed under the LI child care program because the family is ineligible for TANF or FS benefits or there is no corresponding budget group in CIS to pull into PELICAN.

The CCIS will no longer maintain the COMPASS Simultaneous Application date (i.e., the date the application appeared in the Application Inbox) on Day 30 when processing the application under the LI child care program. In addition, the CCIS will no longer offer a self-declaration period beginning on Day 30 when processing the application under the LI child care program.

Procedures

On Day 30 after the COMPASS Simultaneous Application appeared in the Application Inbox, the CCIS must:

1. Search PELICAN to determine whether a case appears in PELICAN that is being used or may be used to provide child care. If a case does not exist in PELICAN, check CIS to see if an eligible TANF or FS case exists.
2. Determine whether the COMPASS Simultaneous Application must be rejected or may be processed under the LI child care program.
3. Pull the case into PELICAN as follows, if the case does not already exist in PELICAN and there is an eligible TANF or FS case in CIS:
 - a. Enter the CIS County/Record Number on the bottom of the CIS Inbox page and clicking "Import."
 - b. Process the imported case that appears in the CIS Inbox.
 - c. Assess and confirm eligibility for enrollment rules under the appropriate child care program based on the budget pulled from CIS.
 - d. Navigate to the Application Inbox and do the following:
 - e. Click the Application Number hyperlink.
 - f. Print and file the Application Summary.
 - g. Select the appropriate "Reason for Rejecting the Application" from the drop-down and click "Reject" on the Application Summary page to reject the COMPASS Simultaneous Application since the CIS-linked case is being used to provide care.
4. Process the COMPASS Simultaneous Application under the LI child care program if a case does not exist in PELICAN and there is no eligible TANF or FS case in CIS as follows:
 - a. Navigate to the Application Inbox to process the case as follows:
 - i. Click the Application Number hyperlink.
 - ii. Print and file the Application Summary.
 - iii. Select the "Workload" from the drop-down and click "Save."
 - iv. Click "Continue" on the Application Summary page.
 - v. Complete Address Clearance and click "Continue."
 - vi. Verify that the appropriate individuals are participating in the case as per § 3041.31 (relating to family size) on the Individual Selection page. Deselect individuals and save, if appropriate. Remember, the primary parent/caretaker may not be deselected during this process.

NOTE: If the primary parent/caretaker designation is later determined to be incorrect because that individual no longer resides in the home, the CCIS may change the primary parent/caretaker designation on the Individual Information page and may then delete the individual from the family composition.

- vii. Click "Continue", once the family composition is verified.
 - viii. Complete Individual Clearance, if appropriate, and click "Continue."
 - ix. Confirm there are no cases returned and click "Continue" on the Case Selection page.
 - x. Click on the County/Record Number Hyperlink upon receipt of the message "A case has been successfully created for the application."
- b. Navigate to the Household Information page, following case creation, and reset the Application Date for the case to Day 30 after the COMPASS Simultaneous Application appeared in the Application Inbox.

EXAMPLE: A COMPASS Dual Application was received in the Application Inbox for Mary Jones 03/10/08. On 4/8/08, the CCIS receives an alert to process the Application. The CCIS determines it must process the Application under the LI child care program. The CCIS must change the Application Date on the Household Information page from 3/10/08 to 4/8/08.

- c. Allow the family 30 days to complete the LI Application.
- d. Send a Missing Information Letter to the parent/caretaker indicating what information or verification the parent/caretaker must submit and the date by which the parent/caretaker must submit the information or verification (i.e., 30 days from the LI case creation date).

EXAMPLE Cont'd: When the CCIS processes the Application under the LI child care program and changes the Application Date to 4/8/08, the CCIS must send a Missing Information Letter to the parent/caretaker requiring the parent/caretaker to submit verification no later than 5/7/08.

- e. Assess and confirm eligibility under the LI child care program following receipt of all necessary information and/or verification.

Next Steps:

1. Review the policy and procedures above and share with appropriate staff.
2. Contact your Subsidy Coordinator with questions.