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403.1 **GENERAL POLICY & REGULATION**

The Office of Child Development and Early Learning (OCDEL) is committed to assuring Pennsylvania's children have access to quality early education and child care programs. Because of this commitment, OCDEL provides special eligibility for subsidized child care under the Head Start (HS) Expansion child care program. The purpose of special eligibility is to assure a working p/c has the wraparound care needed so the child(ren) can attend HS. HS is an early childhood program serving at-risk children and their families. HS provides a range of comprehensive education, health, nutrition, p/c involvement and family support services. Without wraparound care, a p/c who works 8 a.m. to 5 p.m. would not have care in a 9 a.m. to 3 p.m. HS program.

As specified in § 3041.51 (a) (relating to HS expansion program) “HS is a Federally-funded program designed to prepare at-risk children, 3 years of age or older but under 5 years of age, for school success. A HS expansion program is a program that combines the HS program with the subsidized child care program”. In order for a HS program to participate in the expansion program, the HS program must receive child-specific funding and must have set hours of operation.

A child who is enrolled in HS and is eligible to receive subsidized child care may be enrolled in the HS expansion program. The HS expansion program provides specific benefits to families who have a child enrolled in HS and are eligible for subsidized child care.

As specified in §§ 3041.51(f), “Upon program entry and continuation in the program, a p/c shall meet the following conditions:

- (1) Verification of a minimum of 20 hours of work per week as specified in § 3041.43 (relating to work, education and training), each time a child in the family applies for the Head Start expansion program.**
- (2) Verification that extended hours and days of child care are needed to work as specified in §§ 3041.51 (b).**
- (3) Verification of income eligibility for subsidized child care as specified in § 3041.41 (relating to financial eligibility), each time a child in the family applies for the Head Start expansion program.**
- (4) Compliance with the waiting list conditions specified in § 3041.133 (relating to waiting list).**
- (5) Payment of the co-payment (co-pay) as specified in §§ 3041.101(a)—(e) (relating to general co-pay requirements).**
- (6) Report loss of work within 10 calendar days following the date work ends as specified in § 3041.127(b) (relating to p/c and caretaker report of change).**
- (7) Report when a child is no longer enrolled in HS within 10 calendar days following the date enrollment ended.”**

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[See Manual Section “403.8.3.1 – Questions – 403.1 – General Policy & Regulation”](#)

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403.2 **DEFINITIONS AND ACRONYMS**

See manual section **“101 - Definitions and Acronyms”** for a complete, alphabetical listing of definitions and an alphabetical table of acronyms.

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403.3 **GOALS & OBJECTIVES**

See Manual Section **“403.7.1 - Goals”** and Manual Section **“403.7.2 - Objectives”**

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403.4 **HEAD START**

The purpose of the HS expansion program is to ensure a child enrolled in HS receives extended hours or days of subsidized child care, beyond the HS hours, so the p/c can work. The program allows a working p/c to be able to continue employment while receiving child care beyond the hours funded through the Federal or State HS program and not be subject to a six month redetermination if the HS child is the only child in the family receiving subsidized child care. If there are other children in the family receiving subsidized child care, but not enrolled in HS, the CCIS must process the case under the Low-Income (LI) child care program, which requires the p/c to report changes timely as specified in **§ 3041.127** (relating to parent and caretaker report of change) and complete a redetermination every six months. However, the eligibility of the child enrolled in the HS expansion program is not affected.

EXAMPLE: A family consisting of the mother, father and two children apply for subsidized child care. The children are ages 4 and 7. The 4-year-old is enrolled in HS. The CCIS must process the case under the LI child care program. If, during the first scheduled redetermination, the case becomes ineligible the CCIS must follow the steps discussed in **Manual Section “403.5 -Maintaining a HS Child’s Eligibility when an LI Case Fails”** in order to maintain the HS child’s eligibility and process the case under the HS child care program.

If the only child in the family receiving subsidized child care is enrolled in the HS expansion program, the CCIS must process the case under the HS child care program, which requires the p/c to report only the loss of work and the date the HS child is no longer enrolled in HS. If additional children not enrolled in HS are added to a HS case or request care for the first time, the CCIS must process the case under the LI child care program by selecting “Low-Income” as the child care program on the *Child Care Program* page, clicking “Assess” and confirming eligibility on the *Family Composition Eligibility Results* page.

EXAMPLE: A family consisting of the mother, father and two children apply for subsidized child care. The children are ages 4 and 7. The 4-year-old is enrolled in HS. The family requests care for the 4-year-old only. The CCIS processed the case under the HS child care program. Several months later, the family requests care for the 7-year-old. The CCIS must change the child care program from HS to LI.

NOTE: The case will change to LI at the time the non-HS child is determined eligible, even if the non-HS child is placed on the waiting list.

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The HS expansion program provides the following benefits:

- If the HS child is the only child in the family receiving subsidized child care, the CCIS will not conduct a six month redetermination of the HS child's eligibility until the child is no longer enrolled in HS.
- If the HS child is the only child in the family receiving subsidized child care, the p/c is not required to report changes in income or hours of employment, as long as the p/c remains employed.

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403.4.1 **Application**

A family must be eligible for the subsidized child care program to participate in the HS expansion program.

As specified in § 3041.51(f)(1) - (4), "Upon program entry in the HS expansion program, a p/c shall meet the following conditions:

- (1) Verification of a minimum of 20 hours of work per week as specified in § 3041.43 (relating to work, education and training), each time a child in the family applies for the Head Start expansion program.**
- (2) Verification that extended hours and days of child care are needed to work as specified in § 3041.51(b).**
- (3) Verification of income eligibility for subsidized child care as specified in § 3041.41 (relating to financial eligibility), each time a child in the family applies for the Head Start expansion program.**
- (4) Compliance with the waiting list conditions specified in § 3041.133 (relating to waiting list)."**

The family must file a **[Subsidized Child Care Application \(CY868\)](#)** and provide all required verification for the CCIS to determine eligibility. The CCIS will determine the family's eligibility for subsidy and the HS expansion program within 30 days following receipt of the application. The CCIS will notify the p/c of the family's eligibility status in writing via the Child Care Eligible Notice or Child Care Ineligible Notice, which is automatically generated by Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) Child Care Works (CCW). For additional information regarding the generation of the Child Care Eligible or Child Care Ineligible notices, see **[Manual "500 - Correspondence"](#)**.

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[See Manual Section "403.8.3.2 - Questions - 403.4.1 - Application"](#)

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403.4.2 **Verification**

As specified in [§ 3041.51\(c\)](#), “The eligibility agency shall verify with the Head Start program that the child is enrolled in a Head Start program that meets Federal and State Head Start standards.”

When the p/c indicates that a child in the family is enrolled in HS, the CCIS will contact the **HS Enrollment Contact** associated with its county or geographical area to obtain verification of the child’s HS enrollment. The CCIS may share eligibility and income information with the HS program *only if the p/c has completed a Release of Information form* indicating the CCIS may share this information with the HS program.

At the time the p/c submits an application for the HS expansion program, the p/c is required to submit to the CCIS the following verification:

1. Verification of a minimum of 20 hours of work per week, ***OR*** a minimum of 10 hours of work per week and a combination of training hours that equal at least 20 total hours per week.
2. Verification that extended hours and days of child care are needed to work.
3. Verification of income eligibility.

Following the initial determination of eligibility for the HS expansion program, the p/c must submit to the CCIS the following verification:

1. Verification of an involuntary job loss, if applicable.
2. Verification of a minimum of 20 hours of work per week, ***OR*** a minimum of 10 hours of work per week and a combination of training hours that equal at least 20 total hours per week following the 60-day time period permitted to return to work.

See **Manual “407 – Verification”** for information regarding the requirements related to processing verification, including:

- General verification requirements.
- Collateral contact.
- Self-declaration.
- Other acceptable forms of verification related to the work-hour requirement, return to work following a job loss and income.

When the family consists of a child who is enrolled in a HS program, the CCIS must enter a “HS Begin Date” and select the appropriate verification type on the *Care Request* page. When the CCIS is informed the HS child is no longer enrolled in HS, the CCIS must update the *Care Request* page by entering the “HS End Date.”

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Help | Logout

pennsylvania
PELICAN
Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

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

Client Search | Enrollment Search | Inbox Home | OCDEL Policy

Care Request Select. . .

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

Individual	CC Request	Reason Ending Care	Age Appropriate Immunization	V
, TJ	<input checked="" type="checkbox"/>	Select...	No. In Process	Self-Certified
, TYLER	<input checked="" type="checkbox"/>	Select...	Yes. Immunized	Verified
, MACKHINAH	<input checked="" type="checkbox"/>	Select...	Yes. Immunized	Verified
DOMINIC	<input type="checkbox"/>	Child has turned 13	Yes. Immunized	Verified

Individual	Joint Custody/ Multiple Case	Moved into Joint Custody/ Multiple Case	Head Start Begin Date	Head Start End Date	V (Head Start)
, TJ	<input type="checkbox"/>				Select...
, TYLER	<input type="checkbox"/>				Select...
, MACKHINAH	<input type="checkbox"/>		02/22/2010	06/05/2012	Verified
, DOMINIC	<input type="checkbox"/>				Select...

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 11.7.0.83

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[See Manual Section "403.8.3.3 - Questions - 403.4.2 - Verification"](#)

HEAD START SPECIAL ELIGIBILITY

403.4.3 **Eligibility**

The HS expansion program is available to families who receive subsidized child care funding through former TANF and low-income funding streams.

Children enrolled in a HS program are eligible for the HS expansion program as long as the family meets the following criteria **at the time of application** for the HS expansion program:

- The family meets the income eligibility requirements as specified in **§ 3041.41** (relating to financial eligibility) each time a child in the family applies for the Head Start expansion program.

As specified in § 3041.41, “At initial application, annual family income may not exceed 200% of the Federal Poverty Income Guidelines (FPIG).”

- Each p/c in the family is meeting the work-hour requirement as specified in **§ 3041.43** (relating to work, education and training) each time a child in the family applies for the Head Start expansion program.

As specified in § 3041.43,

(a) The p/c shall work at least 20 hours per week. The eligibility agency shall average a p/c’s work hours in cases where hours of work vary from week to week.

(b) The work-hour requirement specified in subsection (a) is met under the following circumstances:

(1) A p/c under 22 years of age and attending high school.

(2) A p/c under 18 years of age, does not have a high school or general educational development diploma (GED), but is enrolled in and attending education on a full-time basis.

“Education” is defined as an elementary school, middle school, junior high or high school program including a GED program as specified in **§ 3041.3** (relating to definitions).

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- (3) **A p/c attends training and works at least 10 hours per week. The time spent in training counts toward the 20 hour per week work requirement.”**

“Training,” as specified in [§ 3041.3](#), is defined as:

- (i) Instruction that provides the skills or qualifications necessary for a specific vocation or field of employment.
- (ii) The term includes adult basic education, English as a second language, a 2-year or 4-year postsecondary degree program, an internship, clinical placement, apprenticeship, lab work and field work required by the training institution.

NOTES:

- 1. Training does not include graduate school. It does not include Cyber School unless it is for a teen parent.
- 2. Online classes at accredited colleges/universities requiring the p/c to be online during specifically scheduled times may be acceptable. See [Policy Clarification #12-04](#).
- 3. The training must be taken at a nationally accredited organization, which can be determined by accessing the [Database of Accredited Postsecondary Institutions and Programs](#).

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4. Trainings offered through vocational-technical schools are considered viable training resources as long as they are listed on the [Pennsylvania Department of Education web-site](#).
- Extended hours or days of child care are needed beyond the HS hours in order to allow each p/c in the family to work.
 - The CCIS must be able to verify that the child is enrolled in a HS program, with specific HS hours, through contact with the HS enrollment contact.
 - Wrap-around care will be provided by a child care center, group home or family child care home that is regulated or licensed by the Department of Public Welfare as specified in [§ 3041.51\(e\)](#).

As specified in [§ 3041.126](#) (relating to face-to-face interview), the p/c must attend a face-to-face interview with the CCIS.

The CCIS will extend the 30-day timeframe for the face-to-face interview based upon hardship, such as conflict with the p/c's work hours, transportation problems or illness of the p/c or other family member. At the time the p/c claims hardship, the CCIS may grant an additional 30 days from the date the hardship is claimed for the interview.

The CCIS may waive the face-to-face requirement for a family that has left subsidy and returns within one year of the date of the last face-to-face.

In a 2-p/c family, only one p/c is required to attend the face-to-face. In addition, when a single p/c who is receiving subsidy marries, the spouse is not required to attend a face-to-face.

If the CCIS makes reasonable attempts to contact the p/c to schedule a face-to-face interview but is unsuccessful, the CCIS must generate and send an AA to the p/c.

NOTE: The Division of Policy defines "reasonable attempts" as three attempts. See [Manual "404 – Low-Income; Section 404.9.3 – Face-to-Face Interview"](#) for additional information regarding the regulations, policy and procedures related to the face-to-face requirement.

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Once a child is enrolled in the HS expansion program, the child remains eligible under the HS child care program until the child is no longer in HS, unless:

- The p/c fails to pay the co-pay to the provider as specified in **§ 3041.104(a)** (relating to p/c co-pay requirements). For additional information regarding co-pay requirements, refer to **Manual “408 – Enrollments & Co-pay.”**
- The co-pay exceeds the cost of care as specified in **§§ 3041.108(c) and 3041.109(b)** (relating to p/c co-pay requirements).

NOTE: The CCIS may **NOT** adjust the co-pay for a family that is receiving subsidized child care under the Head Start child care program, regardless of the circumstances.

- The p/c loses work and does not return within the 60-day period as specified in **§ 3041.20(1)** (relating to subsidy continuation during breaks in work, education or training).

When there is only one child in a family for whom subsidized child care is requested and that child is enrolled in HS, the CCIS must establish eligibility in PELICAN CCW under the HS child care program. When a case is established under the HS child care program, PELICAN CCW will **NOT** fail the case automatically during any eligibility run. The eligibility rules engine in PELICAN CCW is coded to maintain the eligibility of the HS child.

NOTE: If a HS child become ineligible due to failure to pay the co-pay, co-pay exceeds the cost of care or the p/c loses work and does not return to work within 60 calendar days, eligibility must be overridden to “ineligible” so an AA is generated.

As specified in § 3041.20(1) (relating to subsidy continuation during breaks in work, education or training) “A family’s eligibility and payment for subsidized child care continues for thirty calendar days from the date of an involuntary loss of work, the date a strike begins or the date the parent graduates from or completes education or training. On day 31 the child care subsidy will be suspended and the family’s eligibility will continue for an additional 30 days.”

If the p/c is not meeting the work-hour requirement following the expiration of the 60-day period, the family is ineligible for subsidized child care as specified in **§ 3041.51(h)**. If the p/c does not begin employment prior to the expiration of the AA, the case will close during the nightly batch process on the 14th day following the date eligibility was confirmed and the AA was generated.

HEAD START SPECIAL ELIGIBILITY

If the family is determined ineligible for any reason other than failure to pay the co-pay, co-pay exceeds the cost of care or the p/c loses work and does not return to work within 60 calendar days;, the CCIS must ensure that eligibility for HS expansion continues for the child that is enrolled in HS, although subsidized child care for the other child(ren) in the family is terminated.

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[See Manual Section “403.8.3.4 – Questions – 403.4.3 – Eligibility”](#)

403.4.4 Enrollment

If the HS program operates for part of the week, and the p/c works five days per week, the CCIS must enroll the child for five days per week. The CCIS will enroll the child with a regulated or licensed provider for additional days and hours beyond the HS program days and hours as specified in [§ 3041.51\(e\)](#).

EXAMPLE: The p/c works Monday through Friday but the HS program only operates Monday, Wednesday and Friday. The CCIS must enroll the child for 5 days per week. The CCIS must also ensure the child is enrolled with a licensed or regulated child care provider who offers care on Tuesday and Thursday.

As specified in [§ 3041.51\(e\)](#), “If extended hours or days of care are provided beyond the HS program’s hours or days, the extended hours and days of care shall be provided by a facility that has a certificate of compliance or registration by the Department as a child day care facility.”

NOTE: The CCIS may **NOT** enroll the child with an unregulated provider during the extended hours of care, unless the hours occur during non-traditional hours.

The CCIS must establish a sleep-time enrollment for a child that is eligible for subsidized child care under the HS child care program if the p/c’s work shift ends between 12 a.m. and 9 a.m. and the p/c requests time for sleep. For additional information regarding establishing a sleep-time enrollment, refer to [Manual “408 – Enrollments & Co-pay.”](#)

The CCIS shall enroll the child for expanded care if the p/c’s need for care overlaps, immediately precedes or immediately follows the HS program hours. “Need for care” is defined as the hours the p/c works, attends education or training; travels to and from work, education or training; or requires a sleep time enrollment as described above.

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EXAMPLE: The p/c works Monday through Friday, from 3:30 p.m. to 11:30 p.m. The p/c requires care from 2:30 p.m. to 12:30 a.m., including travel time. The HS program operates Monday, through Friday 9 a.m. to 3 p.m. The child must be enrolled with a licensed or regulated child care provider for wrap-around care during traditional hours. If the child needs care during non-traditional hours, in addition to needing care during traditional hours, the child may be enrolled with a Relative/Neighbor provider. If a child only needs wrap-around during non-traditional hours, and is only enrolled with an unregulated provider beyond the HS program hours, the child is not eligible for subsidized child care under the HS child care program, but may be eligible to receive subsidized child care under the Low-Income or Former TANF child care programs.

If the HS program hours cover the hours that the p/c works, the HS child is not eligible for subsidized child care under the HS, Low-Income or Former TANF child care programs because there is no need for care since the child's participation in the HS program is already being subsidized through the Federal government.

EXAMPLE: Child attends a HS program from 9a.m. – 3p.m. The p/c works from 10a.m. – 1p.m. The child is ineligible for subsidized child care.

REMINDER: If the family is receiving subsidized child care under the HS child care program, the p/c is ***NOT*** required to report a decrease in work hours and the CCIS may ***NOT*** reduce the number of hours or days the child is enrolled unless the p/c requests the amount of care be reduced.

If a child attends a child care center that receives HS funding, but the funding is not received per child and there are no specific HS hours, then the child is not eligible for subsidized child care under the HS child care program because the p/c does not need extended hours or days beyond the HS program hours.

As specified in § 3041.51(g), “Subsidy for a child receiving care under the HS expansion program may be suspended during summer school breaks.”

Refer to **Manual “408 – Enrollments & Co-pay,”** for additional information regarding suspending an enrollment.

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[See Manual Section “403.8.3.5 – Questions – 403.4.4 – Enrollment”](#)

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403.4.5 Reporting Requirements

As specified in § 3041.51(h), “A p/c whose child receives subsidized child care and is enrolled in a HS program is not required to report changes in circumstances during the period of the child’s HS enrollment, unless the p/c loses work. If the p/c involuntarily loses work, the family remains eligible for the HS expansion program for up to 60 calendar days following the loss of work.”

When a p/c whose child is receiving subsidized child care under the HS child care program reports an involuntary loss of work, the CCIS must manually generate the following Confirmation Notice:

Citation: 55 Pa.Code, Chapter 3041, § 3041.20(1)

Short Description:

60-day period following loss of work - Effective 07/01/12

Long Description:

You reported an involuntary loss of work. You are entitled to up to 60 calendar days of continued eligibility; however payment for subsidized child care will continue for up to 30 calendar days following your last day of work only. Payment for your child(ren)'s enrollment(s) will be suspended from the 31st calendar day through the 60th calendar day following your last day of employment or the date you return to work. You must return to/begin to work by <DT_60> in order to maintain your family's eligibility for subsidized child care.

As specified in § 3041.51(f)(6) and (f)(7), “A p/c shall report within ten calendar days, the date work ended and the date the child is no longer enrolled in HS.”

The p/c is not required to report other changes that could affect eligibility such as a decrease in work hours or an increase in income. If a p/c reports a change that he is not required to report, ***the change should have no impact on the case.*** The CCIS must inform the p/c that he continues to be eligible for the same co-pay and number of hours and days of care. If the p/c reports a decrease in work hours, the CCIS must ask the p/c if he wants to continue taking the child to care for all scheduled days/hours.

If the p/c states that he will not take the child during the days or hours he is not working, the CCIS may revise the schedule for the child to reflect the p/c's need for care. If the p/c states that he would like care to continue as before, the enrollment schedule must remain the same. The CCIS must counsel the p/c that if the child does not attend child care on all scheduled days the child will be considered absent, the child is only allowed 25 days of absence per year and the p/c is responsible to pay for additional absences beginning with the 26th day of absence.

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NOTE: When processing any reported changes in a HS case, the CCIS must note the reported information ***in the case comments only***. If a p/c reports a change in income or work hours, the CCIS may ***NOT*** enter the information into PELICAN CCW on the *Employment and Wage Detail* or *Self-Employment and Earned Income* pages. The CCIS may enter changes to the enrollment schedule only when the p/c requests a decrease in the number of hours/days.

EXAMPLE: The p/c reports a decrease in work hours from 20 hours/week to 15 hours/week and requests the CCIS revise the child's enrollment schedule accordingly. The CCIS must enter a case comment and decrease the child's schedule but may not enter the decrease in work hours on the *Employment and Wage Detail* page.

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[See Manual Section "403.8.3.6 – Questions – 403.4.5 – Reporting Requirements"](#)

403.4.6 **Redetermination**

As specified in § 3041.51(i), "The eligibility agency may not complete a partial redetermination or redetermination on a child enrolled in the Head Start expansion program until the Head Start program, the p/c or a reliable source confirmed by the eligibility agency reports to the eligibility agency that a child is no longer enrolled in the Head Start program."

The CCIS is ***NOT*** permitted to complete a partial redetermination or a redetermination on a child enrolled in the Head Start Expansion program until the child is no longer enrolled in Head Start. This means the p/c may not request a partial redetermination or redetermination in order to lower the co-payment if the p/c loses work hours.

When the family consists of a child that is enrolled in HS and another child or children that are not enrolled in HS, the CCIS must process the case under the Low-Income or Former TANF child care program, which means the p/c must report all changes as specified in § 3041.127 and complete the family's scheduled redetermination every six months. If the family is determined ineligible at the time the redetermination is processed, the CCIS must ensure that eligibility for the HS child continues although subsidized child care for the other child(ren) in the family will be terminated.

EXAMPLE: A family consists of the mother and two children, one of whom is enrolled in HS and is receiving subsidy. The other child that is receiving subsidy is not enrolled in HS. The CCIS discovers, during the scheduled redetermination, that the mother is over income. The CCIS sends an AA terminating subsidy for the non-HS child. The HS child ***will remain eligible*** even though the other child in the family is no longer eligible.

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NOTE: If the family is over income, the co-pay for the HS child will be the highest co-pay amount for the family size.

As specified in § 3041.51(j), “The eligibility agency shall conduct a partial redetermination or redetermination as specified in §§ 3041.129 and 3041.130 (relating to partial determination based on reported changes; and redetermination of eligibility) if the family has additional children who are not enrolled in Head Start but receive subsidized child care.”

If a p/c, in a Low-income case that consists of a HS child, reports a change in income or work hours during a redetermination, the CCIS must adjust the hours of care and co-pay for the family, including the HS child. PELICAN CCW will increase or decrease the co-pay when the CCIS processes a redetermination from the *Full Redetermination* page and the case is in Open/Redetermination mode.

EXAMPLE:

The p/c was working 8a.m. – 4p.m., Monday through Friday. The HS child attends the HS program from 9a.m. – 3p.m. The non-HS children receive full-time (FT) care, Monday through Friday. The HS child receives part-time (PT) wrap-around care, Monday through Friday. At redetermination, the p/c reports a change in work hours. The p/c is now working 8a.m. – 4p.m., Monday, Wednesday and Friday. The child care schedule would change and the non-HS children would receive FT care on Monday, Wednesday and Friday only. The HS child may continue to attend the HS program Monday through Friday from 9a.m. – 3p.m., but would only receive PT wrap-around care on Monday, Wednesday and Friday.

As the end of the school year approaches each year, the CCIS must review the status of children attending a HS program. The CCIS must conduct redeterminations for all families with children transitioning out of these HS programs, if the family has not had a redetermination within the past six months. When the child’s HS enrollment ends, the CCIS will conduct a redetermination to determine if the family is eligible to continue to receive care under the Low-Income or Former TANF child care program. If the CCIS determines the family eligible to receive subsidized child care, the child’s care will continue without interruption.

As specified in § 3041.51(k), “A child enrolled in the HS expansion program is not subject to partial redetermination or redetermination requirements as specified in subsection (i). Eligibility for a child enrolled in the HS expansion program is unrelated to the eligibility of other children in the family who are not enrolled in the HS expansion program and receive subsidized child care. Eligibility for a child enrolled in the HS expansion program shall continue as specified in this section.”

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[See Manual Section “403.8.3.7 – Questions – 403.4.6 – Redetermination”](#)

HEAD START SPECIAL ELIGIBILITY

403.4.6.1 **Generating a Redetermination Packet**

The CCIS must complete the following steps in PELICAN CCW in order to generate a redetermination packet:

1. Select “Determine Eligibility” from the drop-down and click “Go” to navigate to the *Child Care Program* page to assess eligibility.
2. Select “**Low-Income**” or “**Former TANF**” as the child care program and click “Assess Eligibility.”
3. Enter a date 45 days in the future as the Redetermination Date on the *Family Composition Eligibility Results* page so the packet will generate during the nightly batch, select an “Override Reason” and enter an “Override Comment” of “Department Mandate.”
4. Click “Confirm.”

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403.4.6.2 **Processing a Redetermination Packet**

The CCIS must complete the following steps in PELICAN CCW to **process a returned redetermination packet**:

1. Select “Full Redetermination” from the drop-down and click “Go” to navigate to the *Full Redetermination* page.
2. Answer the question “Has Redetermination packet been returned?,” enter the “Date Redetermination packet was returned” and click “Save.” Click “Save” again.
3. Update the case information in Open/Redetermination mode.
4. Select “Determine Eligibility” from the drop-down and click “Go” to navigate to the *Child Care Program* page to assess eligibility.
5. Select “**Low-Income**” or “**Former TANF**” as the child care program and click “Assess Eligibility.” Click “Assess” again through the validation that at least one child is in Head Start.
6. Click “Confirm” if the case continues to be eligible.

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403.4.6.3 Processing a Change in Co-pay When Non-HS Children Become Ineligible

If the CCIS makes changes to a case that is in Open/Ongoing mode and those changes cause a decrease in the amount of the co-pay, PELICAN CCW applies the decreased co-pay effective the following Monday.

When PELICAN CCW decreases the co-pay, the CCIS must manually generate an Enrollment Summary and a Confirmation Notice notifying the p/c and provider of the decreased co-pay.

If the CCIS makes changes to a case that is in Open/Ongoing mode and those changes cause an increase in the amount of the co-pay, PELICAN CCW stabilizes the co-pay until the family next scheduled redetermination.

If the CCIS makes changes to a case that is in Open/Redetermination mode and those changes cause an increase in co-pay, PELICAN CCW increases in the co-pay effective the Monday following a minimum 13-day notice period.

When PELICAN CCW increases the co-pay when the CCIS is processing a redetermination, the CCIS must manually generate an Enrollment Summary and a Confirmation Notice notifying the p/c and provider of the increased co-pay.

The CCIS must complete the following steps in PELICAN CCW to **generate an Enrollment Summary for a co-pay change**:

1. Select "Enrollments" from the drop-down and click "Go" to navigate to the *Case Enrollment Summary* page.
2. Select the enrollment(s) associated with child(ren) to whom the co-pay is assigned.
3. Enter a Monday date.
4. Enter "Co-pay Change" as the "Reason."
5. Click "Generate Enrollment Summary."

PELICAN CCW automatically generates two copies of the Enrollment Summary, one for the p/c and one for the child care provider.

HEAD START SPECIAL ELIGIBILITY

The CCIS must complete the following steps in PELICAN CCW to **generate a Confirmation Notice for a co-pay change:**

1. Select Correspondence from the main navigational bar to navigate to the *Correspondence Home* page.
2. Enter the Co/Record for the case, select “Confirmation Notice – P cc” from the “Correspondence” drop-down and click “Go” in the “Case Correspondence” section.
3. Select “55 Pa.Code, Chapter 3041, § 3041.104(c) – Co-pay Decrease **OR** 3041.104(e) – Co-pay Increase, as appropriate.
4. Click ‘Display Selections’ so the long description displays, enter the newly assessed co-pay amount and the co-pay effective date in the variable text fields, as appropriate, and click “Save.”

Variable Fields - Applies to All Correspondence Versions

Display Short Description Display Long Description Display Selections [GO](#)

Select Notice Reasons

<input checked="" type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.104(c)	Based on the information you provided, your co-payment has decreased. You should begin to pay \$ <input type="text"/> effective <input type="text"/> .
<input checked="" type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.104(e)	Based on the information you provided, your co-payment has increased. You should begin to pay \$ <input type="text"/> effective <input type="text"/> .

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[See Manual Section “403.8.3.8 – Questions – 403.4.6.3 – Processing a Change in Co-pay”](#)

403.4.7 Summer Care

Some HS programs continue to operate year-round. Children enrolled in year-round HS programs will continue to receive subsidized child care during the summer months.

Some HS programs do not operate during the summer months. A child participating in HS may continue to receive subsidized child care at a licensed or regulated provider during the summer months when the HS program no longer operates, as long as the child is planning to return to HS in the fall.

NOTE: The CCIS will **NOT** assess an overpayment to the family if something prevents the child from attending HS in the fall. At the p/c’s request, the CCIS may suspend the enrollment of a child participating in HS over the summer months while the HS program is not in session.

HEAD START SPECIAL ELIGIBILITY

In May of each year, the CCIS will contact the **HS Enrollment Contact** associated with its county or geographical area to verify the children who will be transitioning to kindergarten from HS in the fall. The transitioning child will remain eligible for HS expansion services as long as the child is enrolled in the HS program. If the HS program is in session year-round, the child remains eligible until September, when kindergarten begins. If the child's HS program ends in May, the child's eligibility for the HS expansion program ends in May.

As specified in § 3041.21(a)(8), "If a child is unable to attend child care for more than 5 consecutive days for which the child is scheduled to attend care, subsidy shall be suspended for up to 90 calendar days when a p/c has a break in work, education or training that exceeds 30 calendar days but does not continue beyond 90 calendar days."

A p/c that is employed by HS and has a break in work during the summer that is greater than 30 days, but no more than 90 days, may qualify for subsidy suspension.

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[See Manual Section "403.8.3.9 – Questions – 403.4.7 – Summer Care"](#)

403.5 MAINTAINING THE HS CHILD'S ELIGIBILITY

As specified in § 3041.51(j), "The eligibility agency shall conduct a partial redetermination or redetermination as specified in §§ 3041.129 and 3041.130 (relating to partial determination based on reported changes; and redetermination of eligibility) if the family has additional children who are not enrolled in Head Start but receive subsidized child care."

When the family consists of a child that is enrolled in HS and another child or children that are not enrolled in HS, the CCIS must process the case **under the Low-Income or Former TANF child care program**, which means the p/c must report all changes as specified in § 3041.127 and complete the family's scheduled redetermination every six months. If the family is determined ineligible at the time the redetermination is processed, the CCIS must ensure that eligibility for the HS child continues although subsidized child care for the other child(ren) in the family will be terminated.

EXAMPLE: A family consists of the mother, father and three children, one of whom is enrolled in HS and is receiving subsidy. The additional children receiving subsidy are not enrolled in HS. The CCIS discovers, during the scheduled redetermination, that the father is working only 15 hours/week. The CCIS sent an AA terminating subsidy for the two children who are not enrolled in HS. The HS child **will remain eligible** even though the other children in the family are no longer eligible.

REMINDER: The HS child remains eligible only when the p/c reports a change in income during the redetermination which causes the family to be over income OR a p/c is not meeting the work-hour or work/training combo requirement but is working.

HEAD START SPECIAL ELIGIBILITY

The CCIS must complete the following steps in PELICAN CCW to **process a case failure and maintain eligibility for the HS child(ren)**:

1. Select “Determine Eligibility” from the drop-down and click “Go” to navigate to the *Child Care Program* page to assess eligibility.
2. Click “Assess.”

NOTE: There is no change in the child care program. The child care program selection will remain either Low-Income or Former TANF, as appropriate.

3. Click “Update” under the “Failure Reasons” section on the *Individual Eligibility Results* page and do the following:
 - a. Add failure reason code “928 – Ineligibility – Reported Change – AA.”
 - b. Add one of the following additional failure reason codes, as appropriate:
 - i. “945 – Non-HS child’s p/c not meeting work-hour requirement – AA – P.”
 - ii. “946 – Non-HS child’s p/c not meeting the work/training combo requirements – AA – P.”
 - iii. “947 – Non-HS child’s family is over income – AA – P.”

<input checked="" type="checkbox"/>	928	Ineligibility - Reported Change - AA
<input type="checkbox"/>	929	Redetermination Incomplete - WL - AA
<input type="checkbox"/>	930	Redetermination Failed - WL - AA
<input type="checkbox"/>	931	Redetermination Incomplete - FT - AA
<input type="checkbox"/>	932	F2F - FT - AA
<input type="checkbox"/>	933	Delinquent Co-pay - Appeal - AA
<input type="checkbox"/>	934	Failure to Report - Family Comp - AA
<input type="checkbox"/>	935	Self-Employment - No Profit - AA
<input type="checkbox"/>	936	Verification - Prospective Work/Train/Ed - AA
<input type="checkbox"/>	937	Verification - Care and Control - AA
<input type="checkbox"/>	938	Delinquent Co-pay - FT Advance - AA
<input type="checkbox"/>	939	TANF Expiration - 60 Days - AA
<input type="checkbox"/>	940	No Child in Family Comp - AA - P
<input type="checkbox"/>	941	Outstanding Delinquency during Application - AA - P
<input type="checkbox"/>	942	Consent - AA - P
<input type="checkbox"/>	943	Verification - Family Comp - AA
<input type="checkbox"/>	944	AA - Change in Primary Caretaker - AA
<input checked="" type="checkbox"/>	945	Non-HeadStart child's p/c not meeting work-hour requirement - AA - P
<input type="checkbox"/>	946	Non-HeadStart child's p/c not meeting the work/training combo requirements - AA - P
<input checked="" type="checkbox"/>	947	Non-HeadStart child's family is over income - AA - P

4. Click “Confirm.”

NOTE: PELICAN CCW will generate an AA that includes the updated failure reason codes.

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Following the generation of the AA, as described above, the CCIS must generate a Child Care Stop Letter for each child in the family that is not enrolled in HS.

The CCIS must complete the following steps in PELICAN CCW to **generate a Child Care Stop Letter for each non-HS child:**

1. Select "Enrollments" from the drop-down and click "Go" to navigate to the *Case Enrollment Summary* page.
2. Select the enrollment(s) associated with the non-HS child(ren) and click "Change/End Enrollment".
3. Click "Update" under the "Enrollment Status Information" section on the *Enrollment Detail* page.
4. Enter the date the AA expires as the "Effective Date", select "Discontinue/Close" as the "Status", select "Ineligible" as the "Reason" and click "Save and Continue."
5. Repeat for each non-HS child in the case for whom the enrollment(s) must be discontinued.

Following the generation of the Child Care Stop Letter for each non-HS child in the family for whom subsidized child care is terminated, the CCIS must generate a new Enrollment Summary for the HS child notifying the p/c and provider of the HS child's continuing eligibility and enrollment.

The CCIS must complete the following steps in PELICAN CCW to **generate a new Enrollment Summary for the HS child:**

1. Select the enrollment(s) associated with the HS child(ren).
2. Enter a Monday date.
3. Enter "Child remains eligible under Head Start Expansion" as the "Reason."
4. Click "Generate Enrollment Summary."

Following generation of the new Enrollment Summary for the HS child, the CCIS must complete the following steps in PELICAN CCW to **remove the child care request for the non-HS child(ren) and change the child care program from Low-Income or Former TANF to HS:**

1. Select "Child Care Request" from the drop-down and click "Go" to navigate to the *Care Request* page.
2. Deselect "CC Request" for each non-HS child in the case, select "No Need for Care" as the "Reason Ending Care" and click "Save."
3. Click "Assess Eligibility" in the "Case Eligibility" section on the *Case Summary* page.
4. Select "Head Start" as the child care program and click "Assess Eligibility" on the *Child Care Program* page.

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5. Click “Assess Eligibility” again through the validation that this action will end eligibility in LI and assess eligibility for HS.
6. Click “Assess Eligibility” again through the validation that this action will end eligibility in LI and assess eligibility for HS.
7. Click “Confirm” on the *Family Composition Eligibility Results* page.

Following the transfer from the Low-Income or Former TANF child care program to the HS child care program, the CCIS must generate a Confirmation Notice notifying the p/c of the transfer.

PELICAN CCW cannot process notices correctly when processing an eligibility end date in one child care program and eligibility begin date in another child care program occurring on the same day. For this reason, the CCIS must set a tracking date alert as a reminder to generate the Confirmation Notice the day following the transfer.

The CCIS must complete the following steps in PELICAN CCW to **enter a tracking date alert**:

1. Set a tracking date alert by selecting “Tracking Dates” from the drop-down and clicking “Go.”
2. Click “New” on the *Tracking Date Summary* page.
3. Enter a “Tracking Date” equal to tomorrow’s date.
4. Enter a priority of “Medium.”
5. Enter “Alert Text” as “Generate Confirmation Notice – Transfer to HS.”
6. Click “Save.”

Following receipt of the tracking date alert, the CCIS must complete the following steps in PELICAN CCW to **generate the Confirmation Notice – Transfer to HS**:

1. Enter the Co/Record for the case, select “Confirmation Notice – P cc” from the “Correspondence” drop-down and click “Go” in the “Case Correspondence” section.
2. Select “55 Pa.Code, Chapter 3041, § 3041.51 Transfer to Head Start” and click “Save” on the *Create New Correspondence* page.

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[See Manual Section “403.8.3.10 – Questions – 403.5 – Maintaining the HS Child’s Eligibility When a Case Fails”](#)

HEAD START SPECIAL ELIGIBILITY

403.6 **CCIS RESPONSIBILITIES**

The following are the CCIS responsibilities regarding eligibility for a child enrolled in HS and processing a case under the HS child care program:

1. Obtain verification from the HS enrollment contact that the HS program meets the Federal or State HS standards.
2. Ensure that the HS program has specific HS hours, especially if the HS program is located within a child care center.
3. Ensure that if extended hours or days of care are provided beyond the HS program's hours and days, the extended hours or days are provided by a facility that has a certificate of compliance or registration by the Department as a child care facility.
4. Ensure the appropriate child care program is selected in PELICAN CCW to process the case, depending upon how many and which children are requesting subsidized child care and whether those children are enrolled in a HS program.
5. Ensure compliance with the WL conditions.
6. Complete a redetermination as specified in this chapter.
7. Ensure the HS child's eligibility remains unaffected if the case fails and subsidized child care must be terminated for the non-HS children in the family.
8. Process changes in work hours, income and co-pay appropriately, as specified in this chapter.
9. Process changes in the child(ren)'s enrollment schedule(s) appropriately, as specified in this chapter.
10. Generate correspondences appropriately, as specified in this chapter.

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403.7 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.

403.7.1 Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

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403.7.2 Updates

DATE ISSUED	UPDATE NUMBER	TITLE

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403.7.3 Communiqués

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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403.7.4 Additional Resources

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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SPECIAL ELIGIBILITY PROGRAMS

403.8 TRAINING GUIDE

This section contains information pertinent to training the HS Chapter. The following subsections contain the goals and objectives of the chapter, as well as helpful question and answer checkpoints.

403.8.1 Goals

The information in this section contains the goals with regard to managing the HS special eligibility program. The following are the goals of this manual section:

1. To familiarize staff with special eligibility relating to subsidized child care for families with a child enrolled in HS.
2. To understand and state the CCIS's responsibilities when determining special eligibility for children enrolled in HS.

[Return to Manual Section "403.3 - Goals"](#)

403.8.2 Objectives

The information in this section contains the objectives with regard to managing special eligibility as it relates to HS. The following are the objectives of this manual section:

1. To understand that the purpose of special eligibility is to assure that a working p/c has the wrap-around care needed so the child(ren) can attend HS.
2. To identify if a p/c meets the requirements to qualify for special eligibility as it relates to subsidized child care and understand that the p/c must meet the requirements each time a child in the family applies for the HS expansion program.
3. To understand when and what changes a p/c must report and if/how to process those changes.
4. To ensure that if a family is determined ineligible during a redetermination, eligibility for the child enrolled in HS continues.
5. To understand when to correctly adjust the work schedule, income and co-pay for a family with a child enrolled in HS.
6. To complete a redetermination as set forth in this chapter.

[Return to Manual Section "403.4 - HS"](#)

SPECIAL ELIGIBILITY PROGRAMS

403.8.3 Section Checkpoint Questions

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

403.8.3.1 Questions - 403.1 - General Policy & Regulation

1. Special eligibility occurs under which of the following programs?
 - a. HS.
 - b. Pre-K.
 - c. Both of the above.
 - d. None of the above.

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[Return to Manual Section "403.1 - General Policy & Regulation"](#)

[See Answers](#)

403.8.3.2 Questions - 403.4.1 - Application

2. The CCIS will determine the family's eligibility for the HS expansion program within ____ days following receipt of an application.

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[Return to Manual Section "403.4.1 - Application"](#)

[See Answers](#)

SPECIAL ELIGIBILITY PROGRAMS

403.8.3.3 Questions - 403.4.2 - Verification

3. The family must provide verification of which of the following to be eligible for the HS expansion program?
 - a. 20 hours of work per week.
 - b. Extended hours and days of care are needed beyond the HS program's hours in order to work.
 - c. Verification of income eligibility.
 - d. All of the above.
 - e. None of the above.

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[Return to Manual Section "403.4.2 - Verification"](#)

[See Answers](#)

403.8.3.4 Questions - 403.4.3 - Eligibility

4. Once a child is enrolled in the HS expansion program, the child remains in the program until the child is no longer in HS, unless which of the following occur?
 - a. The p/c fails to pay the co-pay to the provider.
 - b. The co-pay exceeds the cost of care.
 - c. The p/c loses work.
 - d. All of the above.
 - e. None of the above.
5. TRUE or FALSE. The p/c is required to attend a face-to-face interview with the CCIS to enroll the child in the HS expansion program even if the child is already receiving subsidized child care or had a face-to-face within the past year.

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[Return to Manual Section "403.4.3 - Eligibility"](#)

[See Answers](#)

SPECIAL ELIGIBILITY PROGRAMS

403.8.3.5 Questions - 403.4.4 - Enrollment

6. TRUE or FALSE. The CCIS shall enroll the child for expanded care whether or not the p/c's need for care overlaps, immediately precedes or immediately follows the HS program hours.
7. TRUE or FALSE. If the HS program hours cover the hours that the p/c works, the HS child is not eligible for subsidized child care.
8. TRUE or FALSE. A child who will begin a HS program in the fall is eligible to start care on the date the HS program begins.

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[Return to Manual Section "403.4.4 - Enrollment"](#)

[See Answers](#)

403.8.3.6 Questions - 403.4.5 - Reporting Requirements

9. What are the only two changes the p/c is required to report when the child is enrolled in the HS expansion program?

✓ _____

✓ _____

10. TRUE or FALSE. If the family consists of a child enrolled in the HS expansion program and a child receiving regular subsidized child care, the p/c must report all changes.

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[Return to Manual Section "403.4.5 - Reporting Requirements"](#)

[See Answers](#)

SPECIAL ELIGIBILITY PROGRAMS

403.8.3.7 Questions - 403.4.6 - Redetermination

11. TRUE or FALSE. When the family consists of a child that is enrolled in HS and another child that is not enrolled in HS, but is receiving subsidized child care, the CCIS should not complete a redetermination.
12. TRUE or FALSE. If a redetermination is required and a p/c reports a change in income or work hours during the redetermination, the hours of care, income and co-pay will be adjusted for the family, including the HS child.

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[Return to Manual Section "403.4.6 - Redetermination"](#)

[See Answers](#)

403.8.3.8 Questions - 403.4.6.3 - Processing a Change in Co-pay

13. TRUE or FALSE. If the co-pay decreases or increases, the CCIS must generate a new Enrollment Summary and the appropriate Confirmation Notice notifying the p/c and the provider of the change in co-pay.

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[Return to Manual Section "403.4.6.3 - Processing a Change in Co-pay"](#)

[See Answers](#)

403.8.3.9 Questions - 403.4.7 - Summer Care

14. TRUE or FALSE. At the p/c's request, the CCIS may place a child participating in the HS expansion program into suspended subsidy over the summer months while the HS program is not in session.

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[Return to Manual Section "403.4.7 - Summer Care"](#)

[See Answers](#)

SPECIAL ELIGIBILITY PROGRAMS

403.8.3.10 Questions - 403.5 - Maintaining the HS Child's Eligibility

15. TRUE or FALSE. The CCIS must assess eligibility under the HS child care program when a family includes a HS child and siblings not enrolled in HS, regardless of the number of children for whom subsidized child care is requested or which children are requesting care.

16. List the circumstances that will cause a case to fail and the termination of subsidized child care for any non-HS children in the family but require the CCIS to maintain the HS child's eligibility.

- ✓ _____

- ✓ _____

- ✓ _____

17. What correspondence must the CCIS generate when following the steps to maintain the HS child's eligibility when a case fails?

- a. Child Care Stop Letter and Confirmation Notice.
- b. Child Care Stop Letter and Enrollment Summary.
- c. Child Care Stop Letter, Enrollment Summary and Confirmation Notice.
- d. AA, Child Care Stop Letter and Confirmation Notice.
- e. AA, Child Care Stop Letter, Enrollment Summary and Confirmation Notice.

18. What must the CCIS do to ensure the Confirmation Notice generates properly following a case transfer to a different child care program?

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[Return to Manual Section "403.5 - Maintaining the HS Child's Eligibility"](#)

[See Answers](#)

SPECIAL ELIGIBILITY PROGRAMS

403.8.4 Section Checkpoint Answers

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services provided the answers to all of the questions asked in Manual Section “403.8.3 – Section Checkpoint Questions”.

403.8.4.1 Answers – 403.1 – General Policy & Regulation

1. **a. – HS.** Special eligibility occurs under the HS program.

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[Review Questions Again](#)

[Review Manual Section “403.1 – General Policy & Regulation” Again](#)

[Proceed to Manual Section “403.2 – Definitions & Acronyms”](#)

403.8.4.2 Answers – 403.4.1 – Application

2. **30.** The CCIS will determine the family’s eligibility for the HS expansion program within 30 days following receipt of an application.

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[Review Questions Again](#)

[Review Manual Section “403.4.1 – Application” Again](#)

[Proceed to Manual Section “403.4.2 – Verification”](#)

403.8.4.3 Answers – 403.4.2 – Verification

3. **d. – All of the above.** The family must provide verification of 20 hours of work per week, extended hours or days of care needed beyond the HS hours in order to work, and verification of income eligibility.

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[Review Questions Again](#)

[Review Manual Section “403.4.2 – Verification” Again](#)

[Proceed to Manual Section “403.4.3 – Eligibility”](#)

SPECIAL ELIGIBILITY PROGRAMS

403.8.4.4 Answers - 403.4.3 - Eligibility

4. **d. - All of the above.** Once a child is enrolled in the HS expansion program, the child remains in the program until the child is no longer in HS unless the p/c fails to pay the co-pay, the co-pay exceeds the cost of care or the p/c loses work.
5. **FALSE.** The p/c is not required to complete a face-to-face with the CCIS to enroll the child in the HS expansion program if the child is already receiving subsidized child care or the p/c completed a face-to-face within the past year.

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[Review Questions Again](#)

[Review Manual Section "403.4.3 - Eligibility" Again](#)

[Proceed to Manual Section "403.4.4 - Enrollment"](#)

403.8.4.5 Answers - 403.4.4 - Enrollment

6. **FALSE.** The CCIS shall only enroll the child for expanded care if the p/c's need for care overlaps, immediately precedes or immediately follows the HS program hours.
7. **TRUE.** If the HS program hours cover the hours that the p/c works, the HS child is not eligible for subsidized child care.
8. **FALSE.** A child who will begin a HS program in the fall is eligible to start care on the date the HS program begins only when there is no waiting list in the county of residence.

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[Review Questions Again](#)

[Review Manual Section "403.4.4 - Enrollment" Again](#)

[Proceed to Manual Section "403.4.5 - Reporting Requirements"](#)

SPECIAL ELIGIBILITY PROGRAMS

403.8.4.6 Answers - 403.4.5 - Reporting Requirements

9. When the child is enrolled in the HS expansion program, the p/c must report **loss of work** and **when the child is no longer enrolled in HS.**
10. **TRUE.** If the family consists of a HS child and a non-HS child receiving subsidy, the p/c must report all changes.

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[Review Questions Again](#)

[Review Manual Section "403.4.5 - Reporting Requirements" Again](#)

[Proceed to Manual Section "403.4.6 - Redetermination"](#)

403.8.4.7 Answers - 403.4.6 - Redetermination

11. **FALSE.** When the family consists of a HS child and a non-HS child receiving subsidy, the CCIS **MUST** complete a redetermination.
12. **TRUE.** During redetermination, if a p/c reports a change in income or work hours, the CCIS must adjust the hours of care and co-pay.

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[Review Manual Section "403.4.6 - Redetermination" Again](#)

[Proceed to Manual Section "403.4.6.1 - Generating a Redetermination Packet"](#)

403.8.4.8 Answers - 403.4.6.3 - Processing a Change in Co-pay

13. **TRUE.** If the co-pay decreases or increases, the CCIS must generate a new Enrollment Summary and the appropriate Confirmation Notice notifying the p/c and the provider of the change in co-pay.

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SPECIAL ELIGIBILITY PROGRAMS

403.8.4.9 Answers - 403.4.8 - Summer Care

14. **TRUE.** At the p/c's request, the CCIS may place a child participating in the HS expansion program into suspended subsidy over the summer months while the HS program is not in session.

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403.8.4.10 Answers - 403.5 - Maintaining the HS Child's Eligibility

15. **FALSE.** When a family consists of HS and non-HS children requesting/receiving subsidy, the CCIS must assess eligibility under the Low-Income or Former TANF child care program.
16. The CCIS must maintain the HS child's eligibility when a case fails for any of the following reasons:
- ✓ **Over income.**
 - ✓ **Work-hour requirement.**
 - ✓ **Work/training combo requirement.**
17. **e. - AA, Child Care Stop Letter, Enrollment Summary and Confirmation Notice.** The CCIS generate an AA, Child Care Stop Letter, Enrollment Summary and Confirmation Notice.
18. **The CCIS must set a tracking date alert as a reminder to generate the Confirmation Notice the day after transferring the case to a different child care program.**

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