



ANNOUNCEMENT: S-12 #03
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING
BUREAU OF SUBSIDIZED CHILD CARE SERVICES

ISSUE DATE: April 3, 2012
EFFECTIVE DATE: May 7, 2012

SUBJECT:	2012 Income Limits and Co-payment Guidelines
TO:	Child Care Information Services Agencies
FROM:	Barbara G. Minzenberg, Ph.D. Deputy Secretary, Office of Child Development & Early Learning <i>Barbara G. Minzenberg, Ph.D.</i>

PURPOSE:

This announcement provides the 2012 Income Limits and Co-payment Guidelines (Guidelines) for the subsidized childcare program. These Guidelines reflect the 2012 Federal Poverty Income Guidelines (FPIG), which are the basis for annual revisions to income limits and co-payments. This announcement also contains instructions regarding the appropriate notice to send to parents or caretakers whose weekly co-payment changes because of the 2012 Guidelines.

Child Care Information Services (CCIS) agencies must implement the 2012 Guidelines for families applying for the subsidized child care program and those families already enrolled in the subsidized child care program effective May 7, 2012.

BACKGROUND:

The subsidized child care eligibility regulations, 55 Pa. Code Chapter 3041, require the Department of Public Welfare (DPW) to revise the Guidelines annually based on revisions to the FPIG. DPW publishes the revised Income Limits and Co-payment charts annually in the Pennsylvania Bulletin.

DISCUSSION:

Impact Report

CCIS agencies will receive an Excel file containing a report that indicates the impact of the Guidelines on families receiving subsidized child care. This file will be issued the week of April 23, 2012. Please use this information to plan your workload starting Tuesday, May 1, 2012 for implementation on May 7, 2012.

Implementation Process

The CCIS must take the following steps between Tuesday, May 1, 2012 and Sunday, May 6, 2012 in order to have the new co-payment effective on Monday, May 7, 2012:

1. The CCIS must assess eligibility for each family whose co-payment will increase or decrease due to the revised Guidelines. This will set the new co-payment for the family. Due to co-payment stabilization, PELICAN Child Care Works (PELICAN CCW) will not implement increased co-payments until redetermination.
2. The CCIS will create a new Enrollment Summary for each family whose co-payment decreases. The Enrollment Summary will be mailed centrally and will notify parents and providers of the co-payment change.
3. The CCIS must create a Child Care Confirmation Notice that advises parents that their co-payment has decreased.
 - All co-payment decreases are effective May 7, 2012. The text in the Child Care Confirmation Notice will be revised to reflect a decrease in co-payment due to the updated FPIG and available in PELICAN CCW by May 1, 2012.
 - The CCIS will not generate a Child Care Confirmation Notice or an Enrollment Summary to parents receiving an increase in co-payment due to the updated FPIG. Any co-payment increases will be applied at the family's next redetermination.
4. The CCIS must identify families whose annual income is close to 235% of FPIG as indicated in the 2011 Guidelines and who have a redetermination due date that falls between April 23, 2012 and May 7, 2012. If any of these families would be ineligible based on 2011 Guidelines, but eligible based on the 2012 Guidelines, the CCIS should hold off processing the redetermination until May 7, 2012. CCISs should note the following in Case Comments, "Redetermination delayed as per OCDEL Announcement S-12 #03 2012 Income Limits and Co-payment Guidelines".
5. The CCIS must review the applications for subsidized child care that were received April 9, 2012 through May 7, 2012. If the family is not eligible due to the 2011 Guidelines, but will be eligible using the 2012 Guidelines, the CCIS should hold off processing the application until on or after May 7, 2012.

NEXT STEPS:

1. Distribute this announcement to appropriate staff.
2. Revise all information that you distribute about the subsidized child care program to reflect the changes in the 2012 Guidelines.
3. Expect a Communiqué containing an Excel file the week of April 23, 2012. Review the file regarding FPIG impacts on families and plan your workload accordingly.
4. Process co-payment changes as described in this announcement beginning May 1, 2012 through May 6, 2012.
5. Direct questions to your Subsidy Coordinator.