

Supplemental Nutrition Assistance Program (SNAP) – *formerly Food Stamps*

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401.1 GENERAL POLICY & REGULATION

The information in this chapter contains direction and procedure in determining eligibility for enrollment (i.e., the enrollment rules) for the Subsidized Child Care Program as it relates to Supplemental Nutrition Assistance Program (FS/SNAP), formerly Food Stamps (FS), child care.

The Office of Income Maintenance (OIM) administers FS/SNAP benefits through the local County Assistance Office (CAO). The CAO issues FS/SNAP benefits to eligible families to buy food and obtain nutritious diets by increasing their food purchasing power at grocery stores and supermarkets.

The Department of Human Services (Department) provides help with child care costs to eligible families who need care in order to go to work, attend school and/or participate in employment and/or training programs.

The Child Care Information Services (CCIS) is responsible to provide services for all qualified families participating in the Subsidized Child Care Program, regardless of the type of child care program. The child care programs that are used in Pennsylvania’s Enterprise to Link Information for Children Across Networks (PELICAN) Child Care Works (CCW) are listed in the table below.

<i>Child Care Program</i>	<i>Description</i>	<i>Eligibility Agent</i>
LI	Low-Income	CCIS
FT	Former TANF	CCIS
HS	Head Start	CCIS
TANF	TANF	CAO
FS	FS/SNAP, <i>formerly Food Stamps*</i>	CAO

** PELICAN CCW continues to display “FS” or “Food Stamps” rather than “FS/SNAP” or “FS/SNAP” on all pages in the Case subsystem.*

As specified in § 168.1(a) (relating to policy on payment of child care), “To the extent funds are available, payment for child care will be made to enable the parent/caretaker (p/c) to participate in training activities. To qualify for a child care payment, the individual must be eligible to receive FS/SNAP benefits.”

Payment for child care is made to enable the p/c to participate in a CAO-approved training activity. To qualify for child care, the budget group must be eligible for FS/SNAP benefits, include an eligible parent who is participating in a CAO-approved training activity, include an eligible child and have a need for child care related to the p/c’s training activity. The CCIS may issue child care payments only for the hours related to the p/c’s participation in the CAO-approved training activity. The CAO-approved training activity may be a paid (i.e., employment or subsidized training) or unpaid activity, based on the Employment and Training (E&T) requirements specific to the budget group. There is no minimum requirement related to the number of hours/week a p/c must participate in the CAO-approved training activity in order to receive child care.

Families who are working only and receive FS/SNAP benefits do not qualify for child care through the FS/SNAP child care program. These families can be evaluated for child care under the Low Income program.

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As specified in [§ 168.1\(d\)](#), “The determination of eligibility and notification of approval or denial of child care payments will be done in accordance with [§ 165.43](#) (relating to special allowances for supportive services and time frames for authorization of special allowances for supportive services).”

As specified in [§ 165.43\(a\)](#), “The CAO shall document an oral or written request for a special allowance for supportive services. A written decision approving or denying the request shall be issued by the CAO no later than 15 calendar days following the request.”

Per policy, the CCIS is responsible for notifying the family of eligibility or ineligibility for subsidized child care enrollment no later than 15 calendar days following the request (i.e., the date the Client Information System (CIS) case appeared in the CIS Inbox).

As specified in [§ 168.1\(g\)](#), “The CCIS will provide help in finding and selecting a child care provider.”

The Office of Child Development and Early Learning (OCDEL) is committed to promoting a quality child care environment for Pennsylvania’s families. The CCIS agency is the center of child care information in the local community. In representing OCDEL, CCIS agencies must advocate this philosophy when connecting with families who seek information about child care.

The CCIS must offer Resource and Referral (R&R) services to all families, regardless of income, with focus on the needs of families receiving subsidy services. For additional information related to R&R, [see Manual Section “200 – R&R”](#).

As specified in [§ 168.3](#) (relating to authority to administer subsidized child care), “The Department may delegate to another approved entity, such as the CCIS, the responsibilities in chapter 168 for the purpose of administering subsidized child care.”

The CCIS is *not* the eligibility agent. Information transferred from the CIS takes priority in any case within PELICAN CCW in which enrollment rules are determined under the “FS” child care program. The CCIS *may not* verify the accuracy of CIS information. If a p/c insists that the information in CIS is incorrect and the incorrect information is causing a hardship for the p/c, the CCIS may contact its CAO liaison to discuss the situation, determine next steps and reach agreement regarding timeframes for resolution. If the situation cannot be resolved, the CCIS must contact its subsidy coordinator to report the issue.

The CCIS *must* have an “Open Door” policy with regard to a p/c’s report of a change. If a p/c reports a change that affects eligibility, the CCIS will do everything possible to assist the p/c in reporting this change to the CAO via making a phone available to call the [Statewide Customer Service Center \(SWCSC\)](#) or faxing the verification to the CAO.

The CAO uses CIS to determine initial and ongoing eligibility for FS/SNAP benefits and the child care related to those benefits. The CAO may refer a p/c to the CCIS to receive help with locating quality child care and assistance in paying child care costs.

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[See Manual Section “401.18.3.1 – Questions – 401.1 – General Policy & Regulation”](#)

Supplemental Nutrition Assistance Program (SNAP) – *formerly Food Stamps*

401.1.1 Subsidy Benefits

As specified in [§ 168.18\(a\)](#) (relating to need for child care), “Child care must be needed to enable a member of the budget group to participate in a training activity.”

See Manual Section “401.5.2 – Employment and Training (E&T) Requirements” for information regarding what constitutes a training activity.

As specified in [§ 168.18\(c\)](#), “Child care will be considered as needed for entry into or during breaks in approved training activities for up to 30 days.”

Child care is permitted and payment for child care is made as follows:

1. During participation in a CAO-approved training activity.
2. As needed for travel time to and from the training activity and the child care provider.
3. For up to 5 consecutive days of absence.
4. For up to 30 days, as appropriate, during a break in the CAO-approved training activity.

EXAMPLE:

On 6/10/16, a p/c receiving FS/SNAP benefits reports to the CAO that her classes end for the semester at HACC on 6/24/16, but she will be starting the summer semester on 7/18. The CAO worker will update the p/c’s Employment Development Plan (EDP) and the p/c will provide a copy to the CCIS. Child care continues during the break.

5. During documented study time as approved by the CAO.
6. During the hours one p/c in a two-p/c family is participating in a CAO-approved training activity when the other parent has a disability and is unable to provide care as documented by a physician or licensed psychologist.

EXAMPLE:

A FS/SNAP case is pushed from CIS on 7/5/16 and appears the following day, 7/6/16, in the CIS Inbox. The case consists of a mother, father and 2 children under the age of 13. The case information indicates that the mother is participating in an approved activity and the father has a temporary disability that makes him unable to work, attend training or provide care to his children. The CCIS will authorize child care to enable the mother to continue to participate in her CAO-approved training activity.

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[See Manual Section “401.18.3.2 – Questions – 401.1.1 – Subsidy Benefits”](#)

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401.1.2 Subsidy Limitations

As specified in § 168.18(d), “Child care will not be considered as needed when the biological or adoptive parent, specified relative or legal guardian of the child is the owner/operator of a child care business where care is available for the child.”

The CCIS must ensure that care is not provided for a family in which the p/c is the owner/operator of a child care facility and space is available to enroll the child in the p/c’s child care facility.

As specified in § 168.18(e), “Subsidized child care may not be used as a substitute for a publicly funded educational program, such as kindergarten or a specialized treatment program.”

The CCIS may not pay for subsidized child care during a period of time in which an educational program or a specialized treatment program is available for the child.

EXAMPLES:

1. The CCIS receives a FS/SNAP case consisting of a mother and two children. One of the children is school age, 5, and should be attending kindergarten in the fall. The CCIS contacts the p/c to inquire if the child will be attending kindergarten. The p/c states she will not be sending her child to kindergarten because she feels he is not ready. The CCIS inquires if the p/c has documentation from a physician, psychiatrist or licensed psychologist stating the child is not ready to start kindergarten. The p/c states she does not, but she knows what is best for her child.

DECISION:

The child is not eligible for subsidized child care because there is a publicly funded educational program (i.e., kindergarten) available for the child and there is no documentation indicating the program is inappropriate for the child.

2. The CCIS has been providing care to two children in a FS/SNAP case; one has turned age 5. The CCIS contacts the p/c to inquire if the child will be attending kindergarten. The p/c states there is no space and her child would have to wait until next year and submits documentation from the school district.

DECISION:

Subsidized child care may continue for the child.

As specified in § 168.19(2) (relating to child care arrangements), “The person or entity providing child care may not be one of the following: (i) The biological or adoptive parent or legal guardian of the child; (ii) A member of the budget group; or (iii) The stepparent of the child living in the home.”

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Care is not permitted when:

1. The p/c or stepparent is caring for other children and wants someone else to care for his/her own child(ren) during the hours/days when care is requested for his/her own child(ren) OR is an owner/operator/director of a child care facility.
2. A publicly-funded educational program is available for the child.
3. The person providing care is a member of the budget group or household as determined by CIS.
4. The p/c is available to care for his/her child(ren) during the times care is requested.

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[*See Manual Section “401.18.3.3 – Questions – 401.1.2 – Subsidy Limitations”*](#)

401.2 DEFINITIONS & ACRONYMS

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

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401.3 GOALS & OBJECTIVES

[*See Manual Section “401.18.1 – Goals” and Manual Section “401.18.2 – Objectives”*](#)

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401.4 INCLUSION RULES & FAMILY COMPOSITION

In general, a family applying for subsidized child care shall consist of the following individuals who reside in the same household (i.e., budget group): the child(ren) for whom subsidized child care is requested, the p/c of the child(ren) and any other child(ren) who are under the care and control (C&C) of the p/c. For purposes of determining family composition for a FS/SNAP budget, there is the additional consideration of “who purchases and prepares meals together.” CIS determines family composition by the set-up of the budget groups in CIS; however, PELICAN CCW plays a role in determining whether individuals are included in a case when there are multiple budgets associated with the Co/Record Number. The budget group consists of two important components, the category code and the grant group. The “CIS Budget Group” and “CIS Category Code” related to FS/SNAP cases is “FS”.

NOTE: Category Code “J” indicates a p/c and/or a child receives SSI. The “J” budget is only visible on the *CIS Case Summary* page. Child care cannot be paid under a J budget and PELICAN will choose the FS/SNAP budget to process the case. FS/SNAP child care can no longer be paid when an individual in the budget group is receiving SSI and/or is in a J budget.

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The key questions used when determining who is included in the family composition are as follows:

1. Is the individual CHILD under the age of 13 OR between 13 and 19 with a developmental delay, disability, injury or impairment?
2. Does the individual have a PARENTAL RELATIONSHIP to a child in the budget group?
3. Does the individual have C&C over a child in the budget group?
4. Is the individual the SPOUSE of an individual with a parental relationship to the child or C&C over the child?

CIS considers the following additional questions for the FS program:

1. Does the individual PURCHASE FOOD AND PREPARE MEALS TOGETHER with other household members?
2. Do any of the following SPECIAL REQUIREMENTS apply?
 - a. The individual is under 22 years of age and living with his/her natural or adoptive parent(s) or stepparent.

An individual under age 22 is included in the same household as his/her parent.

- b. The individual is elderly and/or disabled, age 60 or older and unable to purchase and prepare meals because of a disability.

An elderly or disabled member (age 60 or older) may be included in the same FS/SNAP household along with his/her adult child.

3. Is anyone in the budget group also receiving TANF benefits?

If anyone in the budget group is currently receiving TANF benefits, no child in the budget group may receive child care under the FS/SNAP child care program. One exception is if the child is not required to be included in the TANF budget group.

EXAMPLES:

1. Mother and her child, C1, live with her boyfriend and his child, C2. Neither the mother nor boyfriend has C&C over the other's child. The children are not shared between them. They buy and prepare their meals separately and they each have their own FS/SNAP cases. In this situation, two separate cases would be created in PELICAN since they are two separate FS/SNAP budgets in CIS.

CHILDREN ELIGIBLE FOR CARE = C1 & C2

UNDER WHICH BUDGET = C1 (TANF) & C2 (FS/SNAP)

DECISIONS:

- ✓ The mother and boyfriend are not married
- ✓ The mother and boyfriend do not have C&C over the other's child
- ✓ There is no shared child between them.

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2. Mother and boyfriend live together. Mother has a child of her own, C1, Boyfriend has his own child, C2, and they have a child in common, C3. The common child, C3, is the link that pulls everyone into the same case, including each child of their own, C1 and C2. They are all in the same FS/SNAP budget in CIS.

CHILDREN ELIGIBLE FOR CARE = C1 & C3 only

UNDER WHICH BUDGET = C1 & C3 (TANF)

DECISIONS:

- ✓ C2 is ineligible
- ✓ The mother and boyfriend have a shared child

If the CAO has included these members in the FS/SNAP case, PELICAN CCW includes them in the family composition and in the eligibility determination.

A C&C indicator does not exist in PELICAN CCW. However, the CCIS may locate the information needed to determine whether an individual has C&C over a specific child on the *Household Relationships (CQRELN)* page in the CIS.

CQRELN CIS HOUSEHOLD RELATIONSHIP INQUIRY										09/25/07 09:26:26					
Operator:				Worker:				Page: 3 of 6							
Co Record	D	Status	Case Name			Csld	Beg: 09/17/07								
51	F	OPEN	KANETA D			0343	End: 00/00/00								
											Chg: 09/11/07				
Ref LN: 03		Last:		First: JAMIL			M: K	Age:		Gender: M					
Source	LN	Short Name	Gndr	Rel Ref	Caring for Ref	Crtk Ref	Tax Ref	Source	LN	Short Name	Gndr	Rel Ref	Caring for Ref	Crtk Ref	Tax Ref
	01	CARL	29 M	F	Y	Y	N	02	KANET	29 F	M	M	Y	Y	N
	04	JAMAL	11 M	B	N	N	N	05	FATEE	5 F	SR	N	N	N	
	06	SAMIR	2 M	B	N	N	N								

LN 01, CARL, IS THE FATHER OF LN 03, JAMIL. CARL IS CARING FOR JAMIL AND IS A P/C FOR JAMIL.

NUMBER OF CASES & FAMILY SIZE - Examples:

In each of the following examples, the mother is the applicant.

1. Mother and two children in FS/SNAP budget, C1 and C2, and her boyfriend who lives in the household with them. Boyfriend is not the spouse of mother and he is not the father of either child, nor does he have C&C over the children. He buys and prepares his food separately from the Mother and children and is a NX on the FS/SNAP budget in CIS.

NUMBER OF CASES IN PELICAN CCW = 1

FAMILY SIZE = 3 (Mother, C1 and C2)

2. Mother and two children, C1 and C2, and her boyfriend who lives in the household and is the father of C2 (or has C&C). They are all in the same FS/SNAP budget in CIS.

NUMBER OF CASES IN PELICAN CCW = 1

FAMILY SIZE = 4 (Mother, Boyfriend, C1 and C2)

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3. Mother and her child, C1, live with her boyfriend and his child, C2. They buy and prepare their meals separately and they each have their own FS/SNAP cases. In this situation, two separate cases are created in PELICAN since they are two separate FS/SNAP budgets in CIS.

NUMBER OF CASES IN PELICAN CCW = 2

FAMILY SIZE FOR CASE 1 = 2 (Mother and C1)

FAMILY SIZE FOR CASE 2 = 2 (Boyfriend and C2)

4. Mother and boyfriend live together. Mother has a child of her own, C1, Boyfriend has his own child, C2, and they have a child in common, C3. The common child, C3, is the link that pulls everyone into the same case, including each child of their own, C1 and C2. They are all in the same FS/SNAP budget in CIS.

NUMBER OF CASES IN PELICAN CCW = 1

FAMILY SIZE = 5 (Mother, Boyfriend, C1, C2, and C3)

5. Mother and her two children, C1 and C2, live with the mother's husband. Although the husband is not the father of the children, he is pulled into the case because he is the spouse of the mother.

NUMBER OF CASES IN PELICAN CCW = 1

FAMILY SIZE = 4 (Mother, Husband, C1 and C2)

6. Mother has her child and Husband has his child. Because mother and husband are married, everyone is included in one case together.

NUMBER OF CASES IN PELICAN CCW = 1

FAMILY SIZE = 4 (Mother, Husband, C1 and C2)

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401.5 ELIGIBILITY

Eligibility for FS/SNAP child care is determined by CIS based on information the CAO data-entered. Each individual's eligibility result is on the *Child Care Summary Results* page (CQCCSR) in CIS. F= Failed and P= Passed.

ecis		client information system		User: t-joyungma			
Home AP CP CIS Case Mgt Chg Center Imaging Comments LTL Exchanges FM Admin CN							
Main Menu Inquiry Menu Clerical Transactions AECM AECM History Menu Login Logout							
SQCCSR		CIS CHILD CARE ELIG SUMMARY RESULT INQUIRY		03/04/11 14:21:18			
		Operator:		Worker: 05207 Page: 1			
Co Record	D	Status	Case Name	Csld			
22 8193297	0	OPEN	CAROL GREENE	0123			
		CC Rslt					
LN	Short Name	Cat	GG	Pgm	P/F	Reason	Short Description
01	CAROL GRE	30	FS	00	F	300	Age is greater than 18
02	EMILY GRE	3	FS	00	P		
03	LYLA GRE	2	FS	00	P		
04	WILLI CRI		D	00	F	303	No individual with Care and Contro
04	WILLI CRI		FS	00	P		
Next Trans:		Parameters:		Xmit:			
Submit				OVR			

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When the CAO pushes or the CCIS pulls a case, the data is exported from CIS and imported into PELICAN CCW. PELICAN CCW collects and stores the information sent from CIS and includes the information from CIS when the CCIS assesses and confirms eligibility for enrollment. There are times when the CCIS must override eligibility for a child or children from “Eligible Child” to “Ineligible Child”. These situations are discussed in greater detail later in this manual section. The page below indicates the CAO has manually pushed the case from CIS. (R= Pushed) (Y= Eligible) (N= Not Eligible)

```

COBUDG          CIS BUDGET AUTHORIZATION INQUIRY          03/04/11 14:08:55
Operator:          Worker: 05207 Page: 1 of 5
Co Record Dist Case Status Case Name Cslid Beg: 04/11/11
22 8193297 0 OPEN CAROL GREENE 0123 End: 00/00/00
Chg: 03/04/11
Cat GG Ctl Pgm Suf Intv Stat Susp Act Rea Appl Open Close
FS 1 00 S AT OPEN 00/00/00 F 098 03/04/11 03/04/11 00/00/00

Nonfinancial: PASS Automated Notice ? N Reapp Reapp Due SAR
Resources: N/A Notice Opt Type 00/00/00 02/29/12 1
Income: PASS 098
SAR SAR Due
Mo Ben: $ 609.00 00/00/00 09/2011
Sel: Med Serv Provider:
    
```

Although the CAO pushes a case into PELICAN CCW only when the budget group meets the eligibility criteria in CIS, it is possible for the case to fail based on enrollment rules. If a FS/SNAP case fails in PELICAN CCW due to a CIS eligibility criterion, the CCIS will be unable to override the eligibility results. However, if a case fails in PELICAN CCW due to enrollment rules, the CCIS may override the eligibility results as appropriate. As noted earlier, there are also circumstances, which require the CCIS to override an individual child’s eligibility result in PELICAN CCW to ineligible. The following sections discuss eligibility criteria and enrollment rules in greater detail.

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401.5.1 Eligibility Statuses & Meanings

The following table is informational only and contains the most common eligibility statuses and a brief description of what each status means.

STATUS	MEANING
EB	Eligible Able Bodied Adult
EM	Eligible Member
EW	Eligible Able Bodied Waived Adult
EC	Eligible Child (GA budget)
DF	Disqualified for Fraud
DS	Disqualified for Sanction
NM	Non-eligible Member
NX	Not Requesting Benefits

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Eligibility status is displayed on the *CAO Program Eligibility* page in PELICAN CCW as shown below.

CAO Program Eligibility						
County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
67		CCIS of York County	Open	Ongoing		
CIS Mapping Information						
CCW CaseID	CIS CaseID	LINK TO CIS				
CIS Budget Eligibility						
Category	Grant Group	PSC	Effective Begin Date	Effective End Date	Budget Status	TCA Elig?
FS		00	4/1/2016		Open	N/A
Eligibility Information						
Individual Number	Individual Name	Relationship	PSC	Eligibility Status	Eligibility Begin Date	Eligibility End Date
		Parent/Caretaker	00	EB - Eligible Able Bodied Adult-FS	4/1/2016	
		Son	00	EM - Eligible Member-FS	4/1/2016	
		Wife	00	EB - Eligible Able Bodied Adult-FS	4/1/2016	

The “CIS Mapping Information” section displays the “CCW Case ID” and the associated “CIS Case ID,” in addition to indicating whether the case is linked to CIS. If the “Link to CIS” field displays “No” in an active FS/SNAP case, this indicates there is a problem with the “Known to PELICAN” indicator.

The budget information displayed at the top of the page is associated with the budget under which PELICAN created the case.

The “CIS Budget Eligibility” section displays the “Effective Begin Date,” “Effective End Date (if appropriate), “Budget Status” and indicates whether the case is eligible for Transitional Cash Assistance (TCA). TCA is a TANF benefit that allows for eligibility stabilization for a period of 90 calendar days following the date the TANF budget ended due to new employment and earned income.

The “Eligibility Information” section displays the “Eligibility Status,” “Eligibility Begin Date” and “Eligibility End Date” (if appropriate) for each member of the budget group as it pertains to the CIS benefit. The eligibility information is not associated with the child care eligibility status for each child. In addition, this section displays each budget group member’s relationship to the primary caretaker/head of household and the “Program Status Code (PSC) for each budget group member.

Budget Grant Amount					
Category	Grant Group	Grant Amount	Frequency	Effective Begin Date	Effective End Date
FS		\$511.00	Monthly	6/8/2016	
Training Activity					
Individual Number	Individual Name	Activity Type - Code	Activity Begin Date		
To be determined					
Sanction/Disqualification Information					
Individual Number	Individual Name	Sanction/Disqualification Type	Sanction/Disqualification Details	Begin Date	End Date
No Data Found					

The “Budget Grant Amount” section displays the “Category,” “Grant Group,” “Grant Amount,” “Frequency,” “Effective Begin Date” and “Effective End Date” (if appropriate) that is associated with the grant amount for the budget/category.

Supplemental Nutrition Assistance Program (SNAP) – formerly Food Stamps

The “Training Activity” section displays the “Activity Type – Code” and “Activity Begin Date.”

The “Sanction/Disqualification Information” section displays any active sanction/disqualification associated with an individual in the budget group. Not every sanction will display on the *CAO Sanction / Disqualification* page or in this section. The CAO is not able to enter some sanctions as specific records in CIS, but rather are indicated in case comments.

Other CIS Budgets

Budget Eligibility

Category	Grant Group	PSC	Effective Begin Date	Effective End Date	Budget Status	TCA Elig?
J		44	05/01/2016		Open	No

Eligibility Information

Individual Number	Individual Name	PSC	Eligibility Status	Eligibility Begin Date	Eligibility End Date
		44	Not Requesting	05/01/2016	
		44	Not Requesting	07/01/2016	04/30/2016
		44	Eligible Child	05/01/2016	
		44	Not Requesting	05/01/2016	
		44	Not Requesting	07/01/2016	04/30/2016

Budget Eligibility

Category	Grant Group	PSC	Effective Begin Date	Effective End Date	Budget Status	TCA Elig?
U		49	05/01/2016	07/31/2016	Closed	No

Eligibility Information

Individual Number	Individual Name	PSC	Eligibility Status	Eligibility Begin Date	Eligibility End Date
		49	Eligible Specified Relative	05/01/2016	07/31/2016
		49	Eligible Child	05/01/2016	07/31/2016
		49	Eligible Specified Relative	05/01/2016	07/31/2016

Sanction/Disqualification Information

Individual Number	Individual Name	Sanction/Disqualification Type	Sanction/Disqualification Details	Begin Date	End Date
	PORTER, SARA	Exclusion	Criminals outstanding fines/costs N		

CASE PROFILE SUMMARY CANCEL

If there are additional budgets associated with the case/budget group, each additional budget will display in the “Other CIS Budgets” section. It is important to note that a diversion budget will display as a “C” or “U” budget with a “PSC” of “47,” “48” or “49.”

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401.5.2 Employment & Training (E&T) Requirements

As specified in § 168.1(a) (relating to policy on payment of child care), “To the extent funds are available, payment for child care will be made to enable the p/c to participate in training activities.”

As specified in § 168.18(a) (relating to need for care), “Child care must be needed to enable a member of the budget group to participate in a training activity.”

Child care payments are made to enable a p/c to participate in a training activity. Payments are issued for hours related to a p/c’s participation in the training activity. There is no weekly hourly E&T requirement. Eligibility for subsidized child care is contingent on participation in activities as approved by the CAO unless the p/c is exempt or has good cause. A p/c with a “Mandatory” or “Exempt” E&T Status Code or who has good cause must fulfill applicable participation requirements as specified on the p/c’s *Employment Development Plan (EDP)*.

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To qualify for FS/SNAP child care payments, the budget group must:

1. Be eligible for FS/SNAP benefits; AND
2. Include a p/c who is participating in a CAO-approved training activity in a 1-p/c family OR

In a 2 p/c budget, one p/c must be participating in a CAO-approved training activity while the other p/c is working or has a verified disability OR

In a budget including a head of household and a teen parent that is requesting care for the teen's child, the head of household must be participating in a CAO-approved training activity while the teen parent is attending school (i.e., elementary, middle or high school) on a full-time basis.

3. Include an eligible child receiving FS/SNAP.

Child care is available starting on the first day the p/c is required to report to the contractor or educational institution.

The CCIS may NOT issue a child care payment for any period prior to the confirmed begin date of the training activity.

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[*See Manual Section “401.18.3.4 – Questions – 401.5.2 – E&T Requirements”*](#)

401.5.3 Good Cause

The CAO may grant a p/c receiving FS/SNAP good cause. Good cause may completely excuse the p/c from participation in E&T for a period, or may allow the p/c to participate in E&T for fewer hours than normally required. A p/c with good cause will still have a mandatory E&T Status Code in CIS; however, a specific good cause code will also be present. The p/c may volunteer in an approved training activity and therefore receive child care services.

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401.5.4 “N” & “D” Members

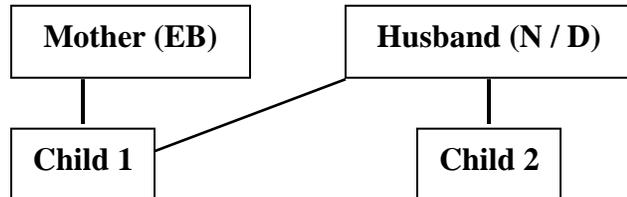
In cases where both of the p/cs have an “N” or “D” status, the case is ineligible for subsidized child care. In cases where there is one eligible “E” status p/c and one p/c with an “N” or “D” status, the case may be eligible if the following criteria are met:

1. Both p/cs are in an approved training activity ; OR
2. The “E” status p/c is in an approved training activity and the p/c with the “N” or “D” status is working or disabled and the CAO has verification that the disability causes the p/c to be unable to care for the child.

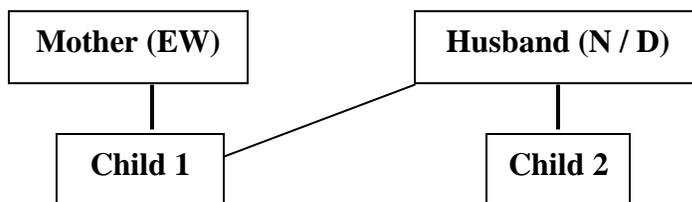
Supplemental Nutrition Assistance Program (SNAP) – formerly Food Stamps

EXAMPLES:

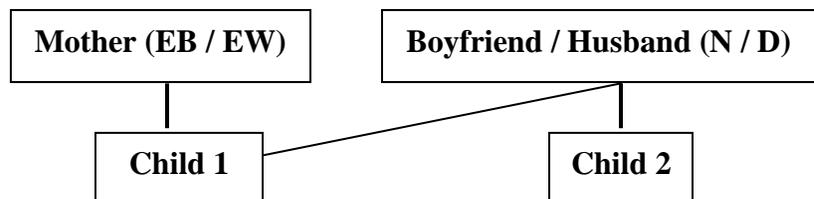
1. The mother is NOT in an approved training activity. The husband has a disability. The case is INELIGIBLE because the “E” status mother is NOT in an approved training activity.



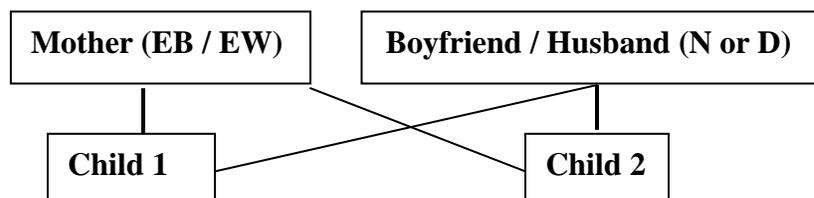
2. The Mother has a newborn and is WAIVED from the E&T requirements. Her husband is working. The case is INELIGIBLE because the “E” status mother is NOT in an approved training activity.



3. The mother is in a CAO-approved training activity. Her boyfriend (or husband) has a disability. The case is ELIGIBLE, but Child 1 is the only eligible child. Child 2 is NOT eligible because there is no “E” status p/c.



4. The mother is in a CAO-approved training activity. The boyfriend (or husband) has a disability. The case is ELIGIBLE and both of the children are eligible because there is an “E” status p/c.



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Supplemental Nutrition Assistance Program (SNAP) – *formerly Food Stamps*

401.5.5 Child Eligibility

In order for a child to be eligible to receive subsidized child care under the FS/SNAP child care program, the child must:

1. Not have a family member in the budget group receiving TANF or Social Security Income (SSI) (i.e., in a J budget) benefits.
2. Have at least one eligible “E” status p/c who has a parental (biological, step, or adoptive) relationship, is the legal guardian, or is another individual who has C&C of the child;
AND
3. Be under 13 years of age; or 13 years or older; and meet one of the following conditions:
 - a. Under 19 years of age and not physically capable of caring for himself as verified by a physician; OR
 - b. Under 19 years of age with a developmental age of less than 13 years as verified by a physician or licensed psychologist; AND
4. Be age-appropriately immunized unless one of the following applies:
 - a. The p/c objects to immunizations based on religious grounds; OR
 - b. The child’s medical condition contraindicates immunizations as verified by a physician.

The CCIS is responsible to ensure that only those children who are eligible within the budget group receive subsidized child care.

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[*See Manual Section “401.18.3.5 – Questions – 401.5.5 – Child Eligibility”*](#)

401.5.6 Teen Parent Requirements

Teen parent eligibility requirements are very different from the LI requirements under Chapter 3041. Teen parents MAY NOT be eligible for care under the FS/SNAP child care program although circumstances mirror those of teen parents who would be eligible under 55 Pa.Code, Chapter 3041. PELICAN CCW is designed to reflect eligibility as obtained from CIS. There are many intricacies associated with the eligibility determination for teen parents receiving FS/SNAP benefits. A teen parent may be referred to the CCIS for subsidized child care, through the CAO, as a FS/SNAP recipient. A teen parent is an individual under 18 years of age who has never been married and is the natural parent of a dependent child living with the teen parent.

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If the EB or EW is participating in an approved training activity, but the teen parent is NOT attending school (either ELECT or non-ELECT program) or an approved GED program, the budget group is INELIGIBLE for child care because the teen parent is available to care for the child.

If the EB or EW's only activity is paid unsubsidized employment, the budget group is ineligible for child care regardless of whether the teen parent is in school (either ELECT or non-ELECT program) or an approved GED program.

EXAMPLE: The EB or EW is participating in approved paid employment ONLY and the teen parent is in school (either ELECT or non-ELECT) or an approved GED program. In this case, the budget group is still INELIGIBLE for child care under the FS/SNAP child care programs because the EB or EW is not in an approved training activity.

When the budget group is not eligible for FS/SNAP child care and the teen parent meets the LI eligibility requirements (i.e. is attending an approved educational program), the teen parent and teen's child may be eligible for LI child care. The teen parent's child will be placed on the waiting list unless the CCIS has funds available through a teen parent set-aside. When switching a teen parent from the FS/SNAP child care program to the LI child care program, the teen parent must complete an application and submit all necessary verification to complete the application.

As specified in § 168.18(b) (relating to need for child care), "Child care services will not be considered as needed when an unemployed p/c is in the home, unless one of the following applies:

- 1. The p/c is physically or mentally incapable of providing child care, as verified by a physician or licensed psychologist.**
- 2. The p/c is involved in training activities or the custodial parent is participating in a Department of Education Pregnant and Parenting Youth Program.**
- 3. The child is at risk because of suspected child abuse."**

EXAMPLES:

1. Ms. Green receives FS/SNAP for herself, her 16-year old daughter, Asia, and Asia's child, Jason. Ms. Green is enrolled in an approved ETP training activity while Asia attends high school full time. The family is eligible for child care and a need exists. A referral is made to the CCIS.
 - √ All household members receive FS/SNAP
 - √ Ms. Green (primary p/c) is in a work related activity
 - √ Asia is attending high school

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2. Mrs. Roberts is employed full time and receives FS/SNAP for herself, her 17-year old niece, Phoebe, and Phoebe's daughter, Clara. Phoebe attends high school full time. As an EB, Mrs. Roberts is not attending work related training, making the family ineligible for FS/SNAP care. A referral is made to the CCIS for LI care.
 - √ The teen parent and her child are receiving FS/SNAP
 - √ Mrs. Roberts is employed, but cannot care for the child
 - √ Phoebe is attending school
 - √ Mrs. Roberts is not in a training activity
3. Mrs. Duncan, an unemployed grandmother, applies for FS/SNAP for herself, her granddaughter (teen parent) and great-granddaughter (teen's child). Her granddaughter attends high school full time. This household is ineligible for child care because the unemployed grandmother is available to provide child care. If the grandmother provides verification from a physician or licensed psychologist indicating she is physically or mentally incapable of providing child care, the family would then be eligible for child care.
4. Ms. Wilks (payment name) receives FS/SNAP for her 16-year old daughter, Ginger, and Ginger's son, Christopher, but she is under sanction for failure to comply with RESET. Ginger attends high school, but because her mother is in the home and not participating in an approved training activity, there is no need for child care. However, when Ms. Wilks' sanction ends the family would be found eligible for FS/SNAP child care if she agrees to comply with RESET requirements and attend an approved training activity.
5. Mrs. Brown is disabled and receiving SSI (J budget in CIS). Mrs. Brown's 16-year old daughter, Brean, and Brean's son, Jay'von, are on Mrs. Brown's FS/SNAP case. The CAO has documented in the CIS case narrative that Mrs. Brown is not able to provide care for her grandson due to a permanent disability. Brean is attending high school. Care is needed for Jay'von. The family is not eligible for FS/SNAP child care because Mrs. Brown is in a J budget, but should be reviewed for LI.

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Supplemental Nutrition Assistance Program (SNAP) – *formerly Food Stamps*

401.5.7 Additional Budgets – C, U & J

A family is ineligible for FS/SNAP child care if a member of the budget group, child or adult, is currently receiving TANF benefits. TANF benefits include regular TANF, TANF TCA, diversion (C or U budget), or SSI benefits (J budget), as set forth in the federal regulations, [Title 7, Chapter 273, § 273.7\(d\)\(1\)\(ii\)\(D\)\(4\)\(i\)](#) (relating to work provisions).

When a p/c in the budget group receives a diversion payment, none of the children in the budget group are eligible for FS/SNAP child care during the duration of the diversion period associated with the one-time diversion payment (i.e., one, two or three months). PELICAN displays information related to diversion codes and periods on the *CAO Program Eligibility* page.

Diversion periods will always begin on the first of the month and end on the last day of the month, with a duration of one, two or three months.

- 47 = one month
- 48 = two months
- 49 = three months

Future diversion payments can occur in CIS if the CAO sets the payment to begin in the next month.

EXAMPLE: It is 6/27/16. The CAO processes a request for a diversion payment. The CAO sets the diversion payment date for 7/1/16.

When a member of a FS/SNAP budget begins receiving diversion or a diversion period has expired, the information will be included in the nightly CIS transfer file. The CCIS will receive an alert the day after diversion begins or ends, indicating a diversion budget has opened or closed. The CCIS must determine whether the diversion period is effective. If the diversion period is effective, the CCIS must assess/confirm eligibility to close the FS/SNAP case.

NOTE: Only after PELICAN has created the TANF diversion case, will the FS/SNAP case fail during the eligibility run. The eligibility rules engine does not consider the information transferred from CIS during the nightly batch because the information could have changed. PELICAN relies on the creation of the TANF diversion case to trigger a failure during the eligibility run.

The FS/SNAP case will fail using the failure reason code 'P/C Receiving TANF – FS.' However, PELICAN CCW will **NOT** generate an AA because the case may be eligible under the Former TANF child care program. In those circumstances where the p/c quits work and participates in training only, the child(ren) will be ineligible for child care under **all of the subsidized child care programs.**

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Family Composition Eligibility Results

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
67		CCIS of York County	Open	Ongoing		

380: Data has changed. Please reassess and confirm eligibility

FC Eligibility Result : Food Stamps

Run Date 5/31/2016 11:17:24 PM
Status Open
Mode Ongoing

Eligibility Status	Eligibility Begin Date	Eligibility End Date
Eligible	04/01/2016	05/31/2016
Ineligible <input checked="" type="checkbox"/>	06/01/2016	

Failure Reasons

Failure Reason Code
P/C Receiving TANF - FS

UPDATE

Once the CCIS has assessed/confirmed eligibility in the FS/SNAP case, the CCIS must navigate to the TANF case. When the CCIS attempts to select the 'CC Request,' a hard stop message will display instructing the CCIS to contact headquarters. If the CCIS attempts to assess/confirm eligibility for Former TANF, the case will fail for failure reason '036 No Need for Care - Inelig - P.'

If the CCIS chooses to use the TANF diversion budget to create the former TANF case rather than manually enter information, the CCIS must email headquarters policy staff in the case/eligibility unit.

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[See Manual Section "401.18.3.6 – Questions – 401.5.7 – Additional Budgets – C, U & J"](#)

401.6 VERIFICATION & REPORTING REQUIREMENTS

As specified in § 168.41 (relating to verification requirements), "The applicant or recipient is required, as a condition of eligibility, to cooperate in providing necessary information and verification to establish eligibility."

The CAO will acquire all verifications relating to eligibility while the CCIS will acquire the verifications pertaining to enrollment rules.

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Supplemental Nutrition Assistance Program (SNAP) – *formerly Food Stamps*

401.7 ENROLLMENT RULES

A family becomes ineligible for care when:

1. The child is not enrolled with an eligible provider within 30 days following the request for care as specified in [§ 168.18\(g\)](#).
2. The child is absent for 5 consecutive service days.
3. The p/c does not return to the CAO-approved training activity no later than 30 calendar days following a break.
4. The p/c fails to meet the face-to-face (F2F) requirements as specified in [§ 168.18\(f\)](#).
5. The p/c is paying for education or training related expenses for a FS/SNAP only participant when these expenses are being met prior to participation in a FS/SNAP employment and training program. Code “74” in the “Indtrk/CompIRV/Appeal/GC” field on the CIS *CQPREN* page - **INELIGIBLE** for subsidized child care as specified in [§ 165.41\(f\)](#) (relating to special allowances for supportive services).

See Manual [“408 – Enrollment & Co-pay,”](#) for additional information.

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[See Manual Section “401.18.3.7 – Questions – 401.7 – Enrollment Rules”](#)

401.7.1 Child Care Need & the Welcome Letter

Requests for child care must be acted on within 5 calendar days of the date the case appears in the CIS Inbox in PELICAN CCW. No later than Day 5 following the date the case appears in the CIS Inbox (i.e., pushed or pulled), the CCIS must call the p/c to:

1. Obtain provider information.
2. Collect the child care schedule, immunization information and developmental age (if appropriate).
3. Schedule a F2F with the p/c (within 30 days of appearing in the CIS Inbox via the push or pull process).

Within 15 calendar days of the date the case appears in the CIS Inbox (i.e., pushed or pulled), the CCIS must assess eligibility for enrollment in PELICAN CCW and send a written notice to client informing him/her of approval or denial of child care request.

For additional information regarding child care need and response to the Welcome Letter, refer to [Manual Section 400 – TANF – § 400.7.1, page 45](#).

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[See Manual Section “401.18.3.8 – Questions – 401.7.1 – Child Care Need & the Welcome Letter”](#)

Supplemental Nutrition Assistance Program (SNAP) – *formerly Food Stamps*

401.7.2 Immunization

Per policy, the p/c may self-certify the child's immunization status, including exemption from immunization. For additional information regarding immunization, refer to [Manual Section 400 – TANF - § 400.7.2 \(Immunization\), pages 46 – 47.](#)

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[See Manual Section “401.18.3.9 – Questions – 401.7.2 – Immunization”](#)

401.7.3 Child Disability, Injury or Impairment

As specified in [§ 168.17\(2\)](#) (relating to eligible children), “To be eligible for a child care payment, the budget group shall include a child who meets the following criteria:

- (i) Is under 13 years of age.
- (ii) Is 13 years of age or older but under 19 years of age and is physically or mentally incapable of caring for himself as verified by a physician or licensed psychologist.”

For additional information regarding child disability, injury or impairment, refer to [Manual Section 400 – TANF - § 400.7.3 \(Child Disability, Injury or Impairment\), pages 48 - 50.](#)

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401.7.4 Face-to-Face (F2F)

As specified in [§ 168.18\(f\)](#) (relating to need for child care), “A p/c is ineligible for subsidized child care if he does not attend a F2F no later than 30 calendar days following the request for care. The CCIS may extend the 30-day time frame for the F2F if, on or before the 30th calendar day, the parent claims hardship due to conflicts with the parent's working hours, transportation problems or illness of the parent or another family member. At the time the parent claims hardship, the CCIS may grant an additional 30 days from the date the hardship is claimed for the interview. The CCIS may substitute a telephone contact for a F2F if a F2F cannot be scheduled without the parent having to take time off from work.”

The p/c must complete a F2F with the CCIS within 30 days from the date the p/c requested care (i.e., the date the case appeared in the CIS Inbox). The p/c can request a 30-day extension based on hardship or a telephone contact may be used if the p/c cannot schedule a F2F without taking time off from work. The CCIS must grant an additional 30 days for the F2F if on or before the 30th days the p/c claims hardship. The 1-year waiver applies to FS/SNAP cases as well.

Supplemental Nutrition Assistance Program (SNAP) – *formerly Food Stamps*

At the F2F, the CCIS must:

1. Obtain photo identification of the p/c attending the F2F.
2. Review the ***Rights & Responsibilities form*** with the p/c and provide the p/c with a copy.
3. Offer R&R services and discuss quality child care options.

The CCIS must enter the F2F date in PELICAN CCW on the *Household Information* page in the “F2F Date” field when the p/c completes the F2F. If the p/c is granted a waiver from the F2F requirement and completes the F2F by telephone, the CCIS must enter a F2F date and select the appropriate waiver reason from the drop-down list in PELICAN CCW on the *Household Information* page.

If the p/c does not meet the F2F requirement in person or by telephone as specified in **§ 168.18(f)**, the CCIS must deselect the “CC Request” checkbox on the *Child Care Request* page, select “F2F Requirement” from the “Reason Ending Care” drop-down box and click “Save”. PELICAN CCW will fail the case and generate the appropriate correspondence (i.e., the Enrollment Ineligible or AA Notice based upon the Case Status and Mode).

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[See Manual Section “401.18.3.10 – Questions – 401.7.4 – F2F”](#)

401.7.5 Enrollment Timeframes

As specified in § 168.18(g) (relating to need for child care), “A parent is ineligible for subsidized child care if he does not select an eligible child care provider and enroll the child within 30 calendar days following the date the CCIS notifies the parent that the child may be enrolled or that the family’s current child care provider is ineligible to participate in the subsidized child care program.”

If the p/c does not select an eligible provider and enroll the child(ren) within 30 calendar days as specified above, the CCIS must deselect the “CC Request” checkbox on the *Child Care Request* page, select “Child Not Enrolled” from the “Reason Ending Care” drop-down box and click “Save”. PELICAN CCW will fail the case and generate the appropriate correspondence (i.e., the Enrollment Ineligible or AA Notice based upon the Case Status and Mode).

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[See Manual Section “401.18.3.11 – Questions – 401.7.5 – Enrollment Timeframes”](#)

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401.8 MANAGING THE CIS INBOX

The CCIS must review the CIS Inbox in PELICAN CCW daily. When a new FS/SNAP case lands in the PELICAN CCW CIS Inbox, whether pushed from CIS or pulled by the CCIS, this signifies a request for child care that the CCIS must process. For additional information regarding managing the CIS Inbox, refer to [Manual Section 400 – TANF - § 400.8 \(Managing the CIS Inbox\), pages 52 - 59.](#)

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[See Manual Section “401.18.3.12 – Questions – 401.8 – Managing the CIS Inbox”](#)

401.8.1 Pushed Cases

Within 5 calendar days following the date the case appears in the CIS Inbox, the CCIS must:

1. Call the p/c to:
 - a. Obtain provider information.
 - i. If the p/c does not have an eligible provider, inform the p/c that he has 30 days (from the date the case appeared in the CIS Inbox/the date funds are available or the date the p/c is notified his/her provider is ineligible) to select a provider and report this to the CCIS office.
 - ii. If the p/c does not select a provider within 30 days, the case is ineligible for child care. The CCIS must remove the request for care using “Child not Enrolled,” click save, assess and confirm enrollment rules.
 - b. Collect the child care schedule, immunization information and developmental age (if appropriate).
 - c. Schedule the F2F (within 30 days of appearing in the CIS Inbox). If the p/c does not attend the F2F or contact the CCIS to reschedule or claim hardship, the CCIS must generate an AA as follows:
 - i. Remove the child care request using “F2F Requirements.”
 - ii. Click “Save.”
 - iii. Assess and confirm eligibility for enrollment (An AA will be generated.)
2. Document unsuccessful attempts to contact the p/c in the case comments in PELICAN CCW.

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Within 15 calendar days of the date the case appears in the CIS Inbox (pushed) or the date the CCIS pulled the case into the CIS Inbox, the CCIS must assess eligibility for enrollment and send a written notice to the p/c informing the p/c of eligibility or ineligibility for child care enrollment.

If the CCIS determines a p/c ineligible for FS/SNAP child care, but the case may be eligible for care under the LI program, the CCIS must:

1. Process the FS/SNAP case and send the Enrollment Ineligible Notice.
2. Inform the p/c of the requirement to submit an application.

For additional information regarding pushed cases, refer to [*Manual Section 400 – TANF - §§ 400.8.1 \(Pushed Cases\) through 400.8.1.2 \(Examples\), pages 60 - 65.*](#)

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[*See Manual Section “401.18.3.13 – Questions – 401.8.1 – Pushed Cases”*](#)

401.8.2 Pulling Cases

When pulling a case from CIS, the CCIS must check the child care eligibility in CIS to ensure eligibility prior to pulling the case. If the FS/SNAP budget is eligible for child care, a “Y” or “P” will appear on the corresponding *QQBUDG* page in CIS in the “CCIS Transfer” field.

Within 5 calendar days following the date the case appears in the CIS Inbox, the CCIS must:

1. Call the p/c to:
 - a. Obtain provider information. If the p/c does not have an eligible provider, inform the p/c that he has 30 days (from the date the case appears in the CIS Inbox/the date funds are available or the date the p/c is notified his/her provider is ineligible) to select a provider and report this to the CCIS office. If the p/c does not select a provider within 30 days, the case is ineligible for child care. The CCIS must remove the request for care using “Child not Enrolled,” click save, assess and confirm enrollment rules.
 - b. Collect the child care schedule, immunization information and developmental age (if appropriate).

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- c. Schedule the F2F (within 30 days of appearing in the CIS Inbox). If the p/c does not attend the F2F or contact the CCIS to reschedule or claim hardship, the CCIS must generate an AA as follows:
 - i. Remove the child care request using “F2F Requirements.”
 - ii. Click “Save.”
 - iii. Assess and confirm eligibility for enrollment (An AA will be generated.)
2. Document unsuccessful attempts to contact the p/c in the case comments in PELICAN CCW.

Within 15 calendar days of the date the case appears in the CIS Inbox (pushed) or the date the CCIS pulled the case into the CIS Inbox, the CCIS must assess eligibility for enrollment and send a written notice to the p/c informing the p/c of eligibility or ineligibility for child care enrollment. If the CCIS determines a p/c is not eligible for FS/SNAP child care, but the case may be eligible for subsidized child care under the LI program, the CCIS must:

1. Process the FS/SNAP case and send the Enrollment Ineligible Notice.
2. Inform the p/c of the requirement to submit an application.

For additional information regarding pushed cases, refer to [*Manual Section 400 – TANF - §§ 400.8.2 \(Pulling Cases\) through 400.8.2.3 \(Show History Functionality\), pages 66 - 80.*](#)

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[*See Manual Section “401.18.3.14 – Questions – 401.8.2 – Pulling Cases”*](#)

401.8.3 Case Creation Hierarchy & the Child Care Indicator

PELICAN CCW will automatically determine the appropriate child care program and budget, under which, to create a child care case when the CAO pushes a case or the CCIS pulls a case that includes multiple budgets (i.e., two or more budgets such as TANF, J and/or FS/SNAP).

PELICAN CCW will also automatically select the “CC Request” for each child in the case based on the child’s child care eligibility status in CIS.

If the child is eligible for FS/SNAP child care in CIS, the child care indicator in CIS will be set to “Y” and PELICAN CCW will automatically select the “CC Request” for the child on the *Care Request* page when the CCIS processes the case from the CIS Inbox.

NOTE: PELICAN will automatically select the “CC Request” checkbox only when a new case is first pushed or pulled into PELICAN CCW from CIS.

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Care Request

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
67		CCIS of York County	Reopen	Redetermination		

Individual	CC Request	Reason Ending Care	Age Appropriate Immunization	V	
	<input checked="" type="checkbox"/>	Select..	Yes. Immunized	Self-Certified	?
	<input type="checkbox"/>	Select..	Yes. Immunized	Self-Certified	?

If the child is ineligible for FS/SNAP child care in CIS, the child care indicator in CIS will be set to “N” and PELICAN CCW will not automatically select or allow the CCIS to select the “CC Request” for the child on the *Care Request* page when the CCIS processes the case from the CIS Inbox. The screen shot below displays the error message PELICAN CCW will generate if the CCIS attempts to select the “CC Request” indicator for a child with a CIS child care indicator set to “N.”

Care Request

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
67		CCIS of York County	Reopen	Redetermination		

516: - You may not request child care for this child. Please contact HQ.

Child's Name

Individual	CC Request	Reason Ending Care	Age Appropriate Immunization	V	
	<input checked="" type="checkbox"/>	Select..	Yes. Immunized	Self-Certified	?
	<input checked="" type="checkbox"/>	Select..	Yes. Immunized	Self-Certified	?

NOTE: PELICAN will only allow Headquarters staff to import a FS/SNAP case when there is a TANF budget associated with the case.

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401.9 MANAGING THE APPLICATION INBOX

It is not the CCIS agency’s responsibility to provide technical support to Commonwealth of Pennsylvania’s Access to Social Services (COMPASS) users. Questions regarding the use of COMPASS should be directed to the Department’s Help Line at the following number: 1-800-692-7462. The CCIS must respond to applicant questions regarding their child care application only.

The CCIS must enter all COMPASS applications on the application log using the same process as is used to log paper applications. The CCIS must review the Application Inbox daily. Any user with access to the Inbox can process an application with the exception of simultaneously submitted applications (sent to the CAO and CCIS at the same time). These must be processed by the Application Manager. Directors are not automatically included in the Application Manager role.

For additional information regarding managing the Application Inbox, refer to [**Manual Section 400 – TANF - §§ 400.8.9 \(Managing the Application Inbox\) through 400.9.2.2 \(Processed with Failures Applications\), pages 114 - 123.**](#)

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Supplemental Nutrition Assistance Program (SNAP) – *formerly Food Stamps*

400.9.1 Dual/Simultaneous Applications

When the CCIS searches the Application Inbox in PELICAN CCW by selecting “Simultaneously applying for Food Stamp Benefits” and applications are returned, the CCIS may not process these applications for 30 days unless the family appears to meet the LI eligibility criteria (i.e., meets the work requirement).

If the family appears to meet the LI eligibility criteria, the CCIS must immediately process the COMPASS Simultaneous Application under the LI child care program so the family may receive the earliest possible waiting list date.

If the family does not appear to meet the LI eligibility criteria, the CCIS must delay processing until Day 30. If on Day 30, the case does not appear in PELICAN CCW, the CCIS must pull the case from CIS. If the CAO determines the case ineligible, the CCIS may not pull the FS/SNAP case into PELICAN CCW.

If the FS/SNAP case appears in the CIS Inbox on or before day 30, the CCIS, the CCIS must process this case since this case is linked to CIS. COMPASS Simultaneous Applications are not linked to CIS.

If, at the time the CCIS is processing a FS/SNAP case from the CIS Inbox, the CCIS determines there is a COMPASS Simultaneous Application and the family does not meet LI eligibility criteria, the CCIS must reject the COMPASS Simultaneous Application.

If, at the time the CCIS is processing a COMPASS Simultaneous Application and determines the case was not pushed and may not be pulled into PELICAN CCW because the CAO determined the case ineligible or rejected the application outright, the CCIS must process the COMPASS Simultaneous Application under the LI child care program.

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.

If the CCIS receives paperwork for these applications prior to case creation, the paperwork must be tracked and eventually connected to a case (if created).

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The recommended process is as follows:

1. When you receive a COMPASS application, print the Application Summary page (do not time/date stamp - the Received Date is the date it was submitted from COMPASS and appeared in the Application Inbox).
2. Create a physical file filed by p/c name.
3. If/when you receive paperwork (verification forms, etc.), perform a Client Search for the p/c. If no match, search the Application Inbox. If found in Application Inbox:
 - a. File paperwork with the Application Summary page.
 - b. Create a family file based on current business practice.
 - c. Pull the file initially created and search for verification forms if a COMPASS application is processed and a case is created.
 - d. Properly mark the physical family file as “Rejected” if the application is rejected.
 - e. Combine the verification forms and any additional documentation with the existing file if a case already exists for that particular p/c.

For additional information regarding COMPASS Simultaneous Applications, refer to [*Manual Section 400 – TANF - § 400.9.3 \(Dual/Simultaneous Applications\), pages 130 - 134.*](#)

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[*See Manual Section “401.18.3.15 – Questions – 401.9.3 – Dual Simultaneous Applications”*](#)

401.9.2 Individual Clearance Issues

When a parent enters his/her SSN incorrectly on a COMPASS application, the MCI may match it 100% to the wrong person as it does when entering a new family member manually into PELICAN CCW.

If PELICAN CCW returns an incorrect match based on SSN during the Individual Clearance Process, the CCIS will NOT continue to process the COMPASS application.

For additional information regarding individual clearance issues, refer to [*Manual Section 400 – TANF - § 400.9.5 \(Individual Clearance Issues\), page 159.*](#)

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401.9.3 Rejecting & Transferring Applications

There are occasions that require the CCIS to reject or transfer a COMPASS Application. For information regarding rejecting and transferring applications, refer to *Manual Section 400 – TANF - §§ 400.9.6 (Rejecting Applications) and 400.9.7 (Transferring Applications), pages 160 - 164.*

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401.10 DETERMINING ELIGIBILITY FOR ENROLLMENT

For information regarding determining eligibility for enrollment, refer to *Manual Section 400 – TANF - § 400.10 (Determining Eligibility for Enrollment), pages 172 - 192.*

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401.11 ENROLLMENT & CO-PAYMENT

Refer to *Manual Section 408 – Enrollment & Co-payment* for information about:

- Establishing an enrollment schedule.
- Authorizing a pre-enrollment and removing a child from the pre-enrollment list.
- Building an enrollment from an existing enrollment.
- Entering and copying a non-standard schedule.
- Changing providers.
- Updating care level.
- Updating a standard schedule and reverting a non-standard schedule to a standard schedule.
- Suspending and ending an enrollment.
- Processing an enrollment that closed inappropriately after the nightly batch.
- Processing a child no longer needing care.
- Schedule errors and warnings.
- Making retroactive changes.
- Cross Fiscal Year enrollment process.

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401.12 MANAGING THE UPDATE INBOX

When there is a change made to a CIS case, data is transferred to PELICAN CCW in the nightly batch process. PELICAN CCW automatically reviews the data and updates the case based on the information transferred from CIS. All updates from CIS display in the Update Inbox.

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A redetermination will come to PELICAN CCW as an update in the Update Inbox. PELICAN CCW will automatically put the case into Redetermination Mode during the nightly batch process and the CCIS will receive an edit on any page within the case reminding the CCIS to assess and confirm eligibility for enrollment.

For information regarding managing the Update Inbox, refer to [Manual Section 400 – TANF - §§ 400.13 \(Managing the Update Inbox\) through 400.13.6 \(Training Specific – Update Failure Reason\), pages 264 - 283.](#)

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401.13 REFRESHING A CASE

The CCIS must use the “Refresh” button to synchronize PELICAN CCW data with CIS data in certain circumstances. For information regarding refreshing a case, refer to [Manual Section 400 – TANF - § 400.14 \(Refreshing a Case\), pages 284 - 287.](#)

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401.14 TRACKING DATES

The CCIS may set tracking date alerts to serve as reminders of actions to be taken in a case within PELICAN CCW. For information regarding tracking dates, refer to [Manual Section 400 – TANF - § 400.21 \(Tracking Dates\), pages 352 - 353.](#)

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401.15 P/C RESPONSIBILITIES

The p/c’s and the CCIS’s responsibilities associated with the FS/SNAP child care program are the same as the p/c’s and the CCIS’s responsibilities under the TANF child care program. For information regarding p/c responsibilities, refer to [Manual Section 400 – TANF - § 400.23 \(P/C Responsibilities\), page 355.](#)

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401.16 CCIS RESPONSIBILITIES

The p/c’s and the CCIS’s responsibilities associated with the FS/SNAP child care program are the same as the p/c’s and the CCIS’s responsibilities under the TANF child care program. For information regarding p/c responsibilities, refer to [Manual Section 400 – TANF - § 400.24 \(CCIS Responsibilities\), page 356.](#)

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401.17 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.

401.17.1 Announcements

Date Issued	Announcement Number	Title

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401.17.2 Updates

Date Issued	Update Number	Title

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401.17.3 Communiqués

Date Issued	Communiqué Number	Title

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401.17.4 Additional Resources

SUBJECT	URL

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401.18 TRAINING GUIDE

This section contains information pertinent to training the FS/SNAP Manual Section. The following subsections contain the goals and objectives of the manual section, as well as helpful question and answer checkpoints.

401.18.1 Goals

The information in this section contains the goals with regard to determining enrollment rules for the Subsidized Child Care Program as it relates to FS/SNAP child care.

The following are the goals of this manual section:

1. To successfully create FS/SNAP cases through which subsidized child care may be provided to eligible children.
2. To minimize the creation of duplicate cases within PELICAN CCW.
3. To successfully create an enrollment for FS/SNAP cases and ensure the proper funding program is used for payment.

[Return to Manual Section “401. 3 – Goals & Objectives”](#)

401.18.2 Objectives

The information in this section contains the objectives with regard to determining enrollment rules for the Subsidized Child Care Program as it relates to FS/SNAP child care.

The following are the objectives of this manual section:

1. To understand CIS budget groups and the relevance of those budget groups to PELICAN CCW cases.
2. To understand the role of the CIS Inbox in the case creation process.
3. To understand the types of data appearing on the *CIS Case Summary* and *CAO Program Eligibility* pages in PELICAN CCW and how to use that data.
4. To understand data ownership and what data the CCIS can or cannot edit or enter in PELICAN CCW.
5. To understand the importance of reviewing case information prior to completing the case creation process.

[Return to Manual Section 401.4 \(Inclusion Rules & Family Composition\)](#)

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401.18.3 Section Checkpoint Questions

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services developed the following questions as a check point to ensure comprehension of the information presented within this section. Upon review of the information within this section, CCIS staff should be able to answer all of the questions listed below.

401.18.3.1 Questions – Manual Section “401.1 – General Policy & Regulation”

1. Who is the agency responsible for determining eligibility for FS/SNAP child care?
 - a. CAO.
 - b. CCIS.
 - c. Both the CAO and the CCIS.

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[Return to Manual Section “401.1 – General Policy & Regulation”](#)

[See Answers](#)

401.18.3.2 Questions – Manual Section “401.1.1 – Subsidy Benefits”

2. List two reasons care is permitted.
 - ✓ _____
 - ✓ _____

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[Return to Manual Section “401.1.1 – Subsidy Benefits”](#)

[See Answers](#)

401.18.3.3 Questions – Manual Section “401.1.2 – Subsidy Limitations”

3. List two reasons child care may be permitted when an unemployed p/c is in the home.
 - ✓ _____
 - ✓ _____

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[Return to Manual Section “401.1.2 – Subsidy Limitations”](#)

[See Answers](#)

Supplemental Nutrition Assistance Program (SNAP) – *formerly Food Stamps*

401.18.3.4 Questions – Manual Section “401.5.2 –
Employment & Training (E&T)
Requirements”

4. TRUE or FALSE. For *training activities*, child care is available starting on the first date the p/c is required to report to the contractor or educational institution.

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[*Return to Manual Section “401.5.2 – E&T
Requirements”*](#)

[*See Answers*](#)

401.18.3.5 Questions – Manual Section “401.5.5 – Child
Eligibility”

5. Which of the following criteria affects a child’s eligibility status?
- a. Eligibility for FS/SNAP benefits.
 - b. Eligibility status of the child’s p/c.
 - c. Age of the child.
 - d. Injury, impairment, developmental age or disability of the child.
 - e. Immunization status of the child.
 - f. All of the above.

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[*Return to Manual Section “401.5.5 – Child
Eligibility”*](#)

[*See Answers*](#)

401.18.3.6 Questions – Manual Section “401.5.7 –
Additional Budgets – C, U & I

6. TRUE or FALSE. A family is ineligible for FS/SNAP child care if a member of the budget group, child or adult, is currently receiving TANF benefits.
7. Please list the types of TANF benefits.
- ✓ _____
 - ✓ _____
 - ✓ _____
 - ✓ _____

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8. How long is a child ineligible for FS/SNAP child care when a p/c in the budget group receives a diversion payment?

9. List the Program Status Codes and periods associated with diversion payments.

✓ ____ = _____

✓ ____ = _____

✓ ____ = _____

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[*Return to Manual Section “401.5.7 – Additional Budgets – C, U & J”*](#)

[*See Answers*](#)

401.18.3.7 Questions – Manual Section “401.7 – Enrollment Rules”

10. When is child care permitted?

✓ _____

✓ _____

✓ _____

✓ _____

✓ _____

✓ _____

11. Care is not permitted under what circumstances?

✓ _____

✓ _____

✓ _____

✓ _____

✓ _____

✓ _____

[*Return to Table of Contents*](#)

[*Return to Manual Section “401.7 – Enrollment Rules”*](#)

[*See Answers*](#)

Supplemental Nutrition Assistance Program (SNAP) – *formerly Food Stamps*

401.18.3.8 Questions – Manual Section “401.7.1 – Child Care Need & Response to the Welcome Letter”

12. The CCIS must act on a child care request within how many calendar days?
 - a. 5.
 - b. 10.
 - c. 15.
13. The CCIS must assess and confirm eligibility for enrollment within how many calendar days?
 - a. 5.
 - b. 10.
 - c. 15.

[*Return to Table of Contents*](#)

[*Return to Manual Section “401.7.1 – Child Care Need & Response to the Welcome Letter”*](#)

[*See Answers*](#)

401.18.3.9 Questions – Manual Section “401.7.2 – Immunization”

14. TRUE or FALSE. To be eligible for child care, the child must be age-appropriately immunized or exempt from immunization on the basis of religious grounds or medical contraindication.

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[*Return to Manual Section “401.7.2 – Immunization”*](#)

[*See Answers*](#)

401.18.3.10 Questions – Manual Section “401.7.4 – Face-to-Face (F2F)”

15. TRUE or FALSE. The CCIS may extend the 30-day time frame for the F2F if, on or before the 30th calendar day, the parent claims hardship due to conflicts with the parent’s working hours, transportation problems or illness of the parent or another family member.
16. TRUE or FALSE. The CCIS may substitute a telephone contact for a F2F if a F2F cannot be scheduled without the parent having to take time off from work.

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17. TRUE or FALSE. The 1-year waiver does not apply to FS/SNAP cases.
18. At the F2F, the CCIS must do which of the following?
 - ✓ Obtain photo identification of the p/c attending the F2F.
 - ✓ Review the Rights & Responsibilities form with the p/c and provide the p/c with a copy.
 - ✓ Offer R&R services and discuss quality child care options.
 - ✓ All of the above.

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[*Return to Manual Section “401.7.4 – F2F”*](#)

[*See Answers*](#)

401.18.3.11 Questions – Manual Section “401.7.5 – Enrollment Timeframes”

19. TRUE or FALSE. A parent is ineligible for subsidized child care if he does not select an eligible child care provider and enroll the child within 30 calendar days following the date the CCIS notifies the parent that the child may be enrolled or that the family’s current child care provider is ineligible to participate in the subsidized child care program.

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[*Return to Manual Section “401.7.5 – Enrollment Timeframes”*](#)

[*See Answers*](#)

401.18.3.12 Questions – Manual Section “401.8 – Managing the CIS Inbox”

20. TRUE or FALSE. The CCIS does not need to review the CIS Inbox in PELICAN CCW daily.

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[*Return to Manual Section “401.8 – Managing the CIS Inbox”*](#)

[*See Answers*](#)

Supplemental Nutrition Assistance Program (SNAP) – *formerly Food Stamps*

401.18.3.13 Questions – Manual Section “401.8.1 – Pushed Cases”

21. TRUE or FALSE. Within 15 calendar days of the date the case appears in the CIS Inbox (pushed) or the date the CCIS pulled the case into the CIS Inbox, the CCIS must assess eligibility for enrollment and send a written notice to the p/c informing them of eligibility or ineligibility for child care enrollment.

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[*Return to Manual Section “401.8.1 – Pushed Cases”*](#)

[*See Answers*](#)

401.18.3.14 Questions – Manual Section “401.8.2 – Pulling Cases”

22. TRUE or FALSE. Prior to pulling a case, the CCIS must ensure the FS/SNAP budget is eligible for child care, by checking CIS to determine whether a “Y” or “P” appears on the CQBUDG page in CIS in the “CCIS Transfer” field.

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[*Return to Manual Section “401.8.2 – Pulling Cases”*](#)

[*See Answers*](#)

401.18.3.15 Questions – Manual Section “401.9.1 – Dual/Simultaneous Applications”

23. TRUE or FALSE. 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.
 24. What date must the CCIS maintain when processing a COMPASS Simultaneous Application under the LI child care program?
-
-

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[*Return to Manual Section “401.9.1 –
Dual/Simultaneous Applications”*](#)

[*See Answers*](#)

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401.18.4 Section Checkpoint Answers

This section provides the answers to questions asked in Manual Section “401.18.3 – Section Checkpoint Questions”.

401.18.4.1 Answers – Manual Section “401.1 – General Policy & Regulation”

1. **a. – CAO.** The CAO is the agency responsible for determining eligibility for FS/SNAP child care.

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[*Review Questions Again*](#)

[*Review Manual Section “401.1 – General Policy & Regulation” Again*](#)

[*Proceed to Manual Section “401.1.1 – Subsidy Benefits”*](#)

401.18.4.2 Answers – Manual Section “401.1.1 – Subsidy Benefits”

2. ***Care is permitted when:***

- ✓ ***During participation in a CAO-approved training activity.***
- ✓ ***As needed for travel time to and from the training activity and the child care provider.***
- ✓ ***For up to 5 consecutive days of absence.***
- ✓ ***For up to 30 days, as appropriate, during a break in the CAO-approved training activity.***
- ✓ ***During documented study time as approved by the CAO.***
- ✓ ***During the hours one p/c in a two-p/c family is participating in a CAO-approved training activity when the other parent has a disability and is unable to provide care as documented by a physician or licensed psychologist.***

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[*Review Questions Again*](#)

[*Review Manual Section “401.1.1 – Subsidy Benefits” Again*](#)

[*Proceed to Manual Section “401.1.2 – Subsidy Limitations”*](#)

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401.18.4.3 Answers – Manual Section “401.1.2 – Subsidy Limitations”

3. **Child care may be permitted when an unemployed p/c is in the home if:**
 - ✓ **The p/c is physically incapable of providing child care as verified by a physician or licensed psychologist.**
 - ✓ **The p/c is mentally incapable of providing child care as verified by a physician or licensed psychologist.**
 - ✓ **The p/c is involved in training activities.**
 - ✓ **The custodial parent is participating in a Department of Education Pregnant and Parenting Youth Program.**
 - ✓ **The child is at risk because of suspected child abuse.**
 - ✓ **The custodial parent is participating in school.**

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[*Review Questions Again*](#)

[*Review Manual Section “401.1.2 – Subsidy Limitations Again”*](#)

[*Proceed to Manual Section “401.2 – Definitions & Acronyms”*](#)

401.18.4.4 Answers – Manual Section “401.5.2 – Employment & Training (E&T) Requirements”

4. **TRUE.** For *training activities*, child care is available starting on the first day the p/c is required to report to the contractor or educational institution.

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[*Review Questions Again*](#)

[*Review Manual Section “401.5.2 – E&T Requirements Again”*](#)

[*Proceed to Manual Section “401.5.3 – Good Cause”*](#)

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401.18.4.5 Answers – Manual Section “401.5.5 – Child Eligibility”

5. ***f. – All of the above.*** A child’s eligibility is affected by: (a) Eligibility for FS/SNAP benefits; (b) Eligibility status of the child’s p/c; (c) Age of the child; (d) Injury, impairment, developmental age or disability of the child; AND (e) Immunization status of the child.

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[*Review Questions Again*](#)

[*Review Manual Section “401.5.5 – Child Eligibility”*](#)

[*Proceed to Manual Section “401.5.6 – Teen Parent Requirements”*](#)

401.18.4.6 Answers - Manual Section “401.5.7 – Additional Budgets – C, U & J”

6. ***TRUE.*** A family is ineligible for FS/SNAP child care if a member of the budget group, child or adult, is currently receiving TANF benefits.
7. Please list the types of TANF benefits.
- ✓ Regular TANF C or U budget
 - ✓ TANF TCA C or U budget
 - ✓ TANF Diversion C or U budget
 - ✓ SSI J budget
8. When a p/c in the budget group receives a diversion payment, all children in the budget group are ineligible for FS/SNAP child care ***for the duration of the diversion period associated with the one-time payment (i.e., one, two or three months).***
9. List the Program Status Codes and periods associated with diversion payments.
- ✓ ***47 = one month***
 - ✓ ***48 = two months***
 - ✓ ***49 = three months***

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[*Review Questions Again*](#)

[*Review Manual Section “401.5.7 – Additional Budgets – C, U & J Again”*](#)

[*Proceed to Manual Section “401.6 – Verification & Reporting Requirements”*](#)

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401.18.4.7 Answers – Manual Section “401.7 – Enrollment Rules”

10. **g. – Any of the above.** Child care is permitted:
- ✓ During the hours the p/c is participating in a CAO-approved training activity.
 - ✓ As needed for travel time to and from the training activity and the child care provider.
 - ✓ For up to 10 consecutive days of absence due to illness or vacation.
 - ✓ For up to 30 days, as appropriate, during a break in the CAO-approved training activity.
 - ✓ During documented study time as approved by the CAO.
 - ✓ During the hours one p/c in two-p/c family is participating in a CAO-approved training activity when the other parent has a disability.
11. **g. – Any of the above.** Care is not permitted when:
- ✓ The p/c or stepparent is the provider caring for his/her own child(ren) or other children during the hours/days when care is requested for his/her own child(ren).
 - ✓ The p/c or stepparent is an owner/operator of a child care facility as specified.
 - ✓ A publicly-funded educational program is available for the child.
 - ✓ The person providing care is a member of the budget group or household as determined by CIS.
 - ✓ The p/c is available to care for his/her child(ren) during the times care is requested.
 - ✓ The person providing care is the stepparent of the child living in the home.

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[*Review Questions Again*](#)

[*Review Manual Section “401.7 – Enrollment Rules Again”*](#)

[*Proceed to Manual Section “401.7.1 – Child Care Need & Response to the Welcome Letter”*](#)

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401.18.4.8 Answers – Manual Section “401.7.1 – Child Care Need & Response to the Welcome Letter”

12. **a. – 5.** The CCIS must act on a child care request within 5 calendar days.
13. **c. – 15.** The CCIS must assess and confirm eligibility for enrollment within 15 calendar days.

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[Review Questions Again](#)

[Review Manual Section “401.7.1 – Child Care Need & Welcome Letter Again”](#)

[Proceed to Manual Section “401.7.2 – Immunization”](#)

401.18.4.9 Answers – Manual Section “401.7.2 – Immunization”

14. **TRUE.** To be eligible for child care, the child must be age-appropriately immunized or exempt from immunization on the basis of religious grounds or medical contraindication.

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[Review Questions Again](#)

[Review Manual Section “401.7.2 – Immunization Again”](#)

[Proceed to Manual Section “401.7.3 – Child Disability, Injury or Impairment”](#)

401.18.4.10 Answers – Manual Section “401.7.4 – Face-to-Face (F2F)”

15. **TRUE.** The CCIS may extend the 30-day time frame for the F2F if, on or before the 30th calendar day, the parent claims hardship due to conflicts with the parent’s working hours, transportation problems or illness of the parent or another family member.
16. **TRUE.** The CCIS may substitute a telephone contact for a F2F if a F2F cannot be scheduled without the parent having to take time off from work.
17. **FALSE.** The 1-year waiver does not apply to FS/SNAP cases.

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18. **d. – All of the above.** At the F2F, the CCIS must:
- ✓ Obtain photo identification of the p/c attending the F2F.
 - ✓ Review the Rights & Responsibilities form with the p/c and provide the p/c with a copy.
 - ✓ Offer R&R services and discuss quality child care options.
 - ✓ All of the above.

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[*Review Questions Again*](#)

[*Review Manual Section “401.7.4 – F2F Again”*](#)

[*Proceed to Manual Section “401.7.5 – Enrollment Timeframes”*](#)

401.18.4.11 Answers – Manual Section “401.7.5 – Enrollment Timeframes”

19. **TRUE.** A parent is ineligible for subsidized child care if he does not select an eligible child care provider and enroll the child within 30 calendar days following the date the CCIS notifies the parent that the child may be enrolled or that the family’s current child care provider is ineligible to participate in the subsidized child care program.

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[*Review Manual Section “401.7.5 – Enrollment Timeframes Again”*](#)

[*Proceed to Manual Section “401.8 – Managing the CIS Inbox”*](#)

401.18.4.12 Answers – Manual Section “401.8 – Managing the CIS Inbox”

20. **FALSE.** The CCIS MUST review the CIS Inbox in PELICAN CCW daily.

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[*Review Manual Section “401.8 – Managing the CIS Inbox Again”*](#)

[*Proceed to Manual Section “401.8.1 – Pushed Cases”*](#)

Supplemental Nutrition Assistance Program (SNAP) – *formerly Food Stamps*

401.18.4.13 Answers – Manual Section “401.8.1 – Pushed Cases”

21. **TRUE**. Within 15 calendar days of the date the case appears in the CIS Inbox (pushed) or the date the CCIS pulled the case into the CIS Inbox, the CCIS must assess eligibility for enrollment and send a written notice to the p/c informing them of eligibility or ineligibility for child care enrollment.

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401.18.4.14 Answers – Manual Section “401.8.2 – Pulling Cases”

22. **TRUE**. Prior to pulling a case, the CCIS must ensure the FS/SNAP budget is eligible for child care, by checking CIS to determine whether a “Y” or “P” appears on the *CQBUDG* page in CIS in the “CCIS Transfer” field.

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[*Proceed to Manual Section “401.9 – Managing the Application Inbox”*](#)

401.18.4.15 Answers – Manual Section “401.9.1 – Dual/Simultaneous Applications”

23. **TRUE**. 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.
24. When processing a COMPASS Simultaneous Application under the LI child care program, the CCIS must maintain the **Application Date**.

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