

## **Policy Communiqué #08-18: Maintaining the Application Date of Commonwealth of Pennsylvania Access to Social Services (COMPASS) Simultaneous Applications when Processing under the Low-income (LI) Child Care Program**

**Title:** Maintaining the Application Date of Commonwealth of Pennsylvania Access to Social Services (COMPASS) Simultaneous Applications when Processing under the Low-income (LI) Child Care Program

**Date:** 10/9/2008

**Priority:** High

**Category:** Informational

**Action Required:** Yes

**Response Required:** No

### **Purpose:**

To notify Child Care Information Services (CCIS) agencies of a recent change in policy and procedures pertaining to processing COMPASS simultaneous applications. The policy revision requires the CCIS to maintain the original COMPASS application date when processing a simultaneous application for LI on the 30<sup>th</sup> day. This communiqué replaces Policy Communiqué #08-08: Processing Commonwealth of Pennsylvania Access to Social Services (COMPASS) Simultaneous Applications on Day 30 issued on April 29, 2008.

### **Discussion:**

When the CCIS agency searches the Application Inbox in Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) - Child Care Works (CCW) by selecting "Simultaneously applying for TANF/CASH Benefits" or "Simultaneously applying for Food Stamp 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 Food Stamp (FS) benefits and the case meets the 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 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 CCW during the night batch process. If on day 30, the case does not appear in PELICAN CCW, 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 CCW. 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 and the Office of General Counsel reviewed policy and procedures in response to questions submitted by the CCIS agencies surrounding modification of the application date and placement on the waiting list when processing COMPASS applications under the LI child care program. **The only change to the policy and procedures that follow is that the CCIS is NO LONGER REQUIRED to reset the application date.**

Effective the date of this Communiqué and going forward, the CCIS must maintain the application date of a COMPASS simultaneous application (i.e., the date the application was submitted from COMPASS to PELICAN CCW) when processing the application under the LI child care program on day 30. The CCIS does not need to take any action to accomplish this; the system will automatically keep the original application date. 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.

## Procedures

On day 30 after the COMPASS simultaneous application appeared in the Application Inbox, the CCIS must:

1. Search PELICAN CCW to determine whether a case appears in PELICAN CCW that is being used or may be used to provide child care. If a case does not exist in PELICAN CCW, 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 CCW 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 click "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 upon 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 CCW **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. Allow the family 30 days to complete the LI application.
  - c. 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:** The CCIS receives a COMPASS application on 10/20/08. On 11/19/08 (i.e., the 30<sup>th</sup> day following receipt of the COMPASS simultaneous application in the Application Inbox), the CCIS processes the application under the LI child care program and sends a Missing Information Letter to the parent/caretaker requiring the parent/caretaker to submit verification no later than 12/19/08 (i.e., 30 calendar days following the date the application is processed under the LI child care program).

- d. Assess and confirm eligibility under the LI child care program following receipt of all necessary information and/or verification **OR** no later than the 30<sup>th</sup> calendar day following the date the application is processed under the LI child care program.

**Next Steps:**

1. Obsolete Policy Communiqué #08-08: Processing Commonwealth of Pennsylvania Access to Social Services (COMPASS) Simultaneous Applications on Day 30.
2. Review the policy and procedures above and share with appropriate staff.
3. Contact your Subsidy Coordinator with questions.