

OVERRIDING ELIGIBILITY & ENROLLMENT RULES

409.1 GENERAL POLICY & REGULATION

409.2 DEFINITIONS & ACRONYMS

409.3 ADDING & REMOVING FAILURE REASON CODES

409.4 UPDATED INFORMATION & ADDITIONAL RESOURCES

409.4.1 Announcements

409.4.2 Updates

409.4.3 Communiqués

409.4.4 Additional Resources

OVERRIDING ELIGIBILITY & ENROLLMENT RULES

409.1 GENERAL POLICY & REGULATION

Pennsylvania’s Enterprise to Link Information for Children Across Networks (PELICAN) Child Care Works (CCW) is designed to automatically consider the majority of the eligibility requirements set forth in the regulations during each eligibility run. There are, however, special circumstances which require the Child Care Information Services (CCIS) agency to override eligibility. Examples of these special circumstances include, but are not limited to:

1. Domestic and other family violence.
2. Appeals won by the parent/caretaker.
3. Outside system scope (i.e., never built into the eligibility rules engine).
4. System malfunction awaiting data fixes and/or enhancements.
5. CCIS error.
6. Department mandate.
7. Changes to policy and/or regulation.

The CCIS must complete the following steps in PELICAN CCW when overriding eligibility:

1. Begin the eligibility determination process using one of the following methods:
 - From the *Case Profile* page click the “Determine Eligibility” hyperlink



Pennsylvania's Enterprise to Link Information for Children Across Networks
[Home](#) | [R&R](#) | [Provider](#) | [Case](#) | [Payments](#) | [Reports](#) | [Correspondence](#) | [Administration](#)

Help | Logout

Client Search | **Enrollment Search** | [Inbox Home](#) | [OCDEL Policy](#)

Case Profile Summary

Select . . . GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, ADRIENNE	

Screen	Last Updated On	Last Updated By
Case Summary	1/30/2009 12:50:26 PM	c-
Case Comments	7/8/2009 8:16:52 AM	c-
Appeals		
Household Information	1/30/2009 12:50:26 PM	c-
Individual Information	3/23/2011 11:05:08 AM	CCWMCISER
Relationships	3/23/2011 11:02:42 AM	t-test21
Child Care Request	3/23/2011 11:03:08 AM	t-test21
Teen Parent Education		
Parent/Caretaker Training		
Parent/Caretaker Disability		
Child Disability	3/23/2011 5:12:01 PM	t-test21
Employment and Wage	7/8/2009 8:05:39 AM	c-
Self Employment and Earned Income		
Other Income		
Deductions		
Determine Eligibility	3/23/2011 11:05:34 AM	t-test21
Eligibility Results	3/23/2011 11:05:34 AM	t-test21
Enrollment Summary	8/28/2008 2:45:43 PM	c-
CAO Program Eligibility	9/23/2009 3:25:06 AM	CIS
CAO Sanction/Disqualification Information		
CAO Unearned Income	2/14/2008 2:47:36 AM	CIS
Disqualification		

UserID: t-test221 | Office: CCIS of Dauphin County
System Acceptance Test | Version 11.1.0.50

OVERRIDING ELIGIBILITY & ENROLLMENT RULES

OR click "Assess Eligibility" on the *Case Summary* page.



Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

[Help](#) | [Logout](#)

Client Search | **Enrollment Search** | Inbox Home | OCDEL Policy

Case Summary

GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, ADRIENNE	

380: Data has changed. Please reassess and confirm eligibility

CAO District : Dauphin County Assistance Office []

Address and Contact Information

Address: SECOND STREET
STEELTON, PA 17113-0000

Home Phone Number: - - X Best Time to Call
Work Phone Number: - - X Best Time to Call
Mobile Phone Number: - - X Best Time to Call

Email Address: _____
Preferred Method of Contact: Mail

[UPDATE](#)

Case Information

Date Application Received	08/08/2008 12:00:00 AM	Number of Children Needing Care	2
Family Size	5	Weekly Co-pay	\$10.00
Adjusted Annual Income	\$22,461.27	Under Adverse Action	NO
Under Appeal	NO		
Redetermination Date	01/07/2010		

[LOCAL ID](#)

Case Eligibility

CC Program	Eligibility Status	Effective Begin Date	Effective End Date
TANF	Eligible	01/11/2008	02/19/2008
Former TANF	Eligible	08/08/2008	

ASSESS ELIGIBILITY

Case Members

Individual Number	Individual Name	Relationship to Primary Caretaker	Participation Begin Date	Participation End Date	Eligibility Status	Eligibility Begin Date	Eligibility End Date
	ADRIENNE	Self	08/08/2008 12:00:00 AM		Eligible Adult	08/08/2008	
	SIENNA	Granddaughter	03/20/2011 03:30:00 PM		Eligible Child	03/20/2011	
	ADRIANNA	Daughter	08/08/2008 12:00:00 AM		Eligible Child	08/08/2008	
	ANTHONY	Son	08/08/2008 12:00:00 AM		Not Requesting Child	08/08/2008	
	ROCHELLE	Daughter	03/01/2011 09:00:00 AM		Not Requesting Child	03/01/2011	

[INDIVIDUAL INFORMATION](#) [CORRESPONDENCE SEARCH](#)

[REDETERMINATION](#) [CASE PROFILE SUMMARY](#) [REFRESH](#)

UserID: t-test221 | Office: CCIS of Dauphin County
System Acceptance Test | Version 11.1.0.50

OVERRIDING ELIGIBILITY & ENROLLMENT RULES

- From within a case, click the “Select...” drop-down box, select “Determine Eligibility” from the list and click “Go”.

Case Profile Summary

County	Record	Office	Status	Mod
22		CCIS of Dauphin County	Open	Ongoing

Screen	Last Modified	
Case Summary	1/30/2009	
Case Comments	7/8/2009	
Appeals		
Household Information	1/30/2009	
Individual Information	3/23/2011	
Relationships	3/23/2011	
Child Care Request	3/23/2011	
Teen Parent Education		
Parent/Caretaker Training		
Parent/Caretaker Disability		
Child Disability	3/23/2011	
Employment and Wage	7/8/2009	
Self Employment and Earned Income		
Other Income		
Deductions		
Determine Eligibility	3/23/2011	
Eligibility Results	3/23/2011	
Enrollment Summary	8/28/2009	
CAO Program Eligibility	9/23/2009 3:25:06 AM	CIS
CAO Sanction/Disqualification Information		
CAO Unearned Income	2/14/2008 2:47:36 AM	CIS
Disqualification		

UserID: t-test221 | Office: CCIS of Dauphin County | System Acceptance Test | Version 11.1.0.50

2. On the *Child Care Program* page, click the “Program” drop-down box and select an appropriate “Program” from the list.
3. Click “Assess Eligibility”.

Child Care Program

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, ADRIENNE	

380: Data has changed. Please reassess and confirm eligibility

Program

Former TANF 2

3 ASSESS ELIGIBILITY CASE PROFILE SUMMARY CANCEL

UserID: t-test221 | Office: CCIS of Dauphin County | System Acceptance Test | Version 11.1.0.50

OVERRIDING ELIGIBILITY & ENROLLMENT RULES

- Click the “Eligibility” drop-down box and select the appropriate Family Composition “Eligibility Status”(i.e., “Eligible” or “Ineligible”) from the list.
- Click “Update”, under the “Failure Reason Code” table.

Family Composition Eligibility Results Select... GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, ADRIENNE	

380: Data has changed. Please reassess and confirm eligibility

FC Eligibility Result : Former TANF
 Run Date 6/7/2011 10:55:19 AM
 Status Open
 Mode Ongoing

Eligibility Status	Eligibility Begin Date	Eligibility End Date
Eligible	08/08/2008	06/07/2011
Eligible <input type="checkbox"/>	06/08/2011	

Failure Reasons

Failure Reason Code
UPDATE <input type="checkbox"/> 5

Eligibility Override Details
 Override Code: Select...
 Override Comments:

Redetermination Details
 Redetermination Date: 01/07/2010
 Override Code: Select...
 Override Comments:

Co-pay Results

Family Size	Adjusted Annual Income	Weekly Co-pay	Co-pay Effective Date
5	\$22,461.27	\$10.00	06/13/2011

INDIVIDUAL RESULTS **ELIGIBILITY DETAILS** **SAVE** **CONFIRM** **HISTORY** **CASE PROFILE SUMMARY** **CANCEL**

UserID: t-test221 | Office: CCIS of Dauphin County System Acceptance Test | Version 11.1.0.50

- To fail a case, add a failure reason code by selecting the appropriate “Failure Reason Code(s)” for the case. To pass a case for which “Failure Reason Codes” are associated, remove the “Failure Reason Code(s)” by clearing the checkbox(es).
- Click “Save”.

OVERRIDING ELIGIBILITY & ENROLLMENT RULES

Failure Reason Codes

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, ADRIENNE	

Code	Description
<input type="checkbox"/> 001	Single p/c disability - AA - P
<input type="checkbox"/> 002	Child Over Age - AA - P
<input type="checkbox"/> 003	Work Req - Head Start - AA
<input type="checkbox"/> 004	Verification - Disability - AA
<input type="checkbox"/> 005	Verification - DOB - AA
<input type="checkbox"/> 006	Verification - Education - AA
<input type="checkbox"/> 007	Work Req - Teen - AA - P
<input type="checkbox"/> 008	Verification - Work - AA
<input type="checkbox"/> 009	Over Income - AA
<input type="checkbox"/> 010	Verification - Foster Child - AA
<input type="checkbox"/> 011	Immunization - 90 Days - AA - P
<input type="checkbox"/> 012	Immunization - Not Willing - AA - P
<input type="checkbox"/> 013	Joint Custody - AA - P
<input type="checkbox"/> 014	Verification - Maternity Leave - AA - P
<input type="checkbox"/> 016	Work-hour Req - AA - P
<input type="checkbox"/> 944	AA - Change in Primary Caretaker - AA

6 and 13

7 and 14

SAVE **CANCEL**

UserID: t-test221 | Office: CCIS of Dauphin County | System Acceptance Test | Version 11.1.0.50

8. Click the "Override Code" drop-down box and select an option.
9. Enter "Override Comments" indicating the reason for which eligibility was overridden.
10. Click "individual Results".

Eligibility Override Details

Override Code: Select... **8**

Override Comments: **9**

Redetermination Details

Redetermination Date: 01/07/2010

Override Code: Select...

Override Comments:

Co-pay Results

Family Size	Adjusted Annual Income	Weekly Co-pay	Co-pay Effective Date
5	\$22,461.27	\$10.00	06/13/2011

10 **18**

INDIVIDUAL RESULTS **ELIGIBILITY DETAILS** **SAVE** **CONFIRM** **HISTORY** **CASE PROFILE SUMMARY** **CANCEL**

UserID: t-test221 | Office: CCIS of Dauphin County | System Acceptance Test | Version 11.1.0.50

11. Click the "Eligibility Status" drop-down "(i.e., "Eligible Adult", "Ineligible Adult", "Eligible Child", "Ineligible Child" or "Not Requesting Child") from the list.
12. Click "Update" for the individual whose eligibility status must be overridden.
13. To fail an individual, add a "Failure Reason Code" by selecting the appropriate "Failure Reason(s)". To pass an individual, for which "Failure Reason Codes" are associated, remove the "Failure Reason Code(s)" by clearing the checkbox(es). See screen shot of *Failure Reason Codes* page on previous page.

OVERRIDING ELIGIBILITY & ENROLLMENT RULES

14. Click "Save". See screen shot of *Failure Reason Codes* page on previous page.
15. For each individual for whom eligibility was overridden, click the "Override Reason" drop-down box and select an option from the list.
16. Enter "Override Comments" for each individual for whom eligibility was overridden.
17. Click "Save and Return".



Pennsylvania *Pennsylvania's Enterprise to Link Information for Children Across Networks*

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

[Help](#) | [Logout](#)

Client Search | **Enrollment Search** | Inbox Home | OCDEL Policy

Individual Eligibility Results

[GO](#)

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, ADRIENNE	

380: Data has changed. Please reassess and confirm eligibility

Individual Eligibility Result 11

Individual	Eligibility Status	Eligibility Begin Date	Eligibility End Date
Parent/Caretaker(s)			
, ADRIENNE	Eligible Adult	08/08/2008	06/07/2011
	Eligible Adult <input type="button" value="v"/>	06/08/2011	
Children			
, SIENNA	Eligible Child	03/20/2011 3:30 PM	06/07/2011
	Eligible Child <input type="button" value="v"/>	06/08/2011 10:55 AM	
, ADRIANNA	Eligible Child	08/08/2008 12:00 AM	06/07/2011
	Eligible Child <input type="button" value="v"/>	06/08/2011 10:55 AM	
, ANTHONY	Not Requesting Child <input type="button" value="v"/>	08/08/2008 12:00 AM	06/06/2011
	Not Requesting Child	06/07/2011 10:55 AM	
, ROCHELLE	Not Requesting Child <input type="button" value="v"/>	03/01/2011 9:00 AM	06/06/2011
	Not Requesting Child	06/07/2011 10:55 AM	

Failure Reasons

Individual	Failure Reason Code	UPDATE <input type="button" value="v"/>
, ADRIENNE		UPDATE <input type="button" value="v"/>
, SIENNA		UPDATE <input type="button" value="v"/>
, ADRIANNA		UPDATE <input type="button" value="v"/>

12

Eligibility Override Details

Individual	Override Code	Override Comments
, ADRIENNE	Select... <input type="button" value="v"/>	<input type="text"/>
, SIENNA	Select... <input type="button" value="v"/>	<input type="text"/>
, ADRIANNA	Select... <input type="button" value="v"/>	<input type="text"/>
, ANTHONY	Select... <input type="button" value="v"/>	<input type="text"/>
, ROCHELLE	Select... <input type="button" value="v"/>	<input type="text"/>

15 16

17

SAVE & RETURN

HISTORY

CANCEL

UserID: t-test221 | Office: CCIS of Dauphin County
System Acceptance Test | Version 11.1.0.50

Page 7 of 12

OVERRIDING ELIGIBILITY & ENROLLMENT RULES

18. Click Eligibility Details”. See screen shot on previous page.
19. Validate income information.
20. Click “Return to Summary”.

Eligibility Detail

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, ADRIENNE	

380: Data has changed. Please reassess and confirm eligibility

Eligibility Details

Family Composition
Child Care Program: Former TANF

Individual Number	Individual	Date of Birth
	, ADRIENNE	2/15/1976
	, ROCHELLE	5/6/1994
	, ANTHONY	10/15/1995
	, ADRIANNA	10/27/2007
	, SIENNA	3/20/2011

Income Result

Family Size	Adjusted Annual Income	%FPIG	FPIG Income	Income Unit	Income Test Result
5	\$22,461.27	86%	\$26,170.00	N/A	Pass

Income Summary

Parent/Caretaker	Source	Amount(Annual)
Employment Income		
, ADRIENNE	H , LLC	+\$17,625.27
Gross Employment Income		+\$17,625.27
Self-Employment Income		
Gross Self-Employment Income		+\$0.00
Other Income		
Gross Other Income		+\$0.00
Income Deductions		
Total Income Deductions		\$0.00
Total Adjusted Medical Deduction		+\$0.00
Gross Annual Income		+\$17,625.27
Calculated Annual Deductions		\$0.00
Total Grant Amount		+\$4,836.00
Adjusted Annual Income		+\$22,461.27

HISTORY RETURN TO SUMMARY 20

UserID: t-test221 | Office: CCIS of Dauphin County System Acceptance Test | Version 11.1.0.50

21. When all information is validated and eligibility results are appropriate, click “Confirm”.

INDIVIDUAL RESULTS ELIGIBILITY DETAILS SAVE CONFIRM HISTORY CASE PROFILE SUMMARY CANCEL

UserID: t-test221 | Office: CCIS of Dauphin County System Acceptance Test | Version 11.1.0.50

See manual “106 – PELICAN CCW Troubleshooting Guide, § 3.4 – Eligibility Override Summary Screen, pages 14 – 20” for detailed steps regarding correcting the child care program of a case, correcting gaps in eligibility when a case is reopened incorrectly and correcting child dates from “Not Requesting” to “Eligible” segments.

[Return to Table of Contents](#)

OVERRIDING ELIGIBILITY & ENROLLMENT RULES

409.2 **DEFINITIONS AND ACRONYMS**

See manual “[101 – Definitions and Acronyms](#)” for a complete, alphabetical listing of definitions and an alphabetical table of acronyms.

[Return to Table of Contents](#)

409.3 **ADDING & REMOVING FAILURE REASON CODES**

The CCIS must complete the following steps in PELICAN CCW when adding and/or removing “Failure Reason Codes”:

1. On the *Family Composition Eligibility Results* page or the *Individual Eligibility Results* page, select and/or clear appropriate “Failure Reasons”.
2. Click “Save”.

The listing of “Failure Reason Codes” will change depending upon the type of case (i.e., CIS-related or PELICAN CCW) and the case status/mode (i.e., Intake/Pending or Open/Ongoing).

[Return to Table of Contents](#)

OVERRIDING ELIGIBILITY & ENROLLMENT RULES

409.4 UPDATED INFORMATION & ADDITIONAL RESOURCES

This section contains a listing of updated information distributed following issuance of this manual section via Announcements, Updates and Communiqués, as well as additional resources available to the CCIS.

409.5.1 Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

[Return to Table of Contents](#)

409.5.2 Updates

DATE ISSUED	UPDATE NUMBER	TITLE

[Return to Table of Contents](#)

