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402.1 GENERAL POLICY & REGULATION

The information in this chapter contains direction and procedure for determining eligibility for the Department of Human Service's (Department) Subsidized Child Care program as it relates to former Temporary Assistance for Needy Families (TANF) child care. Aside from the exemptions noted in this manual section and in the "Former TANF Families" section of the regulations, all other regulations set forth in 55 Pa. Code, Chapter 3041 (relating to subsidized child care eligibility), as well as the information in Manual "404 – Low-Income (LI)" applies. For more information about the following topics, refer to the sections noted below in Manual Chapter 404 – LI.

- ❖ *Subsidy benefits* — § 404.5
- ❖ *Subsidy limitations* — § 404.6
- ❖ *Prohibition of Additional Charges* — § 404.7
- ❖ *Determining Family Composition* — § 404.8
- ❖ *Residence* — § 404.9.2
- ❖ *Disqualification* — § 404.9.10
- ❖ *Child Eligibility — Age Requirement* — § 404.11.1
- ❖ *Child Eligibility — Child Disability, Injury or Impairment* — § 404.11.2
- ❖ *Child Eligibility — Immunization* — § 404.11.3
- ❖ *Child Eligibility — Citizenship* — § 404.11.4
- ❖ *Child Eligibility — Attendance* — § 404.11.5
- ❖ *Child Eligibility — Absence* — § 404.11.6

As specified in **§ 3041.12** (relating to provision of subsidized child care), "A former TANF family is eligible for a child care subsidy under 55 Pa. Code, Chapter 3041, as specified in §§ 3041.141 - 3041.150 (relating to former TANF families)."

As specified in **§ 3041.3** (relating to definitions), a family is "the child or children for whom subsidized child care is requested and the following individuals who live with that child or children in the same household:

- (i) ***A parent of the child***, defined as the biological or adoptive mother or father, stepmother or stepfather who exercises care and control of the child for whom subsidy is requested.
- (ii) ***A caretaker***, defined as an individual who has legal custody of the child, a foster parent, a grandparent, an aunt or an uncle who lives with and exercises care and control of a child ***and a caretaker's spouse***.

NOTE: "Care and control" is limited to a "grandparent", "aunt" or "uncle." "Caretakers" with a relationship to the child other than "grandparent", "aunt" or "uncle", such as a friend or neighbor must have legal custody of the child for whom subsidy is requested. A live-in companion of a parent/caretaker (p/c) is not considered a "caretaker" of other children in the family for whom he is not a legal guardian. If the live-in companion becomes a spouse of the caretaker, he is considered a caretaker.

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- (iii) **A biological, adoptive or foster child or stepchild** of the p/c who is **under 18 years of age** and **not emancipated** by marriage or by the court.
- (iv) **An unrelated child under the care and control of the p/c**, who is **under 18 years of age** and **not emancipated** by marriage or by the court.
- (iv) **A child who is 18 years of age or older but under 22 years of age** who is **enrolled in a high school, a general educational development program or a post-secondary program** leading to a degree, diploma or certificate and who is **wholly or partially dependent** upon the income of the p/c or the p/c's spouse."

NOTE: The CCIS must include in the family composition any family member who is **18 years of age or older but under 22 years of age** who resides elsewhere solely for the purpose of employment or participation in a 2-year or 4-year postsecondary degree program.

In addition to the definition of "family," the CCIS must also determine whether a p/c in the family met any of the following criteria **within the past 183 calendar days** when determining the family composition of a former TANF family:

- Received TANF benefits, in Pennsylvania or another state, for himself and/or his child(ren) at the time TANF benefits ended.
- Voluntarily terminated TANF benefits.
- Received a Diversion payment.

EXAMPLE: A TANF budget group consists of a mother, her child, a boyfriend, his child and a shared/common child. The mother and her child received TANF within the past 183 calendar days, but the boyfriend, his child and their shared/common child received Food Stamps (FS)/Supplemental Nutrition Assistance Program (SNAP) only. The family may apply under the former TANF child care program for all of the children because the mother (i.e., a p/c in the family) received TANF benefits for herself and her child. The family consists of the mother, her boyfriend and all of the children since there is a shared/common child.

If the p/c received TANF benefits for his child(ren) **ONLY**, the family is not eligible for former TANF but may qualify under the Low-Income (LI) child care program, subject to the provisions of the waiting list and set-aside regulations/policies.

EXAMPLE: The budget group consists of an aunt and her nephew. The aunt chooses to be an "N" member so her income is excluded and she receives TANF benefits for her nephew only. The aunt is not eligible for subsidized child care under the former TANF child care program because she was not receiving TANF benefits for herself at the time TANF ended. The aunt may apply under the LI child care program and is subject to the provisions of the waiting list and set-aside regulations/policies.

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As specified in **§ 3041.141(a)** (relating to general former TANF families provisions), “A family that is no longer eligible for TANF benefits or a family that voluntarily left TANF and meets the eligibility requirements specified in 55 Pa. Code, Chapter 3041, may qualify for subsidized child care.”

As specified in **§ 3041.142(a)** (relating to general requirements for former TANF families), “During the 183-day period after eligibility for TANF benefits ended or after a family voluntarily left TANF, a p/c shall meet only the following conditions:

- (1) Work requirements as specified in **§ 3041.43** (relating to work, education and training). **The minimum work-hour requirement does not apply if the loss of TANF benefits was due to earnings from work in excess of the income limit for the TANF program** as specified in § 3041.142(a)(1) (relating to general requirements for former TANF families).

NOTE: See **Manual Section “402.5 – Work & Work-Hour Requirements”** for additional information.

- (2) Annual income may not exceed 235% of the Federal Poverty Income Guidelines (FPIG).

NOTE: See **Manual Section “402.6 – Income Limits”** for additional information.

- (3) **The p/c shall select an eligible child care provider as specified in § 3041.13(a) (relating to parent choice).**

- (4) **The p/c shall make timely payment of the co-payment as specified in § 3041.101 (relating to general co-payment requirements)."**

NOTE: The CCIS must correct and stabilize the co-payment at the time of the transfer to former TANF. Co-payment stabilization rules do NOT apply to cases transferring from TANF to former TANF.

A Transitional Cash Assistance (TCA) benefit is a temporary supplemental grant designed as an incentive for TANF recipients to move toward self-sufficiency and gain employment, while allowing Pennsylvania to continue to increase the number of families meeting the Work Participation Requirements (WPR). The TCA grant provides a temporary supplemental grant of \$100 per month, paid in two \$50 semi-monthly payments to certain families whose TANF cases closed due to employment. The TCA period is three consecutive months or six consecutive payments.

To be eligible for TCA, a TANF, Extended TANF or Time-Out, the family's cash assistance must have closed because of excess income and the adult(s) in the family is meeting the federal WPR at the time the family becomes ineligible for cash assistance. Extended TANF allows a limited number of families to receive TANF for more than 5 years based on hardship. Time-Out is a program that does not count TANF days towards the 5 year lifetime limit.

The County Assistance Office (CAO) cannot open some eligible TCA cases in the Client Information System (CIS). When the CCIS is notified by the CAO that a family is eligible for TCA even though the benefit did not open correctly in CIS, the CCIS must assess eligibility in Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) Child Care Works (CCW) under the Former TANF child care program.

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If the case is no longer meeting the work requirement, the case is ineligible under the Former TANF child care program and the family must be instructed to reapply for TANF benefits at their local CAO.

REMINDER: During the 183 days after TANF closed, the 20-hour minimum work requirement does not apply when TANF closed due to income from work in excess of the TANF income limits. However, parent(s) must be working some hours to be eligible for child care.

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[See Manual Section “402.18.3.1 – Questions – 402.1 – General Policy & Regulation”](#)

402.2 DEFINITIONS AND ACRONYMS

See Manual “101 – Definitions” for a complete, alphabetical listing of definitions and acronyms.

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402.3 GOALS & OBJECTIVES

See [Manual Section “402.18.1 – Goals”](#) and [Manual Section “402.18.2 – Objectives”](#)

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402.4 INTAKE & INITIAL APPLICATION

As specified in § 3041.141(b)—(d) (relating to general former TANF families provisions), “The CCIS shall review the information received from the CAO about a p/c who formerly received TANF benefits, then shall determine the date TANF benefits ended and establish the 183-day period after eligibility for TANF ends, within which the p/c may receive child care benefits.” “Eligibility shall begin the day following the date TANF benefits end, or at any time during the 183-day period after eligibility for TANF ended.” “A child should not be placed on a waiting list if a former TANF p/c requests subsidized child care for a child any time prior to 184 calendar days after TANF benefits ended.”

If the CCIS determines that a TANF Case is ***INELIGIBLE*** for former TANF, the CCIS must:

1. Review the update in Update Inbox indicating TANF benefits will end.
2. Check the date of the CIS Budget Closure on the CAO Program Eligibility page.
3. Assess and confirm eligibility so PELICAN CCW recognizes the update.
4. Navigate to the Enrollment Summary page, select the child(ren) whose enrollment(s) must be discontinued and click “Change/End Enrollments”.

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5. Click “Update” on the Enrollment Detail page and discontinue the enrollment using the reason “OIM Program Termination” with an Effective Date equal to the day after TANF benefits end. Complete this step for all children in the case with active enrollments.

EXAMPLE: TANF ends on 3/7/17 so enrollments are discontinued effective 3/8/17.

NOTE: The TANF end date may occur in the past, as of today or in the future.

6. Send the Child Care Stop Letter generated by PELICAN CCW to the p/c.
7. End care effective the day after TANF ends. The CCIS is **NOT** permitted to pay during an Adverse Action (AA) period in this circumstance.

The majority of former TANF families will never complete or submit a signed Subsidized Child Care Application (CY868) form because there are no regulatory requirements for the family to do so unless one of the following are true:

- The family never received subsidized child care benefits under the TANF child care program and is requesting care for the first time more than 60 calendar days following the date TANF benefits ended.
- The family received a Diversion payment, but never received ongoing TANF benefits.
- The family received TANF benefits in another state within the past 183 calendar days.
- The CCIS is unable to “pull” information from CIS into PELICAN CCW related to the family’s receipt of TANF benefits.

The CCIS **may not** require the parent to complete an application when the information is available in CIS; however, there must be a completed copy of one of the following forms located in the case file:

- For families requesting care under the former TANF child care program ***within 60 calendar days*** following the date TANF benefits ended, regardless of whether there is a gap in care/payment – **Former TANF Self-Certification of Case Information**
- For families requesting care under the former TANF child care program ***more than 60 calendar days*** following the date TANF benefits ended, regardless of whether there is a gap in care/payment – **Former TANF Self-Declaration of Case Information**

NOTE: See **Manual Section “402.9 – Verification & Reporting”** or **“402.10 – Case File”** for additional information.

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[See Manual Section “402.18.3.2 – Questions – 402.4 – Intake & Initial Application”](#)

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402.5 WORK & WORK-HOUR REQUIREMENTS

As specified in **§ 3041.142(a)(1)**, “During the 183-day period after eligibility for TANF benefits ended or after a family voluntarily left TANF, a p/c shall meet the work requirements as specified in **§ 3041.43** (relating to work, education and training). The minimum work-hour requirement does not apply if the loss of TANF benefits was due to earnings from work in excess of the income limit for the TANF program.

In a single p/c family, the p/c must be working 20 hours/week, or working 10 hours/week and participating in training for 10 hours/week, at the time TANF ends to qualify under the former TANF child care program.

In a two-p/c family, the family may be eligible under the former TANF child care program if one p/c is meeting the work-hour requirement (i.e., 20 hours/week, or working 10 hours/week and participating in training for 10 hours/week) and the other p/c has a verified disability that meets the conditions set forth in **§§ 3041.48(b)** and **3041.70** (relating to eligibility of households including a p/c with a disability; and verification of inability to work due to a disability) at the time TANF ends.

The minimum work-hour requirement does not apply during the 183-day former TANF period after eligibility for TANF benefits ends, if TANF ended due to receipt of work income in excess of the income limit for the TANF program.

Following expiration of the 183-day former TANF period, the p/c must meet the minimum work-hour requirement when the first redetermination is completed.

EXAMPLES:

1. TCA budget consists of mother and two children. TCA ends on 1/6. At the time TCA ends, the CCIS discovers the mother is not working. ***The family is ineligible for former TANF child care.*** The p/c is not eligible for the work-hour exemption because she is not working. The family may reapply at any time within the 183-day former TANF period if she begins working.
2. TCA budget consists of mother and two children. TCA ends on 1/6. At the time TCA ends, the mother is working 7 hours/week and is training 15 hours/week. ***The family is eligible for former TANF child care. The family qualifies for the work-hour exemption since TANF closed due to excess earnings from work.*** The children may receive subsidized child care for 22 hours/week plus travel time as appropriate.
3. TCA budget consists of mother, father and three children. TCA ends on 1/6. At the time TCA ends, the mother is working but the father is not. The father does not have a verified disability. ***The family is ineligible for former TANF child care.*** The family is not eligible for the work-hour exemption because the father is not working. The family may reapply at any time within the 183-day former TANF period if the father begins working.

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4. TANF budget consists of mother, father and three children. TCA is not scheduled. TANF ends due to excess earnings from work. The mother is working 15 hours/week (no training) and the father has a verified disability. **The family is eligible for former TANF child care.** The family meets the work requirement for a two-p/c family because the mother qualifies for the work-hour exemption and the father has a verified disability. The children may receive subsidized child care for 15 hours/week, plus travel time as appropriate.

5. TCA budget consists of mother and two children. TCA ends on 1/6. At the time TCA ends, the CCIS discovers the mother is not working. **The family is ineligible for former TANF child care.** The p/c reapplies after the 183-day former TANF period has expired. The work-hour exemption no longer applies so the mother must meet the full work-hour requirement (i.e., work 20 hours/week or work at least 10 hours/week and participate in training at least 10 hours/week). In addition, the CCIS must assess eligibility under the LI child care program.

When a former TANF p/c is not meeting the minimum work-hour requirement, the CCIS must review the CIS CQBUDG screen associated with the case and note the code for the TANF closure.

Only notice codes "001" (i.e., full-time employment) and "002" (part-time employment) will be considered for the work-hour requirement exemption for former TANF families.

The screenshot shows the 'CIS BUDGET AUTHORIZATION INQUIRY' screen for case 'PINK ROSE'. The operator is 't-joyungma' and the date is '06/13/16'. The case status is 'OPEN' and the worker is '10096'. The screen displays various fields including 'Co Record', 'Dist', 'Case Status', 'Case Name', 'Csl'd', 'Beg', 'End', 'Chg', 'Cat', 'GG', 'Ctl', 'Pgm', 'TT', 'Stat', 'Susp', 'Act', 'Rea', 'Appl', 'Open', 'Close', 'Nonfinancial', 'Resources', 'Income', 'Mo Ben', 'Reapp', 'Reapp Due', 'SAR', '235% FPIG Test P', 'CC Elig', and 'Transfer to CCIS'. A red box highlights the 'Notice Code' field, which contains the value '002'. Other fields like 'Notice Code' and 'Automated' are also visible in the highlighted area.

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NOTE: *The work-hour exemption does not apply to “Diversion” budgets or non-TCA TANF budgets closing with notice codes other than “001 (i.e., full-time employment)” or “002 (i.e., part-time employment)”.* If eligible for subsidized child care, the cases associated with other types of notice codes must meet the minimum work-hour requirement.

REMINDER: The CCIS must override eligibility in those cases associated with a notice code of “001” or “002” because the case will fail for not meeting the work-hour requirement. For additional information regarding overriding eligibility, see Manual “409 – Overriding Eligibility & Enrollment Rules”.

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[See Manual Section “402.18.3.3 – Questions – 402.5 – Work & Work-Hour Requirements”](#)

402.6 INCOME LIMITS

As specified in [§ 3041.142\(a\)\(2\)](#), “The p/c’s annual income limit may not exceed 235% of the FPIG.”

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[See Manual Section “402.18.3.4 – Questions – 402.6 – Income Limits”](#)

402.7 SANCTION STATUS

The Department may provide assistance to recipients for child care when a former recipient who is employed has ceased to receive cash assistance for a reason other than a sanction for noncompliance with an eligibility condition.

A family is ineligible for former TANF child care if a p/c in the family has an active sanction on the date TANF ends.

EXAMPLES:

1. The CCIS is providing subsidy to a TANF family. The “Head of Household” is Turquoise Rose. The budget group consists of Turquoise and her children. The CCIS receives an update that Turquoise is sanctioned (i.e., a “DS” status) effective 1/9/17. TANF closes on 2/8/17. Turquoise begins working on 2/21/17 and submits an application on 2/22/17.

DECISION: The family is **INELIGIBLE** for former TANF child care throughout the duration of the 183-day former TANF period because Turquoise was sanctioned at the time TANF ended. The family may be determined eligible for LI child care ONLY, provided the family meets all eligibility requirements and the family is subject to the provisions of the waiting list.

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2. The budget group consists of grandmother (Head of Household), teen parent and teen's child. The grandmother (Head of Household) is participating in a CAO-approved activity or is disabled. The teen is ***NOT*** attending school (i.e., elementary, middle or high school) and is sanctioned. The teen's sanction is active at the time TANF benefits end.

DECISION: The teen and her child are ***INELIGIBLE*** for subsidized child care under the former TANF child care program because the teen parent was an "N" status, sanctioned and not receiving TANF benefits at the time TANF benefits ended. The teen may apply under the LI child care program and is subject to the provisions of the waiting list and set-aside regulations/policies.

NOTE: If the teen is attending school (i.e., elementary, middle or high school) and does not have an active sanction at the time TANF benefits end, she is eligible for subsidized child care for her child under the former TANF child care program. The family composition would include the teen parent and her child.

3. The budget group consists of grandmother (Head of Household), her 10-year old son, her 16-year old daughter (teen parent) and teen's child. The grandmother (Head of Household) is working 30 hours/week. The teen is ***NOT*** attending school (i.e., elementary, middle or high school) and is sanctioned. The teen's sanction is active at the time TANF benefits end.

DECISION: The grandmother is eligible for subsidy for the 10-year-old under the former TANF child care program, but the teen is not eligible for subsidized child care for her child under the former TANF child care program. The teen may apply under the LI child care program and is subject to the provisions of the waiting list and set-aside regulations/policies. The CCIS would create two cases in PELICAN CCW – a former TANF case for the grandmother and her 10-year-old son, and a LI case for the teen and her child.

NOTE: If the teen is attending school (i.e., elementary, middle or high school) and does not have an active sanction at the time TANF benefits end, she is eligible for subsidized child care for her child under the former TANF child care program. The CCIS may include the teen and her child in the grandmother's case or create a second former TANF case for the teen and her child.

In the majority of cases, an active sanction or disqualification will display in PELICAN CCW on the following pages:

- *CAO Program Eligibility* page
- *CAO Sanction/Disqualification* page.

In some instances, this information will not display properly so the CCIS must review the *CBVAL* (eCIS) or *Sanction/Disqualification* (IV-B iCIS) page in CIS to determine whether the p/c has a "DS" status on the date TANF benefits end.

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The CCIS ***MUST*** check the p/c's eligibility status codes in CIS to determine whether the p/c has a "DS" status on the date TANF benefits end. The p/c's eligibility status codes are displayed on the *CAO Program Eligibility* and the *CAO Sanction/Disqualification* pages in PELICAN CCW. In addition, the p/c's eligibility status codes are displayed in CIS on the *CBVAL* (eCIS) or *Sanction/Disqualification* (IV-B iCIS) pages.

CAO Program Eligibility page

CAO Sanction/Disqualification page

Sanction/Disqualification (IV-B iCIS) page

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Home | AP | CP | CIS | Case Mgt | Chg Center | Imaging | Comments | Exchanges | FH | Admin | Corr

Case Search

Payment Name: - 33F Case #: County: Dist: 0 Status: Open Mode: Inquiry

Individual Non-Financial Sanction/Disqualification

Last Update: 06/05/14 By: t-yeongma Update Authorized By: t-yeongma Authorized By:

Name: - 33F

Cash

No. of Valid ETP Sanctions: 0 Type: S - Sanction

Sanction/Disqualification: 21 - Non-compliance with ETP requirements, First occurrence (DS)

Begin Date: 06/23/2014 End Date:

Review Date: Review Status: Reviewed By:

Compliance Review Date: Mail Notice Date: Compliance Reviewed By: T-YOUNGMA

SNAP

Type: Sanction/Disqualification:

Begin Date: End Date:

Review Date: Review Status: Reviewed By:

Compliance Review Date: Mail Notice Date: Compliance Reviewed By:

Individual: - 33F Sanction/Disqualification: Cash - Sanction

Unlock Reset Cancel

CBVAL (eCIS) page

ecis client information system User: t-yeongma

Home | AP | CP | CIS | Case Mgt | Chg Center | Imaging | Comments | Exchanges | FH | Admin | Corr

Main Menu | Inquiry Menu | Clerical Transactions | AECM | AECM History Menu | Login | Logout

SQBVAL CIS BUDGET GROUP VALIDATION INQUIRY 06/05/14 09:02:18

Operator: Worker: 10096 Page: 1

Co Record	Mode	Dist	Case Name	Cald
01	OPEN	0	0202	0202

LW Short Name ETP Sanc Since 10/96: 0

01 33

Cat	GG	Elg	Exc	Sanc	Disq	Begin	End
Cash	C	DS		21		06/23/2014	00/00/0000

Other Active Sanc/Disq

Food Stamps

Other Active Sanc/Disq

Apply Riverside Rule?

Next Trans: Parameters: Xmit:

Submit OVR

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[See Manual Section "402.18.3.5 - Questions - 402.7 - Sanction Status"](#)

402.8 FACE-TO-FACE INTERVIEW

As specified in [§ 3041.144\(a\)](#) (relating to face-to-face interview for former TANF families), "When the p/c contacts the CCIS in response to the letter specified in [§ 3041.143\(a\)](#) (relating to notification) and within 183 days after TANF benefits end, the CCIS shall inform the p/c of the requirement to attend a face-to-face interview with the CCIS."

[§ 3041.144\(a\)](#) continues to state, "The face-to-face interview shall occur no later than 30 calendar days following the date of the letter unless on or before the 30th day, the p/c claims hardship. 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."

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A p/c transferring from the TANF to former TANF child care program must complete a face-to-face interview. The CCIS may work within the 30-day period and should not automatically apply the waiver, unless the p/c is unable to meet the requirement within the 30-day period. The CCIS must enter the face-to-face date on the *Household Information Detail* page in PELICAN CCW.

EXAMPLES:

1. The CCIS receives an update indicating that TANF benefits will end on 1/27/17. On 1/31/17, the CCIS assesses eligibility for former TANF and the case passes eligibility. The CCIS also sends, on 1/31/17, the Funds Available Letter indicating that a face-to-face is required no later than 3/2/17. The p/c contacts the CCIS and a face-to-face is scheduled on 2/7/17. On 2/6/17, the p/c contacts the CCIS again and indicates the face-to-face must be rescheduled. At this point, the CCIS may attempt to reschedule the face-to-face interview for another date between 2/7/17 and 3/2/17. The CCIS reschedules the face-to-face on 2/20/17. **There is no need for a waiver unless the p/c must again reschedule on 2/20/17 and is unable to do so before 3/2/17.**
2. The CCIS receives an update indicating that TANF benefits will end on 1/27/17. On 1/31/17, the CCIS assesses eligibility for former TANF and the case passes eligibility. The CCIS also sends, on 1/31/17, the Funds Available Letter indicating that a face-to-face is required no later than 3/2/17. The p/c contacts the CCIS and a face-to-face is scheduled on 2/7/17. On 2/6/17, the p/c contacts the CCIS again and indicates the face-to-face must be rescheduled. At this point, the CCIS may attempt to reschedule the face-to-face interview for another date between 2/7/17 and 3/2/17. The CCIS provides a listing of the following dates: 2/21/17, 2/22/17, 2/27/17 and 2/28/17, but the p/c is unable to attend on any of these dates. The p/c explains that due to her work schedule, the soonest the face-to-face could be rescheduled is 3/5/17. **The CCIS reschedules the face-to-face on 3/5/17, grants a waiver and explains that the waiver period begins 3/6/17 and ends 4/5/17 (i. e., 3/6 /17+ 30 calendar days) so it is important to keep this appointment.**
3. The CCIS receives an update indicating that TANF benefits will end on 1/27/17. On 1/31/17, the CCIS assesses eligibility for former TANF and the case passes eligibility. The CCIS also sends, on 1/31/17, the Funds Available Letter indicating that a face-to-face is required no later than 3/2/17. The p/c contacts the CCIS and a face-to-face is scheduled on 2/7/17. On 2/6/17, the p/c contacts the CCIS again and indicates the face-to-face must be rescheduled. At this point, the CCIS may attempt to reschedule the face-to-face interview for another date between 2/7/17 and 3/2/17. Although the p/c is able to reschedule for any other day before 3/2/17, the CCIS is unable to reschedule on or before 3/2/17. The soonest the CCIS can reschedule is 3/12/17. **The CCIS may reschedule the face-to-face on 3/12/17, grant a waiver and explain that the waiver period begins 3/2/17 and ends 4/5/17 (i. e., 3/2/17 + 30 calendar days).**

FORMER TANF

The p/c may complete the face-to-face in person, or may participate by phone if meeting in person would cause the p/c to lose work time.

As specified in § 3041.144(b), “When the p/c contacts the CCIS in response to the letter specified in § 3041.143(b), the CCIS shall schedule a face-to-face interview with the p/c. The CCIS may substitute a telephone contact for a face-to-face interview if a face-to-face interview cannot be scheduled without the p/c losing work time.”

The CCIS may immediately determine, based on discussion with the p/c, that a substitute telephone call is required or may determine this based on the inability of the CCIS to reschedule as in example #3 above.

In addition, the CCIS may waive the face-to-face requirement for a family that has left subsidy under the former TANF or LI child care programs and returns, so long as the face-to-face was completed within the past year.

NOTE: If the parent requests a face-to-face interview, even though one had been completed within the past year, to better understand the differences in rights and responsibilities associated with the former TANF child care program, the CCIS may schedule the face-to-face interview at the request of the p/c.

If waiving the face-to-face interview for a former TANF family, the CCIS must send the Rights & Responsibilities form and the Release of Information form to the parent.

As specified in § 3041.144(c), “To maintain continuous child care payment from the day following the date TANF benefits ended, the p/c shall attend a face-to-face interview or participate in a telephone contact with the CCIS as specified in § 3041.145 (relating to verification and reporting).”

If the p/c fails to attend the face-to-face interview, the CCIS must contact the p/c ***within one working day*** following the date the p/c failed to attend the face-to-face. During the telephone contact, the CCIS must determine the p/c’s continuing need for child care and the p/c’s choice to meet the face-to-face requirement using a telephone contact or participating in a face-to-face.

For additional information regarding the reasonable attempts to contact the p/c, use of the face-to-face waiver and activities to be completed during the face-to-face interview, refer to Manual “404 – LI”.

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[See Manual Section “402.18.3.6 – Questions – 402.8 –Face-to-Face Interview”](#)

FORMER TANF

402.9 VERIFICATION & REPORTING

As specified in **§ 3041.145(1)** (relating to verification and reporting), “At the time of the p/c’s face-to-face interview with the CCIS and within the 183-day period after TANF benefits end or at the time of telephone contact by the CCIS with the p/c, the CCIS shall require the p/c who contacts the CCIS within 60 calendar days following the date TANF benefits end to self-certify the following:

- (i) The need for child care in order to work or attend education or training and the days and hours for which the child needs care.
- (ii) The name of the employer, education or training.
- (iii) The hours the p/c works or attends education or training.
- (iv) The accuracy of the facts in the TANF transfer information regarding family address, size and income.
- (v) Financial eligibility as specified in **§ 3041.142(a)**, (relating to general requirements for former TANF families).”

The majority of the former TANF cases will begin as TANF cases in which child care has already been provided; therefore, the CCIS will likely complete the **Former TANF Self-Certification form** using the information obtained via CIS and review this form with the p/c at the time TANF benefits end. The CCIS must review all appropriate pages in CIS to determine whether the former TANF p/c’s information has changed since the transfer from the TANF child care program.

The CCIS may **NOT** require a p/c to re-verify the information contained in CIS unless the information has changed since the time of the transfer and/or the p/c contacts the CCIS after Day 60 following the date TANF ended.

If the CCIS becomes aware of a p/c that has started receiving TANF benefits again, the CCIS must generate an AA. The CCIS must pay for the child(ren)’s care through the AA period.

If there are **no changes in the information** displayed in CIS, the Former TANF Self-Certification form will serve as sufficient verification to determine eligibility under the former TANF child care program. If there are **changes in the information**, the p/c must provide verification of the change(s).

Some former TANF cases will appear in the default “0005 – Transferred CIS Cases” subsidy caseload. The CCIS **MUST** review the default “0005 – Transferred CIS Cases” subsidy caseload on a **DAILY** basis. An automated batch process transfers these cases from CIS to PELICAN CCW during the nightly batch process if the case meets the “Potentially Eligible for former TANF” criteria at the time TANF benefits end. The “Potentially Eligible for former TANF” criterion includes:

- There is at least one child in the budget group that is under 13 years of age, or is between 13 and 19 and has a verified injury, impairment, developmental delay or disability.
- The budget group’s annual gross income is less than or equal to 235% of the FPIG.
- No member of the budget group has an active sanction and/or disqualification at the time TANF benefits ended.

FORMER TANF

When a case appears in the default “0005 – Transferred CIS Cases” subsidy caseload, PELICAN CCW automatically creates a case in “Intake/Pending” mode/status and generates the Former TANF Transfer Letter. These cases consist of those that either never requested child care while receiving TANF benefits or those that have received “Diversion” payments.

As specified in § 3041.145(2), “At the time of the p/c’s face-to-face interview with the CCIS and within the 183-day period after TANF benefits end or at the time of telephone contact by the CCIS with the p/c, the CCIS shall require the p/c who does not contact the CCIS within 60 calendar days following the date TANF benefits end to self-declare the following:

- (i) The need for child care in order to work or attend education or training and the days and hours for which the child needs care.**
- (ii) The name of the employer, education or training.**
- (iii) The hours the p/c works or attends education or training.**
- (iv) The accuracy of the facts in the TANF transfer information regarding family address, size and income.**
- (v) Financial eligibility as specified in § 3041.142(a).”**

The CCIS may ***NOT*** require a p/c to complete an application when the information is available in CIS; however, there must be a completed copy of the **Former TANF Self-Certification** or **Former TANF Self-Declaration** form kept in the case file, as appropriate, based on the date the p/c contacts the CCIS. In addition, the CCIS must ensure that any income that is transferred from CIS is entered on the *Other Income* screen in PELICAN CCW when the child care program changes from TANF to former TANF.

If the p/c contacts the CCIS within 60 days following the date TANF ended, the p/c may self-certify that the information transferring from CIS to the *Other Income* screen in PELICAN CCW is correct. If the information has not changed, no further verification is needed. If the information has changed or if the p/c contacts the CCIS after Day 60 following the date TANF ends (but within 183 days), the p/c may self-declare the information and submit additional verification to the CCIS no later than 30 calendar days following the date the Former TANF Self-Declaration form is completed.

If the p/c contacts the CCIS ***after Day 60***, the CCIS must complete the Former TANF Self-Declaration form based on the information in CIS and the p/c must submit another form of verification within 30 calendar days following completion of the form. If the p/c fails to submit another form of verification within the 30-day period, the CCIS must generate an AA to end former TANF child care.

As specified in § 3041.145(3), “At the time of the p/c’s face-to-face interview with the CCIS and within the 183-day period after TANF benefits end or at the time of telephone contact by the CCIS with the p/c, the CCIS shall advise the p/c to report the following:

- (i) Loss of work.**
- (ii) Change in family composition.**
- (iii) Increase in monthly or annual gross family income.**

FORMER TANF

Following Day 183, the former TANF eligibility period ends and the CCIS may NOT pull information from CIS and may not transfer information obtained from CIS to the *Other Income* screen in PELICAN CCW; however, the CCIS may inquire whether the p/c continues to receive the income.

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[See Manual Section “402.18.3.7 – Questions – 402.9 – Verification & Reporting”](#)

402.10 CASE FILE

The CCIS must ensure, at a minimum, the following information appears in the case file **at the time of the transfer**:

- Subsidized Child Care Application (CY868) form if:
 - The family never received subsidized child care benefits under the TANF child care program and is requesting care for the first time more than 60 calendar days following the date TANF benefits ended.
 - The family received a Diversion payment, but never received ongoing TANF benefits.
 - The family received TANF benefits in another state within the past 183 calendar days.
 - The CCIS is unable to “pull” information from CIS into PELICAN CCW related to the family’s receipt of TANF benefits.
- Printed CIS screen shots related to other income that must be transferred to PELICAN CCW, if appropriate.
- [Authorization for Release of Information \(CY880\) form](#)
- [Rights and Responsibilities form](#)
- [Health Insurance Portability and Accountability Act \(HIPAA\) Authorization \(PW1815\) form](#) and [Privacy Notice \(PW1806\)](#)

NOTE: The p/c is not required to sign the form as a condition of eligibility. If the p/c refuses to sign the form, the CCIS must note this on the form, along with the date the CCIS discussed the form with the p/c.
- [Former TANF Self-Certification form](#) if:
 - CIS transferred information to PELICAN CCW, or the CCIS is able to pull information from CIS, and the information contained in CIS has not changed since the time of the transfer.
 - The p/c contacts the CCIS within 60 calendar days following the date TANF ended.

FORMER TANF

➤ **Former TANF Self-Declaration form** if:

- The information contained in CIS has changed since the time of the transfer.
- The p/c contacts the CCIS more than 60 calendar days following the date TANF ended (i.e., between day 61 and day 183).

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[See Manual Section “402.18.3.8 – Questions – 402.10 – Case File”](#)

402.11 PAYMENT AUTHORIZATION

As specified in [§ 3041.147](#) (relating to payment authorization), “The CCIS shall review a request and authorize child care payment at any time during the 183-day period after eligibility for TANF benefits ended, but may not pay child care costs that exceed the maximum child care allowance less the family co-payment for the type of care the child received from the provider.”

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[See Manual Section “402.18.3.9 – Questions – 402.11 – Payment Authorization”](#)

402.12 RETROACTIVE PAYMENT

As specified in [§ 3041.148](#) (relating to retroactive payment), “The CCIS shall authorize payment for a p/c who was receiving child care on the date TANF benefits ended, retroactive to the day following the date TANF benefits ended.” “The CCIS shall require the p/c to submit verification of child care costs incurred during the 183-day period after eligibility for TANF ended and authorize payment for the p/c retroactive to the date the p/c first incurred child care expenses, if the CCIS determines that the p/c was not receiving child care on the date TANF benefits ended or cannot determine whether the p/c was receiving child care on the date TANF benefits ended.”

A former TANF p/c who meets the eligibility requirements and wants the CCIS to pay for child care ***MUST*** contact the CCIS within 30 calendar days of the TANF closing date. Payment is retroactive to the date after TANF ended or to the date child care costs were first incurred, ***FOR ALL TANF TRANSFERS***, providing the p/c submits verification of incurred child care expenses.

The CCIS will ***NOT*** guarantee retroactive payment for child care to a p/c who does not contact the CCIS within 30 calendar days of the TANF closing date.

An eligible p/c who contacts the CCIS between Day 31 and Day 183 after the TANF closing date must have an eligible provider in order to receive retroactive payment(s).

FORMER TANF

If the provider is NOT eligible by CCIS standards, the p/c will receive 30 days to find an eligible provider. An eligible provider who submits invoices or receipts for child care provided prior to contacting the CCIS may receive retroactive payment(s) only for the period the provider was eligible by CCIS standards.

The maximum retroactive payment period for an eligible provider is 183 days.

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[See Manual Section “402.18.3.10 – Questions – 402.12 – Retroactive Payment”](#)

402.13 REDETERMINATION

The Child Care and Development Block Grant (CCDBG) requires a minimum 12-month eligibility period for any child determined eligible at the time of application and subsequent redeterminations. The federal government repeatedly stresses in the CCDBG, the importance of maintaining a minimum 12-month eligibility period that may not be shortened by processing a family’s redetermination prior to the redetermination due date. In addition, the federal government limits the reasons for ending a child’s eligibility prior to the expiration of the 12-month eligibility period established at the initial determination of eligibility.

At this time, until there are regulatory and system changes, the CCIS must end eligibility at any time during the eligibility period, including between redeterminations, if one of the following occurs:

- A p/c requests a voluntary withdrawal.
- A child turns 13 and does not have a verified disability.
- A child with a verified disability turns 19.
- A child is absent for more than five consecutive days.
- A p/c does not meet the work-hour requirement on day 93 following a permanent loss of work, education or training.
- A p/c does not meet the work-hour requirement following expiration of the grace period associated with maternity or disability leave.
- A p/c is disqualified from the subsidized child care program.
- A family’s gross annual income exceeds 85% of the State Median Income.
- A family reports assets in excess of \$1 million.
- A family fails to timely pay the co-payment (co-pay).
- The co-pay exceeds the cost of care.

Beginning with redeterminations due in December 2016, the CCIS may choose from two options, based on preferred business practice, to process redeterminations. When the CCIS chooses an option, the CCIS must use the option consistently within that office. In addition, when the CCIS is part of a joiner, all of the joiner offices must use the same option.

FORMER TANF

The CCIS must choose one of the following options:

1. Hold redetermination packets and do not process redeterminations prior to the family's redetermination due date. Wait until the redetermination due date and begin processing the redetermination as soon as possible after the redetermination due date, not to exceed 20 business days.
2. Process redeterminations as complete packets are returned while ensuring that:
 - a. The family's eligibility is ***NOT disrupted*** prior to the expiration of the family's 12-month eligibility period (i.e., the redetermination due date).
 - b. The family's 12-month eligibility period is ***NOT shortened*** by establishing the family's next redetermination due date 12 months from the original redetermination due date, not the date eligibility is confirmed while processing the redetermination.

EXAMPLE: The family's redetermination is due on 11/20/2016. The CCIS receives the complete packet and processes the redetermination on 11/12/16. The family continues to be eligible. The CCIS must override the redetermination due date that PELICAN CCW sets (i.e., 11/12/17) to 11/20/17.

CLARIFICATION: If the CCIS processes the redetermination on the first business day following the redetermination due date, the CCIS is ***NOT*** required to reset the redetermination due date back. The intent is that the CCIS may not shorten the eligibility period, but may lengthen it.

- c. The CCIS processes changes in the family's co-pay amount correctly.

If the CCIS chooses option 2, the CCIS must use the following procedures:

1. Enter and/or update the case information based on the information the p/c submitted to complete the redetermination.
2. Navigate to the *Eligibility Results* page and note the redetermination due date for the case.

NOTE: This is important. The CCIS must refer to this date when overriding the redetermination due date to ensure the 12-month eligibility period is ***NOT*** shortened.

3. Assess eligibility by navigating to the *Child Care Program* page and clicking ASSESS ELIGIBILITY.

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4. Review the eligibility results on the *Family Composition Eligibility Results* page to determine whether the case failed.
 - a. If no, override the PELICAN CCW-set redetermination due date to 12 months from the redetermination date noted prior to assessing eligibility, then proceed to step 5 below.
 - b. If yes, determine whether the failure is valid.
 - i. If the failure reason is valid, click CONFIRM.
 - ii. If the failure reason is not valid, proceed to step 5:
 5. Click INDIVIDUAL RESULTS and review the eligibility results on the *Individual Eligibility Results* page to determine whether anyone in the family failed.
 - a. If yes, determine whether the failure is valid.
 - i. If the failure reason is valid:
 - A. Click SAVE AND RETURN.
 - B. Click CONFIRM on the *Family Composition Eligibility Results* page.
 - ii. If the failure reason is not valid, click CANCEL.
- NOTE:** The case will remain eligible. The CCIS must keep the case in Open/Redetermination status/mode and reassess eligibility on the redetermination due date.
- b. If no, click SAVE AND RETURN, then click CONFIRM on the *Family Composition Eligibility Results* page.
6. If eligibility results were not confirmed on the *Family Composition Eligibility Results* page:
 - a. Keep the case in Open/Redetermination status/mode.
 - b. Set a tracking date alert to reassess eligibility on the redetermination due date.

When a p/c that is receiving subsidy under the low-income child care program receives a diversion payment, the case becomes eligible under the former TANF child care program. The CCIS must assess eligibility under the former TANF child care program upon receipt of notification the p/c received a diversion payment. When the CCIS processes eligibility under the former TANF child care program, the CCIS **MUST** maintain the original low-income redetermination due date. PELICAN CCW will automatically set the redetermination due date for 12 months from the system date (i.e., the date eligibility is assessed and confirmed under the former TANF child care program). The CCIS must note the original low-income redetermination due date and override the system-determined redetermination due date to the original low-income redetermination due date noted. The CCIS may **NOT** reset the redetermination due date.

FORMER TANF

When the p/c fails to submit the redetermination packet or fails eligibility for any other reason during the redetermination period, the CCIS must issue an AA. If the p/c resolves the issue prior to the expiration of the AA, the CCIS must set the new redetermination date 12-months from the original redetermination due date, not from the date the AA is resolved and the redetermination is processed.

Processing Co-pay Changes:

If the CCIS chooses to process redeterminations prior to the redetermination due date, the CCIS must ensure that co-pay changes are processed correctly. If a family's co-pay decreases at the time the CCIS processes the redetermination, the co-pay decrease is effective the Monday following the date the CCIS assessed and confirmed eligibility.

EXAMPLE: The redetermination is due on 12/21/16. The CCIS processed the redetermination on 12/7/16. The co-pay will decrease from \$30/week to \$10/week. The decreased co-pay is effective on 12/11/16 (i.e., the following Monday).

REMINDER: If the CCIS processes the redetermination on a Monday, the co-pay effective date would be set to that Monday.

If the family's co-pay increases at the time the CCIS processes the redetermination, the co-pay increase is effective the Monday following the expiration of the 13-day confirmation notice period beginning on the redetermination due date.

EXAMPLE: The redetermination is due on 12/21/16. The CCIS processed the redetermination on 12/7/16. The co-pay will increase from \$10/week to \$20/week. The increased co-pay is effective on 1/8/17 (i.e., the redetermination due date (12/21/16 + 13 days + Monday).

Processing a Leave Period beyond Redetermination Due Date

One of the most important things to remember when processing redeterminations when a leave period extends beyond the redetermination date is that there is the potential for the eligibility to continue for up to 18 months. In these circumstances, the CCIS must postpone processing the redetermination until the leave period expires.

If the p/c fails to complete the redetermination or fails to meet the work-hour requirement upon expiration of the leave period, the CCIS must generate and mail an AA.

FORMER TANF

If a redetermination due date occurs prior to the expiration of a leave period, the CCIS must postpone processing the redetermination until the leave period has expired, unless the p/c submits verification indicating the p/c is meeting the work-hour requirement prior to the expiration of the leave period.

EXAMPLE: A p/c permanently loses her job and the 92-day leave period ends on 01/20/17. The redetermination due date is 12/28/16. The CCIS should hold off processing the redetermination until 01/20/17. If the p/c begins working at a new job on 01/05/17 and verifies she is meeting the work-hour requirement on 01/10/17. The CCIS may then process the redetermination on 01/10/17.

If a p/c contacts the CCIS to report a permanent job loss following receipt of the Redetermination packet, the CCIS must generate a Confirmation Notice notifying the p/c of the 92-day period for job loss. The CCIS must also set a tracking date for day 93 to process the redetermination and postpone processing the redetermination until the leave period has expired, unless the p/c submits verification indicating the p/c is meeting the work-hour requirement prior to the expiration of the leave period.

EXAMPLE: The Redetermination Due Date for a family is 12/30/16. PELICAN CCW generated the Redetermination packet and the CCIS mailed to the p/c. The p/c contacts the CCIS following receipt of the Redetermination packet and reports a permanent job loss. The p/c's job loss was effective 11/28/16. The CCIS generates and mails the Confirmation Notice to the p/c notifying the p/c of the 92-day job loss period, which expires 02/26/17. The CCIS must set a tracking date for 02/27/17 (i.e., day 93) to process the redetermination. The CCIS should hold off processing the redetermination until 02/27/17. The CCIS may process the redetermination prior to 02/27/17 if the p/c begins working at a new job and is meeting the work-hour requirement.

If the p/c self-declares he/she is meeting the work-hour requirement upon expiration of the 92-day job loss period, the CCIS must process the redetermination and allow the p/c up to 30 calendar days to submit verification of the return to work. The p/c submits four weeks of income verification upon expiration of the self-declaration period. The CCIS must use the four weeks of income verification the p/c submitted when reinstating the co-payment.

EXAMPLE: A p/c with two children applies and is determined eligible. Funding becomes available so the CCIS enrolls the children. The co-pay is \$35/week based on an annual income of \$22,325.50. The p/c permanently loses her job. The CCIS lowers the co-pay to \$5/week. The 92-day leave period ends on 01/20/17. The p/c self-declares a new job on 01/16/17 and earns \$18,450.20 annually, which results in a co-pay of \$27/week. The p/c's self-declaration period will expire on 02/15/17. The CCIS sends a Confirmation Notice that reinstates the co-pay to \$27/week effective 01/30/16. On 02/13/17, the p/c submits four weeks of income that changes the annual income to \$25,577.48 resulting in a new co-pay of \$39/week, which would mean the CCIS should have reinstated the co-pay to \$39/week rather than \$27. The CCIS must send a Confirmation Notice notifying the p/c the co-pay will increase from \$27/week to \$39/week effective 02/27/17.

FORMER TANF

Regarding determining if a p/c is eligible for a job loss period, a p/c will always be eligible unless:

- The CCIS has generated and mailed an AA for failure to complete a redetermination or meet the work-hour requirement following the expiration of a leave period.

EXAMPLE: The redetermination due date was 11/30/16 and the packet was not returned. The CCIS generates and sends the p/c an AA for failure to complete the redetermination. On 12/10/16, p/c calls and reports a permanent job loss, which started on 12/1/16. The p/c is not eligible for a job loss period because the p/c cannot resolve this AA unless she submits a completed redetermination packet and verifies she is meeting the work-hour requirement.

- The CCIS is processing an extended redetermination to allow a leave period to expire and the p/c is not meeting the work-hour requirement at the time the redetermination is processed.

EXAMPLE: Redetermination due date was 10/15/16. The p/c permanently lost her job and the leave period expired on 11/20/16. At the time the p/c submits the redetermination packet on 11/20/16, the p/c reports another permanent job loss. The p/c is not eligible for another job loss extension, because the p/c must verify she is meeting the work-hour requirement at the time the redetermination is processed.

Stacking Leave Periods

The CCIS may stack leave periods as follows:

- When a p/c begins maternity leave and permanently loses work sometime during the leave period or at the time the maternity leave period expires, the CCIS must allow the p/c a 92-day job loss period (beginning on the date the maternity leave began) to meet the work-hour requirement. The p/c may receive a total of anywhere from 92 days through 176 days (i.e., 84 days for maternity leave plus 92 days for job loss).
- When a p/c begins maternity leave and later experiences the onset of a disability prior to or at the time the maternity leave period expires, the CCIS may allow the p/c the remainder of a 183-day period to meet the work-hour requirement.

FORMER TANF

- When a p/c begins disability leave and permanently loses work at the time the disability leave period expires, the CCIS may allow the p/c a 92-day job loss period (beginning on the day following the day the p/c learned of the job loss) to meet the work-hour requirement. The p/c may receive a total of anywhere from 183 days through 275 days (i.e., 183 days for disability leave plus 92 days for job loss).

EXAMPLE: A p/c began disability leave on 05/05/16. The 183-day period expired on 11/04/16. The p/c did not submit verification of return to work. The p/c leaves a voicemail on 11/4/16, reporting permanent job loss effective 11/04/16. The CCIS had not yet generated the AA. The CCIS must allow the p/c an additional 92 days for job loss effective 11/04/16.

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[See Manual Section “402.18.3.11 – Questions – 402.13 – Redetermination](#)

402.14 TRANSFER FROM OTHER STATES

As specified in § 3041.149(a), “A p/c who received TANF program benefits in another state and applies for subsidized child care is eligible if the p/c meets the following conditions:

- (1) **The p/c applies within 183 days after TANF benefits ended.**
- (2) **The p/c meets the requirements specified in § 3041.142(b) (relating to general requirements for former TANF families).”**

As specified in § 3041.149(b), “The CCIS shall determine the date TANF benefits ended in the other state and establish eligibility for the 183-day period after eligibility for TANF ended,” as specified in § 3041.141 (relating to general former TANF families provisions).

As specified in § 3041.73 (relating to verification of transfer of TANF benefits), “Acceptable verification of transfer of TANF benefits within the state or from another state is documentation by the eligibility agency that indicated the date TANF benefits ended within the state or in another state, as specified in § 3041.149(b).

The p/c is required to submit to the CCIS documentation clearly indicating the state in which TANF benefits were received, the date on which TANF benefits ended in that state and the reason TANF benefits ended.

NOTE: The documentation must indicate the reason TANF benefits ended to ensure the p/c was not disqualified for fraud.

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[See Manual Section “402.18.3.12 – Questions – 402.14 – Transfer from other States”](#)

FORMER TANF

402.15 EXPIRATION OF TANF BENEFITS

As specified in § 3041.150(a) (relating to expiration of TANF benefits), “A p/c who has exhausted the 5-year limit on TANF benefits is eligible for 60 calendar days of subsidized child care to seek work.”

The CCIS must review CIS or contact the CAO Child Care Liaison to determine whether the p/c has exhausted the 5-year limit.

“The CCIS shall determine the date TANF benefits ended and establish the period of former TANF eligibility,” as specified in § 3041.141.

As specified in § 3041.150(c), “The p/c may apply at any time during the 183-day period after eligibility for TANF ended.” “Notwithstanding subsection (a), the maximum period of eligibility under this section is 183 days,” as specified in § 3041.150(d).

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[See Manual Section “402.20.3.13 – Questions – 402.15 – Expiration of TANF Benefits”](#)

402.16 DIVERSION

“Diversion” is a TANF program that affords recipients the same 183-day period of potential child care eligibility that former TANF transfer families receive. A p/c that participated in “Diversion” will be referred, manually, by the CAO to the CCIS with a PA-1696 form. The CAO may not push, nor may the CCIS pull, a case into PELICAN CCW because there is not enough information to allow PELICAN CCW to create a case.

The rules for “Diversion” are the same rules that apply to other former TANF families. When the CCIS receives a “Diversion” referral, the CCIS must:

1. Collect the PA1696 form from the p/c and contact the CAO Child Care Liaison if the p/c does not have the form.
2. Confirm the p/c received “Diversion” payment by checking CIS for the p/c’s name and a one-day eligibility segment. Program status codes for “Diversion” are:
 - 47 = 1-month grant
 - 48 = 2-month grant
 - 49 = 3-month grant
3. Have the p/c complete an application because CIS will not provide information needed to determine child care eligibility and the family will not come via the transfer file.

FORMER TANF

4. Evaluate the family eligibility using the following criteria:
 - The p/c must meet the work-hour requirement except as set forth in **§ 3041.142(a)(1)** (relating to general requirements for former TANF families).
 - The child must meet the age requirements.
 - The family's income must be under 235% of the FPIG.
 - The family must use an eligible child care provider.
5. Note the date potential eligibility for former TANF benefits expires (i.e., day 184) in case comments and mark the case comment as "High Priority." The family has 183 days from the CIS "Diversion" Date (i.e., the date of the 1-day eligibility segment) to meet the eligibility rules and qualify for former TANF child care. Noting the date potential eligibility for former TANF expires as a "High Priority" case comment will ensure the date is easily obtainable if the case closes.
6. Pay retroactive child care payments for a period not to exceed 183 days if the p/c used an eligible child care provider during that period.
7. Process the referral under the LI child care program if the p/c requests subsidized child care on any date following expiration of the 183-day period of potential former TANF eligibility.

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[See Manual Section "402.20.3.14 - Questions - 402.16 - Diversion"](#)

402.17 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.

402.17.1 Announcements

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402.17.2 Updates

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402.17.3 Communiqués

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402.17.4 Additional Resources

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402.18 TRAINING GUIDE

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

402.18.1 Goals

The information in this section contains the goals with regard to determining eligibility for the Subsidized Child Care program as it relates to former TANF child care. The following are the goals of this manual section:

1. To successfully create and maintain a former TANF case through which subsidized child care may be provided to eligible children.
2. To minimize the creation of duplicate cases within PELICAN CCW.

[Return to Manual Section “402.3 – Goals & Objectives”](#)

402.18.2 Objectives

The information in this section contains the objectives with regard to determining eligibility for the Subsidized Child Care program as it relates to former TANF child care. The following are the objectives of this manual section:

1. To process former TANF Applications (i.e., paper and online via COMPASS) and transfers from the TANF child care program following regulation, policy and procedures outlined in the manual.
2. To assess eligibility and obtain the appropriate results.
3. To perform a full redetermination following regulation, policy and procedures outlined in the manual.
4. To be familiar with alerts and warning messages related to former TANF child care.

[Return to Manual Section “402.3 – Goals & Objectives”](#)

402.18.3 Section Checkpoint Questions

The Policy and Operations Division 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.

FORMER TANF

402.18.3.1 Questions – Manual Section “402.1 – General Policy & Regulation”

1. TRUE or FALSE. A family is ineligible for subsidized child care under the former TANF child care program if the p/c is receiving TANF benefits for the child(ren) *ONLY* at the time TANF benefits end. The family may apply for subsidized child care under the LI child care program, subject to the provisions of the waiting list and set-aside regulations/policies.
2. TRUE or FALSE. Eligibility shall begin the day following the date TANF benefits end at any time during the 183-day period after eligibility for TANF ended.
3. Which of the following conditions must a former TANF family meet?
 - a. Work requirements, unless the loss of TANF benefits was due to earnings from work in excess of the income limit.
 - b. Income may not exceed 235% of the FPIG.
 - c. The family must select an eligible child care provider.
 - d. Timely payment of the co-payment.
 - e. All of the above.
4. TRUE or FALSE. To qualify for the work-hour exemption, the p/c must be working at the time TANF benefits end.
5. TRUE or FALSE. On the 184th day after eligibility for TANF ended, the period of former TANF eligibility ends and the p/c shall meet the requirements of 55 Pa.Code, Chapter 3041.
6. TRUE or FALSE. The work-hour exemption does not apply to “Diversion” budgets or non-TCA TANF budgets closing with notice codes other than “001” or “002”.

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[Return to Manual Section “402.1 – General Policy & Regulation”](#)

[See Answers](#)

FORMER TANF

402.18.3.2 Questions – Manual Section “402.4 – Intake & Initial Application”

7. TRUE or FALSE. A child should not be placed on a waiting list if a former TANF p/c requests subsidized child care for a child any time prior to 184 calendar days after TANF benefits ended.

8. What must the CCIS do if the CCIS determines that a TANF Case is **INELIGIBLE** for former TANF?

- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____

9. TRUE or FALSE. The majority of former TANF families will never complete or submit a signed Subsidized Child Care Application (CY868) form. Explain your reasoning.

10. There must be a completed copy of what forms in the case file, depending upon when the p/c contacts the CCIS?

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[Return to Manual Section “402.4 – Intake & Initial Application”](#)

[See Answers](#)

FORMER TANF

402.18.3.3 Questions – Manual Section “402.5 – Work & Work-Hour Requirements”

11. TRUE or FALSE. In a single p/c family, the p/c must be working; however, in a two-p/c family, one p/c may be working while the other p/c has a verified disability.
12. TRUE or FALSE. A former TANF family must meet the work-hour requirements to be eligible for subsidized child care.

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[Return to Manual Section “402.5 – Work & Work-Hour Requirements”](#)

[See Answers](#)

402.18.3.4 Questions – Manual Section “402.6 – Income Limits”

13. TRUE or FALSE. A former TANF case is eligible if the family’s income does not exceed 235% of the FPIG at the time of the transfer from TANF to former TANF.

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[Return to Manual Section “402.6 – Financial Eligibility”](#)

[See Answers](#)

402.18.3.5 Questions – Manual Section “402.7 – Sanction Status”

14. TRUE or FALSE. A family is ineligible for former TANF child care if a p/c in the family has an active sanction on the date TANF ends.
15. What must the CCIS do if a p/c in the family has an active sanction on the date TANF ends?

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[Return to Manual Section “402.7 – Sanction Status”](#)

[See Answers](#)

FORMER TANF

402.18.3.6 Questions – Manual Section “402.8 – Face-to-Face Interview”

16. TRUE or FALSE. The face-to-face interview shall occur no later than 30 calendar days following the date of the letter unless on or before the 30th day, the p/c claims hardship.
17. TRUE or FALSE. At the time the p/c claims hardship, the CCIS may grant an additional 30 days from the date the hardship is claimed and may substitute a telephone call for the face-to-face interview, as appropriate.
18. TRUE or FALSE. The CCIS may substitute a telephone contact for a face-to-face if a face-to-face cannot be scheduled without the p/c losing work time.
19. TRUE or FALSE. The CCIS may waive the face-to-face requirement for a family that has left subsidy under the former TANF or LI child care programs and returns, so long as the face-to-face was completed within the past year.
20. A family is determined eligible for former TANF child care and completes a face-to-face on 10/6. The family becomes ineligible on 1/22 of the following year. The family reapplies on 5/11. Which of the following statements is true regarding the face-to-face requirement?
 - a. The family must complete another face-to-face.
 - b. The CCIS may waive the face-to-face requirement because the family completed a face-to-face within the past year.
21. What must the CCIS do if the p/c fails to attend the face-to-face?

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[Return to Manual Section “402.8 – Face-to-Face Interview”](#)

[See Answers](#)

FORMER TANF

402.18.3.7 Questions – Manual Section “402.9 – Verification & Reporting”

22. TRUE or FALSE. The CCIS must review all appropriate pages in CIS to determine whether the former TANF p/c's information has changed since the transfer from the TANF child care program.
23. TRUE or FALSE. The CCIS may not require a p/c to re-verify the information contained in CIS unless the information has changed since the time of the transfer and/or the p/c contacts the CCIS after Day 60 following the date TANF ended.
24. TRUE or FALSE. If there are no changes in the information displayed in CIS, the former TANF Self-Certification form will serve as sufficient verification to determine eligibility under the former TANF child care program.
25. TRUE or FALSE. If there are changes in the information obtained via CIS, the CCIS must complete the former TANF Self-Declaration form and the p/c must provide another form of verification within 30 calendar days following completion of the form.
26. TRUE or FALSE. The CCIS must generate an AA to end former TANF child care if the p/c fails to submit another form of verification no later than 30 calendar days following completion of the former TANF Self-Declaration form.
27. At the time of the face-to-face interview with the CCIS, the CCIS shall advise the p/c of which of the following reporting requirements for which the p/c is responsible between redeterminations?
 - a. Loss of work.
 - b. Change in family composition.
 - c. Increase in monthly or annual gross family income.
 - d. All of the above.
28. TRUE or FALSE. The CCIS must generate an AA upon discovery the p/c has again started receiving TANF.

FORMER TANF

29. TRUE or FALSE. The CCIS may not require a p/c to complete an application when the information is available in CIS; however, there must be a copy of the former TANF Self-Certification or former TANF Self-Declaration form kept in the case file.
30. TRUE or FALSE. The CCIS may require a p/c to complete an application when information is not available in CIS.
31. Which of the following statements is true?
 - a. If the p/c contacts the CCIS within 60 days following the date TANF ended, the p/c may self-certify that the information transferring from CIS to the *Other Income* screen in PELICAN CCW is correct.
 - b. If the information has changed or the p/c contacts the CCIS after Day 60 following the date TANF ended, the p/c may self-declare the information transferring from CIS to the *Other Income* screen in PELICAN CCW and submit additional verification to the CCIS no later than 30 calendar days following the date the former TANF Self-Declaration form is completed.
 - c. Following Day 183, the former TANF eligibility period ends and the information from CIS may NOT be transferred to the *Other Income* screen in PELICAN CCW; however, the CCIS may inquire whether the p/c continues to receive the income.
 - d. All of the above.

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[Return to Manual Section "402.9 – Verification & Reporting"](#)

[See Answers](#)

FORMER TANF

402.18.3.8 Questions – Manual Section “402.10 –Case File”

32. What must the case file include, at a minimum, at the time of transfer?

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33. TRUE or FALSE. The p/c is required to sign the HIPAA Authorization (PW1815) form and Privacy Notice (PW1806) as a condition of eligibility.

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[Return to Manual Section “402.10 – Case File”](#)
[See Answers](#)

FORMER TANF

402.18.3.9 Questions – Manual Section “402.11 – Payment Authorization”

34. TRUE or FALSE. The CCIS shall review a request from a p/c to authorize child care payment at any time during the 183-day period after eligibility for TANF benefits ended.
35. TRUE or FALSE. The CCIS may not pay child care costs that exceed the maximum child care allowance less the family co-payment for the type of care the child received from the provider.

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[Return to Manual Section “402.11 – Payment Authorization”](#)

[See Answers](#)

402.18.3.10 Questions – Manual Section “402.12 – Retroactive Payment”

36. TRUE or FALSE. If the CCIS authorizes payment for a p/c who was receiving child care on the date TANF benefits ended, the authorization shall be retroactive to the day following the date TANF benefits ended.
37. TRUE or FALSE. A former TANF p/c who meets the eligibility requirements and wants the CCIS to pay for child care must contact the CCIS within 30 calendar days of the TANF closing date. Payment is retroactive to the date after TANF ended or to the date child care costs were first incurred, for all TANF transfers, providing the p/c submits verification of incurred child care expenses.
38. TRUE or FALSE. The CCIS will not guarantee retroactive payment for child care to a p/c who does not contact the CCIS within 30 calendar days of the TANF closing date.

FORMER TANF

39. TRUE or FALSE. An eligible p/c who contacts the CCIS between Day 31 and Day 183 after the TANF closing date must have an eligible provider in order to receive retroactive payment(s).
40. TRUE or FALSE. An eligible provider who submits invoices or receipts for child care provided prior to contacting the CCIS may receive retroactive payment(s) only for the period the provider was eligible by CCIS standards. The maximum retroactive payment period for an eligible provider is 183 days.

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[Return to Manual Section “402.12 – Retroactive Payment”](#)

[See Answers](#)

402.18.3.11 Questions – Manual Section “402.13 – Redetermination”

41. TRUE or FALSE. The CCDBG requires a minimum 12-month eligibility period for any child determined eligible at the time of application and subsequent redeterminations.
42. YES or NO. May the 12-month eligibility period be shortened by processing a family’s redetermination prior to the redetermination due date?
43. TRUE or FALSE. The federal government limits the reasons for ending a child’s eligibility prior to the expiration of the 12-month eligibility period established at the initial determination of eligibility.

FORMER TANF

45. TRUE or FALSE. When the CCIS chooses an option, the CCIS must use the option consistently within that office. In addition, when the CCIS is part of a joinder, all of the joinder offices must use the same option.

46. May the CCIS shorten a family's 12-month eligibility period when processing the family's redetermination? Explain.

47. TRUE or FALSE. The CCIS **MUST** maintain the original low-income redetermination due date in the following example.

EXAMPLE:

A p/c is receiving subsidy under the low-income child care program and receives a diversion payment. PELICAN CCW will automatically set the redetermination due date for 12 months from the system date (i.e., the date eligibility is assessed and confirmed under the former TANF child care program).

48. In the following example, what date must the CCIS use as the co-payment effective date?

EXAMPLE:

The redetermination is due on 12/21/17. The CCIS processed the redetermination on 12/11/17. The co-pay will increase from \$10/week to \$20/week.

- a. 12/11/17
- b. 12/25/17
- c. 1/1/18
- d. 1/8/18

FORMER TANF

49. In the following example, what date must the CCIS use as the co-payment effective date?

EXAMPLE:

The redetermination is due on 12/21/17. The CCIS processed the redetermination on 12/11/17. The co-pay will decrease from \$50/week to \$20/week.

- a. 12/11/17
 - b. 12/25/17
 - c. 1/1/18
 - d. 1/8/18
50. TRUE or FALSE. When processing redeterminations in a case that includes a leave period that extends beyond the redetermination date, there is the potential for the eligibility to continue for up to 18 months.
51. TRUE or FALSE. If the p/c fails to complete the redetermination or fails to meet the work-hour requirement upon expiration of the leave period, the CCIS must generate and mail an AA.
52. TRUE or FALSE. If a redetermination due date occurs prior to the expiration of a leave period, the CCIS must postpone processing the redetermination until the leave period has expired, unless the p/c submits verification indicating the p/c is meeting the work-hour requirement prior to the expiration of the leave period.
53. Regarding determining if a p/c is eligible for a job loss period, a p/c will always be eligible unless what two conditions are true?

➤ _____

➤ _____

FORMER TANF

54. When may the CCIS stack leave periods?

- _____

- _____

- _____

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[Return to Manual Section “402.13 - Redetermination”](#)

[See Answers](#)

402.18.3.12 Questions – Manual Section “402.14 – Transfer from other States”

- 55. TRUE or FALSE. A p/c who received TANF program benefits in another state and applies for subsidized child care is eligible if the p/c applies within 183 days after TANF benefits ended and the p/c meets the requirements specified in § 3041.142(b).
- 56. TRUE or FALSE. The CCIS shall determine the date TANF benefits ended in the other state and establish eligibility for the 183-day period after eligibility for TANF ended, as specified in § 3041.141.

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[Return to Manual Section “402.14 -Transfer from other States”](#)

[See Answers](#)

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402.18.3.13 Questions – Manual Section “402.15 – Expiration of TANF Benefits”

57. TRUE or FALSE. A p/c who has exhausted the 5-year limit on TANF benefits is eligible for 60 calendar days of subsidized child care to seek work.
58. TRUE or FALSE. Upon expiration of TANF benefits, the CCIS shall determine the date TANF benefits ended and establish eligibility for the 183-day period after eligibility for TANF benefits ended.

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[Return to Manual Section “402.15 –Expiration of TANF Benefits”](#)

[See Answers](#)

402.18.3.14 Questions – Manual Section “402.16 – Diversion”

59. TRUE or FALSE. A “Diversion” case may not be pushed or pulled from CIS to create a case.
60. Under which child care program must the CCIS process a “Diversion” case following expiration of the 183-day period?
 - a. FT
 - b. LI

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[Return to Manual Section “402.16 –Diversion”](#)

[See Answers](#)

FORMER TANF

402.18.4 Section Checkpoint Answers

The Policy and Operations Division of the Bureau of Subsidized Child Care Services provided answers to the questions asked in the previous section.

402.18.4.1 Answers – Manual Section “402.1 – General Policy & Regulation”

1. **TRUE.** A family is ineligible for subsidized child care under the former TANF child care program if the p/c is receiving TANF benefits for the child(ren) **ONLY** at the time TANF benefits end. The family may apply for subsidized child care under the LI child care program, subject to the provisions of the waiting list and set-aside regulations/policies.
2. **TRUE.** Eligibility shall begin the day following the date TANF benefits end at any time during the 183-day period after eligibility for TANF ended.
3. Which of the following conditions must a former TANF family meet?
 - a. Work requirements, unless the loss of TANF benefits was due to earnings from work in excess of the income limit.
 - b. Income may not exceed 235% of the FPIG.
 - c. The family must select an eligible child care provider.
 - d. Timely payment of the co-payment.
 - e. All of the above.**
4. **TRUE.** To qualify for the work-hour exemption, the p/c must be working at the time TANF benefits end.
5. **TRUE.** On the 184th day after eligibility for TANF ended, the period of former TANF eligibility ends and the p/c shall meet the requirements of 55 Pa.Code, Chapter 3041.

FORMER TANF

6. **TRUE.** The work-hour exemption does not apply to “Diversion” budgets or non-TCA budgets closing with notice codes other than “001” or “002”.

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[Return to Manual Section “402.1 – General Policy & Regulation”](#)

[Proceed to Manual Section “402.2 – Definitions & Acronyms”](#)

402.18.4.2 [Answers – Manual Section “402.4 – Intake & Initial Application”](#)

7. **TRUE.** A child should not be placed on a waiting list if a former TANF p/c requests subsidized child care for a child any time prior to 184 calendar days after TANF benefits ended.
8. **If the CCIS determines that a TANF Case is ineligible for former TANF, the CCIS must: review the update in Update Inbox indicating TANF benefits will end; check the date of the CIS Budget Closure on the CAO Program Eligibility page; assess and confirm eligibility so PELICAN CCW recognizes the update; navigate to the Enrollment Summary page, select the child(ren) whose enrollment(s) must be discontinued and click “Change/End Enrollments;” click “Update” on the Enrollment Detail page and discontinue the enrollment using the reason “OIM Program Termination” with an Effective Date equal to the day after TANF benefits end. Complete this step for all children in the case with active enrollments send the Child Care Stop Letter generated by PELICAN CCW to the p/c; and end care effective the day after TANF ends. The CCIS is NOT permitted to pay during an AA period in this circumstance.**
9. **TRUE.** The majority of former TANF families will never complete or submit a signed Subsidized Child Care Application (CY868) form.

FORMER TANF

10. **There must be completed copies of the: Former TANF Self-Certification of Case Information form for families requesting care under the former TANF child care program within 60 calendar days following the date TANF benefits ended. There must be completed copies of the Former TANF Self-Declaration of Case Information form for families requesting care under the former TANF child care program more than 60 calendar days following the date TANF benefits ended.**

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[Review Questions Again](#)

[Return to Manual Section “402.4 - Intake & Initial Application”](#)

[Proceed to Manual Section “402.5 - Work & Work-Hour Requirements”](#)

402.18.4.3 Answers – Manual Section “402.5 – Work & Work-Hour Requirements”

11. **TRUE.** In a single p/c family, the p/c must be working.
12. **FALSE.** The minimum work-hour requirement does not apply during the 183-day former TANF period after eligibility for TANF benefits ends, if TANF ended due to receipt of work income in excess of the income limit for the TANF program.

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[Return to Manual Section “402.5 - Work & Work-Hour Requirement”](#)

[Proceed to Manual Section “402.6 - Income Limits”](#)

FORMER TANF

402.18.4.4 Answers – Manual Section “402.6 –Income Limits”

13. ***TRUE***. A former TANF case is eligible for continued subsidy if the family’s income does not exceed 235% of the FPIG at the time the case transfers from the TANF child care program to the former TANF child care program.

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[Review Questions Again](#)

[Return to Manual Section “402.6 – Income Limits”](#)

[Proceed to Manual Section “402.7 – Sanction Status”](#)

402.18.4.5 Answers – Manual Section “402.7 –Sanction Status”

14. ***TRUE***. A family is ineligible for former TANF child care if a p/c in the family has an active sanction on the date TANF ends.
15. ***When a p/c in the family has an active sanction on the date TANF ends, the CCIS MUST check the p/c’s eligibility status codes on the CAO Program Eligibility page in PELICAN CCW to determine whether the p/c has a “DS” status on the date TANF benefits end.***

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[Proceed to Manual Section “402.8 – Face-to-Face”](#)

FORMER TANF

402.18.4.6 Answers – Manual Section “402.8 –Face-to-Face Interview”

16. ***TRUE***. The face-to-face interview shall occur no later than 30 calendar days following the date of the letter unless on or before the 30th day, the p/c claims hardship.
17. ***TRUE***. At the time the p/c claims hardship, the CCIS may grant an additional 30 days from the date the hardship is claimed and may substitute a telephone call for the face-to-face interview, as appropriate.
18. ***TRUE***. The CCIS may substitute a telephone contact for a face-to-face if a face-to-face cannot be scheduled without the p/c losing work time.
19. ***TRUE***. The CCIS may waive the face-to-face requirement for a family that has left subsidy under the former TANF or LI child care programs and returns, so long as the face-to-face was completed with the past year.
20. ***(b). The CCIS may waive the face-to-face requirement because the family completed a face-to-face within the past year since the family completed a face-to-face on 10/6 of the previous year.***
21. ***If a p/c fails to attend the face-to-face, the CCIS must: contact the p/c within 1 working day following the date the p/c failed to attend the face-to-face. During the telephone contact, the CCIS must determine the p/c’s continuing need for child care and the p/c’s choice to meet the face-to-face requirement using a telephone contact or participating in a face-to-face.***

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[Return to Manual Section “402.8 – Face-to-Face Interview”](#)

[Proceed to Manual Section “402.9 – Verification & Reporting”](#)

FORMER TANF

402.18.4.7 Answers – Manual Section “402.9 – Verification & Reporting”

22. **TRUE**. The CCIS must review all appropriate pages in CIS to determine whether the former TANF p/c’s information has changed since the transfer from the TANF child care program.
23. **TRUE**. The CCIS may not require a p/c to re-verify the information contained in CIS unless the information has changed since the time of the transfer and/or the p/c contacts the CCIS following Day 60 after the date TANF ended.
24. **TRUE**. If there are no changes in the information displayed in CIS, the former TANF Self-Certification form will serve as sufficient verification to determine eligibility under the former TANF child care program.
25. **TRUE**. If there are changes in the information obtained via CIS, the CCIS must complete the former TANF Self-Declaration form and the p/c must provide another form of verification within 30 calendar days following completion of the form.
26. **TRUE**. The CCIS must generate an AA terminating subsidized child care eligibility under the former TANF child care program if the p/c fails to submit another form of verification no later than 30 calendar days following completion of the former TANF Self-Declaration.
27. **(d) All of the above**. At the time of the face-to-face interview with the CCIS, the CCIS shall advise the p/c of the following reporting requirements for which the p/c is responsible between redeterminations:
 - a. Loss of work.
 - b. Change in family composition.
 - c. Increase in monthly or annual gross family income.
28. **TRUE**. The CCIS must generate an AA upon discovery the p/c has again started receiving TANF.

FORMER TANF

29. **TRUE**. The CCIS may not require a p/c to complete an application when the information is available in CIS; however, there must be a copy of the former TANF Self-Certification or former TANF Self-Declaration form kept in the case file.
30. **TRUE**. The CCIS may require a p/c to complete an application when information is not available in CIS.
31. **(d) All of the above**. All of the following statements are true:
 - a. If the p/c contacts the CCIS within 60 days following the date TANF ended, the p/c may self-certify that the information transferring from CIS to the *Other Income* screen in PELICAN CCW is correct.
 - b. If the information has changed or the p/c contacts the CCIS after Day 60 following the date TANF ended, the p/c may self-declare the information transferring from CIS to the *Other Income* screen in PELICAN CCW and submit additional verification to the CCIS no later than 30 calendar days following the date the former TANF Self-Declaration form is completed.
 - c. Following Day 183, the former TANF eligibility period ends and the information from CIS may **NOT** be transferred to the *Other Income* screen in PELICAN CCW; however, the CCIS may inquire whether the p/c continues to receive the income.

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402.18.4.8 Answers – Manual Section “402.10 – Case File”

32. The CCIS must ensure, at a minimum, the following information appears in the case file at the time of the transfer:

➤ **Subsidized Child Care Application (CY868) form if:**

- The family never received subsidized child care benefits under the TANF child care program and is requesting care for the first time more than 60 calendar days following the date TANF benefits ended.
- The family received a Diversion payment, but never received ongoing TANF benefits.
- The family received TANF benefits in another state within the past 183 calendar days.
- The CCIS is unable to “pull” information from CIS into PELICAN CCW related to the family’s receipt of TANF benefits.

➤ **Printed CIS screen shots related to other income that must be transferred to PELICAN CCW, if appropriate.**

➤ **Release of Information (CY880) form**

➤ **Rights and Responsibilities form**

➤ **HIPAA Authorization (PW1815) and Privacy Notice (PW1806)**

FORMER TANF

- **Former TANF Self-Certification if:**
 - CIS transferred information to PELICAN CCW, or the CCIS is able to pull information from CIS, and the information contained in CIS has not changed since the time of the transfer.
 - The p/c contacts the CCIS within 60 calendar days following the date TANF ended.

- **Former TANF Self-Declaration if:**
 - The information contained in CIS has changed since the time of the transfer.
 - The p/c contacts the CCIS more than 60 calendar days following the date TANF ended (i.e., between day 61 and day 183).

33. **FALSE**. The p/c is required to sign the HIPAA Authorization (PW1815) form and Privacy Notice (PW1806) as a condition of eligibility.

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402.18.4.9 [Answers – Manual Section “402.11 – Payment Authorization”](#)

34. **TRUE**. The CCIS shall review a request from a p/c to authorize child care payment at any time during the 183-day period after eligibility for TANF benefits ended.

FORMER TANF

35. **TRUE.** The CCIS may not pay child care costs that exceed the maximum child care allowance less the family co-payment for the type of care the child received from the provider.

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402.18.4.10 Answers – Manual Section “402.12 – Retroactive Payment”

36. **TRUE.** If the CCIS authorizes payment for a p/c who was receiving child care on the date TANF benefits ended, the authorization shall be retroactive to the day following the date TANF benefits ended.
37. **TRUE.** A former TANF p/c who meets the eligibility requirements and wants the CCIS to pay for child care must contact the CCIS within 30 calendar days of the TANF closing date. Payment is retroactive to the date after TANF ended or to the date child care costs were first incurred, for all TANF transfers, providing the p/c submits verification of incurred child care expenses.
38. **TRUE.** The CCIS will not guarantee retroactive payment for child care to a p/c who does not contact the CCIS within 30 calendar days of the TANF closing date.
39. **TRUE.** An eligible p/c who contacts the CCIS between Day 31 and Day 183 after the TANF closing date must have an eligible provider in order to receive retroactive payment(s).

FORMER TANF

40. **TRUE.** An eligible provider who submits invoices or receipts for child care provided prior to contacting the CCIS may receive retroactive payment(s) only for the period the provider was eligible by CCIS standards. The maximum retroactive payment period for an eligible provider is 183 days.

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[Proceed to Manual Section “402.13 – Redetermination”](#)

402.18.4.11 Answers – Manual Section “402.13 – Redetermination”

41. **TRUE.** The CCDBG requires a minimum 12-month eligibility period for any child determined eligible at the time of application and subsequent redeterminations.
42. **NO.** The CCIS may NOT shorten the 12-month eligibility period by processing a family’s redetermination prior to the redetermination due date.
43. **TRUE.** The federal government limits the reasons for ending a child’s eligibility prior to the expiration of the 12-month eligibility period established at the initial determination of eligibility.

FORMER TANF

44. The CCIS must end eligibility at any time during the eligibility period, which includes between redeterminations if:
- *A p/c requests a voluntary withdrawal.*
 - *A child turns 13 and does not have a verified disability.*
 - *A child with a verified disability turns 19.*
 - *A child is absent for more than five consecutive days.*
 - *A p/c does not meet the work-hour requirement on day 93 following a permanent loss of work, education or training.*
 - *A p/c does not meet the work-hour requirement following expiration of the grace period associated with maternity or disability leave.*
 - *A p/c is disqualified from the subsidized child care program.*
 - *A family's gross annual income exceeds 85% of the State Median Income.*
 - *A family reports assets in excess of \$1 million.*
 - *A family fails to timely pay the co-payment (co-pay).*
 - *The co-pay exceeds the cost of care.*
45. **TRUE.** When the CCIS chooses an option, the CCIS must use the option consistently within that office. In addition, when the CCIS is part of a joinder, all of the joinder offices must use the same option.
46. **No, the CCIS may not shorten a family's 12-month eligibility period when processing the redetermination. If the CCIS processes the redetermination on the first business day following the redetermination due date, the CCIS is NOT required to reset the redetermination due date. The intent is that the CCIS may not shorten the eligibility period, but may lengthen it.**

FORMER TANF

47. **TRUE**. The CCIS must maintain the original low-income redetermination due date in the following example.
48. **(d) 1/8/18 (i.e., 13-day AA period + Monday but Monday may not fall on a state holiday)**. In the following example, what date must the CCIS use as the co-pay effective date?

EXAMPLE:

The redetermination is due on 12/21/17. The CCIS processed the redetermination on 12/11/17. The co-pay will increase from \$10/week to \$20/week.

49. **(a) 12/11/17 (i.e., that day if it is a Monday OR if it is not a Monday, the following Monday)**. In the following example, what date must the CCIS use as the co-payment effective date?

EXAMPLE:

The redetermination is due on 12/21/17. The CCIS processed the redetermination on 12/11/17. The co-pay will decrease from \$50/week to \$20/week.

50. **TRUE**. When processing redeterminations in a case that includes a leave period that extends beyond the redetermination date, there is the potential for the eligibility to continue for up to 18 months.
51. **TRUE**. If the p/c fails to complete the redetermination or fails to meet the work-hour requirement upon expiration of the leave period, the CCIS must generate and mail an AA.
52. **TRUE**. If a redetermination due date occurs prior to the expiration of a leave period, the CCIS must postpone processing the redetermination until the leave period has expired, unless the p/c submits verification of meeting the work-hour requirement prior to the expiration of the leave period.

FORMER TANF

53. A p/c will always be eligible unless what two conditions are true:

- *The CCIS has generated/mailed an AA for failure to complete the redetermination or meet the work-hour requirement following the expiration of a leave period.*
- *The CCIS is processes an extended redetermination, allowing a leave period to expire, and the p/c does not meet the work-hour requirement.*

54. The CCIS may stack leave periods:

- *When a p/c begins maternity leave and permanently loses work sometime during the leave period or at the time the leave period expires, the CCIS must allow the p/c a 92-day job loss period (beginning on the date the maternity leave began) to meet the work-hour requirement. The p/c may receive a total of anywhere from 92 days through 176 days (i.e., 84 days for maternity leave plus 92 days for job loss).*
- *When a p/c begins maternity leave and later experiences the onset of a disability prior to or at the time the maternity leave period expires, the CCIS may allow the p/c the remainder of a 183-day disability leave period to meet the work-hour requirement.*
- *When a p/c begins disability leave and permanently loses work at the time the leave period expires, the CCIS may allow the p/c a 92-day job loss period (beginning on the day following the day the p/c learned of the job loss? to meet the work-hour requirement. The p/c may receive a total of anywhere from 183 days through 275 days (i.e., 183 days for disability leave plus 92 days for job loss).*

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[Proceed to Manual Section “402.14 – Transfer from other States”](#)

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402.18.4.12 Answers – Manual Section “402.14 – Transfer from other States”

55. ***TRUE***. A p/c who received TANF program benefits in another state and applies for subsidized child care is eligible if the p/c applies within 183 days after TANF benefits ended and the p/c meets the requirements specified in § 3041.142(b).
56. ***TRUE***. The CCIS shall determine the date TANF benefits ended in the other state and establish eligibility for the 183-day period after eligibility for TANF ended, as specified in § 3041.141.

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402.18.4.13 Answers – Manual Section “402.15 – Expiration of TANF Benefits”

57. ***TRUE***. A p/c who has exhausted the 5-year limit on TANF benefits is eligible for 60 calendar days of subsidized child care to seek work.
58. ***TRUE***. Upon expiration of TANF benefits, the CCIS shall determine the date TANF benefits ended and establish eligibility for the 183-day period after eligibility for TANF benefits ended.

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402.18.4.14 Answers – Manual Section “402.16 – Diversion”

59. ***TRUE***. A “Diversion” case may not be pushed or pulled from CIS to create a case.
60. Under which child care program must the CCIS process a “Diversion” case when the p/c who participated in “Diversion” requests subsidized child care on a date following expiration of the 183-day period?
- a. FT
 - b. ***LI***

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