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## 408.1 GENERAL POLICY & REGULATION

The information in this manual chapter contains direction and procedures related to establishing and maintaining enrollment schedules, including assessing a weekly co-payment (co-pay).

As specified in [§ 3041.14](#) (relating to subsidy benefits), “A subsidy-eligible family may receive child care during the hours that the child needs care if the parent or caretaker (p/c):

- (1) **Works or attends education or training, including travel between the p/c’s work, education or training and the child care facility.**

NOTES:

- Travel time is limited to a reasonable amount of time not to exceed one hour each way, unless special circumstances exist to warrant additional time. If there are special circumstances, the CCIS may grant additional travel time, but must clearly document the reason in case comments.
- The definitions of “parent,” “caretaker,” “work” “education” and “training” as specified in [§ 3041.3](#) (relating to definitions) are also displayed in [Manual “101 – Definitions.”](#)

- (2) **Requires uninterrupted sleep time because the work shift ends between the hours of 12 a.m. and 9 a.m.”**

NOTE: For additional information, see manual section [“408.14 – Sleep-Time Enrollments.”](#)

The CCIS has 30 calendar days following the receipt of an application, via paper or through the Commonwealth of Pennsylvania’s Access to Social Services (COMPASS) website, to determine whether a family is eligible for subsidized child care. Following the determination of eligibility in Pennsylvania’s Enterprise to Link Information for Children Across Networks (PELICAN) Child Care Works (CCW), the Child Care Information Services (CCIS) agency creates an enrollment for each eligible child in a family.

The following are five basic elements that are necessary to enroll a child:

1. The CCIS must establish eligibility for the case and for each child in the case for whom subsidized child care is requested.
2. **Funding must be available to enroll the child.**
3. **The provider must have established a valid care level and daily rate for the child.**
4. **The CCIS must establish an enrollment schedule based upon the p/c’s work, education and/or training schedule, including travel time or sleep time as appropriate.**
5. **The child’s enrollment schedule must occur within the hours of the provider’s regular operating schedule at the facility.**

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As specified in [§ 3041.133](#) (relating to waiting list), the child's enrollment is subject to the waiting list provisions. For additional information, see Manual Section "[408.16 – Waiting List \(WL\)](#)."

As stated above, if the p/c has not selected a provider at the time of enrollment, the p/c has 30 calendar days to select a provider or the child will become ineligible for subsidized child care and will be removed from the waiting list. Ineligibility and removal from the waiting list is dependent upon one of the following as specified in [§ 3041.16\(e\)](#):

- The failure to select an eligible child care provider within the 30-day period following the availability of funding.
- The date the family's current child care provider is determined or becomes ineligible to participate in the subsidized child care program.

With the exception of families receiving Temporary Assistance for Needy Families (TANF), the CCIS may ***NOT*** enroll a child with more than one provider for the same period. For additional information regarding how to handle requests for short-term, emergency and alternate care, see [Manual 400 – TANF, Manual Section "400.11.20 –Short-Term Care."](#)

The CCIS may enroll a child for as many hours as needed based upon the p/c's work, education and/or training schedule, including travel time or sleep time.

The number of hours during which a child may receive subsidized child care must be less than 24 hours per day unless approved by the Office of Child Development and Early Learning (OCDEL), Bureau of Subsidized Child Care, Division of Policy.

**As specified in [§ 3041.3](#), "Child care is care in lieu of parental care for part of a 24-hour day."** In certain circumstances, subsidized child care may be provided for more than a 24-hour period. If a p/c works in a job requiring 48-hour shifts, including but not limited to nursing homes, hospitals or group homes and the p/c requires continuous care for more than 48 hours, the CCIS must contact the subsidy coordinator.

**EXAMPLE:** The p/c works as an aide in a nursing home and is required to remain "on-site" for a three-day period. The child care provider is 30 minutes from the nursing home and 30 minutes from the p/c's home. The p/c may receive subsidized child care for a total of 40 consecutive hours during the 3-day period. The p/c has the following standard (i.e., repeating) weekly schedule:



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OFF – All day

July 10						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
June 28	29	30	July 1	2	3	4
			12:00 AM - 9:00 AM Works	12:00 AM - 6:00 AM Works		
			9:00 AM - 5:00 PM Sleeps on-site	6:00 AM - 6:30 AM Travels home to sleep		
		8:30 PM - 9:00 PM Travel from provider to work	5:00 PM - 6:00 PM showers & eats on-site	6:30 AM - 12:00 PM Sleeps @ home		
		9:00 PM - 11:59 PM Works	6:00 PM - 11:59 PM Works	12:00 PM - 12:30 PM Travels to provider		
5	6	7	8	9	10	11
		12:00 AM - 9:00 AM Works	12:00 AM - 6:00 AM Works			
		9:00 AM - 5:00 PM Sleeps on-site	6:00 AM - 6:30 AM Travels home to sleep			
	8:30 PM - 9:00 PM Travel from provider to work	5:00 PM - 6:00 PM showers & eats on-site	6:30 AM - 12:00 PM Sleeps @ home			
	9:00 PM - 11:59 PM Work	6:00 PM - 11:59 PM Works	12:00 PM - 12:30 PM Travels to provider			
12	13	14	15	16	17	18
	12:00 AM - 9:00 AM Works	12:00 AM - 6:00 AM Works				
	9:00 AM - 5:00 PM Sleeps on-site	6:00 AM - 6:30 AM Travels home to sleep				
8:30 PM - 9:00 PM Travels from provider to work	5:00 PM - 6:00 PM showers & eats on-site	6:30 AM - 12:00 PM Sleeps @ home				8:30 PM - 9:00 PM Travels from provider to work
9:00 PM - 11:59 PM Works	6:00 PM - 11:59 PM Works	12:00 PM - 12:30 PM Travels to provider				9:00 PM - 11:59 PM Works
19	20	21	22	23	24	25
12:00 AM - 9:00 AM Works	12:00 AM - 6:00 AM Works					12:00 AM - 9:00 AM Works
9:00 AM - 5:00 PM Sleeps on-site	6:00 AM - 6:30 AM Travels home to sleep					9:00 AM - 5:00 PM Sleeps on-site
5:00 PM - 6:00 PM showers & eats on-site	6:30 AM - 12:00 PM Sleeps @ home				8:30 PM - 9:00 PM Travels from provider to work	5:00 PM - 6:00 PM showers & eats on-site
6:00 PM - 11:59 PM Works	12:00 PM - 12:30 PM Travels to provider				9:00 PM - 11:59 PM Works	6:00 PM - 11:59 PM Works
26	27	28	29	30	31	August 1
12:00 AM - 6:00 AM Works					12:00 AM - 9:00 AM Works	12:00 AM - 6:00 AM Works
6:00 AM - 6:30 AM Travels home to sleep					9:00 AM - 5:00 PM Sleeps on-site	6:00 AM - 6:30 AM Travels home to sleep
6:30 AM - 12:00 PM Sleeps @ home				8:30 PM - 9:00 PM Travels from provider to work	5:00 PM - 6:00 PM showers & eats on-site	6:30 AM - 12:00 PM Sleeps @ home
12:00 PM - 12:30 PM Travels to provider				9:00 PM - 11:59 PM Works	6:00 PM - 11:59 PM Works	12:00 PM - 12:30 PM Travels to provider

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[See Manual Section "408.34.3.1 – Questions – 408.1 – General Policy & Regulation"](#)

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## **408.2 DEFINITIONS AND ACRONYMS**

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

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## **408.3 GOALS & OBJECTIVES**

See Manual Section “[408.34.1 - Goals](#)” and Manual Section “[408.34.2 - Objectives](#).”

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## **408.4 PARENT CHOICE**

As specified in [§ 3041.13\(a\)](#) (relating to parent choice), “A family who is eligible for subsidized child care shall have the right to choose care from a provider who agrees to comply with the Department’s standards for provider participation. Providers eligible to participate include:

- (1) A child day care center certified under Chapter [3270](#) (relating to day care centers).
- (2) A group child day care home certified under Chapter [3280](#) (relating to group child day care homes).
- (3) A family child day care home registered under Chapter [3290](#) (relating to family child day care homes).
- (4) A provider specifically exempt from certification or registration under Chapters [3270](#), [3280](#) and [3290](#).”

As specified in [§ 3041.13\(b\)](#), “A family eligible for Head Start (HS) expansion shall choose a child care provider as specified in [§ 3041.51\(e\)](#) (relating to HS expansion program).”

If extended hours or days of care are provided beyond the HS program hours or days, the extended hours and days of care must be provided by a regulated child care provider.

If the p/c refuses to select a regulated child care provider to care for his/her children during extended hours or days, the family does not qualify for subsidized child care under the HS child care program. In this situation, the family must receive subsidized child care under the LI or FT child care program, which means the family will receive redeterminations every six months. For additional information regarding the HS child care program, refer to [Manual 403 - Head Start \(HS\) Special Eligibility](#).”

As specified in [§ 3041.16\(c\)](#) (relating to subsidy limitations), “If a p/c is the operator of a child day care center, group child day care home or family child day care home as specified in Chapter [3270](#), [3280](#) or [3290](#) or is the operator of a home that is exempt from certification or registration under 1040 of the Public Welfare Code (62 P.S. § 1040), and if space is available to enroll the p/c’s child at the facility operated by the p/c, that child is not eligible to receive subsidized child care.”

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**Although the p/c has the right to choose care from an eligible provider as described above, the p/c may be ineligible for subsidized child care if the p/c is the owner or operator of a child care facility.**

**NOTE:** As specified in 55 Pa.Code, Chapter 3270 (relating to child day care centers), § 3270.4 (relating to definitions), “An operator is the legal entity or a person designated by the legal entity to service as the facility director.” The regulations set forth in §§ 3041.16(c) and 3270.4 are reinforced within the Regulated Provider Agreement, “Terms of Agreement,” as well.

**REMINDER:** An R/N is considered the owner/operator and is ineligible for subsidized child care for his/her child during the hours in which the R/N is providing care for other children. If the R/N is also employed and/or participating in education or training and is meeting the work-hour requirement, the R/N may receive subsidized child care during the hours he/she is participating in employment (that is unrelated to providing R/N care), education and/or training, including travel time.

Since it is impossible for the CCIS to know when space becomes available; the CCIS will determine an owner/operator/director is **INELIGIBLE** for subsidized child care, unless he/she can show an exception to the space requirement (i.e. care level not offered by the facility where he/she works).

If a location owner/operator/director applies for subsidized child care, the CCIS must make the case ineligible by completing the following steps in PELICAN CCW:

1. Ensure “CC Request” is not indicated on the *Care Request* page as follows:
  - a. If the CCIS has ***not yet established*** a “CC Request” at the time the CCIS entered the application, the CCIS ***MUST*** select “CC Request” for each child in the family, click “Save,” navigate away from the page and then back again, deselect “CC Request” for each child in the family using “P/C is owner/operator” as the “Care End Reason” and click “Save” again.
  - b. If the CCIS ***established*** a “CC Request” at the time the CCIS entered the application, the CCIS must deselect the “CC Request” for each child in the family using “P/C is owner/operator” as the “Care End Reason” and click “Save.”
2. Select “Determine Eligibility” from the drop-down box at the top of any page or from the rows listed on the *Case Home* page.
3. Click “Assess” on the *Child Care Program* page
4. Click “Individual Results” at the bottom of the *Family Composition Eligibility Results* page.

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5. Ensure PELICAN CCW added the appropriate failure reason as follows:
  - a. **Intake/Pending PELICAN CCW case (i.e., FT, LI or HS)** –  
“808 – P/C is Owner/Operator - Inelig – P”
  - b. **Intake/Pending CIS case (i.e., TANF or FS)** –  
“426 – P/C is Owner/Operator - Inelig – CIS”
  - c. **Open/Ongoing PELICAN CCW case (i.e., FT, LI or HS)** –  
“426 – P/C is Owner/Operator – AA – P”
  - d. **Open/Ongoing CIS case (i.e., TANF or FS)** –  
“426 – P/C is Owner/Operator – AA – CIS”
6. Click “Save and Return” at the bottom of the *Individual Eligibility Results* page.
7. Click “Confirm” on the *Family Composition Eligibility Results* page.
8. Click “Correspondence Search” at the bottom of the *Case Summary* page and ensure PELICAN CCW generated the appropriate notice for the p/c with a copy to each provider with whom a child in the family is enrolled.

**The** CCIS must provide notification to the family’s selected child care provider of the family’s eligibility status as specified in [§ 3041.124](#) (relating to notification of parent, caretaker and child care provider).

The CCIS provides notification to the p/c via the Eligible Notice, Enrollment Eligible Notice, Ineligible Notice or Enrollment Ineligible Notice. The CCIS provides notification to the child care provider via the Enrollment Summary.

**As specified in [§ 3041.17\(2\)](#), “The eligibility agency may not require the p/c to select a particular provider or combination of providers as a condition of eligibility.”**

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[See Manual Section “408.34.3.2 – Questions – 408.4 – Parent Choice”](#)

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## 408.5 EFFECTIVE DATES

An effective date is the date information first becomes active. Several effective dates within PELICAN CCW are part of the pre-enrollment and enrollment processes. Effective dates include:

**Care Level Effective Date** – the date the care level became active.

**Co-pay Effective Date** – the date the co-pay became active.

**Enrollment Status Effective Date** – the date the child’s enrollment status become active (i.e., Authorized, Enrolled State, etc.).

**Funding Program Effective Date** – the date the **funding program became active**.

**Enrollment Effective Date** – the date a child’s enrollment begins at a provider.

**REMINDER:** The parent may request care up to 30 days prior to the date the family needs subsidized child care.

### NOTES:

1. The enrollment effective date is the same as the eligibility effective date for all children of a new case who need care if funding is available at the time the enrollments are created.
2. If funds are not available and a child is placed on the waiting list, the enrollment days should be the date the child is authorized from the waiting list or the date the child begins to attend care at the provider, whichever is later.
3. The enrollment effective date may differ among children in the family when a p/c requests care for an additional child who either did not initially need care or is added to the family composition on a date following the initial determination of eligibility.

**Participation Effective Date** - the date assigned to each individual family member and is associated with the date the change in family composition was reported to the CCIS. Participation Effective Dates include:

1. The birth or adoption date of a child who was not previously included in the family composition.
2. The date a child who was not previously included in the family composition moves into the residence following a custody change.
3. The date a p/c marries.

**NOTE:** **When a p/c marries, the spouse’s participation effective date will be the marriage date.**

4. The date a live-in companion that is the p/c of at least one of the children for whom subsidized child care is requested moved into the residence.

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## 408.6 **END DATES**

An end date is the date an action stops in PELICAN CCW. Several end dates within PELICAN CCW are part of pre-enrollment and enrollment. End dates include:

**Care End Date** - the date a child no longer needs subsidized child care. This is also the last day the provider is paid.

**Co-pay End Date** - the date one co-pay segment becomes inactive because a new co-pay segment is beginning.

**Enrollment End Date** - the last day of a child's enrollment with a specific provider.

**Enrollment Status End Date** - the last day of a child's specific enrollment status (i.e., Authorized, Enrolled State, etc.).

**Funding Program End Date** - the date one funding program segment becomes inactive because a new funding program segment is beginning.

**Participation End Date** - the date an individual is no longer included in the family composition. The participation end date may differ among family members based upon the circumstances just as the participation effective date may differ (i.e., changes in custody and/ or marital status, death, etc.).

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## 408.7 **CARE LEVEL**

As specified in [§ 3270.4](#) (relating to definitions), "Care levels include:

- (i) ***Infant*** - A child from birth to 1 year of age.
- (ii) ***Young Toddler*** - A child from 1 to 2 years of age.
- (iii) ***Older Toddler*** - A child from 2 to 3 years of age.
- (iv) ***Preschool Child*** - A child from 3 years of age to the date the child enters kindergarten in a public or private school system.
- (v) ***Young School Age*** - A child who attends kindergarten to the date the child enters the 4<sup>th</sup> grade of a public or private school system.
- (vi) ***Older School Age*** - A child who attends the 4<sup>th</sup> grade of a public or private school system through 15 years of age.

The care level effective date is the first of the month after the child's birth month, **with the exception of "Young School Age" and "Older School Age," which are effective on 9/1 with the start of the school year.**

### EXAMPLES:

1. The child turns one on 7/15. The child begins the next care level (Young Toddler), effective 8/1.
2. The child turns one on 7/1. The child begins the next care level (Young Toddler) effective 8/1.

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If a child currently enrolled with a provider advances to the next care level, but the provider does not currently offer the new care level, PELICAN CCW will allow the child's enrollment to continue with that provider and will calculate payment using the Maximum Child Care Allowance (MCCA). In this circumstance, the CCIS will receive an alert in PELICAN CCW. Following receipt of the alert, the CCIS must contact the provider to request the rate for the corresponding care level.

PELICAN CCW will assign a care level based upon a verified developmental age when applicable. A child with a developmental age is eligible for subsidized child care until his developmental age is 13 or his chronological age is 19, whichever occurs first. The developmental age effective date is the date the CCIS receives verification regarding a child's developmental age/physical disability.

When a child has another type of disability, injury or impairment, PELICAN CCW will assign a care level based solely upon the child chronological age. A child with a disability, injury or impairment is eligible for subsidized child care until he no longer has a verified disability, injury or impairment or until he is 19 years of age, whichever occurs first. A licensed psychologist or physician must verify a child's disability, injury or impairment.

**For additional information regarding child disability and developmental age, refer to Manual 404 - Low-Income (LI), § 404.11.2 - Child Disability, Injury or Impairment; and § 404.13.11 - Entering Child Disability Information."**

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## 408.8 UNITS OF CARE

An enrollment consists of one daily unit of care per child per provider. Units of care include:

- **Full time care** – care for five or more hours per day.
- **Part-time care** – care for less than five hours per day.

The CCIS must pay only one full-time rate to a provider who cares for a child for more than five hours during the day, even if the CCIS has split the child's enrollment schedule. The CCIS must pay one part-time rate to a provider who cares for a child for two hours before and/or after school.

**There are some exceptions to paying one unit of care per provider per day.** The CCIS may pay the same provider two units of care per day if the p/c is eligible for sleep time and chooses to have the child remain with the provider while the p/c sleeps. For additional information regarding sleep enrollments, see **Manual Section "408.14 -Sleep-Time Enrollments."**

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[See Manual Section "408.34.3.3 - Questions - 408.8 - Units of Care"](#)

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## 408.9 ENROLLMENT STATUSES

An enrollment status is a method of indicating the child's progress in the enrollment process.

Enrollment statuses include:

- **Waitlist (WL)** - indicates the child is placed on the waiting list.
- **Pre-Enrollment (PE)** - indicates funding is available and the child's enrollment is waiting for authorization by the CCIS.
- **Authorized (AUT)** - indicates the child's enrollment has been authorized by the CCIS and is waiting for the enrollment to be completed.
- **Enrolled State (ELS)** - indicates the child has been enrolled.
- **Removed (REM)** - indicates the child has been removed from the pre-enrollment list or waiting list.
- **Suspended (SUS)** - indicates the child's enrollment is placed in suspension.
- **Discontinued/Closed (DIS)** - indicates the child's enrollment has been ended or discontinued.

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## 408.10 ENROLLMENT SCHEDULE

The following are the types of enrollment schedules within PELICAN CCW:

- **Standard Schedule** - A child care schedule that repeats weekly. The standard schedule does not have to be Monday through Friday; but may be any variety of calendar days/hours that repeat weekly.
- **Patterned, Repeating Schedule** - A child care schedule that changes from week to week, but repeats on a patterned basis of every other week, every third week or every fourth week.
- **Non-standard, Non-repeating Schedule** - A child care schedule which is not consistent for the entire month, changes from week to week and does not repeat on a predictable basis. The CCIS enters the non-standard, non-repeating schedule into PELICAN CCW based on the p/c's non-standard, non-repeating employment and/or training schedule for four weeks out of the most recent 6-week period as verified by the employer/training representative.

When working with non-standard, non-repeating schedules, the following applies:

- ✓ The enrollment schedule should reflect the p/c's work/training schedule as accurately as possible.
- ✓ The CCIS must enter the child's enrollment schedule into PELICAN CCW as the four-week schedule listed on the verification. The CCIS must then set the child's enrollment schedule to repeat every four weeks.

**NOTE:** When the CCIS must "average" a child's enrollment schedule, refer to the policy outlined in Manual Section "408.22 - Averaging Schedules."



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- ✓ The p/c must contact the CCIS when the child's enrollment schedule no longer meets the child's need for care.
- ✓ The CCIS must select the "Parent/Caretaker has varying work schedule" indicator, as appropriate, when establishing the enrollment schedule.

If a p/c verifies a need for ongoing additional care, the CCIS may add additional hours/days of child care based upon the p/c's employment, education and/or training schedule. The p/c may contact the CCIS and verbally self-declare the need for additional hours. The CCIS must document this verbal request in case comments. Within 30 calendar days, the p/c must follow up with verification of the need for additional hours of care. **If the p/c does not submit follow-up verification, the CCIS will revert to the child's previous schedule by removing the additional hours/day(s) from the child's schedule.**

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[See Manual Section "408.34.3.4 – Questions – 408.10 – Enrollment Schedule"](#)

## 408.11 NEW ENROLLMENTS

***If funding is available***, PELICAN CCW will place a child in "pre-enrollment" status until the CCIS authorizes the enrollment.

***If funding is not available***, PELICAN CCW will place the child on the waiting list based on the date and time the CCIS received the family's application or the participation date/time for any child added to the family following the initial determination of eligibility.

The CCIS must authorize all enrollments for children on the pre-enrollment or waiting list in order to proceed with an enrollment. Only staff with the security role of "Enrollment Authorization" can authorize the enrollment of children from the pre-enrollment or waiting list. Once the CCIS has authorized an enrollment and placed the child in "authorized" status, the CCIS must change the status to "enrolled state" in order to complete the enrollment. PELICAN CCW will automatically generate a Funds Not Available Letter if the enrollment status is "Waitlist." If the enrollment status is "Pre-Enrollment," PELICAN CCW will not generate the Funds Available or Waitlist Funds Available Letter until the CCIS authorizes the child(ren) from the WL or Pre-Enrollment List.

**If the Enrollment Specialist receives an over-capacity alert when attempting to create an enrollment, the Enrollment Specialist MUST contact the Provider Specialist (Capacity Designee). The Provider Specialist (Capacity Designee) MUST review capacity prior to enrolling the child. For additional information regarding over-capacity concerns, refer to Manual "300 – Regulated Provider Management."**

See [Manual Section "408.25 – Processing an enrollment in PELICAN CCW,"](#) for additional information regarding authorizing an enrollment from the pre-enrollment or waiting list.

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## **408.12 FUTURE ENROLLMENTS**

As specified in **§ 3041.44(b)** (relating to prospective work, education or training), **“Subsidy may not begin until the p/c begins work, education or training.”** The CCIS may future-enroll a child up to 30 calendar days prior to the child needing care for a p/c who reports prospective work, education and/or training that meets the work-hour requirements.

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[See Manual Section “408.34.3.5 – Questions – 408.12 – Future Enrollments”](#)

## **408.13 RETROACTIVE ENROLLMENTS**

As specified in **§ 3041.123(a)** (relating to effective date of coverage), **“If the eligibility agency determines a family eligible for subsidized child care and if funding is available, coverage of child care costs is retroactive to the date the family submitted a signed application.”**

In certain circumstances, the CCIS may need to backdate or create enrollments retroactively. The CCIS may create retroactive enrollments under the following circumstances as long as the family is eligible and the retroactive enrollment does not cross over FYs after books are closed:

- A p/c applies for subsidized child care under the LI or HS child care program and indicates a child care need for up to 30 days in the past, on or after the application date and prior to the date eligibility was established if funds are available. If a waiting list exists, the earliest date enrollment may begin is the date funds are available and the child is authorized from the waiting list.
- A TANF or Food Stamps/Supplemental Nutrition Assistance Program (FS/SNAP) case appears in the CIS Inbox and the p/c indicates a child care need for up to 60 days in the past.
- A p/c is eligible under the FT child care program, has selected an eligible provider and has indicated a child care need for up to 183 days in the past.

If an enrollment must cross FYs after the books are closed, the CCIS must create a “cross fiscal” year enrollment. PELICAN CCW will not allow the CCIS to create a retroactive enrollment that begins prior to the child’s participation effective date.

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[See Manual Section “408.34.3.6 – Questions – 408.13 – Retroactive Enrollments”](#)

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## 408.14 SLEEP-TIME ENROLLMENTS

As specified in § 3041.14(2) (relating to subsidy benefits), “A subsidy-eligible family may receive child care during the hours that the child needs care if the p/c requires uninterrupted sleep time because the work shift ends between the hours of 12 a.m. and 9 a.m.”

### NOTES:

- ✓ 12 a.m. refers to midnight the previous night.
- ✓ **The family is not eligible for a sleep-time enrollment when the p/c’s work shift ends at 12 a.m. A family becomes eligible for a sleep-time enrollment when the p/c’s work shift ends between 12:01 a.m. and 9 a.m.**
- ✓ **Travel is not used in determining whether a family is eligible for a sleep-time enrollment.**

**EXAMPLE: A p/c’s work shift ends at 12 a.m. and it takes the p/c 30 minutes to travel from work to the child care provider to pick up the child. The family is not eligible for a sleep-time enrollment.**

The p/c may request a sleep-time enrollment either ***before*** the p/c’s work schedule begins or ***after*** the p/c’s work ends. The CCIS must discuss with the p/c, the amount of sleep time the p/c requires and when the p/c sleeps. The CCIS may allow up to one full-time sleep-enrollment to cover the sleep time the p/c requires.

### EXAMPLES:

#### **Before Work:**

The p/c’s work schedule is 11 p.m. to 7 a.m. The p/c receives one hour of travel time one-way/each day for a total of two hours. The p/c requests a sleep-time enrollment from 2 p.m. to 10 p.m. because he/she sleeps before work. The p/c prefers to allow her child to remain with the same provider. The provider may receive two units of care, one for the work time and one for the sleep time.

#### **After Work:**

The p/c’s work schedule is 11 p.m. to 7 a.m. The p/c receives one hour of travel time one-way/each day for a total of two hours. The p/c requests a sleep-time enrollment from 9 a.m. to 4 p.m. because he/she sleeps after work. The p/c prefers to allow her child to remain with the same provider. The provider may receive two units of care, one for the work time and one for the sleep time.

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[See Manual Section “408.34.3.7 – Questions – 408.14 – Sleep-Time Enrollments”](#)

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## 408.15 MULTIPLE ENROLLMENTS

The CCIS may enroll a child with as many providers as necessary to meet the child's need for care. Once funding is available, the p/c may add an enrollment and/or switch child care providers as needed.

If the child is currently on the WL and the p/c requests another enrollment with a second provider, PELICAN CCW will not automatically generate the Funds Not Available Letter. In order to generate the Funds Not Available Letter for the second provider, the CCIS must:

1. Select the checkbox(es) next to the child(ren) for whom the second enrollment is being established.
2. Click "Change/End" on the *Case Enrollment Summary* page.
3. Click "Update " on the *Enrollment Detail* page.
4. Click "Generate Correspondence" on the *Enrollment Status Information* page, then click "Save and Continue."
5. Click "Continue" on the *Enrollment Detail* page.
6. Repeat Steps (1) through (5) for each child for whom a second enrollment is established.

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[See Manual Section "408.34.3.8 - Questions - 408.15 - Multiple Enrollments"](#)

## 408.16 WAITING LIST (WL)

As specified in [§ 3041.123\(b\)](#), "If the eligibility agency places a child on a waiting list following the determination of eligibility, coverage of child care costs must begin on the date funding is available."

As specified in [§ 3041.133](#) (relating to waiting list),

- (a) "If funds are not available to enroll a child following determination of the family's eligibility for subsidy, the eligibility agency shall place an eligible child on a waiting list on a first-come, first-served basis. Placement on the waiting list must be determined by the date and time eligibility for the child was determined.

NOTE: This is the date the CCIS received the Application.

- (b) If a p/c requests subsidized child care for an additional child following the date the family was initially determined eligible for subsidized child care, the additional child shall be placed on the waiting list according to the date and time that the p/c requests care for the additional child.

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- (c) If a p/c does not select an eligible provider and enroll the child for child care no later than 30 calendar days following the date funding is available, the child will not be eligible for subsidy.

NOTES:

- In this circumstance, the child's enrollment will close during the nightly batch, **following expiration of the Adverse Action (AA) period.**
  - **If funds become available to enroll the child(ren) while the p/c is on maternity leave, and the p/c wishes to enroll the child(ren), the CCIS must maintain the child(ren)'s enrollment in "AUT" status. The CCIS will maintain the "AUT" enrollment(s) until the p/c locates an eligible provider with which the CCIS may enroll the child(ren) OR until the expiration of the maternity leave. The CCIS must generate an AA immediately upon expiration of the maternity leave period, if the child(ren) are not enrolled with an eligible provider. In this circumstance, the maximum period permitted to enroll the child is 97 days (i.e., 84 days of maternity leave + 13-day AA period = 97 total days).**
- (d) If a family was determined eligible and placed on the waiting list more than 6 months prior to the date that funding became available to enroll the child in subsidized child care, the eligibility agency shall complete a redetermination prior to enrollment and confirm that the family is eligible for subsidized child care."

NOTE: Children should be eligible at all times. Due to the large number of children on the waiting list, CCIS agencies must conduct 6-month redeterminations of eligibility on or before the "Redetermination Due Date" for all families with children on the waiting list.

PELICAN CCW places a child on the WL when funds are not available to enroll the child. Children are placed on the waiting list on a first come, first served basis according to the date and time the CCIS received the family's application.

PELICAN CCW places a child on the waiting list in "WL" status only when there are no funds available to enroll the child into subsidized child care.

The CCIS must contact OCDEL Headquarters for assistance if PELICAN CCW places a child on the WL incorrectly and the CCIS must authorize the child's enrollment.

PELICAN CCW will generate an alert when funds become available to enroll a child placed on the WL. The alert is an indicator that the CCIS may authorize an enrollment. The CCIS does not have to wait for the alert to authorize children from the WL. If the CCIS sees that funds are available staff may authorize enrollments immediately.

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The CCIS should base the decision to enroll from the WL on discussions with the family regarding what would best meet the family's needs **when** funds exist to enroll only one of multiple children from the same family. Options available to the CCIS include the following:

- Authorize the enrollment for that one child.
- Overbook and authorize the enrollments for all of the children in the family, **then decrease the overbooking amount back to the original amount or an amount that is pre-determined by OCDEL.**
- Choose not to authorize the enrollment until funds exist to enroll all children in the family.

The decision to enroll rests with the CCIS Director/designee. The CCIS Director/designee may only authorize an enrollment from the top of WL. If the child at the top of the WL is not ready for enrollment, the CCIS Director/designee may do one of the following:

- Authorize the enrollment and direct the worker to maintain the child in "Authorized" status for up to 30 days.
- Authorize the enrollment and direct the worker to future-enroll the child using the date the child will begin receiving care.

**REMINDER: The CCIS may not future-enroll a child more than 30 calendar days in the future.**

If a family is still on the WL at the time of the regularly scheduled redetermination, the CCIS must conduct the full redetermination to determine the family's continued eligibility for the program. If the family does not continue to be eligible for subsidized child care, the CCIS must remove the child(ren) from the WL and generate an AA notice to terminate the child(ren)'s care. Only staff with the security role of "Enrollment Authorization" can remove children from the WL and place a child in "removed" status.

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[See Manual Section "408.34.3.9 – Questions – 408.16 – Waiting List \(WL\)"](#)

## **408.17 VOLUNTARY WITHDRAWAL**

As specified in [§ 3041.132](#) (relating to voluntary request to terminate subsidized child care),

- (a) "A p/c may request the eligibility agency to terminate subsidy.
- (b) Upon receipt of a request to terminate subsidy, the eligibility agency shall take steps to terminate the family's eligibility.
- (c) The eligibility agency shall notify the p/c as specified in [§ 3041.166](#) (relating to notice confirming voluntary withdrawal)."

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When a p/c requests a voluntary withdrawal of a child or all children in the family, the CCIS must end the child(ren)'s enrollment(s), navigate to the *Care Request* page, deselect "CC Request" using the reason "Voluntary Withdrawal," click "Save," assess and confirm eligibility to close the case. When the CCIS selects "Voluntary Withdrawal," PELICAN CCW will close the case during the nightly batch. PELICAN CCW will not apply an AA period.

When closing a case related to voluntary withdrawal, the CCIS must also manually generate a Confirmation Notice to send to the p/c confirming the voluntary withdrawal. For additional information regarding generating a Confirmation Notice, see [Manual "500 - Correspondence."](#)

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[See Manual Section "408.34.3.10 - Questions - 408.17 - Voluntary Withdrawal"](#)

## 408.18 PAYMENT POLICY FOR A CHILD ENROLLED IN PA PRE-K COUNTS

Although the prekindergarten child care program no longer exists for purposes of special eligibility for subsidized child care, the CCIS ***MUST*** continue to use the PA PreK Counts Enrollment Verification form so the CCIS can ensure the provider is paid at the proper unit of care for all prekindergarten enrollments.

***A PA Pre-K Counts grantee that has a full-day program may only receive a part-time subsidized child care payment rate, no matter how many hours of care the child needs beyond the PA Pre-K Counts school day.***

If a child needs more than five hours of care a day beyond the PA Pre-K Counts day, the CCIS must create a part-time schedule and note the following in case comments:

- The child is enrolled in the PA Pre-K Counts and CCW programs.
- The full number of hours the child needs care and attends the facility.

***A PA Pre-K Counts grantee that has a half-day program may receive either a full-time or part-time subsidized payment rate based on the number of hours the child needs care beyond the PA Pre-K Counts school day.***

The CCIS may pay a blended rate for children throughout the school year who will need a mixture of full-time care for days PA Pre-K Counts is not in session and part-time care for days PA Pre-K Counts is operating.

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[See Manual Section "408.34.3.11 - Questions - 408.18 - Payment Policy for a Child Enrolled in PA Pre-K Counts"](#)

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## 408.19 SUBSIDY CONTINUATION

As specified in § 3041.20 (relating to subsidy continuation during breaks in work, education or training), “A family’s eligibility and payment for subsidized child care continues for and during the following:

- (1) 30 calendar days from the date of involuntary loss of work, the date a strike begins or the date the p/c graduates from or completes education or training. On day 31, the child care subsidy will be suspended and the family’s eligibility will continue for an additional 30 days.”

NOTES:

- An unemployed p/c is *not* eligible for maternity or disability leave since these types of leave are contingent on employment.
- If the disability onset occurs before the loss of employment, the p/c may qualify for up to 183 calendar days of continued subsidy.
- The CCIS will continue or suspend the child’s care during the first 30-day period based upon the p/c’s decision.

- (2) “A total of 84 calendar days from the first day of family leave, including maternity leave, as defined under the Family and Medical Leave Act of 1993 (29 U.S.C.A. § § 2601—2654), provided there is a need for child care.”

NOTES:

- **If a p/c is on maternity leave, becomes disabled and the disability onset occurs before the loss of employment, the p/c may qualify for an additional 99 calendar days of continued subsidy (i.e., a total of 183 days) when using maternity and disability leave consecutively. The CCIS must deduct the number of days used for maternity leave from the total 183-day period.**

**EXAMPLE: A family consists of a mother, her boyfriend and her 3-year-old child who is receiving subsidy. The boyfriend calls the CCIS on the day the mother delivers their baby. The CCIS continues care during the maternity leave. On Day 62 of the maternity leave, the mother contacts the CCIS and explains she injured her back and must have surgery so she is unable to work or care for the children. She submits verification of her disability. Subsidy may continue for up to an additional 121 calendar days (i.e., 183 total days minus 62 days used for maternity leave). The CCIS must generate an AA on Day 122.**



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- A p/c may decide to continue receiving subsidized child care during the break or to suspend care. *The p/c has the right to make individual decisions regarding each of the children in the household and those decisions need not be the same* (i.e., the p/c is **NOT** required to make only one decision to cover all children in the household. See **Manual Section “404 - LI, § 404.10.6 - Maternity Leave”** for additional information regarding maternity leave.

**EXAMPLE:** A family consists of the mother, father and two children, ages 3 and 7. The 3-year-old attends a child care center full-time, Monday through Friday. The 7-year-old attends an after school program on the school grounds after school only and receives part-time care. The mother has a new baby and requests that the CCIS suspend both children for the first 2 weeks. The mother wants care to resume after the 2-week period for the 3-year-old throughout the remainder of the leave but continue to suspend care for the 7-year-old.

- (3) **“Regularly scheduled breaks in work or breaks in education or training, if the regularly scheduled break is less than 31 calendar days.”**

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[See Manual Section “408.34.3.12 - Questions - 408.19 - Subsidy Continuation”](#)

## 408.20 SUBSIDY SUSPENSION

**55 Pa.Code, Chapter 168** (relating to child care) does not include suspension reasons; however, OCDEL’s Bureau of Subsidized Child Care Division of Policy has determined that some of the suspension reasons set forth in **§ 3041.21(a)** (relating to subsidy suspension) **APPLY** to TANF and FS/SNAP cases. This determination establishes consistent policies and procedures for handling enrollments. **The suspension reasons that apply to TANF and FS/SNAP cases are (1) – (7) below.** Suspension reason (8) does **NOT** apply to TANF or FS/SNAP cases.

**NOTE:** For suspension reasons (3), (4) and (7) below, the timeframe for the suspension is limited to 30 days only for **ANY** type of break in a CAO-approved, work-related activity. A p/c who is receiving subsidized child care under the TANF or FS/SNAP child care program may choose to suspend care or receive up to 30 calendar days of continued care during a break in a CAO-approved work-related activity.

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As specified in § 3041.21(a) (relating to subsidy suspension), “If a child is unable to attend child care for more than 5 consecutive days for which the child is scheduled to attend care, subsidy shall be suspended for up to 90 calendar days in the following circumstances:

- (1) The child is visiting the noncustodial p/c.
- (2) The child is ill or hospitalized, preventing the child from participating in child care.

## NOTES:

- This suspension reason also applies when a child is not permitted to attend a child care facility ***for more than 5 consecutive days*** due to head lice, scabies or another verified medical condition.
- **The CCIS may NOT zero-out or suspend a child’s enrollment when the child is not absent for more than 5 consecutive days, even if the provider’s policy is that the child is not permitted to attend (i.e., fever or other illness).**

## EXAMPLES:

1. ***Provider will not permit a child to attend due to a fever.*** The p/c reports the child had a stomach virus and was absent for 1 day because of illness with fever.

***Decision: The CCIS may NOT zero-out or suspend the child’s enrollment because the child was not absent or expected to be absent for more than 5 consecutive days.***

2. ***Provider will not permit a child to attend due to head lice.*** The provider notices the child has head lice and the child is sent home. The provider’s policy is the child may not return until there is no sign of head lice for 7 days.

***Decision: The CCIS MAY zero-out or suspend the child’s enrollment because the child was absent or expected to be absent for more than 5 consecutive days.***

- (3) The child is absent because of family illness or emergency.
- (4) The child remains at home with his p/c during family leave.
- (5) The provider is closed because of failure to meet certification or registration requirements.
- (6) The p/c needs to locate another provider because the current provider cannot meet the p/c’s child care needs.

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- (7) The p/c is on maternity or family leave, as defined under the Family and Medical Leave Act of 1993 (29 U.S.C.A. §§ 2601 – 2654).
- (8) A p/c has a break in work, education or training that exceeds 30 calendar days but does not continue beyond 90 calendar days.

**NOTE:** The p/c has up to **30** days (**NOT up to 90**) to select an eligible provider and enroll the child(ren) in care **when his/her Relative/Neighbor (R/N) provider fails the CareCheck, state police criminal history or federal fingerprinting clearances as specified in § 3041.16(e) (relating to subsidy limitations).**

The CCIS may suspend a child’s enrollment ***prior to Day 6 of a consecutive absence*** if the child is expected to be absent from child care ***for more than 5 consecutive days*** for which the child is scheduled to attend care ***AND*** the child is absent for one of the circumstances described in § 3041.21.

In order for the child to be eligible for suspension prior to Day 6 of a consecutive absence, the p/c ***MUST*** notify the CCIS in advance of the expected need for suspension unless the suspension is related to an emergency (i.e., an illness that will exceed 5 consecutive days, an accident or unexpected hospitalization).

The CCIS will not retroactively suspend or “zero-out” enrollment days if the CCIS first discovers the issue while processing the Attendance Invoice, unless the absence is related to an emergency.

**NOTE:** When the CCIS suspends a child’s enrollment prior to Day 6 of a consecutive absence, the CCIS may ***NOT*** count the suspended days as consecutive absences and will ***NOT*** include the absences toward the absence cap.

### **EXAMPLES:**

1. The p/c notifies the CCIS that the child is scheduled to visit the noncustodial p/c for 3 weeks beginning 12/17 and ending 1/4. The CCIS may suspend the child’s enrollment for the entire 3-week period.
2. The p/c notifies the CCIS that the child is hospitalized on Day 2 of the child’s absence and is recovering from an emergency surgery. The p/c further explains the recovery period is about two weeks. The CCIS must suspend the child’s enrollment effective Day 1 of the child’s absence. The suspension will remain in effect until the child returns to care or Day 90, whichever occurs first.

# ENROLLMENT & CO-PAYMENT

In most situations, the CCIS will suspend the child's enrollment effective Day 1 of the child's consecutive absences when the above criteria are met. The CCIS may adjust the begin date of the suspension, as appropriate, when the suspension must be effective on a later date.

## EXAMPLES:

1. The p/c notifies the CCIS that the child is scheduled to visit the noncustodial p/c for 3 weeks beginning 12/17/12 and ending 1/4/13. The CCIS is later notified the child was absent 12/12/12 through 12/14/12. The CCIS must count 12/12/12 through 12/14/12 as absences, but may suspend the child's enrollment from 12/17/12 through 1/4/13.
2. The p/c notifies the CCIS that the child was in a car accident on 1/10/13 and would be hospitalized for about three weeks. The CCIS suspends care for the child effective 1/10/13. The suspension will continue until the child returns to care or Day 90, whichever occurs first. During invoicing, if the CCIS discovers the child was also absent from 1/7/13 through 1/9/13. The CCIS must count 1/7/13 through 1/9/13 as three absences.

Suspension is an option for the family **ONLY** when a child will be absent for more than 5 consecutive days.

The CCIS may **NOT** suspend a child's enrollment **or zero-out the schedule** prior to Day 6 of a consecutive absence if the child is:

- Expected to be absent from child care **for 5 consecutive days or less.**
- Visiting a noncustodial p/c **for 5 consecutive days or less.**
- On vacation (i.e., in another city, state or country; at the beach or visiting grandparents).

## NOTES:

1. This does **NOT** apply to TANF or FS/SNAP cases in which the p/c may continue to receive subsidized child care for up to 30 calendar days during a break in a CAO-approved, work-related activity.
  2. In the circumstances listed above, the CCIS will pay for care for **up to 5** consecutive days of absence. **The CCIS must generate an AA on Day 6 and suspend the child's enrollment if the child has not returned to care. The CCIS may not continue to pay through the AA period.** The p/c may maintain eligibility for subsidy if the child returns on or before the day the AA expires.
- Absent for a reason not specified in § 3041.21.

PELICAN CCW continues to calculate a child's encumbrance during a period of suspended subsidy. Once the CCIS removes the child from "suspended subsidy" status, PELICAN CCW deducts the unspent funds for the suspended subsidy period. A child who is in "suspended subsidy" status may not have a future-enrollment effective date beyond the 90-day suspension period.

# ENROLLMENT & CO-PAYMENT

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Subsidy may be suspended if a child is unable to attend child care for more than 5 consecutive services days as follows:

1. **For up to 13 calendar days**, during the AA period following a child's absence for 5 consecutive service days. *(Applies to ALL cases.)*
2. **For up to 30 calendar days** when:
  - a. The p/c must select a new eligible provider following notification that the current **R/N provider failed CareCheck, state police criminal history or federal fingerprinting clearances. (Applies to ALL cases).**
  - b. The CCIS has paid for Day 1 through Day 30 following the p/c's report of a job loss (i.e., care may be suspended from Day 31 through Day 60 or until the p/c begins meeting the work-hour requirement. *(Applies to LI, FT & HS cases. only)*
  - c. The p/c has a regularly scheduled break in work, education or training, if the regularly scheduled break is less than 31 calendar days and the p/c requests suspension. *(Applies to LI, FT & HS cases. only)*
  - d. The p/c is on break from a CAO-approved work-related activity and the p/c requests suspended subsidy. *(Applies to TANF & FS/SNAP cases only.)*
3. **For up to 60 calendar days** when the p/c reports an involuntary job loss and requests suspended subsidy for the entire timeframe. *(Applies to LI, FT & HS cases. only)*
4. **For up to 84 calendar days** when the p/c is on maternity leave or family leave as defined under the Family and Medical Leave Act of 1993. *(Applies to LI, FT & HS cases. only)*
5. **For up to 90 calendar days** when a family receiving subsidy, *in any type of case*, meets one of the following conditions:
  - a. The child is visiting the noncustodial p/c.
  - b. The child is ill or hospitalized, preventing the child from participating in care.
  - c. The child is absent because of family illness or emergency.
  - d. The p/c has a break in work, education or training that exceeds 30 calendar days but does not continue beyond 90 calendar days.
  - e. **The provider is closed because of failure to meet certification or registration requirements.**
  - f. **The p/c needs to locate another provider because the current provider cannot meet the p/c's child care needs.**

# ENROLLMENT & CO-PAYMENT

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**“The child is no longer eligible for subsidy payment or service if the child continues to be absent following 90 calendar days of suspension,” as specified in [§ 3041.21\(b\)](#).**

The child is no longer eligible for subsidized child care, *in any type of case*, if he/she continues to be absent following the applicable suspension period (i.e., 13, 30, 60, 84 or 90 calendar days). When a child is absent for a period of time that exceeds the applicable suspension period, the CCIS must generate an AA terminating the child’s care.

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[See Manual Section “408.34.3.13 – Questions – 408.20 – Subsidy Suspension”](#)

## **408.21 SUBSIDY DISRUPTION**

As specified in [§ 3041.22](#) (relating to subsidy disruption),

- (a) **“If child care is disrupted due to the provider’s loss of the Department’s certification or registration or another reason that prevents the child’s continued care at that facility, the child is eligible for subsidy at another facility.**
- (b) **If a child loses care as a result of circumstances specified in subsection (a), the child’s subsidy is suspended until the p/c selects another provider and funding is available.**
- (c) **Subsidy to a child may be disrupted if the eligibility agency cannot continue to subsidize the number of children enrolled in subsidized child care due to insufficient State or Federal funding.**
  - (1) **Subsidy for children whose family’s income is at the highest percentage of the Federal Poverty Income Guidelines (FPIG) is disrupted first.**
  - (2) **A child whose subsidy is disrupted under this subsection shall be placed on the waiting list according to the date of the initial eligibility for subsidized child care.”**

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[See Manual Section “408.34.3.14 – Questions – 408.21 – Subsidy Disruption”](#)

# ENROLLMENT & CO-PAYMENT

## 408.22 AVERAGING SCHEDULES

When determining whether to average schedules, the CCIS must consider the following:

- The enrollment schedule must meet the p/c's child care needs.
- The CCIS must pay providers fairly.
- The CCIS staff must make efficient use of their time.
- The CCIS must efficiently manage the waiting list.
- The CCIS may not make payment for unnecessary days and hours of care that do not closely reflect the p/c's work, education or training hours.

The CCIS has the option to average a child's schedule when the CCIS must change the schedule monthly for three consecutive months due to changes in the p/c work, education or training hours or if the p/c immediately indicates a varying work schedule with an employer known by the CCIS for establishing varying work schedules.

When averaging an enrollment schedule, the CCIS must use the following principles:

1. **The p/c must initiate the schedule change.** The CCIS may not change the child enrollment schedule based only on the provider's input via the Attendance Invoice.
2. The CCIS **MUST** ensure the child's enrollment schedule reflects the p/c's work, education or training schedule as closely as possible when averaging. The CCIS may need to enter a bi-weekly schedule rather than a weekly standard schedule in order to contain the additional cost of averaging.

**EXAMPLE:** The CCIS calculates a child's average schedule to equal 13 days/month. A standard schedule of 4 days/week, repeating weekly, equals 16 days/month. A bi-weekly schedule that repeats 3 days/week one week and 4 days/week the next week equals 14 days/month. The bi-weekly schedule more closely reflects the child's need for care and minimizes the increased cost of averaging by limiting added hours/days of care.

3. The CCIS may **NOT** change a child's schedule when the child's attendance varies from week to week but the number of days and units of care remain the same.

**EXAMPLE:** The CCIS enrolls a child full-time, Monday, Wednesday and Friday. The child occasionally attends on a Thursday instead of Wednesday. Since the child attends three full-time days and the cost of care remains the same, the specific days the child attends are irrelevant.

4. Each CCIS **MUST** establish a standard business practice regarding averaging schedules so all staff within the CCIS average in the same manner.

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[See Manual Section "408.34.3.15 – Questions – 408.22 – Averaging Schedules"](#)

# ENROLLMENT & CO-PAYMENT

## 408.23 TANF SHORT-TERM CARE

The CCIS must offer short-term and alternate child care ***to families receiving TANF only***. TANF short-term care is ***NOT*** available to any other child care programs.

The purpose of this type of child care is to fully support the p/c who is participating in an employment and/or training program.

The following types of short-term care arrangements are available:

1. Short-term care for children who are currently enrolled in the subsidized child care program, such as “Alternate Care.” Alternate Care is child care for children who need alternate care arrangements because their regular provider is closed, sick or otherwise not available. The CCIS will pay for alternate care even if the CCIS is already paying the child’s regular provider for a paid closed day.
2. Short-term care for children not enrolled in the subsidy program, such as “Drop-in Care”, “Extended School Break Care” and “Emergency Care,” that will mainly involve school-age children who do not normally need child care, but may need occasional care during the school year when school is closed.
  - a. ***Drop-in Care*** is occasional care provided on days when school is closed for a day or two (i.e., during single-day school holidays such as President’s Day; or teacher in-service days).
  - b. ***Extended School Break Care*** is care provided for approximately a week during longer school breaks such as the Christmas holidays, spring break or school strikes.
  - c. ***Emergency Care*** is care needed immediately with little or no advance planning. Examples of emergency care are school snow days or days a child is sick and unable to attend school.

The basic requirements to be eligible to receive short-term care are the same as those currently observed in the TANF child care program.

Parents must meet the following eligibility criteria:

- Receive TANF and be eligible to receive child care
- Have an eligible child
- Need care in order to attend a work/training activity
- Pay a co-pay, if applicable
- Meet the face-to-face requirement (a phone call may be substituted for a face-to-face meeting)



# ENROLLMENT & CO-PAYMENT

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Providers must meet the standard qualifications to participate in the subsidized child care program, including:

- Be certified, registered or an approved R/N
- Be at least 18 years of age
- Not be a member of the budget group
- Not reside with the child needing care
- Have a current Provider Agreement with the CCIS

The CCIS must make payments directly to providers for days the child attends.

**NOTE:** When paying for short-term care, the CCIS will pay for attended days, not enrolled days.

The **CCIS Referral for Short-Term Care form** is used by the County Assistance Office staff and Employment and Training contractors to identify and refer TANF families not already working with a CCIS but who need short-term child care to the CCIS.

CAO and E&T staff will discuss short-term care needs with parents and gather front-end information for those families that indicate a need for short-term care. The CAO will then forward to the appropriate CCIS staff the information and completed referral form.

The CCIS staff must timely contact the family and gather additional information before making a decision to have the case pushed or pulled from CIS. CCIS agencies should discuss the need for short-term care with TANF families that receive care for some, but not all of their age appropriate children.

OCDEL will track participation by children in short-term care in order to better anticipate future needs for this service. In order to accomplish this, cases containing children in short-term child care must be tracked through use of a unique caseload number assignment.

It is important to note that this caseload number should only be used for cases containing children participating in short-term child care **who do not have siblings already participating in the child care subsidy program.**

Once this caseload number is established, it cannot be used for any other business purpose by the CCIS.

Each CCIS must designate a caseload number or numbers (if designating more than one) within its existing office organization for the sole purpose of housing cases containing children participating in short-term child care.

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[See Manual Section “408.34.3.16 – Questions – 408.23 – TANF Short-Term Care”](#)

# ENROLLMENT & CO-PAYMENT

## 408.24 ENROLLMENT STABILIZATION

The following subsections contain the enrollment stabilization rules the CCIS must follow when maintaining enrollments for TANF and FS/SNAP cases.

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### 408.24.1 Enrollment Stabilization – TANF

Families receiving TANF child care are eligible to receive up to 30 hours of care per week while attending their CAO-approved work-related activities. The CCIS must stabilize enrollments for TANF recipients as follows:

1. **Working only**
  - a. The actual number of employed hours are used for enrollment.
  - b. These hours may be greater than or less than 30 hours per week.
2. **Training only** - 30 hours are used for enrollment.
3. **Both working and training**
  - a. **If the total hours are known**, use this total number for enrollment.
  - b. **If work hours are known but the training hours are not**, 30 hours is used for enrollment.

The p/c may self-certify the family's child care need within the 30 hours per week that are permitted.

**NOTE:** The total number of hours per week may be greater than 30 for parents/caretakers who are working only or are both working and training.

If the p/c indicates an increased need for care, the CCIS must direct the p/c to contact the CAO worker to discuss the increased need. An increase in days and/or hours of care will be processed only upon receipt of an update from CIS, a revised AMR or collateral contact with the CAO.

If the p/c indicates an increased need for care solely due to travel to and/or from the work-related activity or to and/or from the child care facility, the CCIS may increase the number of hours to meet the p/c's needs. The CCIS **MUST** note this increase in the case comments. A p/c can self-certify a decrease in the need for care within the number of hours for which the family has been determined eligible.

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[See Manual Section "408.34.3.17 – Questions – 408.24.1 – Enrollment Stabilization – TANF"](#)

# ENROLLMENT & CO-PAYMENT

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## 408.24.2 **Enrollment Stabilization – FS/SNAP**

The CCIS may pay for subsidized child care related to the p/c's participation in a CAO-approved **TRAINING** activity **ONLY**.

**The training activity may be paid or unpaid.**

**EXAMPLE:** The p/c is training for 30 hours/week and is employed for 20 hours/week. The p/c may receive subsidized child care for 30 hours/week during the training hours, plus travel time as appropriate.

When the p/c is participating in a **combination of training activities**, the CCIS must determine the child's schedule as follows:

1. Enroll the child for up to 30 hours/week when one p/c's activity hours are known to PELICAN CCW but the other's activity hours are not (i.e., "0" hours).

**EXAMPLE:** The p/c is at CDC for 15 hours/week but the p/c's GED hours/week are set to "0" in PELICAN CCW. The child must be enrolled for up to 30 hours/week depending upon the p/c's self-certification of child care need.

2. Enroll the child using the total number of hours the p/c is participating in training activities when **the total number of hours is known to PELICAN CCW**. The total number of hours may be more than 30 hours/week.

**EXAMPLE:** The p/c is attending school 25 hours/week and English as a Second Language classes for 20 hours/week. The child must be enrolled for up to 45 hours/week depending upon the p/c's self-certification of child care need.

The p/c may self-certify the days and/or hours per week, the child needs care within the total number of hours discussed above. If the p/c indicates an increased need for child care (days and/or hours), the CCIS must direct the p/c to contact the CAO worker to discuss the reason for the increased need.

# ENROLLMENT & CO-PAYMENT

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The CCIS will process an increase in days and/or hours of care only upon receipt of an update from CIS, a revised EDP, AMR (*NOTE: An AMR is used for Work Support 2 (WS2) cases*), or a collateral contact with the CAO **unless the increase is associated with travel time.** If the p/c indicates an increased need for care (i.e., hours of care only) due to travel to and/or from the training activity, the CCIS may increase the number of hours to meet the p/c's need. The CCIS must note this action in the case comments.

The CCIS will modify a child's enrollment **when one of the following criteria applies only:**

1. When the CCIS receives information from the CAO that indicates the number of days and/or hours of care should be increased or decreased; **OR**
2. When the p/c self-certifies a decrease in the need for care within the number of hours for which the family has been determined eligible based upon the total number of hours as discussed earlier in this section.

The CCIS may accept the following verification of an increased need for care:

1. An EDP or AMR that is dated within the past 30 days and contains the following information at a minimum:
  - ✓ The training or education begin date.
  - ✓ The name of the training or education institution or representative.
  - ✓ The number of hours the p/c is expected to participate in training or education.
  - ✓ The signatures of the p/c and a CAO representative.
2. A collateral contact with the CAO confirming the increased need.
3. An update from CIS indicating an increased need beyond the enrollment stabilization rules.

Families receiving FS/SNAP or WS2 benefits and subsidized child care are **NOT** required to pay a co-payment.

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[See Manual Section "408.34.3.18 – Questions – 408.24.2 – Enrollment Stabilization – FS/SNAP"](#)

# ENROLLMENT & CO-PAYMENT

## 408.25 PROCESSING AN ENROLLMENT IN PELICAN CCW

The *Case Enrollment Summary* page displays a summary of the enrollment information for each eligible child in the case for whom care is requested.

The CCIS can access the *Case Enrollment Summary* page from any other page in the *Case* subsystem by selecting “Enrollments” from the “Select...” drop-down.

The CCIS can also access the *Case Enrollment Summary* page from the *Case Home* page by entering the Co/Record Number in the “Enrollment” row and clicking “Go.”

The screenshot shows the 'Case Enrollment Summary' page. At the top, there is a navigation bar with 'HOME', 'PROVIDER', 'CASE', 'PAYMENTS', 'REPORTS', 'CORRESPONDENCE', and 'ADMINISTRATION'. Below this is a sub-navigation bar with 'CLIENT SEARCH', 'ENROLLMENT SEARCH', 'INBOX HOME', and 'OCDEL POLICY'. The main content area has a title 'Case Enrollment Summary' and a 'Select...' dropdown menu. Below the title is a table with columns: County (21), Record, Office (CCIS of Cumberland/Dauphin/Perry County), Status (Open), Mode (Ongoing), Parent/Caretaker, and Caseload ID. Underneath is an 'Enrollment Summary' table with columns: Name, Care Level, Provider ID, LE Name, Location, Co-pay, Status, Sleep Hours, Effective, and Build From. The table contains five rows of enrollment data. At the bottom of the page, there are buttons for 'NEW', 'CHANGE/END ENROLLMENT', 'SCHEDULE', and 'HISTORY', along with a 'GENERATE ENROLLMENT SUMMARY' button. The footer indicates 'System Acceptance Test | Version 13.0.0.269'.

To begin the enrollment creation process and establish pre-enrollment, the CCIS must select the appropriate child and click “New.”

This screenshot is identical to the one above, showing the 'Case Enrollment Summary' page. The only difference is that the 'NEW' button at the bottom left of the page is highlighted with a red rectangular box, indicating the action to be taken to begin the enrollment creation process.

# ENROLLMENT & CO-PAYMENT

For existing enrollments, PELICAN CCW enables the CCIS to make enrollment or schedule changes by clicking “Change/End Enrollment.”

The screenshot shows the 'Case Enrollment Summary' page for a case in CCIS of Cumberland/Dauphin/Perry County. The page includes a navigation menu, a case summary table, and an 'Enrollments' table. The 'CHANGE/END ENROLLMENT' button is highlighted with a red box.

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

Name	Care Level	Provider ID	LE Name	Location	Co-pay	Status	Sleep Hours	Effective	Build From
	OSA				\$15.00	Suspended	No	06/01/2014	
	OSA				\$0.00	Suspended	No	07/01/2013	
					\$0.00	Enrolled State	No	08/15/2012	
					\$0.00	Enrolled State	No	07/01/2013	
					\$0.00	Pre-Enrollment	No	06/14/2014	

If the CCIS selects the checkbox associated with a child or selects multiple checkboxes for several children and clicks “Change/End Enrollment,” PELICAN CCW will navigate the user to the *Enrollment Detail* page. See [Manual Section “408.25.6 – Creating an Enrollment”](#) for additional information.

The “Enrollments” drop-down box allows the CCIS to see active, suspended, discontinued or all enrollments for the case. The CCIS may “Refresh” the view to update the page.

The screenshot shows the 'Case Enrollment Summary' page for a case in CCIS of Cumberland/Dauphin/Perry County. The 'Enrollments' dropdown menu is highlighted with a red box.

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

Name	Care Level	Provider ID	LE Name	Location	Co-pay	Status	Sleep Hours	Effective	Build From
	OSA				\$15.00	Suspended	No	06/01/2014	
	OSA				\$0.00	Suspended	No	07/01/2013	
					\$0.00	Enrolled State	No	08/15/2012	
					\$0.00	Enrolled State	No	07/01/2013	
					\$0.00	Pre-Enrollment	No	06/14/2014	

# ENROLLMENT & CO-PAYMENT

If the CCIS selects the checkbox associated with a child or selects multiple checkboxes for several children and clicks “Schedule,” PELICAN CCW will navigate the user to the *Enrollment Schedule* page. See [Manual Section “408.25.6 – Creating an Enrollment”](#) for additional information.

PELICAN CCW also provides shortcuts to creating enrollments for the same family. Rather than having to re-enter all of the same, or similar, enrollment and standard schedule information for each child for whom care is requested, PELICAN CCW enables the CCIS to use the “Build From” radial button to use a copy of the previously entered information.

The screenshot displays the 'Case Enrollment Summary' page in the PELICAN CCW system. At the top, there is a navigation bar with options like HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, and ADMINISTRATION. Below this is a search bar and a dropdown menu for the county (CCIS of Cumberland/Dauphin/Perry County). The main content area shows a table with the following data:

County	Record	Office	Status	Mode	Parent/Careraker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

Name	Care Level	Provider ID	LE Name	Location	Co-pay	Status	Sleep Hours	Effective	Build From
	OSA				\$15.00	Suspended	No	06/01/2014	<input type="radio"/>
	OSA				\$0.00	Suspended	No	07/01/2013	<input type="radio"/>
					\$0.00	Enrolled State	No	08/15/2012	<input type="radio"/>
					\$0.00	Enrolled State	No	07/01/2013	<input type="radio"/>
					\$0.00	Pre-Enrollment	No	06/14/2014	<input type="radio"/>

Below the table, there are buttons for 'NEW', 'CHANGE/END ENROLLMENT', 'SCHEDULE', and 'HISTORY'. There are also input fields for 'Date' and 'Reason', and a 'GENERATE ENROLLMENT SUMMARY' button. The footer of the page indicates 'System Acceptance Test | Version 13.0.0.269'.

The CCIS can copy the standard schedule of the enrollment, the funding program selection and the Provider ID. The CCIS can also copy enrollments that are “Discontinued” or “Suspended.” See [Manual Section “408.25.7 – Building an Enrollment from an Existing Enrollment”](#) for additional information.

The CCIS can also copy an existing non-standard schedule to other children in the case. See [Manual Section “408.25.9 – Copying a Non-Standard Schedule”](#) for additional information.

The CCIS can generate an Enrollment Summary by selecting the checkbox associated with a child, entering the “Date” for a Monday for which PELICAN CCW must retrieve the information, entering a “Reason” and clicking “Generate Enrollment Summary.” The CCIS may only generate an Enrollment Summary for a week in which the child has an active enrollment in an “ELS” status.

# ENROLLMENT & CO-PAYMENT

The screenshot displays the 'Case Enrollment Summary' page in the Pennsylvania Child Care Works system. The page header includes the Pennsylvania logo and 'Child Care Works' text. A navigation bar contains links for HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, and ADMINISTRATION. Below this is a secondary navigation bar with CLIENT SEARCH, ENROLLMENT SEARCH, INBOX HOME, and OCDEL POLICY. The main content area shows a 'Case Enrollment Summary' for County 21, Office CCIS of Cumberland/Dauphin/Perry County, Status Open, and Mode Ongoing. A table lists enrollment records with columns: Name, Care Level, Provider ID, LE Name, Location, Co-pay, Status, Sleep Hours, Effective, and Build From. The table contains five rows of data. Below the table are buttons for NEW, CHANGE/END ENROLLMENT, SCHEDULE, and HISTORY. A form at the bottom has fields for Date and Reason, and a GENERATE ENROLLMENT SUMMARY button. The footer indicates 'System Acceptance Test | Version 13.0.0.269'.

If the CCIS creates an enrollment on a day other than Monday, the CCIS must enter the date of the next Monday in the “Date” field, enter “New Enrollment (Monday’s Date)” in the “Reason” field and click “Generate Enrollment Summary.” PELICAN CCW will print whatever text the user enters in the “Reason” field on the Enrollment Summary. See [Manual “500 - Correspondence”](#) for additional information regarding generating an Enrollment Summary.

The *Case Enrollment History* page displays the history related to the enrollments for a specific eligible child or for all eligible children in the case for whom care is requested.

The CCIS is able to access the *Case Enrollment History* page by selecting the checkbox associated with a child and clicking “History” or simply clicking “History” without selecting an individual child’s checkbox.

If the CCIS selects the checkbox associated with a child and clicks “History,” PELICAN CCW will display the enrollment history associated with that specific child only. If the CCIS simply clicks “History” without selecting an individual child’s checkbox, PELICAN CCW will display the enrollment history associated with all of the children in the case.



# ENROLLMENT & CO-PAYMENT



t-test21  
CCIS of Cumberland/Dauphin/Perry County

HOME PROVIDER CASE PAYMENTS REPORTS CORRESPONDENCE ADMINISTRATION

HELP

CLIENT SEARCH ENROLLMENT SEARCH INBOX HOME OCDEL POLICY

## Case Enrollment History

Select: . . . GO

County	Record	Office	Status	Mode	Parent/ Caretaker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

### Case Member

Effective Date	Provider ID	LE Name	Location	Program	Status	Attend School	Apply Blend Rate	In-Home Care	Payee
07/01/2014				Low Income (Fund A) - Regular	SUS	Yes	Yes	No	Provider
06/01/2014				Low Income (Fund A) - Regular	SUS	Yes	Yes	No	Provider
07/01/2013				Low Income (Fund A) - Regular	ELS	Yes	Yes	No	Provider
07/01/2012				Low Income (Fund A) - Regular	ELS	Yes	Yes	No	Provider
07/01/2011				Low Income (Fund A) - Regular	ELS	Yes	Yes	No	Provider
07/01/2010				Low Income (Fund A) - Regular	ELS	Yes	Yes	No	Provider
07/01/2009				Low Income (Fund A) - Regular	ELS	No	No	No	Provider
07/01/2008				Low Income (Fund A) - Regular	ELS	No	No	No	Provider
09/18/2007				Low Income (Fund A) - Regular	ELS	No	No	No	Provider
07/01/2007				Low Income (Fund A) - Regular	WL	No	No	No	Provider
02/16/2007				Low Income (Fund A) - Regular	WL	No	No	No	Provider

### Case Member

Effective Date	Provider ID	LE Name	Location	Program	Status	Attend School	Apply Blend Rate	In-Home Care	Payee
07/01/2014				Low Income (Fund A) - Regular	SUS	Yes	Yes	No	Provider
07/01/2013				Low Income (Fund A) - Regular	SUS	Yes	Yes	No	Provider
07/01/2012				Low Income (Fund A) - Regular	ELS	Yes	Yes	No	Provider
07/01/2011				Low Income (Fund A) - Regular	ELS	Yes	Yes	No	Provider
07/01/2010				Low Income (Fund A) - Regular	ELS	Yes	Yes	No	Provider
07/01/2009				Low Income (Fund A) - Regular	ELS	No	No	No	Provider
07/01/2008				Low Income (Fund A) - Regular	ELS	No	No	No	Provider
09/18/2007				Low Income (Fund A) - Regular	ELS	No	No	No	Provider
07/01/2007				Low Income (Fund A) - Regular	WL	No	No	No	Provider
02/16/2007				Low Income (Fund A) - Regular	WL	No	No	No	Provider
07/01/2014				Low Income (Fund A) - Regular	ELS	No	No	No	Provider
07/01/2013				Low Income (Fund A) - Regular	ELS	No	No	No	Provider
08/15/2012				Low Income (Fund A) - Regular	ELS	No	No	No	Provider
07/01/2014				Low Income (Fund A) - Regular	ELS	No	No	No	Provider
07/01/2013				Low Income (Fund A) - Regular	ELS	No	No	No	Provider
07/01/2014				Low Income (Fund A) - Regular	PE	No	No	No	Provider
06/14/2014				Low Income (Fund A) - Regular	PE	No	No	No	Provider

RETURN TO SUMMARY

# ENROLLMENT & CO-PAYMENT

The *General Enrollment Information History* page displays the history related to the “Attending School” and “Apply Blended Rate” indicators, in addition to the payee type. The CCIS may access the page by clicking “History” under the “General Enrollment Information” section on the *Enrollment Detail* page.

The screenshot shows the Pennsylvania Child Care Works system interface. At the top, there is a navigation menu with options: HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, ADMINISTRATION, and HELP. Below the navigation menu, there is a search bar with options: CLIENT SEARCH, ENROLLMENT SEARCH, INBOX HOME, and OCDEL POLICY. The main content area is titled "General Enrollment Information History" and includes a dropdown menu for "Select..." and a "GO" button. Below the title, there is a table with columns: County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. The table shows one record for County 21, Record CCIS of Cumberland/Dauphin/Perry County, Status Open, and Mode Ongoing. Below this table, there are fields for Individual Number, Individual Name, Provider ID, LE Name, and Location, all of which are redacted. Below these fields, there is a table with columns: Description, Status, Effective Date, Last Change Date, Last Change By, and Deleted. This table contains several rows of enrollment history records, including Attending School, Care Provided In-home, and Apply Blended Rate records. At the bottom of the page, there is a "RETURN TO SUMMARY" link and a footer that reads "System Acceptance Test | Version 13.0.0.269".

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

Description	Status	Effective Date	Last Change Date	Last Change By	Deleted
Attending School	Yes	07/01/2010	02/18/2010 05:10:27 PM	FYROLLOVER	No
Attending School	No	02/16/2007	02/18/2010 05:10:27 PM	FYROLLOVER	No
Attending School	No	02/16/2007	03/19/2007 08:39:44 AM	c-	No
Care Provided In-home	No	02/16/2007	03/19/2007 08:39:44 AM	c-	No
Apply Blended Rate	Yes	07/01/2010	02/18/2010 05:10:27 PM	FYROLLOVER	No
Apply Blended Rate	No	02/16/2007	02/18/2010 05:10:27 PM	FYROLLOVER	No
Apply Blended Rate	No	02/16/2007	03/19/2007 08:39:44 AM	c-	No
Payee Type	Provider	02/16/2007	03/19/2007 08:39:44 AM	c-	No

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# ***ENROLLMENT & CO-PAYMENT***

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## **408.25.1 Searching for an Enrollment**

The CCIS may search for an enrollment as follows:

1. Click “Case” on the *Main Navigation bar*.
2. Click “Enrollment Search” on the Sub Navigation bar.
3. Enter search criteria on the *Enrollment Search* page and then click “Search.”

**NOTE:** The begin date will default to today’s date. This field will enable PELICAN CCW to look for enrollments from the current date forward.

4. To view the *Case Enrollment Summary* page, click the Co/Record Number hyperlink.

**NOTE:** If more than one page of matching records is found, scroll to the bottom of the *Enrollment Search* page and click “Next” to view the next page of results.

5. To modify your search criteria, scroll to the bottom of the *Enrollment Search* page and click “Reset” or change specific criteria as needed.

**NOTE:** Click “Reset” to clear the Enrollment Search fields and the previous search results.

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## **408.25.2 Entering a Pre-Enrollment**

The CCIS may enter a pre-enrollment as follows:

1. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number enrollment field and click “Go” or from within a case, click the “*Select...*” drop-down box, select “Enrollments” from the list and click “Go.”
2. Select the checkbox(es) next to the child(ren) for whom you will be establishing an enrollment.
3. Click “New.”
4. Enter the Enrollment Effective Date on the *Enrollment Detail* page.

# ENROLLMENT & CO-PAYMENT

250 0

t-test21  
CCIS of Cumberland/Dauphin/Perry County

HOME PROVIDER CASE PAYMENTS REPORTS CORRESPONDENCE ADMINISTRATION HELP

CLIENT SEARCH ENROLLMENT SEARCH INBOX HOME OCDEL POLICY

Select... GO

## Enrollment Detail

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

Individual Number
Individual Name

**Provider ID**

**LE Name**

**Location**

**General Enrollment Information**

Effective Date\*

Care Level

Payee Type

Attending School

Care Provided In-home

Apply Blended Rate

Sleep Hours

Client Advanced Payment

Provider's Relation to Child

**Funding Information**

Funding Program\*

Override Reason

**Provider Information**

Provider ID  -  SEARCH

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# ENROLLMENT & CO-PAYMENT

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5. Select the following information as appropriate.
  - a. The “Attending School” checkbox creates two blank schedules for the child: (1) School Year and (2) Summer. If the child’s schedule remains the same throughout the year, the CCIS should not select the “Attending School” checkbox.
  - b. The “In-home Care” checkbox is used only to indicate that care is provided in the p/c’s home.
  - c. The “Apply Blended Rate” checkbox triggers payment of a blended rate during the school schedule if the provider accepts blended rates.
  - d. The “Payee Type” determines to whom payment is directed. PELICAN CCW enforces the correct selection based on the “In-home Care” checkbox selection and the In-home Agreement type.
  - e. The “Sleep Hours” checkbox only appears if a child has an existing enrollment. Selection of this checkbox applies special enrollment rules for accommodating the p/c’s sleep hours.
  - f. The child’s relationship to the provider determines if the child is counted in the provider’s capacity and must be selected when the enrollment is with an R/N provider.
6. Click the Funding Program drop-down box and select the Funding Program from the list.
7. Determine whether the Provider ID is known.
  - a. YES – Enter the Provider ID and go to Step (12).
  - b. NO – Click “Search” and go to Step (8).
8. Enter the provider search criteria on the *Provider Search* page.
9. Click “Search.”
10. Click the radio button next to the appropriate provider in the results listing.
11. Click “Continue.”
12. Click “Next” on the *Enrollment Detail* page.
13. Enter the standard enrollment schedule for the child.

# ENROLLMENT & CO-PAYMENT

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14. Click “Next.”
15. Repeat Steps (1) through (14) for each child selected. Once complete, PELICAN CCW displays a message indicating the enrollment was successfully created.

**NOTE:** The status will be “Pre-Enrollment” or “Waitlist” depending upon whether there is funding immediately available to enroll the child(ren).

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## 408.25.3 Clearing the Enrollment/Waitlist Alert

When the CCIS authorizes a child from the “Pre-Enrollment List” or the “Waitlist,” PELICAN CCW automatically generates an alert notifying the primary worker that funds are available to enroll the child(ren).

In order to clear the alert, the CCIS must complete the following steps in PELICAN CCW:

1. Navigate to the *Alerts Search* page using one of the following methods:
  - a. Click “Home” on the *Main Navigation bar*, then click “Alerts” under “Admin” on the *side bar*; or
  - b. Click “Administration” on the *Main Navigation bar*, then click “Workload” on the *Sub-Navigation bar*, then click “Alerts” on the *Sub-Navigation bar*.
2. Enter or select search criteria on the *Alerts Search* page, then click “Search.”
3. Select the checkbox associated with the alert, then click “Clear.”

### NOTES:

- The CCIS may “Clear” an alert only when the task associated with the alert has been completed.
- The user is unable to “Clear” system-cleared alerts and there is not a checkbox associated with the alert. Upon performing the necessary action, PELICAN CCW will clear the alert during the nightly batch process.

# ENROLLMENT & CO-PAYMENT

**Alert Search**

**Search Criteria**

Office: CCIS of Cumberland/Dauphin/Perry County  
 User ID: t-test21  
 Co/Record: 22 /   
 Class: Subsidy Case  
 Priority: All  
 Status: Not Cleared  
 Category: Enrollment Waitlist  
 Alert Date: From 10/6/2013 To 10/6/2014  
 Sort Options: Assignment Ascending

**Search Results**

Alert	Class	Assignment	Alert Date	Priority	Status	Category	User ID
Funds Available - Child in Co/Rec 22 authorized to enroll	Subsidy Case	22 /	12/2/2013	Medium	Not Cleared	Enrollment Waitlist	t-test21

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**Alert Search**

Office: CCIS of Cumberland/Dauphin/Perry County  
 Supervisory Unit/Caseload: / /  
 Supervisory Unit/Providerload: / /  
 Supervisory Unit/Fiscal Load: / /  
 User ID: t-test21  
 Co/Record: 22 / /  
 Provider/Location: / /  
 Invoice: / /  
 Class: Subsidy Class  
 Priority: All  
 Status: Not Cleared  
 Category: Enrollment Waitlist  
 Alert Date From: 10/6/2013 To 10/6/2014

**Sort Options**

Assignment Ascending, User ID Descending, Date, Priority

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## 408.25.4 Authorizing an Enrollment from the Pre-Enrollment List

The *Funds Home* page is used to quickly jump to other funds management pages like the *Waitlist* page or the *Pre-Enrollment* page. The CCIS can access the *Funds Home* page by selecting “Administration” from the *Main Navigation* bar and then selecting “Funds.” To begin authorizing or removing enrollments, the CCIS must select “Waitlist” or “Pre-Enrollment” from the *Sub Navigation* bar.

**Funds Home**

Description	Fiscal Year	CCIS	Funding Source	
Funding Associations	2014-15			GO
Funding Streams	2014-15			GO
Allocations	2014-15	Cumberland/Dauphin/Perry	Select a Funding Source	GO
Available Funds	2014-15	Cumberland/Dauphin/Perry	Select a Funding Source	GO
Waitlist		Cumberland/Dauphin/Perry	Low Income (Fund A)	GO
Pre-Enrollment	2014-15	Cumberland/Dauphin/Perry	Select a Funding Source	GO
Maximum Child Care Allowances		Cumberland/Dauphin/Perry		GO
Administration/Family Support Services Budgets	2014-15	Cumberland/Dauphin/Perry		GO
Rate Modification				GO
Keystone STARS Modification				GO

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# ENROLLMENT & CO-PAYMENT

The *Pre-Enrollment* page displays the pre-enrollment list management information and allows the CCIS to authorize or remove a child from the pre-enrollment list.

For each child on the pre-enrollment list, PELICAN CCW displays the “Co/Record Number,” “Child Name,” “Individual Number,” “Provider ID,” “Anticipated Cost of Care minus Co-pay,” “Funding Program” and “Eligibility Date/Time.”

Unlike the WL, PELICAN CCW includes children on the pre-enrollment list in the calculations for the CCIS office’s encumbrance. This is the reason no “Available Funds” or “Overbooking Amount” fields display at the top of this page.

Also, because these enrollments are calculated in the encumbrance, children on the pre-enrollment list can be authorized in any order. The CCIS does not need to authorize these enrollments from the top of the list.

The CCIS can access the *Pre-Enrollment* page from the *Funds Home* page by selecting a “Funding Source” in the “Pre-Enrollment” row and clicking “Go.”

**Pre-Enrollment**

As of Date: 10/6/2014 | Fiscal Year: FY 2014-15

Program: All... | FY: 2014-15 | CoRec: | GO

Co/Record Number	Child Name	Individual Number	Provider ID	Anticipated Cost of Care Less Co-pay	Funding Program	Eligibility Date
				\$4,959.00	Low Income (Fund A) - Regular (2014-15)	02/16/2007 00:00:00
				\$5,585.40	Low Income (Fund A) - Regular (2014-15)	02/21/2014 00:00:00
				\$5,585.40	Low Income (Fund A) - Regular (2014-15)	02/21/2014 00:00:00
				\$5,585.40	Low Income (Fund A) - Regular (2014-15)	02/21/2014 00:00:00
				\$858.00	Low Income (Fund A) - Regular (2014-15)	04/13/2014 00:00:00
				\$3,768.00	Low Income (Fund A) - Regular (2014-15)	08/25/2014 00:00:00
				\$3,660.00	Low Income (Fund A) - Regular (2014-15)	08/25/2014 00:00:00
				\$2,650.00	Low Income (Fund A) - Regular (2014-15)	08/25/2014 00:00:00
				\$3,910.96	Low Income (Fund A) - Regular (2014-15)	08/29/2014 00:00:00

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CALCULATE COST | AUTHORIZE | REMOVE

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If the pre-enrollment list is more than one page, the CCIS must click the page number hyperlink under the pre-enrollment table to view the next page.

PELICAN CCW displays a “FY” drop-down at the top of the page to allow the CCIS to move between FYs to identify the anticipated cost of care for an enrollment in both FYs. This is particularly useful in June after the FY Roll Over (FYRO) process has occurred and the CCIS must determine how processing an enrollment in the current FY will affect the next FY.



# ENROLLMENT & CO-PAYMENT

Authorization can occur from either FY if the books have not closed for the previous FY. PELICAN CCW will calculate the anticipated costs using the correct year funding based on the dates entered for the enrollment. Cross FY enrollments appear on both the current FY's pre-enrollment list and the previous FY's list.

The CCIS can search for a child on the pre-enrollment list by entering the "CoRecord Number" (**numbers only without any spaces or the "/"**) in the text field and clicking "Go."

To calculate the total anticipated cost of care minus co-pay, for all selected children, the CCIS must select a checkbox for each child the CCIS must enroll and click the "Calculate Cost" button. The total anticipated cost appears at the top of the page. If the CCIS wishes to continue authorizing those children, the user must click "Authorize." After the CCIS click's "Authorize," the page refreshes and a message is displayed at the top of the page advising the CCIS that the children selected are about to be authorized for enrollment. The "Authorization Effective Date" field defaults to the date entered for the "Enrollment Effective Date," but the CCIS can update the date, if appropriate.

**As of Date**  
10/6/2014

**Fiscal Year**  
FY 2014-15

**Pre-Enrollment Management Information**

You are about to authorize the children below to be enrolled into service. Please click the SAVE button to notify the corresponding office(s) of the authorization.

Co/Record Number	Child Name	Individual Number	Provider ID	Anticipated Cost of Care Less Co-pay	Funding Program	Eligibility Date	Authorization Effective Date
				\$4,959.00	Low Income (Fund A) - Regular (2015)	02/16/2007	06/14/2014

SAVE  CANCEL

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When the CCIS clicks "Save," PELICAN CCW stores the authorization and automatically generates an alert in "Real Time" notifying the enrollment specialist that the enrollment is authorized and the child may be enrolled.

Once the page is refreshed, the child is no longer displayed on the pre-enrollment list.

If a child has been authorized for enrollment from the pre-enrollment list, PELICAN CCW will automatically update the enrollment status to "Authorized (AUT)." If this is the first enrollment for the child, PELICAN CCW will also automatically generate the Funds Available Letter.

# ***ENROLLMENT & CO-PAYMENT***

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To remove a child from the pre-enrollment list, the CCIS must select the checkbox for the child and click “Remove.”

If the CCIS clicks the “Co/Record Number” hyperlink, PELICAN CCW will navigate the user to the *Case Enrollment Summary* page.

If funding is available, the CCIS will place the child in “Pre-enrollment” status and the child will remain on the Pre-enrollment list until the CCIS authorizes the enrollment.

The CCIS must authorize all enrollments for a child on the Pre-enrollment list in order to proceed with an enrollment.

Only staff with a security role of “Enrollment Authorization” can authorize and remove children’s enrollments from the Pre-enrollment list.

Once the CCIS has authorized an enrollment and placed the child in “Authorized” status, the CCIS must change the status to “Enrolled” in order to pay for child care.

In some cases, the p/c no longer needs child care or is no longer eligible for child care by the time the child is placed in “Pre-enrolled” status. In order to remove a child from the Pre-enrollment list without authorizing the enrollment, the CCIS must choose the appropriate reason code.

In order to authorize an enrollment from the Pre-Enrollment List, the CCIS must:

1. Click “Administration” on the *Main Navigation bar*.
2. Click “Funds” on the Sub Navigation bar.
3. Select the Funding Source and click “Go” next to the “Pre-Enrollment” row on the *Funds Home* page.
4. Select the checkbox next to the child(ren) to be authorized from the Pre-Enrollment List on the *Pre-Enrollment* page and click “Calculate Cost” for the total anticipated cost for the child(ren) selected.
5. Click “Authorize.”

**NOTE:** PELICAN CCW automatically generates a Funds Available Letter when a child’s first enrollment is authorized from the Pre-Enrollment List.

6. Click “Save.”

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# ENROLLMENT & CO-PAYMENT

408.25.5

## Authorizing an Enrollment from the WL

The *Waitlist page* displays waiting list management information and allows the CCIS to authorize or remove a child from the waiting list. The CCIS can access the *Waitlist* page from the *Funds Home* page by selecting a “Funding Source” in the “Waitlist” row and clicking “Go.”

**Waitlist**

As of Date	Available Funds	Overbooking Amount
10/6/2014	\$0.00	\$0.00

Waitlist Management Information

Program: All... CoRec: GO

Co/Record Number	Child Name	Individual Number	Provider ID	Anticipated Cost of Care Less Co-pay	Funding Program	Eligibility Date
				\$3,120.00	Low Income (Fund A) - Regular	06/01/2009 14:41:00
				\$2,980.00	Low Income (Fund A) - Regular	06/01/2009 14:41:00
				\$1,357.00	Low Income (Fund A) - Regular	06/02/2009 12:57:00
				\$2,320.00	Low Income (Fund A) - Regular	06/02/2009 13:50:00
				\$3,120.00	Low Income (Fund A) - Regular	06/03/2009 10:56:00
				\$2,475.00	Low Income (Fund A) - Regular	06/04/2009 11:52:00
				\$0.00	Low Income (Fund A) - Regular	06/04/2009 13:06:00
				\$0.00	Low Income (Fund A) - Regular	06/04/2009 13:06:00
				\$3,120.00	Low Income (Fund A) - Regular	06/04/2009 15:15:00
				\$2,153.00	Low Income (Fund A) - Regular	06/05/2009 11:47:00
				\$3,120.00	Low Income (Fund A) - Regular	06/08/2009 15:54:00
				\$1,755.00	Low Income (Fund A) - Regular	06/09/2009 11:36:00
				\$3,120.00	Low Income (Fund A) - Regular	06/09/2009 11:36:00
				\$3,840.00	Low Income (Fund A) - Regular	06/09/2009 11:36:00
				\$1,365.00	Low Income (Fund A) - Regular	06/09/2009 12:55:00
				\$0.00	Low Income (Fund A) - Regular	06/09/2009 12:55:00
				\$0.00	Low Income (Fund A) - Regular	06/10/2009 13:46:00
				\$0.00	Low Income (Fund A) - Regular	06/10/2009 13:46:00
				\$2,925.00	Low Income (Fund A) - Regular	06/10/2009 15:31:00
				\$3,120.00	Low Income (Fund A) - Regular	06/11/2009 09:14:00

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CALCULATE COST AUTHORIZE REMOVE

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If the waiting list is more than one page, the CCIS must click the “Page Number” drop-down box and then click “Go” or click “Next” under the “Waitlist Management Information” table to view the next page.

For each child on the waiting list, PELICAN CCW displays the “Co/Record Number,” “Child Name,” “Individual Number,” “Provider ID,” “Anticipated Cost of Care minus Co-pay,” “Funding Program” and “Eligibility Date/Time.”

Children appear on the waiting list based on the eligibility date/time associated with their latest continuous eligibility segment and must be authorized in the order listed.

# ENROLLMENT & CO-PAYMENT

PELICAN CCW will display an error if a user attempts to authorize a child out of order. In instances where two families in a county are placed on the waiting list with the same eligibility date/time, PELICAN CCW places the families on the waiting list by family size and income, so the family with the lowest income is first.

To calculate the total anticipated cost of care minus co-pay, for all selected children, the CCIS must select a checkbox for each child the CCIS must enroll and click the “Calculate Cost” button. The total anticipated cost appears at the top of the page.

If the CCIS wishes to continue authorizing those children, the user must click “Authorize.”

After the CCIS clicks “Authorize,” the page refreshes and a message is displayed at the top of the page advising the CCIS that the children selected are about to be authorized for enrollment.

As of Date	Available Funds	Overbooking Amount
10/6/2014	\$0.00	\$0.00

**Waitlist Management Information**

You are about to authorize the children below to be enrolled into service. Please click the SAVE button to notify the corresponding office(s) of the authorization.

Co/Record Number	Child Name	Individual Number	Provider ID	Anticipated Cost of Care Less Co-pay	Funding Program	Eligibility Date
				\$3,120.00	Low Income (Fund A) - Regular	06/01/2009 14:41:00

SAVE  CANCEL

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When the CCIS clicks “Save,” PELICAN CCW stores the authorization and automatically generates an alert in “Real Time” notifying the enrollment specialist that the enrollment is authorized and the child may be enrolled.

Once the page is refreshed, the child is no longer displayed on the waiting list.

If a child has been authorized for enrollment from the waiting list, PELICAN CCW will automatically update the enrollment status to “Authorized (AUT).” If this is the first enrollment for the child, PELICAN CCW will also automatically generate the WL Funds Available Letter.

When a child is authorized from the waiting list, PELICAN CCW uses today’s date as the authorization date. It is not possible to retroactively authorize or enroll the child prior to today’s date.

# ENROLLMENT & CO-PAYMENT

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If the user does not have the “Enrollments Authorization” security role in PELICAN CCW, the “Authorize” and “Remove” buttons will not be available.

In order to ***authorize an enrollment from the WL***, the CCIS must:

1. Click “Administration” on the *Main Navigation bar*.
2. Click “Funds” on the Sub Navigation bar.
3. Select the Funding Source and click “Go” next to the “Waiting List” row on the *Funds Home* page.
4. Select the checkbox next to the child(ren) to be authorized from the WL on the *Waitlist* page.
5. Click “Authorize.”
6. Click “Save.”

***If a child is authorized from the waiting list in error***, the CCIS must complete the following steps in PELICAN CCW:

1. Suppress the WL Funds Available Letter by completing the following steps:
  - a. Navigate to the *Case Summary* page within the case, clicking “Correspondence Search.”
  - b. Select the WL Funds Available Letter on the *Correspondence Search* page and click “Suppress.”
2. Navigate to the *Case Enrollment Summary* page, select the enrollment associated with the child that was incorrectly authorized from the waiting list and click “Change/End Enrollment.”
3. Click “Retroactive Changes” under the “Enrollment Status Information” section of the *Enrollment Detail* page.
4. Select the “Delete” checkbox associated with the enrollment’s “Authorized” status and click “Save and Continue” on the *Enrollment Maintenance* page.
5. Enter detailed case comments regarding the actions taken in steps #1 - #4 above.

To ***remove a child from the WL***, the CCIS must select the checkbox for the child and click “Remove.”

If the CCIS clicks the “Co/Record Number” hyperlink, PELICAN CCW will navigate the user to the *Case Enrollment Summary* page.

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# ENROLLMENT & CO-PAYMENT

## 408.25.6 Creating an Enrollment

The *Enrollment Detail* page displays pertinent information related to the child's enrollment.

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

From the *Enrollment Detail* page, the CCIS may update and/or see history related to the child's enrollment status; general enrollment information; funding program information and provider information.

The CCIS may also make retroactive changes to the enrollment schedule from this page.

The CCIS can access the *Enrollment Detail* page by selecting the checkbox next to an enrollment and clicking "New" for the first enrollment associated with the child or "Change/End Enrollment" for a previously established enrollment.

The CCIS may click "Update" under the appropriate section to make changes to the enrollment status, general enrollment information, funding program and/or provider information.

The "Attending School" checkbox creates two blank schedules for the child as follows:

1. School Year.
2. Summer.

**NOTE:** If the child's schedule remains the same throughout the year, the CCIS should not select the "Attending School" checkbox.

The CCIS selects the "In-home Care" checkbox to indicate that care is provided in the p/c's home.

# ENROLLMENT & CO-PAYMENT

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The “Apply Blended Rate” checkbox triggers payment of a blended rate during the school schedule if the provider accepts blended rates.

PELICAN CCW only allows the user to select “Yes” for the “Apply Blended Rate” indicator if the user has also selected the “Attending School” indicator. The blended rate will only apply for days when the child has a part-time traditional schedule.

If the provider accepts blended rates, the rate for all part-time traditional hours for this enrollment would be calculated using the school-age blended rate calculation (i.e., PELICAN CCW will use 180 part-time days and 25 full-time days to drive the rate for the school-year portion of the child’s schedule).

**EXAMPLE:**

If a child attends full-day kindergarten and attends child care for less than five hours per day, selecting the “Attending School” indicator and “Yes” to “Apply Blended Rate,” as well as having part-time units in the child’s schedule will trigger PELICAN CCW to pay the provider a blended rate using the school-age full-time and part-time rates. If the same child attends HS full-time Monday through Thursday and is receiving four part-time units for those days and one full-time unit for Friday at the child care program, PELICAN CCW will pay the blended rate for Monday through Thursday and a full-time rate for Friday. If a user switches the “Attending School” indicator from “No” to “Yes,” PELICAN CCW creates a default part-time schedule for four hours per day, Monday through Friday, on the *Standard Schedule* page. The CCIS must review the p/c’s child care need and modify the default four-hour part-time schedule, as appropriate.

For children with summer and school year schedules, PELICAN CCW changes to the appropriate schedule based on the date OCDEL enters into PELICAN CCW.

**EXAMPLE:** OCDEL establishes that, on a specific date in June, all children in PELICAN CCW with a summer schedule will transfer to a full-time schedule and then on a specific date in September, all those children will transfer to their school year, part-time schedule.

PELICAN CCW directs payment to the “Payee Type” and enforces the correct selection based on the “In-home Care” checkbox selection and the In-home Agreement type.

The “Sleep Hours” checkbox only appears if a child has an existing enrollment. Selection of this checkbox applies special enrollment rules for accommodating the p/c’s sleep hours.

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The child's relationship to the provider determines if the child is counted in the provider's capacity and must be selected when the enrollment is with an R/N provider.

The CCIS may click "History" under the appropriate section to view the historical information related to the enrollment status, general enrollment information, funding program and/or provider information.

The "Retroactive Changes" button allows the CCIS to make changes to enrollment status and effective dates if the change does not cause an overlap in statuses. If the CCIS attempts to make a change that would cause an overlap in enrollment statuses, the user will receive an error message "214: Effective date is before current status begin date. Please use Retroactive Changes." To correct the enrollment status date in these instances, the user must click the "Retroactive Changes" button, which will cause PELICAN CCW to navigate the user to the *Enrollment Maintenance* page to make the appropriate changes. See [Manual Section "408.25.20 – Making Retroactive Changes"](#) for additional information.

**NOTE:** The "Retroactive Changes" button is only available to supervisory level users.

The *Standard Enrollment Schedule* page displays when the user clicks "Continue" on the *Enrollment Detail* page. The *Standard Enrollment Schedule* page allows the CCIS to establish a schedule that repeats every week, beginning with the effective date, until the end of the FY. If the CCIS selects the "Attending School" checkbox on the *Enrollment Detail* page, the *Standard Enrollment Schedule* page displays a summer and a school year schedule.

The screenshot shows the 'Standard Enrollment Schedule' page. At the top, there is a navigation bar with 'HOME', 'PROVIDER', 'CASE', 'PAYMENTS', 'REPORTS', 'CORRESPONDENCE', and 'ADMINISTRATION'. Below this is a search bar with 'CLIENT SEARCH', 'ENROLLMENT SEARCH', 'INBOX HOME', and 'OCDEL POLICY'. The main content area includes a table with columns: County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. Below the table are input fields for 'Individual Number' and 'Individual Name'. There are also fields for 'Provider ID', 'LE Name', and 'Location'. A section titled 'Standard Enrollment Schedule' contains an 'Effective Date\*' field with the value '10/6/2014' and a checkbox for 'Parent/Caretaker has varying work schedule'. Below this is a 'Schedule' table with columns for days of the week and rows for 'Hours' and 'Non-Traditional'. At the bottom, there are 'PREVIOUS', 'NEXT', and 'CANCEL' buttons. The footer indicates 'System Acceptance Test | Version 13.0.0.269'.

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Non-Traditional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes



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The *General Enrollment Information Detail* page allows the CCIS to update the “Attending School” or “Apply Blended Rate” indicators, in addition to updating the payee, when appropriate.

The CCIS may access the *General Enrollment Information Detail* page by clicking “Update” under the “General Enrollment Information” section on the *Enrollment Detail* page.

The screenshot shows the 'General Enrollment Information Detail' page in the Pennsylvania Child Care Works system. The page features a navigation bar with tabs for HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, and ADMINISTRATION. Below the navigation bar, there are search and filter options. The main content area displays enrollment details for a child, including a table for enrollment status and effective dates.

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

Individual Number: [Redacted]  
Individual Name: [Redacted]

Provider ID: [Redacted]  
LE Name: [Redacted]  
Location: [Redacted]

Description	Status	Effective Date
Attending School	Yes	07/01/2010
In-home Care	No	02/16/2007
Apply Blended Rate	Yes	07/01/2010
Payee	Provider	02/16/2007

SAVE AND CONTINUE  CANCEL

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The CCIS may create an enrollment for a child by completing the following steps in PELICAN CCW:

1. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Enrollment field and click “Go.”
2. Select the checkbox next to the enrollment(s) the CCIS must update.
3. Click “Update” under Enrollment Status Information.
4. Click “Generate Correspondence” to generate the Funds Available or WL Funds Available Letter, as appropriate.
5. Review/update the date the enrollment status is effective in the Effective Date field.
6. Change the status to “Enrolled State.”
7. Select the appropriate reason for the change in status.
8. Click “Save and Continue.”

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From the *Enrollment Status Information* page, the CCIS may update the child's enrollment status; and make retroactive changes to the enrollment schedule.

The CCIS can access the *Enrollment Status Information* page by clicking "Update" or "Retroactive Changes" under the "Enrollment Status Information" section on the *Enrollment Detail* page.

If the CCIS moves a child back to "Authorized (AUT)" status as a retroactive change, the CCIS must click "Generate Correspondence" on the *Enrollment Status Information* page to generate a new correspondence to notify the family that funds are available.

The screenshot displays the "Enrollment Status Information" page in the Pennsylvania Child Care Works system. At the top, there is a navigation bar with options like HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, and ADMINISTRATION. Below this is a sub-navigation bar with CLIENT SEARCH, ENROLLMENT SEARCH, INBOX HOME, and OCDEL POLICY. The main content area features a table with columns: County (21), Record, Office (CCIS of Cumberland/Dauphin/Perry County), Status (Open), Mode (Ongoing), Parent/Caretaker, and Caseload ID. Below the table, there are input fields for Individual Number and Individual Name. Further down, there are sections for Provider ID, LE Name, Location, Effective Date (06/14/2014), Status (Authorized), and Reason (Authorized - funds available). A callout box with a red arrow points to the "GENERATE CORRESPONDENCE" button, stating: "The 'Generate Correspondence' button appears only when the Enrollment Status changes to 'Authorized' following the CCIS authorizing the child from the Pre-Enrollment List or Waitlist." At the bottom of the form, there are buttons for SAVE AND CONTINUE, CANCEL, RETROACTIVE CHANGES, and GENERATE CORRESPONDENCE. The footer indicates "System Acceptance Test | Version 13.0.0.269".

If, prior to the change, correspondence was generated the CCIS must cancel the correspondence if it was not mailed. If the correspondence is in a "Printed" status, the CCIS must follow-up with the p/c.

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## 408.25.7 Building an Enrollment from an Existing Enrollment

The CCIS may build an enrollment for a child from an existing enrollment by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Enrollment Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Enrollment field and click “Go.”
  - b. From within a case, click the “Select...” drop-down box, select “Enrollments” from the list and click “Go.”

The screenshot displays the 'Case Enrollment Summary' page in the Pennsylvania Child Care Works system. The page includes a navigation bar with options like HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, and ADMINISTRATION. Below the navigation bar, there are search and policy links. The main content area shows a table of enrollments with columns: Name, Care Level, Provider ID, LE Name, Location, Co-pay, Status, Sleep Hours, Effective, and Build From. The 'Effective' date field is highlighted with a red box. Below the table, there are buttons for NEW, CHANGE/END ENROLLMENT, SCHEDULE, and HISTORY, along with a GENERATE ENROLLMENT SUMMARY button. The footer indicates 'System Acceptance Test | Version 13.0.0.269'.

2. Click the “Build From” radio button next to the enrollment the CCIS wishes to duplicate.
3. Select the checkbox next to the child for whom the CCIS wishes to create the duplicate enrollment.
4. Click “New.”
5. Enter the date the enrollment should begin in the “Effective Date” field.
6. Verify that all information is correct, including the general enrollment information, enrollment funding program and Provider ID.
7. Click “Next.”
8. Verify the schedule and update, if necessary.
9. Click “Next.” The *Case Enrollment Summary* page is updated.

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## 408.25.8 Entering a Non-Standard Schedule

The *Non-Standard Enrollment Schedule* page allows the CCIS to enter or modify a schedule that is not the same every week.

The CCIS can access the Non-Standard Enrollment Schedule page by clicking “Edit” in the first column of the week in which a non-standard schedule occurs.

The screenshot shows the 'Non-Standard Enrollment Schedule' page in the Pennsylvania Child Care Works system. The page includes a navigation menu with options like HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, and ADMINISTRATION. Below the navigation menu, there are search and filter options. The main content area is titled 'Non-Standard Enrollment Schedule' and contains a table for entering a detailed enrollment schedule. The table has columns for Day, Hours, Non-Traditional Units, Unpaid Absence, Date, and Cancel. The data in the table is as follows:

Day	Hours	Non-Traditional Units	Unpaid Absence	Date	Cancel
Monday	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/20/2014	<input type="checkbox"/>
Tuesday	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/21/2014	<input type="checkbox"/>
Wednesday	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/22/2014	<input type="checkbox"/>
Thursday	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/23/2014	<input type="checkbox"/>
Friday	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/24/2014	<input type="checkbox"/>
Saturday	<input type="text"/>	Yes	<input type="checkbox"/>	10/25/2014	<input type="checkbox"/>
Sunday	<input type="text"/>	Yes	<input type="checkbox"/>	10/26/2014	<input type="checkbox"/>

Below the table, there are fields for 'Repeat Each' (a dropdown menu) and 'Repeat Until' (a text input field). At the bottom of the page, there are 'SAVE' and 'CANCEL' buttons. The footer of the page reads 'System Acceptance Test | Version 13.0.0.269'.

The CCIS may use the “Repeat Each” drop-down box to establish the child’s schedule to repeat every week, every 2<sup>nd</sup> week, every 3<sup>rd</sup> week or every 4<sup>th</sup> week. If the non-standard schedule will not repeat, the CCIS should not select a repeat option.

When a non-standard schedule is established, the non-standard days display an “NST” indicator in the “Sch Type” field.

If the CCIS uses the “Repeat Every Week” option to cancel all of the non-standard days, PELICAN CCW will not require a “Repeat Until” date. If the CCIS uses the “Repeat Every Week” option to make updates to a schedule (i.e., adding or deleting days), PELICAN CCW will display an error message if the user does not enter a “Repeat Until” date that is less than 60 days in the future.

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The “Repeat Every Week” option may be used as follows:

- To enter a temporary varying schedule

EXAMPLE: The p/c needs a different schedule while on maternity leave or while attending school/college.

- To cancel all of the non-standard days.

If a previous non-standard schedule is established, “Cancel” checkboxes will display. The CCIS would select the “Cancel” checkbox to remove the non-standard schedule, which will revert the schedule to a standard schedule.

EXAMPLE: The standard schedule shows 2.5 hours for that day and the non-standard schedule overrode it to 10 hours that day. The CCIS selected the “Cancel” checkbox to revert the hours to 2.5 hour per day. To remove the hours, the CCIS must enter “0” (zero) in the “Hours” field.

If the CCIS must completely revert the schedule back to a standard schedule, the user must select the “Cancel” checkboxes, select “Every Week” in the “Repeat Each” drop-down box and click “Save.” If this is done over four consecutive weeks, PELICAN CCW will clear the non-standard schedule even if the user does not know the original schedule that was entered.

PELICAN CCW does not allow an overlap of non-standard schedules. If the CCIS attempts to update and save a non-standard schedule and an overlap exists for the repeat pattern entered, PELICAN CCW discards the changes and displays a message containing the earliest date of overlap. To correct the overlap, the CCIS must cancel four consecutive weeks of the non-standard schedule.

If a pattern is detectable for the new schedule, the CCIS must enter a standard schedule. If there is no detectable pattern or the schedule must be non-standard, the CCIS must enter a non-standard schedule.

If the CCIS made an error during data entry of the non-standard schedule, the CCIS must cancel and then re-enter the non-standard schedule.

The CCIS may also copy a non-standard schedule, if appropriate, to other children in the case. See [Manual Section “408.25.9 – Copying a Non-Standard Schedule”](#) for additional information.

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The CCIS may enter a non-standard schedule for a child by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Enrollment Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Enrollment field and click “Go.”
  - b. From within a case, click the “*Select...*” drop-down box, select “Enrollments” from the list and click “Go.”
2. Select the checkbox next to the enrollment(s) the CCIS must update.
3. Click “Schedule.”
4. Click the “Edit” button in the calendar to the left of the week of the schedule the CCIS must update.
5. Enter the new hours

NOTE: Enter “0” if the CCIS wishes to remove a day from the schedule.

6. Click the “Repeat Each” drop-down box and select an option from the list.

NOTES:

- The choices in the “Repeat Each” drop-down box are “Every Week,” “Every 2<sup>nd</sup> Week,” “Every 3<sup>rd</sup> Week” and “Every 4<sup>th</sup> Week.”
- The CCIS may use the “Every Week” option only for short-term changes to a schedule. PELICAN CCW limits the “Repeat Each” option of “Every Week” to a maximum of 60 days. If a schedule change is long-term, the CCIS must correct the standard schedule.
- The “Cancel” checkbox appears when a non-standard schedule already exists. The CCIS must select this checkbox to revert this day’s value back to the standard schedule. For additional information, see [Manual Section “408.25.14 – Reverting a Non-Standard Schedule to a Standard Schedule.”](#)

7. Enter a date, if appropriate, in the “Repeat Until” field.
8. Click “Save.”

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## 408.25.9 Copying a Non-Standard Schedule

The CCIS may copy a non-standard schedule for a child by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Enrollment Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Enrollment field and click “Go.”
  - b. From within a case, click the “Select...” drop-down box, select “Enrollments” from the list and click “Go.”
2. Select the checkbox next to the enrollment(s) the CCIS must update.
3. Click “Schedule.”

The screenshot shows the Pennsylvania Child Care Works (CCW) system interface. At the top, there is a navigation bar with options: HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, and ADMINISTRATION. Below this is a search bar with options: CLIENT SEARCH, ENROLLMENT SEARCH, INBOX HOME, and OCDEL POLICY. The main content area is titled "Enrollment Schedule" and includes a dropdown menu for "Select..." and a "GO" button. Below this is a table with columns: County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. The table shows a record for "CCIS of Cumberland/Dauphin/Perry County" with status "Open" and mode "Ongoing". Below the table are fields for "Individual Number" and "Individual Name". There are also fields for "Provider ID", "LE Name", and "Location". The "Enrollment Schedule - October 2014" section shows a calendar view with columns for Monday through Sunday. Each day has an "EDIT" button and a table of enrollment details including Hrs, Unit, Non Trad, and Sch Type. Below the calendar is a table with columns: Name, Care Level, Provider ID, LE Name, Location, Co-pay, Status, Sleep Hours, and Effective. The table shows a record for "ADT" with a co-pay of \$0.00 and status "Enrolled State". At the bottom, there are fields for "Copy To Start Date", "Copy To End Date", and a "COPY NON-STANDARD SCHEDULE TO" button. The footer of the page reads "System Acceptance Test | Version 13.0.0.269".

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4. Make any needed updates to the non-standard schedule, then in the table below the “Continue” button, select the checkbox next to the enrollment to which the CCIS wishes to copy the non-standard schedule.
5. Enter the “Copy To” Start Date (and End Date, if necessary).
6. Click “Copy Non-Standard Schedule.”

**NOTE:** The CCIS will receive a message “Schedule successfully copied,” but the CCIS will not see the new schedule unless the CCIS moves to that record.

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## 408.25.10 Selecting a Funding Program

The *Enrollment Funding Program Information* page allows the CCIS to view and/or update/override the funding program associated with a specific child’s enrollment.

The CCIS may access the *Enrollment Funding Program Information* page by clicking “Update” under the “Funding Program Information” section on the *Enrollment Detail* page.

The screenshot shows the 'Enrollment Funding Program Information' page in the Pennsylvania Child Care Works system. The page has a navigation menu with options like HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, and ADMINISTRATION. Below the menu is a search bar and a 'GO' button. The main content area displays a table of enrollment records with columns for County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. The first record is selected, showing details for County 21, Office CCIS of Cumberland/Dauphin/Perry County, Status Open, and Mode Ongoing. Below the table is a form for updating the funding program, including fields for Provider ID, LE Name, Location, Effective Date (07/01/2014), Current Funding Program (TANF Working - Regular), Current Override Reason (Department Mandate), New Funding Program (Select...), and Override Reason (Department Mandate). The page also includes 'SAVE AND CONTINUE' and 'CANCEL' buttons.

***The CCIS must use the table below to ensure the appropriate enrollment funding program is used for child care payment for families receiving TANF benefits.*** If multiple Program Status Codes exist on one case, the CCIS must always use the “paid” before “unpaid” **AND** follow the hierarchy provided in the table below when selecting the enrollment funding program.



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Activity Type	Program Status Code	Enrollment Funding Program
Paid	00	TANF - Working - Regular
	01	
	07	
	08	
	09	
	57	General Assistance/Work Support 2
	58	
	59	
	53	TANF - Training - Regular
	04	TANF - State MOE - Regular
	06	
	71	
72		
Unpaid	00	TANF - Training - Regular
	04	
	06	
	07	
	08	
	09	
	53	
	57	General Assistance/Work Support 2
	58	
	59	

As stated earlier, if one p/c in a 2-p/c case is in a “paid” activity and the other is in an “unpaid” activity, the CCIS must choose the “paid” enrollment funding program.

**EXAMPLE:** TANF case consisting of a mother who is participating in a “Paid 04” and a father who is participating in an “Unpaid 53.” The CCIS must use “TANF – State – MOE – Regular as the enrollment funding program.

If each p/c is participating in a “paid” activity, the CCIS must use the following hierarchy of “paid” enrollment funding programs:

1. TANF – Working – Regular
2. General Assistance/Work Support 2
3. TANF – Training – Regular
4. TANF – State MOE – Regular

**EXAMPLE:** TANF case consisting of a mother who is participating in a “Paid 04” and a father who is participating in a “Paid 00.” The CCIS must use “TANF – Working – Regular as the enrollment funding program.

PELICAN CCW automatically limits the enrollment funding program choices based on the activity type and program status code(s) associated with the case and displays an error message if an enrollment funding program is selected that does not correspond to the activity type and program status code(s).

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PELICAN CCW will also generate an alert if a mismatch exists unless an override reason for the enrollment funding program is selected. If, and only if, the program status code or activity changes from TANF “unpaid” to “paid,” or vice versa, PELICAN CCW updates the enrollment funding program and sends an alert to the worker providing notification of the change.

If the program status code changes but the activity type remains the same (i.e. unpaid to unpaid or paid to paid), PELICAN CCW still sends an alert to the worker providing notification of the change, but the CCIS must manually update the enrollment funding program based on change in program status code.

As mentioned earlier, PELICAN CCW does not change the enrollment funding program if the enrollment funding program has been overridden. When an override or enrollment funding program change occurs, the original funding program automatically ends with an effective date of the day before the begin date of the new enrollment funding program.

The *Enrollment Funding Program History* page displays the history related to the funding program of the enrollment. The CCIS may access the *Enrollment Funding Program History* page by clicking “History” under the “Funding Program Information” section on the *Enrollment Detail* page.

The screenshot shows the 'Enrollment Funding Program History' page in the Pennsylvania Child Care Works system. The page header includes the Pennsylvania logo and navigation tabs: HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, ADMINISTRATION. Below the header, there are search filters for CLIENT SEARCH, ENROLLMENT SEARCH, INBOX HOME, and OCDEL POLICY. The main content area displays the 'Enrollment Funding Program History' for a specific enrollment. It includes a table with columns: County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. Below this, there are fields for Individual Number, Individual Name, Provider ID, LE Name, and Location. The primary table lists funding program changes with columns: Funding Program, Override Reason, Effective Date, Last Change Date, and Last Change By. The footer of the page indicates 'System Acceptance Test | Version 13.0.0.269'.

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

Funding Program	Override Reason	Effective Date	Last Change Date	Last Change By
TANF Working - Regular	DM	07/01/2014	4/14/2014 5:25:17 PM	FYROLLOVER
TANF Working - Regular	DM	07/01/2013	4/14/2014 5:25:17 PM	FYROLLOVER
TANF Working - Regular	DM	07/01/2013	4/22/2013 8:48:56 PM	FYROLLOVER
TANF Working - Regular	DM	07/01/2012	4/22/2013 8:48:56 PM	FYROLLOVER
TANF Working - Regular	DM	07/01/2012	5/21/2012 7:33:40 PM	FYROLLOVER
TANF Working - Regular	DM	07/01/2011	5/21/2012 7:33:40 PM	FYROLLOVER
TANF Working - Regular	DM	07/01/2011	5/11/2012 10:14:17 AM	FIXFndgChg
TANF Work Support - Working - Regular		07/01/2011	5/11/2012 10:14:17 AM	FIXFndgChg
TANF Work Support - Working - Regular		07/01/2011	5/10/2011 8:02:25 PM	FYROLLOVER
TANF Work Support - Working - Regular		07/01/2010	5/10/2011 8:02:25 PM	FYROLLOVER
TANF Work Support - Working - Regular		07/01/2010	2/18/2010 5:11:24 PM	FYROLLOVER
TANF Work Support - Working - Regular		08/31/2009	2/18/2010 5:11:24 PM	FYROLLOVER
TANF Work Support - Working - Regular		08/31/2009	8/25/2009 9:55:07 AM	c

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## 408.25.11 Changing Providers

The *Enrollment Provider Information* page displays information regarding the provider with whom a specific child is enrolled.

The CCIS can access the *Enrollment Provider Information* page by clicking “Update” under the “Provider Information” section on the *Enrollment Detail* page.

From the *Enrollment Provider Information* page, the CCIS may update a child’s provider information or transfer the child to another provider.

The CCIS must enter the “Provider’s Last Paid Date” if, and only if, there is a need to pay two providers for the same period of time. The CCIS may **NOT** enter the “Provider’s Last Paid Date” unless the user has received permission from the Subsidy Coordinator to pay both providers for an overlap in days.

Clicking “Save and Continue:” will save the changes and navigate the user to the *Enrollment Detail* page.

Clicking “Cancel” will navigate the user to the *Enrollment Detail* page without saving the changes.

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

**Enrollment Provider Information**

Individual Number: [ ] Individual Name: [ ]

**Current Provider Information**

Provider ID: [ ]  
Legal Entity Name: [ ]  
Location Description: [ ]  
Provider Type: Center  
Provider's Relation To Child: None  
Provider's Last Paid Date: [ ] (transfer only)

**New Provider Information**

Transfer Effective Date\*: [ ]  
Provider ID\*: [ ] SEARCH [ ]  
Provider's Relation To Child: Select... [ ]

SAVE AND CONTINUE [ ] CANCEL [ ]

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The CCIS may change the provider associated with a child’s enrollment by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Enrollment Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Enrollment field and click “Go.”
  - b. From within a case, click the “Select...” drop-down box, select “Enrollments” from the list and click “Go.”

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2. From the *Case Enrollment Summary* page, select the checkbox next to the enrollment(s) for which the CCIS wishes to change the provider.

**NOTE:** If you select more than one enrollment, PELICAN CCW will cycle through the pages so the CCIS may make updates to each enrollment.

3. Click "Change/End Enrollment."
4. Scroll down and click "Update" under Provider Information.
5. Enter the Transfer Effective Date.
6. Enter the Provider ID.

**NOTE:** If the Provider ID is not known, click "Search." Once the provider is located, click the radio button for the provider and click "Continue."

7. Select the Provider's Relationship to the child.

**NOTE:** The "Provider's Last Paid Date" field is used only during rare circumstances when an overlap of service is needed.

**REMINDER:** If care is ending with the current provider on the service day before care begins with the new provider, the CCIS does not need to enter a date in the "Provider's Last Paid Date" field.

8. Click "Save and Continue."

**NOTE:** PELICAN CCW will display a confirmation message on the *Enrollment Detail* page. Click "Continue" to go to the next enrollment or click "Return to Summary" to return to the *Case Enrollment Summary* page.

**REMINDER:** A provider transfer can occur only one time during the "life" of an enrollment. If the CCIS had previously performed a provider transfer in an enrollment, the CCIS must discontinue/close the existing enrollment and create a new enrollment with the newest provider. **See Manual Section "408.15 - Multiple Enrollments" for an example of when this might occur.**

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# ENROLLMENT & CO-PAYMENT

## 408.25.12 Updating Care Level

The CCIS may change the care level for a child by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Enrollment Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Care Level field and click “Go.”
  - b. From within a case, click the “*Select...*” drop-down box, select “Care Level” from the list and click “Go.”

**County** 21 **Record** CCIS of Cumberland/Dauphin/Perry County **Status** Open **Mode** Ongoing **Parent/Caretaker** **Caseload ID**

Care Level	Begin Effective Date	End Effective Date
Infant	04/30/2004	04/30/2005
Young Toddler	05/01/2005	04/30/2006
Older Toddler	05/01/2006	04/30/2007
Preschool	05/01/2007	08/31/2009
Young School-Age	09/01/2009	08/31/2013
Older School-Age	09/01/2013	05/19/2017
Adult	05/20/2017	05/19/2023

Name	DOB	Gender	SSN
------	-----	--------	-----

Care Level
Infant (0-12 mos.)
Young Toddler (13-24 Mos.)
Older Toddler (25-36 Mos.)
Preschool (37 mos. - K)
Young School Age (K-3rd Gr.)
Older School Age (4th gr-13 yrs.)
Adult

2. Click the Name hyperlink of the child whose care level must be updated and click “Override.”

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## 408.25.13 Updating a Standard Schedule

The Enrollment Schedule page displays a monthly snapshot of a child's enrollment schedule. At the top of the page is the information related to the provider at which the child is enrolled.

**Enrollment Schedule**

County: 21 | Record: CCIS of Cumberland/Dauphin/Perry County | Office: CCIS of Cumberland/Dauphin/Perry County | Status: Open | Mode: Ongoing | Parent/Caretaker: | Caseload ID: |

Individual Number: | Individual Name: |

Provider ID: | LE Name: | Location: |

Enrollment Schedule - October 2014 | Month: October | Year: 2014 | REFRESH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
EDIT			1	2	3	4	5
			Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD		
EDIT	6	7	8	9	10	11	12
	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD		
EDIT	13	14	15	16	17	18	19
	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD		
EDIT	20	21	22	23	24	25	26
	Hrs:12 Unit:FT Non Trad:No Sch Type:NST	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:12 Unit:FT Non Trad:No Sch Type:NST	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:12 Unit:FT Non Trad:No Sch Type:NST		
EDIT	27	28	29	30	31		
	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD	Hrs:4 Unit:PT Non Trad:No Sch Type:STD		

CONTINUE | STANDARD SCHEDULE | CANCEL

Name	Care Level	Provider ID	LE Name	Location	Co-pay	Status	Sleep Hours	Effective
	ADT				\$0.00	Enrolled State	No	08/31/2009

Copy To Start Date: | Copy To End Date: | COPY NON-STANDARD SCHEDULE TO

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Each calendar day that has been included in the schedule contains hours, units of care (i.e., part-time (PT) or full-time (FT)), in addition to standard (STD) or non-standard (NST) indicators. Blank calendar days indicate the child is not scheduled for care with the provider on that day. The CCIS can access the *Enrollment Schedule* page by selecting a checkbox next to an enrollment on the *Enrollment Summary* page and clicking "Schedule".

The CCIS can update a standard schedule by clicking the "Standard Schedule" button at the bottom of the page. The CCIS can enter a non-standard schedule for the child by clicking "Edit" for the week in which a non-standard schedule occurs.

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If the CCIS selects multiple children/enrollments on the *Case Enrollment Summary* page and clicks “Continue,” PELICAN CCW will navigate the user to the next child’s enrollment schedule. If the CCIS selects only one child/enrollment and clicks “Continue,” PELICAN CCW navigates the user back to the *Case Enrollment Summary* page.

## **BEST PRACTICE NOTE:**

The Enrollment Schedule pages in PELICAN CCW do not have history pages that allow the user to review when, how, or who modified schedules. As a result, when a user changes a child’s enrollment schedule, standard schedule or non-standard schedule, OCDEL strongly suggests the user create a case comment indicating how the user modified the child’s schedule, the reasons for the modification and the date the user made the change.

The CCIS may update an enrollment for a child by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Enrollment Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Enrollment row and click “Go.”
  - b. From within a case, click the “*Select...*” drop-down box, select “Enrollments” from the list and click “Go.”
2. Select the checkbox of the enrollment the CCIS must update and click “Schedule” (below the Enrollment table).
3. Click “Standard Schedule” if the child’s schedule will repeat in exactly the same manner each week.

**NOTE:** Non-Standard schedules take precedence over schedules entered on the *Standard Enrollment Schedule* page.

**REMINDER:** If the CCIS entered a prior non-standard schedule and that schedule is no longer valid, the CCIS must select the “Cancel” checkboxes on the non-standard enrollment schedule.

4. Enter the “Effective Date.”
5. Enter the schedule.
6. Click “Save.”

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## 408.25.14 **Reverting a Non-Standard Schedule to a Standard Schedule**

The CCIS may revert or change a non-standard schedule to a standard schedule in PELICAN CCW as follows:

1. Navigate to the *Case Enrollment Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Enrollment row and click “Go;” OR
  - b. From within a case, click the “*Select...*” drop-down box, select “Enrollments” from the list and click “Go.”
2. Select the checkbox next to the enrollment schedule the CCIS must update.
3. Click “Schedule.”
4. Click “Edit” on the week to be reverted to a standard schedule.
5. Select “Cancel” next to the date(s) the CCIS must revert back to a standard schedule.

**NOTE:** Using the “Cancel” checkbox will restore the day’s value back to the standard schedule.

6. Select an option from the “Repeat Each” drop-down box.

**NOTE:** If the CCIS wishes to clear non-standard schedules for each week to follow, the CCIS must select all the “Cancel” checkboxes and select “Every Week” in the “Repeat Each” field. The CCIS must complete this for four weeks in a row to remove all non-standard schedules.

7. Click “Save.”
8. Repeat Steps (4) through (7) above to update the remaining weeks.

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## 408.25.15 Suspending an Enrollment

As the circumstances for a family change, the CCIS may need to suspend an enrollment for a child

The CCIS may suspend an enrollment for a child by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Enrollment Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Enrollment row and click “Go;” OR
  - b. From within a case, click the “*Select...*” drop-down box, select “Enrollments” from the list and click “Go.”
2. Select the checkbox next to the enrollment(s) the CCIS must update.

NOTE: If the CCIS selects more than one enrollment, PELICAN CCW will cycle through the pages so the CCIS may make updates to each enrollment, one enrollment at a time, until all updates are completed.
3. Click “Update” under Enrollment Status Information. This moves the user to the *Enrollment Status Information* page.
4. Enter the date the enrollment status is effective in the Effective Date field.
5. Change the status to “Suspended.”
6. Select the appropriate reason for the change in status.
7. Click “Save and Continue.”

NOTE: PELICAN CCW will display a confirmation message on the *Enrollment Detail* page indicating that PELICAN CCW successfully updated the enrollment. The CCIS must click “Continue” to go to the next enrollment or click “Return to Summary” to return to the *Case Enrollment Summary* page.

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## 408.25.16 Ending an Enrollment

As the circumstances for a family change, the CCIS may need to discontinue/end an enrollment for a child because there is no longer a need for care or the child becomes ineligible for subsidized child care.

The CCIS may end an enrollment for a child by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Enrollment Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Enrollment row and click “Go;” OR
  - b. From within a case, click the “*Select...*” drop-down box, select “Enrollments” from the list and click “Go.”
2. Select the checkbox next to the enrollment(s) the CCIS must update.

NOTE: If the CCIS selects more than one enrollment, PELICAN CCW will cycle through the pages so the CCIS may make updates to each enrollment.
3. Click “Update” under Enrollment Status Information. This moves the user to the *Enrollment Status Information* page.
4. Enter the date the enrollment status is effective in the Effective Date field.
5. Change the status to “Discontinued/Closed.”

NOTE: In the case where a child did not begin care such as when the family does not respond to the Welcome Letter or has no need for care, the CCIS must change the status to “Removed.”
6. Select the appropriate reason for the change in status.
7. Click “Save and Continue.”

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## **408.25.17 Unexpected Enrollment Closures after the Nightly Batch**

On occasion, PELICAN CCW will unexpectedly close an enrollment during the nightly batch.

Generally this occurs when there is a segment of “ineligibility” or “not requesting care” for the child exists.

When this occurs, the CCIS must complete the following steps in PELICAN CCW:

1. Navigate to the *Case Summary* page.
2. Review “Case Eligibility” to ensure eligibility exists for the period of time needed. If all case elements appear correct, check provider eligibility and ensure the following are true:
  - a. A Provider Agreement record exists and the dates have not been changed.
  - b. The provider is eligible and the “Subsidy Effective Date” is not in conflict with the child’s enrollment date(s).
  - c. The provider has not failed CareCheck.
3. If all case elements do not exist:
  - a. Establish eligibility for the enrollment period, as appropriate.
  - b. Use the *Eligibility Override* page when necessary.

The CCIS can prevent this from occurring by reviewing the eligibility status(es) of the child(ren) before creating an enrollment.

Remember, a child must have a corresponding eligibility segment for an enrollment to occur and/or continue.

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## 408.25.18 Processing a Child No Longer Needing Care

The CCIS may process a child no longer needing care by completing the following steps in PELICAN CCW:

1. Navigate to the *Care Request page* using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Child Care Request row and click “Go;” OR
  - b. From within a case, click the “*Select...*” drop-down box, select “Child Care Request” from the list and click “Go;” OR
  - c. From the *Case Profile Summary page*, click the Child Care Request hyperlink.
2. Clear the “CC Request” checkbox for the child(ren) for whom care is no longer needed.
3. Click the “Reason Ending Care” drop-down box and select an option from the list.

NOTE: The CCIS must select “Voluntary Withdrawal” when the p/c initiates the removal of care. PELICAN CCW does not generate an AA with this option. If the CCIS determines the child does not need care, the CCIS must select the appropriate reason so PELICAN CCW will generate an AA.

4. Click “Save.”
5. Assess and confirm eligibility for enrollment. For additional information, see “Online Help – Determining Eligibility.”

NOTES:

- A child who no longer needs child care is not deleted from the family composition and therefore remains on the *Individual Information Detail page*.
- Active enrollments for any child who is no longer requesting care are discontinued/closed during the nightly batch process.

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## 408.25.19 **Overriding Enrollment Funding**

PELICAN CCW will not automatically update a funding program for a TANF parent when there is an “Override Reason” chosen in the “Funding Program” field. If an “Override Reason” exists in a current “Funding Program,” please follow the steps provided to remove the “Override Reason.”

When the CCIS discovers that PELICAN CCW is not automatically updating an enrollment funding program when the “Program Status Code” changes, the CCIS must complete the following steps in PELICAN CCW:

1. From the *Case Home* Page, enter the Co/Record Number in the “Enrollment” field.
2. Click “Go.”
3. Select the child’s enrollment that must be updated. If more than one child’s enrollment must be updated, select all of the enrollments that apply.
4. Scroll down to find “Funding Program Information.”
5. Click “Update.”
6. Enter the effective date for the funding program change. If the date is currently entered correctly, proceed to Step (7).
7. Select any funding program (except the correct one) from the drop-down box.
8. Enter the “Override Reason” from the drop-down box.
9. Click save & continue. If you receive a warning, save through it.
10. Go back into funding program information and click “Update.” The effective date should not need to be changed.
11. Select the correct funding program.
12. Reset the “Override Reason” by selecting “Select...” in the “Override Reason” drop-down box.
13. Click “Save and Continue.”
14. Repeat the steps above for each child, if there is more than one child’s enrollment that must be updated.

The CCIS can prevent this error by ensuring an “Override Reason” is not entered in the “Funding Program” field.

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## 408.25.20 Making Retroactive Changes

The *Enrollment Maintenance* page displays all of the enrollment statuses for a particular enrollment.

The “Status” column displays each status beginning with the first status of the enrollment and the most current status at the bottom of the table. The previously entered effective begin and end dates are displayed for each status.

The CCIS can access the *Enrollment Maintenance* page by clicking “Retroactive Changes” on the *Enrollment Status Information* page.

The screenshot shows the 'Enrollment Maintenance' page in the Pennsylvania Child Care Works system. The page includes a navigation menu with options like HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, and ADMINISTRATION. Below the navigation menu, there are search and filter options. The main content area is titled 'Enrollment Maintenance' and contains a table with columns for County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. Below this table, there are fields for Individual Number and Individual Name, and a section for Enrollment Status Effective Dates with a table for Status, Effective Date, End Date, New Effective Date, and Delete. At the bottom, there are buttons for SAVE AND CONTINUE and CANCEL.

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

Status	Effective Date	End Date	New Effective Date	Delete
PE	06/09/2006	06/09/2006		
AUT	06/09/2006	06/09/2006		<input type="checkbox"/>
ELS	06/09/2006			<input type="checkbox"/>

The CCIS can update the “Status Effective Date” by entering a new date in the “New Effective Date” field, then clicking “Save and Continue.”

**NOTE:** PELICAN CCW will NOT allow the CCIS to enter an earlier date for the “Pre-Enrollment (PE)” status.

The CCIS can delete a status but statuses must be deleted in sequence beginning with the most recent status/segment. To delete the status, the CCIS must select the checkboxes in the “Delete” column next to the last status and click “Save and Continue.”

The CCIS cannot specify new effective dates and delete segments simultaneously. If both changes are required, the CCIS must process the deletions first, and then access the page a second time to change the effective dates.

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If the CCIS must change a status in the middle of the table, there are two options. The first option is that the user can delete all of the statuses that occur after the status requiring a change, which will generate adjustments if those segments are paid. Alternatively, the user can enter a new effective date for the status with the same effective date as the prior segment the user wishes to remove, which will create two segments with the same effective dates. PELICAN CCW will ignore the first segment and use the status of the last segment for determining whether to process a payment.

**EXAMPLE:** After a child was pre-enrolled, authorized and enrolled, the CCIS suspended the child and then re-enrolled the child. Later, the user realizes the child should not have been suspended. The user can either delete the last “ELS” and “SUS” statuses or changes the effective date of the last “ELS” status to the same date as the previous “SUS” status. PELICAN CCW will look at the last segment to determine the appropriate status because the effective dates for both are the same.

If the CCIS moves a child back to “Authorized (AUT)” status as a retroactive change, the CCIS must click “Generate Correspondence” on the *Enrollment Status Information* page to generate a new correspondence to notify the family that funds are available. If, prior to the change, correspondence was generated the CCIS must suppress the correspondence if it was not mailed. If the correspondence is in a “Printed” status, the CCIS must follow-up with the p/c.

**NOTE:** Once PELICAN CCW creates the correspondence, PELICAN CCW records the “Notification Date” for the enrollment on the *Enrollment Detail page* and in the “Status” column of the *Obligated Funds* page.

If the CCIS clicks “Cancel,” PELICAN CCW navigates the user back to the *Enrollment Detail* page.

A Supervisor or Director may make retroactive changes to an enrollment by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Enrollment Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Enrollment row and click “Go;” OR
  - b. From within a case, click the “Select...” drop-down box, select “Enrollments” from the list and click “Go.”

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2. Select the checkbox next to the enrollment(s) the CCIS must update.

**NOTE:** If the CCIS selects more than one enrollment, PELICAN CCW will cycle through the pages so the CCIS may make updates to each enrollment.

3. Click "Update" under Enrollment Status Information. This moves the user to the *Enrollment Status Information* page.
4. Click "Change/End" enrollment.
5. Click "Retroactive Changes."
6. Print the *Enrollment Maintenance* page for reference.
7. Update the dates or delete the statuses by clicking the "Delete" checkbox OR enter a new "Effective Date."

**NOTE:** It is recommended that the Supervisor or Director change one segment at a time beginning with the most current segment.

8. Click "Save and Continue."

**NOTES:**

- When an enrollment is moved back to an "Authorized Status" using status deletion(s), a "Generate Correspondence" button is displayed. This button can be used to generate a new Funds Available Letter notifying the p/c of the ability to enroll the child(ren).
- Discontinued enrollments are not included in the encumbrance recalculation so following deletion of a discontinued segment, the Supervisor or Director must force the recalculation of encumbrance.



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9. When required per the “Note” in Step (7), the Supervisor or Director must perform the appropriate steps based on when the change was made effective as follows:

a. Retroactive Change made in the Previous FY

- i. Navigate to the *Standard Schedule* page.
- ii. Change the effective date of the schedule to 7/1 of the current FY.
- iii. Click “Save.” PELICAN CCW will update the encumbrance.

b. Retroactive Change made in the Current FY

- i. Navigate to the *Standard Schedule* page.
- ii. Note the scheduled hours that are displayed.
- iii. Change the scheduled hours for one day in the week.

**NOTE:** Ensure the hours are consistent with the existing schedule. Full-time schedules should remain full-time. Part-time schedules should remain part-time schedules. (e.g., do NOT change the hours from 5 hours to 4 hours).

- iv. Click “Save.”
- v. Click “Standard Schedule.”
- vi. Change the hours back to the scheduled hours you noted in Step 9(b)(ii) above.
- vii. Click “Save.” PELICAN CCW will update the encumbrance.

The procedures listed above may be used only prior to the books close date.

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After the books close date, if the enrollment needing back-dating begins in a prior FY, the Supervisor or Director must use the Cross FY enrollment process.

The *Enrollment Status History* page displays the history related to a specific child's enrollment status. The CCIS can access the *Enrollment Status History* page by clicking "History" under the "Enrollment Status Information" section on the *Enrollment Detail* page.

The screenshot shows the 'Enrollment Status History' page in the Pennsylvania Child Care Works system. The page header includes the Pennsylvania logo and 'Child Care Works'. The navigation bar contains links for HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, and ADMINISTRATION. Below the navigation bar, there are search filters for CLIENT SEARCH, ENROLLMENT SEARCH, INBOX HOME, and OCDEL POLICY. The main content area displays the 'Enrollment Status History' for County 21, Office CCIS of Cumberland/Dauphin/Perry County, with Status Open and Mode Ongoing. A table below shows the enrollment history with columns for Status, Effective Date, Last Change Date, Last Change By, and Deleted. The table contains five rows of data for statuses ELS, AUT, AUT, PE, and PE. At the bottom of the page, there is a footer that reads 'System Acceptance Test | Version 13.0.0.269'.

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
21		CCIS of Cumberland/Dauphin/Perry County	Open	Ongoing		

Status	Effective Date	Last Change Date	Last Change By	Deleted
ELS	06/09/2006	06/10/2006 15:09:20	c-	No
AUT	06/09/2006	06/10/2006 15:09:20	c-	No
AUT	06/09/2006	06/10/2006 15:05:49	c-	No
PE	06/09/2006	06/10/2006 15:05:49	c-	No
PE	06/09/2006	06/10/2006 15:04:08	c-	No

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## 408.25.21 Removing a Child from the Pre-Enrollment List

Occasionally the CCIS discovers that the p/c no longer needs subsidized child care for a children on the pre-enrollment list. In order to remove a child from the pre-enrollment list without authorizing care, the CCIS must choose the appropriate reason code.

Only staff with the security role of "Enrollment Authorization" can remove children from the Pre-enrollment list and place a child in "Removed" status.

In order to remove a child from the pre-enrollment list, the CCIS must:

1. Click "Administration" on the *Main Navigation bar*.
2. Click "Funds" on the Sub Navigation bar.
3. Click "Pre-Enrollment" on the Sub Navigation bar or select the Funding Source and click "Go" next to the Pre-Enrollment row on the *Funds Home* page.

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4. Select the checkbox next to the child(ren) to be removed from the Pre-Enrollment List.
5. Click “Remove.”
6. Enter a Removal Effective Date and select a Reason for Removal.
7. Click “Save.”

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## **408.25.22 Removing a Child from the WL**

Occasionally the CCIS discovers that a p/c has become ineligible or no longer needs subsidized child care for a child on the waiting list. In order to remove a child from the waiting list without authorizing care, the CCIS must choose the appropriate reason code.

Only staff with the security role of “Enrollment Authorization” can remove children from the waiting list and place a child in “Removed” status.

In order to remove a child from the waiting list, the CCIS must:

1. Click “Administration” on the Main Navigation bar.
2. Click “Funds” on the Sub Navigation bar.
3. Click “Waiting List” on the Sub Navigation bar or select the Funding Source and click “Go” next to the Waiting List row on the Funds Home page.
4. Select the checkbox next to the child(ren) to be removed from the Waiting List.
5. Click “Remove.”
6. Enter a Removal Effective Date and select a Reason for Removal.
7. Click “Save.”

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## **408.25.23 Cross FY (FY) Enrollment Process**

This process is only for Supervisors and Directors.

This process must be used after the books have closed to establish a cross FY (Cross FY) enrollment and pay providers retroactively for the previous FY using current FY funding.

This process assumes eligibility was already established for the duration of the enrollment.

In order to designate a Cross FY enrollment using the funding program override, the Supervisor or Director must:

1. Determine the type of Cross FY enrollment to create by choosing from the following options to create:
  - a. A Cross FY enrollment using Cross FY functionality to back date an existing enrollment into the previous FY or create a new enrollment in the previous FY with a different provider.
  - b. A second (overlapping) enrollment using Cross FY functionality if it is for the same provider in both FYs and the portion of the enrollment needing overlap is in “Discontinued/Removed” status in the previous FY.
  - c. An overlapping, “Sleep Hours” enrollment using Cross FY functionality if it is for the same provider in both FYs and any of the following is true:
    - i. The intended enrollment is for sleep hours; or
    - ii. The enrollment needing overlap is in “Suspended” status in the previous FY; or
    - iii. A portion of an enrollment needing overlap is in “WL” status, “Pre-Enrolled” status, or “Authorized” status (e.g., PRE effective 6/1) AND there are days before the status was changed to “Enrolled State” status (e.g., ELS effective 6/15).

**NOTE:** If the enrollment was not intended for sleep hours, the Supervisor or Director must ensure the sleep hours enrollment is discontinued.

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2. Navigate to the *Case Enrollment Summary* page.
3. In the Enrollment Summary table, select the checkbox next to the child needing an enrollment and click “New.”
4. On the *Enrollment Detail* page, enter the Effective Date of the enrollment that was in the previous FY.

**NOTE:** If the provider is the same across both FYs, PELICAN CCW automatically discontinues this inserted Cross FY segment either when the FY ends (effective 7/1) OR, when the original enrollment first became effective (WL or PRE status) in the previous FY. However, PELICAN CCW does not discontinue “Sleep Hours” enrollments.

5. Enter relevant general enrollment information attributes.
6. Select the funding program using the “Funding Program” drop-down box.

**NOTE:** PELICAN CCW limits the number of days in the past an enrollment can be established based on funding source.

7. Select “Cross FY” from the “Override Reason” drop-down box.
8. Enter the correct provider information.
9. Click “Next” to proceed to the schedule and complete the enrollment.
10. Discontinue any “Sleep Hours” enrollments using the appropriate end effective date in either the previous or current FY.

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## 408.25.24 Schedule Errors & Warning Messages

If the CCIS attempts to enroll a child at a provider and any of the following conditions are true, PELICAN CCW will provide notification that one or more of the following conditions prevent PELICAN CCW from saving the schedule:

1. The provider has no rates entered as of the first scheduled day after the effective date entered for the enrollment.
2. The provider has no rate for the care level as of the first scheduled date after the effective date entered for the enrollment.
3. The provider has no rate for the unit of care (i.e., full-time (FT) or part-time (PT)) as of the first scheduled day after the effective date entered for the enrollment.
4. The provider has no provider type-specific rate as of the first scheduled day after the effective date entered for the enrollment.

If the CCIS attempts to enroll a child at a provider and any of the following conditions are true after the schedule effective date, PELICAN CCW will provide a warning indicating that one or more of the following conditions are true:

- The enrollment is for a child attending school and the provider currently has a PT school year rate but does not have a FT rate for the summer.
- The enrollment is for a child attending school and the provider currently has a FT summer rate but does not have a PT school year rate.
- A birthday for the child falls between the effective date and the end of the FY, and the rate for the future care level does not exist for the provider.

PELICAN CCW will generate an alert when the CCIS attempts to enroll a child with a provider and the enrollment may cause the provider to exceed licensed capacity. The CCIS must verify with the provider that the enrollment will not cause the provider to exceed licensed capacity prior to completing the enrollment. If the enrollment causes the provider to exceed licensed capacity, the CCIS may not complete the enrollment with that provider and must instruct the p/c to select another provider. For additional information regarding documenting capacity, see [Manual "300 - Regulated Provider Management."](#)

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# ENROLLMENT & CO-PAYMENT

## 408.26 CONSECUTIVE ABSENCE

As specified in § 3041.18 (relating to attendance), “The days for which a p/c establishes a need for child care shall be specified in writing by the p/c to the eligibility agency at the time the child is enrolled in subsidized child care. A child is expected to attend child care at the provider on all days for which the p/c established a need for child care as specified in § 3041.14 (relating to subsidy benefits), unless the provision specified in § 3041.21 (relating to subsidy suspension) apply.”

As specified in § 3041.19(a) (relating to absence), “Upon notification from the provider that a child has been absent more than 5 consecutive days for which the child is scheduled to attend child care, not including days of a child’s illness, injury or impairment that precludes a child from attending child care, or other reason as specified in § 3041.21, the eligibility agency shall send the p/c an AA notice terminating the child’s eligibility and payment to the provider.”

Provider closures (paid or nonpaid) do NOT count as days of absence.

EXAMPLE: A child is scheduled to attend child care 5 days/week, but is absent 11/15/12, 11/16/12, 11/19/12, 11/20/12 and 11/21/12. Thanksgiving and Black Friday holidays fall on 11/22/12 and 11/23/12 and the provider is closed on those days. The CCIS must generate an AA on 11/26/12 if the child does not return to care on 11/26/12. The clock does NOT begin again because the p/c insists the child would have attended if the provider were open on those holidays.

As specified in § 3041.19(b), “The p/c shall report to the eligibility agency the date of the child’s return to care. Payment will not be terminated if the child returns to care by the date set forth on the notice. If the child does not return to care by the date set forth on the notice and there are no grounds for subsidy suspension, the child’s subsidy will be terminated effective the date set forth on the notice.”

When a child is absent for 5 consecutive service days, the provider must contact the CCIS on the 6<sup>th</sup> day of consecutive absence.

NOTE: Service days are the days a child is enrolled with the provider.

EXAMPLE: Johnny is enrolled with his provider Monday, Wednesday, Thursday and Friday. He is enrolled for four service days per week. The provider must call the CCIS when Johnny has missed 5 consecutive service days (Note: Tuesdays do not count because Johnny is not enrolled on Tuesdays). The provider must contact the CCIS on the 6<sup>th</sup> day of consecutive absence, Wednesday, if the child has not returned to care.

The CCIS will send a Notice of AA to the p/c on the 6<sup>th</sup> day of consecutive absence if the child has not returned to care. At the time of the issuance of the AA, the CCIS will place the child in suspended subsidy status using the reason “5 day absence.”

# ENROLLMENT & CO-PAYMENT

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If the child returns to care during the AA period, the CCIS will change the child's enrollment status from suspended subsidy status to enrolled status effective the date the child returns to care.

If the child is an only child and does not return to care, the CCIS will end-date the child's enrollment schedule and the family's eligibility effective the date the AA period expires.

If the child is not an only child and does not return to care, even though his siblings continue to attend, the CCIS will end-date that child's enrollment effective the date the AA period expires. The family and the child's siblings will remain eligible, but the child who was absent for 5 consecutive days will become ineligible.

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[See Manual Section "408.34.3.19 - Questions - 408.26 - Consecutive Absences"](#)

## 408.27 Absence Cap

**As specified in §§ 168.72(b) and 3041.19(c) (relating to determining monthly child care costs and absence), "If the child's absence exceeds 25 total enrollment days in the State's FY, the p/c is responsible to pay to the provider the provider's verified published daily rate for each day of absence starting with the 26<sup>th</sup> day of absence. A child is considered absent only once during an enrollment day."**

The CCIS will only pay for a maximum of 25 absences in a State FY. The family's eligibility will continue, but the p/c is responsible to pay the provider the provider's published daily rate for each absence beginning with the 26<sup>th</sup> day of absence.

The absence count resets at the beginning of each State FY.

**As specified in § 3041.19(c), "Suspended days of service as specified in § 3041.21 are not considered days of absence."**

**As specified in § 168.72(b), "A p/c who receives subsidized child care under the Supplemental Nutrition Assistance Program employment and training program is not required to pay for absences under this section."**

Absences are captured per child for the FY and stored based on the child's individual number.

The Enrollment Summary displays the Total FY Absences as of the last day of latest invoice with attendance saved. The invoice does not need to be in a paid status. If there are no prior invoices it will show 7/1/xx.



# ENROLLMENT & CO-PAYMENT


CCIS of Dauphin County 110 North 20th Street Harrisburg, PA 17103 (717) 233-8454		<b>CHILD CARE ENROLLMENT SUMMARY</b>	
CATHERINE RD HARRISBURG, PA		<b>PARENT/CARETAKER</b> CATHERINE RD HARRISBURG, PA	
		<b>CASE IDENTIFICATION</b>	
CO	DIST/OFFICE	RECORD NUM	CASELOAD ID
22	Dauphin		
<b>PROVIDER INFORMATION</b>			
PROVIDER ID	PROVIDER TYPE	PROVIDER LEGAL ENTITY	PROVIDER LOCATION
8	1 RN		
<b>LOCATION ADDRESS</b> STREET BOROUGH OF MORRISVILLE MORRISVILLE, PA 19067 <b>TELEPHONE NUMBER</b>			
<b>CHILD INFORMATION AS OF: 04/23/2012</b>			
CHILD NAME	INDIVIDUAL #	PRE-K ENROLLED	
K		No	
WEEKLY CO-PAY AMOUNT	CARE LEVEL	<b>TOTAL FY ABSENCES</b>	
\$0.00	Young School-Age	7 as of 02/29/2012	
ENROLLMENT BEGIN DATE WITH THIS PROVIDER	REASON		
03/03/2008	Test		

PELICAN CCW will count every absence entered in the system; however, per policy the CCIS may count only one absence for a child with two enrollments per day.

The *Invoice Attendance Detail* page will help the CCIS track absences for the year.

The information is “Read Only” when invoice is in “New Invoice Not Printed” or “Need Invoice” statuses.

The “Current” and “Paid” Absences columns are editable when the invoice is in “Have Invoice” or greater status.



250
0

t-test21  
 CCIS of Cumberland/Dauphin/Perry County

HOME
PROVIDER
CASE
PAYMENTS
REPORTS
CORRESPONDENCE
ADMINISTRATION
HELP

INVOICES
PAYMENTS
PROVIDERS
CASE
CCIS INVOICES
YTD PAYMENTS
CAMIS INVOICES

### Invoice Attendance Detail

Select... GO

Invoice ID	Provider Name	Provider ID	Status	Service Period	Funding	Funding Fiscal Year
			Payment Requested	February 2014	State	2013-14

[VIEW ONLINE ATTENDANCE INVOICE](#) GO

Individual Number	CO/Record #	Child Name	Care Level	Units of Care				**Prior Absences	**Current Absences	Paid Absences	Unpaid Absences	Total Attended Days	FY Cap Absences	Enrlmt Info	Reason for Highlight
				FT	PT	NFT	NPT								
Ⓜ			PRE	20	0	0	0	0	0	12	0	8	0	2 Enrlmts	
Ⓜ			YSA	0	12	0	0	0	0	0	0	12	0	3 Enrlmts	
Ⓜ			YSA	20	0	0	0	0	0	0	0	20	0	3 Enrlmts	WWS*
Ⓜ			YSA	0	20	0	0	0	0	0	0	20	0	2 Enrlmts	

\*Parent/Caretaker has varying work schedule  
\*\*end of month consecutive absences only

[PREVIOUS](#) GO
[REFRESH](#) GO

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# ***ENROLLMENT & CO-PAYMENT***

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The Absences become “Read Only” again when books close at the end of the FY.

The CCIS will continue to record end of month absences in “Current Absences” column & data will move to “Prior Absences” on the next invoice.

The CCIS will record any absences from the invoice in the “Paid Absences” column. Paid absences can go up to the number of units of care in the month to a maximum of 25 days in a FY.

The entries in the “Current Absences” & “Paid Absences” fields do not change when the CCIS adjusts the schedule.

The “FY Cap Absences” column displays cumulative paid absences for the year.

The following ***DO NOT*** count as absences:

- Suspended Days
- Zeroed Out Days
- Non Scheduled Days
- Closures (i.e., Paid or Unpaid)

The CCIS will suspend a child’s enrollment ***PRIOR TO DAY 6*** if the following conditions are met:

- The circumstances meet one of the conditions set forth in **§ 3041.21(a)(1) - (8)** (relating to subsidy suspension). The circumstances may be planned or unplanned (i.e., emergency).
- The p/c submits verification, in advance (except for emergencies), that the child will be unable to attend child care for more than 5 consecutive days.

The CCIS will ***NOT*** suspend a child’s enrollment or zero-out enrollment days related to family vacations or any other reason not set forth in **§ 3041.21(a)(1) - (8)**.

# ***ENROLLMENT & CO-PAYMENT***

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A p/c may request a change to the child's enrollment schedule to avoid accumulating absences when there is a standing/ongoing activity, appointment or therapy session that occurs on a weekly basis causing the child to be absent. The p/c must request the schedule change in advance of the first absence related to the child's activity/appointment/therapy.

## **EXAMPLES:**

1. The child's enrollment schedule is 4 hours/day, Monday through Friday, after school. The child will participate in a Boy Scouts camp immediately after school every Tuesday beginning 10/7. The p/c contacts the CCIS on 9/17 and requests a schedule change effective 10/7. The CCIS must update the child's schedule to remove Tuesday.
2. The child's enrollment schedule is 4 hours/day, Monday through Friday, after school. The child must attend physical therapy for the next 5 Wednesdays, beginning 10/8 and continuing through 11/5. The p/c contacts the CCIS on 9/17 and requests a schedule change effective 10/8 through 11/5, but wants the schedule to resume at 5 days/week on 11/6. The CCIS must update the child's schedule to remove Wednesday through 11/5 and reinstate Wednesday effective 11/6.
3. The child's enrollment schedule is 10 hours/day, Monday through Friday. The child was diagnosed with cancer and must begin chemotherapy 3 days/week, starting on 10/6. The p/c contacts the CCIS on 9/17, explains she is unsure which days per week the child will receive chemotherapy and requests a schedule change effective 10/6. The p/c states she has discussed the change in the child's enrollment schedule with the provider. The CCIS contacts the provider to confirm the provider is willing to continue providing care for 2 days/week, understanding those 2 days/week may vary from week to week. The CCIS must update the child's schedule to remove 3 days/week effective 10/6 based on discussions with the p/c and provider.

The CCIS is ***NOT*** required to change the child's schedule every week based on changes in the child's activity/appointment/therapy. A child's enrollment schedule should be relatively stable following the initial change. If the child's enrollment schedule varies significantly, the CCIS must determine an average schedule that most closely meets the family's needs.

"Paid Absences" are stored in history on the *Case Summary Detail* page once the fiscal worker clicks Save" or "Save-Go To Calculate" on the *Invoice Attendance Detail* page.

As set forth in the regulations, absences for the FS/SNAP child care program will ***NOT*** be included in FY Cap Absences. If any day of the enrollment is funded through FS/SNAP, absences for the month will not count towards the CAP Absences.

# ENROLLMENT & CO-PAYMENT

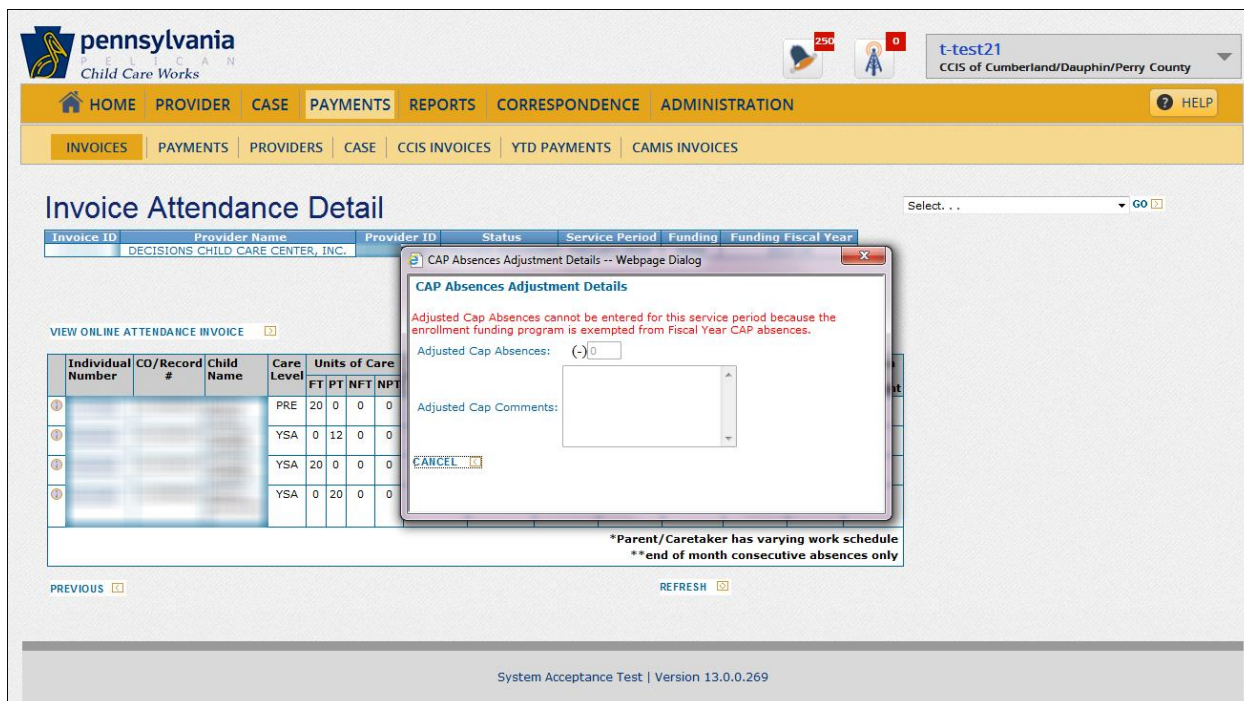
The “Enrollment Info” column displays:

- **VWS** – Varied Work Schedule indicator is displayed for averaged or “Wal-Mart Schedules.” This is to assist the worker when reviewing attendance invoice & recording absences accurately.
- **2 Enrlmts** – if a child has more than 1 enrollment regardless of if the enrollment is in the same case or different cases.

An alert generates to the Eligibility Specialist when child reaches 20 paid absences. The CCIS may count only one absence per day if the child has dual enrollments for any absent day. The CCIS must decide whether to reconcile dual enrollments each month or when the alert is generated.

The hyperlink on FY Cap Absences allows the CCIS to remove absences from the FY Cap Absences. This field is only editable by Help Desk or staff with the Payment Authorization Roles.

The main reason to adjust CAP Absences is when a child is enrolled at multiple providers and more than one absence is recorded in PELICAN CCW for a day. The fiscal worker can adjust one of the invoices so the child is not charged with 2 absences during a given day.



If a user makes a mistake when editing the FY Cap Absence field, the user can correct the mistake.

If a child is absent on the first day of scheduled care, payment begins the first day the child attends. The CCIS must zero-out the day(s) on the schedule since this is **NOT** considered an absence. The CCIS may **NOT** record this as an absence on the Invoice.

When a child is absent on the first day of scheduled care, the p/c is still required to pay the co-payment for the week.

When a child on the *Invoice Attendance Detail* page reaches the 26 absence in a State FY, the child’s row will highlight and an error message displays when “Save-Go To Calculate” is selected.

# ENROLLMENT & CO-PAYMENT

The worker will need to click “Save”, then click the “Individual Number” hyperlink to go to the schedule to mark an absence as unpaid or adjust the “Paid Absences” to proceed.

**NOTE:** When the worker returns to the *Invoice Attendance Detail* page after adjusting the schedule, the worker must click “Refresh.”

Any unpaid absences will reduce “Units of Care” and “Total Attended Days.” Unpaid days entered on the schedule will adjust the “Paid Absences” column.

The CCIS must complete the following steps in PELICAN CCW in order to record an unpaid absence:

1. Select the checkbox next to the child’s enrollment on the *Case Enrollment Summary* page.
2. Click “Schedule.”
3. Click “Edit” for the week that needs to display an unpaid absence.
4. Select the checkbox for any unpaid absence.
5. Click “Save.”

The screenshot shows the 'Non-Standard Enrollment Schedule' page in the PELICAN CCW system. The page includes a navigation bar with 'HOME', 'PROVIDER', 'CASE', 'PAYMENTS', 'REPORTS', 'CORRESPONDENCE', and 'ADMINISTRATION'. Below the navigation bar, there are search and policy links. The main content area displays a table for the enrollment schedule. The table has columns for 'Day', 'Hours', 'Non-Traditional Units', 'Unpaid Absence', 'Date', and 'Cancel'. The 'Unpaid Absence' column is highlighted with a red box. The table shows a schedule for the week of 10/20/2014 to 10/26/2014. Below the table, there are options to 'Repeat Each' and 'Repeat Until'. At the bottom of the page, there are 'SAVE' and 'CANCEL' buttons.

Day	Hours	Non-Traditional Units	Unpaid Absence	Date	Cancel
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/20/2014	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/21/2014	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/22/2014	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/23/2014	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/24/2014	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	Yes	<input type="checkbox"/>	10/25/2014	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	Yes	<input type="checkbox"/>	10/26/2014	<input type="checkbox"/>

**NOTE:** The CCIS must process non-standard schedule changes as a separate transaction.

The unpaid absence will display on the enrollment schedule.

**NOTE:** If the absence is recorded on a day that only has a standard schedule, the schedule will show as non-standard because the absence changes the schedule type.

PELICAN CCW displays all paid and unpaid absences entered by the CCIS in real-time on all pages.

# ENROLLMENT & CO-PAYMENT

**Enrollment Schedule**

County: 21, Record: CCIS of Cumberland/Dauphin/Perry County, Office: CCIS of Cumberland/Dauphin/Perry County, Status: Open, Mode: Ongoing, Parent/Caretaker: t-test21, Caseload ID: CCIS of Cumberland/Dauphin/Perry County

Individual Number: [Redacted], Individual Name: [Redacted]

Provider ID: [Redacted], LE Name: [Redacted], Location: [Redacted]

Enrollment Schedule - October 2014

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CO CONTINUE | STANDARD SCHEDULE | CANCEL

Name	Care Level	Provider ID	LE Name	Location	Co-pay	Status	Sleep Hours	Effective
[Redacted]	ADT	[Redacted]	[Redacted]	[Redacted]	\$0.00	Enrolled State	No	08/31/2009

Copy To Start Date: [Redacted] Copy To End Date: [Redacted] COPY NON-STANDARD SCHEDULE TO

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The Standard schedule is where the user can indicate if the p/c has a varying work schedule. The CCIS must complete the following steps in PELICAN CCW to indicate a p/c's varying work schedule:

1. Click Schedule.
2. Click "Parent/Caretaker has varying work schedule."
3. Click "Save."

**NOTE:** The effective date for the varying work schedule indicator is tied to the effective date on the standard schedule. If the indicator is on for any date in the month, it will display on the *Invoice Attendance Detail* page.

Only the following roles have access to change the funding program for an enrollment, within a fund, without entering an override reason (i.e., TANF Working to TANF MOE.):

- "Super User"
- "Supervisor"
- "Director"
- "Help Desk"
- "Eligibility Specialist"
- "Enrollment Authorization"
- "Intake Specialist"

# ENROLLMENT & CO-PAYMENT

The following roles have access to override the funding program for an enrollment, which requires entering an override reason (i.e., FS to LI):

- “Super User”
- “Director”
- “Help Desk”

The *Case Summary* page includes a link to the total number of paid absences for a child. The CCIS must click the History Icon on the end of a “Case Members” row to view that child’s paid absences.

**NOTE:** PELICAN CCW stores absences by “Individual Number” and will continue to accumulate absences for that child throughout the State FY.

**Case Summary**

County: 21 | Record: CCIS of Cumberland/Dauphin/Perry County | Office: CCIS of Cumberland/Dauphin/Perry County | Status: Open | Mode: Ongoing | Parent/Caretaker: | Caseload ID: | Select... | GO

**CAO District:** Cumberland County Assistance Office [210]

**Address and Contact Information**

Address: [Redacted]

Home Phone Number: [Redacted] | Best Time to Call: [Redacted]

Work Phone Number: [Redacted] | Best Time to Call: [Redacted]

Mobile Phone Number: [Redacted] | Best Time to Call: [Redacted]

Email Address: [Redacted]

Preferred Method of Contact: Home Phone | UPDATE

**Case Information**

Date Application Received: 07/01/2006 12:00:00 AM

Family Size: 4 | Number of Children Needing Care: 1

Adjusted Annual Income: \$43,562.40 | Weekly Co-pay: \$0.00

Under Appeal: NO | Under Adverse Action: NO

Redetermination Date: 06/30/2010 | LOCAL ID

**Case Eligibility**

CC Program	Eligibility Status	Effective Begin Date	Effective End Date
ASSESS ELIGIBILITY	Eligible	07/01/2006	

**Case Members**

Individual Number	Individual Name	Relationship to Primary Caretaker	Participation Begin Date	Participation End Date	Eligibility Status	Eligibility Begin Date	Eligibility End Date	History
[Redacted]	Self		07/01/2006 12:00:00 AM		Eligible Adult	07/01/2006		[History Icon]
[Redacted]	Son		07/07/2009 12:00:00 AM		Eligible Child	07/07/2009	05/29/2014	[History Icon]
[Redacted]	Son		07/01/2006 12:00:00 AM		Ineligible Child	05/30/2014		[History Icon]
[Redacted]	Son		07/01/2006 12:00:00 AM		Eligible Child	07/01/2006	01/31/2008	[History Icon]
[Redacted]	Son		07/01/2006 12:00:00 AM		Ineligible Child	02/01/2008	07/06/2009	[History Icon]
[Redacted]	Son		07/07/2009 12:00:00 AM		Eligible Child	07/07/2009		[History Icon]
[Redacted]	Daughter		07/01/2006 12:00:00 AM		Not Requesting Child	07/01/2006	05/12/2014	[History Icon]
[Redacted]	No Relation		07/01/2006 12:00:00 AM		Eligible Adult	07/01/2006		[History Icon]

INDIVIDUAL INFORMATION | CORRESPONDENCE SEARCH

REDETERMINATION | CASE PROFILE SUMMARY | REFRESH

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If a CCIS user discovers an MCI mismatch for a child, the CCIS must add absences for the year on the invoices that are generated for the correct MCI number. The CCIS must also enter an invoice comment indicating that number of absences added is due to the incorrect MCI number.

# ENROLLMENT & CO-PAYMENT

The *Individual Absences Detail* page displays the number of paid absences for each service period within the FY for the selected child.

PELICAN CCW displays the following fields to assist with researching any absences that might need to be adjusted in the case of a dual enrollment:

- “Invoice ID”
- “Provider ID”
- “Office”
- “County”

The user must click “Refresh Absences” to ensure the number is accurate as of the latest invoicing.

The screenshot shows the 'Individual Absences Detail' page. At the top, there is a navigation bar with 'HOME', 'PROVIDER', 'CASE', 'PAYMENTS', 'REPORTS', 'CORRESPONDENCE', and 'ADMINISTRATION'. Below this is a secondary navigation bar with 'CLIENT SEARCH', 'ENROLLMENT SEARCH', 'INBOX HOME', and 'OCDEL POLICY'. The main content area features a table with columns: County (21), Record, Office (CCIS of Cumberland/Dauphin/Perry County), Status (Open), Mode (Ongoing), Parent/Caretaker, and Caseload ID. Below the table, there are fields for 'Individual Number' and 'Individual Name'. A 'Fiscal Year' dropdown is set to '2014-15'. At the bottom, there is a table with columns: Service Period, Invoice ID, Provider ID, Office, County, and Number of Paid absences. The current row shows 'No Data Found'. There are buttons for 'GENERATE CORRESPONDENCE', 'RETURN TO SUMMARY', and 'REFRESH ABSENCES'. The footer indicates 'System Acceptance Test | Version 13.0.0.269'.

An alert goes to the Eligibility Specialist when a child reaches 20 absences.

The user must click “Generate Correspondence” to generate the Absence Warning Letter.

The Absence Warning Letter generates for the p/c and the provider(s) associated with the child. PELICAN CCW generates the letter ***per child*** and will generate a letter for any enrollment in “Enrolled” or “Suspended” status.

**NOTE:** The CCIS must generate an Absence Warning Letter from within each case when a child is included in the family composition in more than one case (i.e., joint custody).



# ENROLLMENT & CO-PAYMENT

The Absence Warning Letter notifies the family of the number of days during which the child has been absent in the current State FY and provides additional information regarding the p/c's responsibilities regarding paying for days of absence after the child reaches the absence cap.

**ABSENCE WARNING LETTER**

CCIS of Dauphin County  
999 North 99th Street  
Harrisburg, PA 17103-0000

JOY ALMOND  
123 SNICKER MILKYWAY  
LANHAM, PA 15124

Worker Name: ANNETTE S.  
Phone Number: (423) 238-3337

CO RECORD  
22  
Date: 5/14/2012

Dear JOY ALMOND,

You continue to be eligible for subsidized child care enrollment, but your child, COCOA ALMOND, has been absent for 20 enrollment days.

The maximum number of absent days allowed in a State Fiscal Year (FY) is 25 days.

The State FY begins July 1 of one year and ends June 30 of the following year.

If the child listed above exceeds 25 absent days in a State FY, you will be required to pay your child care provider, the provider's daily rate for your child's days of absence starting with Day 26 of your child's absences. You must pay the provider's daily rate in addition to your weekly co-payment.

We suggest that you ask your child care provider about the child's daily rate so you can prepare for the additional amount you will owe if the child listed above exceeds 25 absent days in a State FY.

If you have any questions or would like to make any changes in the enrollment schedule for COCOA ALMOND, please call us at the above telephone number.

Sincerely,

CCIS of Dauphin County

Cc: HOMEWOOD-BRUSHTON YWCA  
CHRIST LUTERAN CH DAY CAR

The second alert displays for a child who has 25 day of paid absences accumulated for the FY.

t-test21  
CCIS of Cumberland/Dauphin/Perry County

HOME PROVIDER CASE PAYMENTS REPORTS CORRESPONDENCE ADMINISTRATION
HELP

SUBSIDY CASELOAD PROVIDERLOAD PROVIDER OFFICE FISCAL LOAD ALERTS

### Alert Search

**Search Criteria**

Office	CCIS of Cumberland/Dauphin/Perry County
User ID	t-test21
Co/Record	22 /
Class	All
Priority	High
Status	Not Cleared
Category	All
Alert Date	From 10/6/2013 To 10/6/2014
Sort Options	Assignment Ascending

**Search Results**

Alert	Class	Assignment	Alert Date	Priority	Status	Category	User ID
has accumulated 20 FY absences. Please review and create Absence Warning Letter.	Subsidy Case		3/19/2014	High	Not Cleared	Subsidy Case	t-test21

1  
Page 1 of 1

CLEAR

**Alert Search**

Office	CCIS of Cumberland/Dauphin/Perry County
Supervisory Unit/Caseload	/
Supervisory Unit/Providerload	/
Supervisory Unit/Fiscal Load	/
User ID	t-test21
Co/Record	22 /
Provider/Location	/
Invoice	
Class	Subsidy Case
Priority	High
Status	Not Cleared
Category	All
Alert Date From *	10/6/2013 To 10/6/2014

**Sort Options**

Assignment  
  User ID  
  Date  
  Priority  
 Ascending  
  Descending

SEARCH   RESET

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# ENROLLMENT & CO-PAYMENT

The Eligibility Specialist must manually create a Confirmation Notice for a p/c who has a child who reaches his/her 25 days of absence. The CCIS must generate a separate Confirmation Notice for each individual child using the short description "25 Days of Absence." The user must populate all of the variable text fields prior to clicking "Save."

The screenshot shows the 'Create New Correspondence' page in the Pennsylvania Child Care Works system. The page includes a navigation bar with tabs for HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, and ADMINISTRATION. Below the navigation bar are links for CORRESPONDENCE SEARCH, CORRESPONDENCE SETTINGS, PRINT SETTINGS, DOCUMENT PIECE SEARCH, and OFFICE LOCATIONS. The main content area is titled 'Create New Correspondence' and contains a table with columns for Co/Record Number, Addressee Type (Client), Office, Correspondence (Confirmation Notice - P cc), and Corr Type (Notice). Below the table are sections for 'Correspondence Details' (Language: English, Schedule Release Date: 10/6/2014, User ID: t-test21), 'Recipient Details' (Addressee Type: Client, Address Line 1, Address Line 2, City, State, Zip: HARRISBURG, PA 17111-1921), and 'Variable Fields - Applies to All Correspondence Versions'. The variable fields section includes radio buttons for 'Display Short Description', 'Display Long Description', and 'Display Selections' (selected), and a 'Select Notice Reasons' section with a checkbox for '55 Pa.Code, Chapter 3041, § 3041.19(c)' and a text area containing a notice template. The page footer indicates 'System Acceptance Test | Version 13.0.0.269'.

There are several validations in place to ensure the CCIS populates each of the variable text fields correctly, which include:

- Populating each field.
- Entering valid FY dates.
- Entering the child's Individual Number rather than the child's name.
- End FY must be greater or 1 greater than Begin FY.

PELICAN CCW will automatically generate the first page of the Confirmation Notice for the provider.

# ENROLLMENT & CO-PAYMENT

CCIS of Dauphin County 999 North 99th Street Harrisburg, PA 17103-0000	<b>CONFIRMATION NOTICE</b>	Notice ID:	Page 1 of 1												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">CCIS RETURN ADDRESS</td> <td style="width: 50%; padding: 2px;">CASELOAD: 0110</td> </tr> </table> TELEPHONE: (423) 238-3337	CCIS RETURN ADDRESS	CASELOAD: 0110	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">CO</th> <th style="width: 33%;">RECORD</th> <th style="width: 33%;">CAT</th> </tr> <tr> <td style="text-align: center;">22</td> <td></td> <td style="text-align: center;">CC</td> </tr> </table> DATE: 6/1/2012 PROVIDER ID: 5      -1	CO	RECORD	CAT	22		CC						
CCIS RETURN ADDRESS	CASELOAD: 0110														
CO	RECORD	CAT													
22		CC													
DERRY ST HARRISBURG, PA 17111															
OUR OFFICE HAS TAKEN THE FOLLOWING ACTION CONCERNING YOUR CHILD CARE BENEFITS:															
<b>SECTION A: Individuals</b>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 40%;">Eligibility Status</th> <th style="width: 30%;">Eligibility End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">Eligible Adult</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td></td> <td style="text-align: center;">Eligible Child</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td></td> <td style="text-align: center;">Eligible Child</td> <td style="text-align: center;">N/A</td> </tr> </tbody> </table>	Name	Eligibility Status	Eligibility End Date		Eligible Adult	N/A		Eligible Child	N/A		Eligible Child	N/A			
Name	Eligibility Status	Eligibility End Date													
	Eligible Adult	N/A													
	Eligible Child	N/A													
	Eligible Child	N/A													
55 Pa.Code, Chapter 3041, § 3041.19(c)      You continue to be eligible for subsidized child care enrollment but your child, JOSHUA, has reached or exceeded the maximum number of absent days allowed between July 1, 2011 and June 30, 2012.															
If your child is absent on any day after 04/16/2012, you will be required to pay your child care provider(s) the provider's daily rate for each day your child is absent. You must pay the provider's daily rate for each absent day, in addition to your weekly co-payment.															
Please contact our office if you have any questions or would like to change your child's enrollment schedule.															
Notice ID															

The Provider Payment Summary will display the “Number of Paid Days” and the “Number of Unpaid Absences” for each unit of care.

Invoice #:							
Provider Location:							
Service Period:                      November 2011							
Individual Number	County/Record#	Child Name	Care Level	Unit	Number of Days	Amount	Total
Adjustment Reason:                      Added 2 unpaid absences							
<b>Before Adjustment</b>							
22		, DUANE A	Young School-Age	NFT	4	\$10.45	\$41.80
				PT	18	\$8.74	\$157.32
Subtotal:							\$199.12
<b>Total for Before Adjustment :</b>							<b>\$199.12</b>
<b>After Adjustment</b>							
22		, DUANE A	Young School-Age	NFT	1	\$10.76	\$10.76
				NFT	2	\$10.45	\$20.90
				PT	17	\$8.74	\$148.58
				UNPAID NFT	1		
				UNPAID PT	1		
Subtotal:							\$180.24
<b>Total for After Adjustment :</b>							<b>\$180.24</b>
Invoice Difference:							(\$18.88)
Adjustment Amount:							(\$18.88)
Date: 05/24/2012 Correspondence ID:							
Page 1 of 2							

This will indicate to the provider the number of absences not paid by the CCIS so the provider understands how many days and which units of care for which the p/c must pay the provider’s published daily rate.

# ENROLLMENT & CO-PAYMENT

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The online attendance process will work the same as the paper process for provider attendance invoicing except for a few differences. One difference is that “Current Absences” and “Paid Absences” fields will automatically populate from the Online Provider Invoice. The CCIS must validate absences and update accordingly. The other difference is that the provider can view “Total FY Absences” for each child on the *Attendance Update* pop-up page.

NOTE: On-line Attendance Invoices do not count closures as absences.

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[See Manual Section “408.34.3.20 – Questions – 408.27 – Absence Cap”](#)

## 408.28 CO-PAYMENT (CO-PAY)

As specified in [§ 3041.101\(a\) — \(e\)](#) (relating to general co-pay requirements), the following are the general co-pay requirements:

- (a) “The eligibility agency shall determine the amount of the p/c’s co-pay during the eligibility process based on the p/c’s actual or verified anticipated income and family size.
- (b) A co-pay is established at an initial determination of eligibility for subsidized child care and reestablished at each successive redetermination of eligibility.
- (c) The co-pay covers each child in the family who is receiving subsidized child care.
- (d) The co-pay includes each day of the week for which the family establishes a need for child care.
- (e) The co-pay is due on the first day of the service week and each week thereafter regardless of the day the p/c enrolls the child.”

The p/c is required to pay the co-pay toward the cost of child care, unless the p/c is receiving child care under the FS/SNAP child care program or is not employed and is receiving child care under the TANF child care program as specified in [§ 168.20\(a\)](#) (relating to child care co-pay).

As specified in [§ 3041.107](#) (relating to Availability and use of the FPIG), “The FPIG are used to determine the income limits and co-pays for subsidized child care. Following annual publication of the FPIG, the Department will publish an updated co-pay chart in Appendix B (relating to co-pay chart family co-pay scale) through a notice in the *Pennsylvania Bulletin*. Except for child care provided under [§ 3041.51](#) (relating to HS expansion program), the eligibility agency shall inform each p/c of the dollar amount that is equivalent to 235% of FPIG as specified in Appendix B and shall explain that 235% and the specific dollar figure are the highest annual income amount permitted to receive subsidized child care.”

# ENROLLMENT & CO-PAYMENT

As specified in §§ 3041.108(a) and 3041.109(a) (relating to co-pay for families headed by a parent and co-pay for families headed by a caretaker), “A family co-payment is determined based on the following:

- (1) The family size and family income, as specified in §§ 3041.31 — 3041.34 (relating to determining family size and income).
- (2) The co-pay shall be at least \$5, unless waived as specified in §§ 3041.44(a) and 3041.91(c) (relating to prospective work, education and training; and general domestic violence waiver requirements).
- (3) The family’s annual co-pay may not exceed 11% of the family’s annual income.
- (4) If the family annual income is 100% of FPIG or less, the annual co-pay may not exceed 8% of the family’s annual income.”

As specified in §§ 168.74 (relating to determining weekly child care co-pay for the employed TANF budget group) and 3041.108(b), “The eligibility agency shall determine the co-pay by using the co-pay chart in Appendix B.”

The co-pay is due on the first day of the service week and each week thereafter, regardless of the day the child is enrolled. The co-pay may ***NOT*** be less than \$5.

PELICAN CCW requires a co-pay to be effective on a Monday; therefore, if the first service day of the week is a day other than Monday, PELICAN CCW will not assign the co-pay to the first week of care, **but the provider MUST collect that week’s co-pay from the p/c.**

If a child’s enrollment at a provider ends on a day other than Monday, PELICAN CCW assigns the co-pay for that week regardless of the number of days the child attends.

PELICAN CCW will not calculate a co-pay for a child who is not enrolled during the week (i.e., non-standard, non-patterned schedule). The CCIS may not charge the p/c a co-pay in any of these circumstances.

**EXAMPLES:**

NOVEMBER 2012							
Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1					1	2	3
2	4	5	6	7	8	9	10
3	11	12	13	14	15	16	17
4	18	19	20	21	22	23	24
5	25	26	27	28	29	30	

1. Child enrolled effective 11/1. Schedule is Monday, Wednesday & Friday. Co-pay = \$10/week. Total Co-pay for Service Period = \$40.
2. Child enrolled effective 11/6. Schedule is Monday, Wednesday & Friday for Weeks (1), (3) & (5) only. Co-pay = \$10/week. Total Co-pay for Service Period = \$20.
3. Child enrolled effective 11/8. Schedule is Thursday & Friday for Weeks (2) & (4) only. Co-pay = \$10/week. Total Co-pay for Service Period = \$10.

# ENROLLMENT & CO-PAYMENT

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If the co-pay is decreased as the result of an update, a partial redetermination or a full redetermination, the reduced co-pay is due the Monday following the date of the update or redetermination.

A co-pay may be decreased at any time but a co-pay may be increased only at the time of a full redetermination.

If the co-pay is increased as the result of a full redetermination, the increased co-pay is due on the first Monday following the 13-day notice period.

**If the CCIS must increase the co-pay when a p/c returns from maternity leave, the CCIS must manually generate a Confirmation Notice at the end of the p/c's maternity leave. The increased co-pay is due on the first Monday following the 13-day notice period.**

If the co-pays for one month are equal to or exceed the monthly payment for care, the family is not eligible for subsidized child care with that provider.

A provider may ***NOT*** discount the amount of the assessed co-payment or waive payment of the co-pay by offering a scholarship.

PELICAN CCW applies a co-pay effective date based on the following logic:

1. A co-pay effective date must occur on a Monday.
2. Case mode/status dictates whether a 13-day advance notice period is included when determining the co-pay effective date.
  - a. ***For Intake/Pending cases***, PELICAN CCW assigns co-pay effective the 1<sup>st</sup> Monday following the date eligibility for enrollment is assessed and confirmed by the CCIS.

**EXAMPLE:** The CCIS receives an application on 5/13 and enters the information in PELICAN CCW and the case is Intake/Pending. The CCIS receives verification in response to the Missing Information Letter on 5/28 and, on 5/30, enters the verification in PELICAN CCW, assesses and confirms eligibility for enrollment. PELICAN CCW correctly establishes a co-pay effective date of 6/2/08.

- b. ***For Open/Ongoing cases in which the co-pay increases (during Redetermination only)***, PELICAN CCW assigns a co-pay effective 13 days plus Monday following the date eligibility for enrollment is assessed and confirmed by the CCIS.

**EXAMPLE:** The CCIS completes a redetermination on 5/6 that increases the co-pay. PELICAN CCW correctly establishes a co-pay effective date of 5/19.

- c. ***For Open/Ongoing cases in which a co-pay was established and that co-pay increases during a change in child care program from TANF Paid (i.e., the p/c is working and paying a co-pay) to FT***, PELICAN CCW does

# ENROLLMENT & CO-PAYMENT

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not apply co-pay stabilization, but increases the co-pay appropriately.

- d. **For Open/Ongoing cases in which the co-pay decreases**, PELICAN CCW assigns a co-pay effective that Monday if eligibility for enrollment is assessed and confirmed on a Monday or the following Monday if the date eligibility for enrollment is assessed and confirmed is not a Monday.

**EXAMPLES:**

- i. The CCIS completes a redetermination on Tuesday, 5/6, that decreases the co-pay. PELICAN CCW correctly establishes a co-pay effective date of Monday, 5/12.
  - ii. The CCIS receives verification of a decrease in income on Thursday, 5/15, enters that information in PELICAN CCW, assesses and confirms eligibility for enrollment. The co-pay is decreased. PELICAN CCW correctly establishes a co-pay effective date of Monday, 5/19.
3. A co-pay effective date is determined in the same manner regardless of the child care program.
  4. If a co-pay effective date falls on a State holiday, the co-pay is still effective on that Monday.

**EXAMPLE:** The CCIS completes a redetermination on 1/8/13 that increases the co-pay. PELICAN CCW correctly establishes a co-pay effective date of 1/21/13, which is a State holiday.

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[See Manual Section “408.34.3.21 – Questions – 408.28 – Co-pay”](#)

## **408.28.1 Assessing & Updating a Co-pay**

When the CCIS assesses eligibility, PELICAN CCW automatically calculates expected weekly co-pay for the case and displays it on the *Family Composition Eligibility Results* and *Case Co-pay Summary* pages.

The CCIS can access the *Case Co-pay Summary* page in two ways. If the user is currently working in the desired case, the user can use the “*Select...*” drop-down box to select “Co-pay” and click “Go.” If the user is not currently working in the desired case, the user must access the *Case Co-pay Summary* page using the *Case Home* page.

The CCIS must use the *Case Co-pay Summary* page to update, override or split the case co-pay or to record a co-pay delinquency.

# ENROLLMENT & CO-PAYMENT

The CCIS must use the “Case Co-pay Summary” section of the page to record the co-pay for the case. The CCIS must use the “Enrollment Co-pay Assessment” section of the page to assess all or a portion of the co-pay to specific enrollments.

PELICAN CCW displays the most recent co-pay assessment in the assessment table. If the CCIS has made multiple co-pay changes, the user must click the “Expected Co-pay Amount” hyperlink for the desired segment to display the segment’s assessment data.

**Case Co-Pay Summary**

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

**Case Co-pay Summary**

Expected Co-payment	Effective Date	End Date	Override Reason	User Changed Last	Date Changed Last
<a href="#">\$15.00</a>	08/10/2009				07/24/2009 14:10:16
<a href="#">\$5.00</a>	01/26/2009	08/09/2009			07/24/2009 14:10:16
<a href="#">\$15.00</a>	07/21/2008	01/25/2009			01/20/2009 13:28:45
<a href="#">\$5.00</a>	12/11/2006	07/20/2008			07/02/2008 16:52:15
<a href="#">\$35.00</a>	02/14/2005	12/10/2006			12/28/2006 14:06:26
<a href="#">\$20.00</a>	01/10/2005	02/13/2005			01/28/2005 15:22:19
<a href="#">\$35.00</a>	12/20/2004	01/09/2005			01/05/2005 16:35:26
<a href="#">\$40.00</a>	09/01/2003	12/19/2004			12/14/2004 13:43:43
<a href="#">\$40.00</a>	04/11/2003	08/31/2003			06/15/2004 16:26:57

**ASSESS AND UPDATE**

**Enrollment Co-payment Assessment**

Name	Status	Provider	CareLevel	Amount	Override Reason	Effective Date	End Date
			OSA	\$15.00		06/18/2012	
			OSA	\$15.00		08/10/2009	06/17/2012
			OSA	\$0.00		08/10/2009	06/17/2012

**ASSESS**

**Co-payment Delinquency**

Effective Date	Resolution Date	Name	ProviderID	ProviderName	Location Description
<a href="#">08/25/2008</a>	09/16/2008				
<a href="#">05/29/2006</a>	06/02/2006				
<a href="#">05/29/2006</a>	06/02/2006				
<a href="#">05/29/2006</a>	06/02/2006				

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During the pre-enrollment process, the CCIS typically assigns the case co-pay to the youngest child if the user did not already assess the co-pay to another child in the family. If the CCIS has not yet enrolled the youngest child and an older child was enrolled first, PELICAN CCW automatically assigns the entire co-pay amount to the older child.

To update the case co-pay and assess the co-pay to an enrollment, the CCIS must click the radio button of the co-pay that must be changed, then click “Assess and Update” under the “Case Co-pay Summary” table. When the



# ENROLLMENT & CO-PAYMENT

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user clicks “Assess and Update,” PELICAN CCW will navigate the user to the *Case Co-pay Detail* page and the user can change the co-pay amount.

The CCIS may assess a co-pay between enrollments by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Co-pay Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Co-pay row and click “Go.”
  - b. From within a case, click the “*Select...*” drop-down box, select “Co-payment” from the list and click “Go.”
2. In the Case Co-pay Summary section, click the radio button next to the case co-pay the CCIS must update.
3. Click “Assess” under the “Co-pay Assessment” table. This opens the *Case Co-pay Detail* page.
4. Enter the expected co-pay amount.
5. Enter the amount for one or more children for the applicable enrollment segment.
6. Enter an “Override Reason Code,” as applicable.

**NOTE:** The amount divided between all enrollments listed in the Enrollment Co-payment Assessment section must equal the expected co-pay amount.

7. Click “Save.”

To reassess the co-pay only, the CCIS must click the radio button of the co-pay the CCIS must reassess, and then click “Assess” under the “Enrollment Co-pay Assessment” table. When the user clicks “Assess,” PELICAN CCW will navigate the user to the *Case Co-pay Assessment Detail* page.

The CCIS must use the *Case Co-pay Assessment Detail* page to modify the case co-pay assessment. There are two versions of this page. If the user accesses the page from the *Case Co-pay Summary* page, the user can perform all of the functions above and set the new effective date for the reassignment.

# ENROLLMENT & CO-PAYMENT

**Case Co-Pay Assessment Detail**

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

**Case Co-Payment Details**

Expected CoPayment: \$15.00  
Override Reason Code:   
Effective Date: 08/10/2009  
End Date:

**Enrollment Co-Payment Assessment**

New Effective Date:

Status	Provider	Care Level	Amount	Override Reason	Effective Date	End Date
		OSA	15	Select ...	06/18/2012	
		OSA	15	Select ...	08/10/2009	06/17/2012
		OSA	0	Select ...	08/10/2009	06/17/2012

SAVE [X] CANCEL [X]

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If the user accesses the page from the *Case Co-pay Assessment Detail* page, the user can divide the co-pay between multiple children or enrollments, or reassign the co-pay to a different child. The user must click “Save” to store the changes regardless of which version of the page the user takes action.

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## 408.28.2 Assessing & Updating a Co-pay between Enrollments

The CCIS must use the *Case Co-pay Detail* page to override the case co-pay. The reasons to override case co-pay include, but are not limited to, overpayment collection, prospective employment, unresolved system issues and worker error.

The CCIS can access the *Case Co-pay Detail* page by clicking the radio button of the co-pay that must be changed, then clicking “Assess and Update” under the “Case Co-pay Summary” table.

When the user clicks “Continue” on the *Case Co-pay Detail* page, PELICAN CCW stores the changed co-pay amount and navigates the user to the *Case Co-pay Assessment Detail* page.

# ENROLLMENT & CO-PAYMENT

**Case Co-Pay Detail**

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

**Case Co-pay Detail**

Expected CoPayment \* 15

Override Reason Code \* Select ...

Effective Date \* 08/10/2009

End Date

CONTINUE [X] CANCEL [X]

**Enrollment Co-payment Assessment**

Name	Status	Provider	Care Level	Amount	Override Reason	Effective Date	End Date
				\$15.00		06/18/2012	
				\$15.00		08/10/2009	06/17/2012
				\$0.00		08/10/2009	06/17/2012

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The CCIS may assess a co-pay by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Co-pay Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the “Co/Record Number” in the “Co-pay” row and click “Go.”
  - b. From within a case, click the “*Select...*” drop-down box, select “Co-payment” from the list and click “Go.”
2. In the Case Co-pay Summary section, click the radio button next to the case co-pay the CCIS must update.
3. Click “Assess and Update.” This opens the *Case Co-pay Detail* page.
4. Enter the expected co-pay amount.
5. Enter a new “Effective Date.”
6. Click “Continue.”
7. Update the “Enrollment Co-payment Assessment Amount” for all relevant enrollments.

**NOTE:** The amount divided between all enrollments listed in the “Enrollment Co-pay Assessment” section must equal the expected co-pay amount.

8. Click “Save.”

# ENROLLMENT & CO-PAYMENT

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## NOTES:

- When the CCIS assesses/confirms eligibility for enrollment, PELICAN CCW removes all existing overrides and will issue an alert to the primary worker indicating, “one or more user-overridden future co-pay segments have changed.
- When the CCIS assesses/confirms eligibility for enrollment in “Open/Ongoing” mode, PELICAN CCW stabilizes the co-pay unless the co-pay amount decreases.
- PELICAN CCW will apply an increase in the co-pay only when eligibility for enrollment is assessed/confirmed in “Open/Redetermination” mode.

When the co-payment exceeds the cost of care in a family with more than one child, the CCIS must manually split the co-payment among children or across providers, whichever benefits the family.

When the CCIS overrides the case co-pay, the CCIS must override the co-pay again, each time the CCIS assesses and confirms eligibility for enrollment because PELICAN CCW automatically removes the override when eligibility for enrollment is assessed and confirmed.

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## **408.28.3 Co-pay Decrease**

As specified in §§ 168.20(c) and 3041.104(c) (relating to child care co-pay and p/c co-pay requirements), “If the co-pay is decreased as the result of a redetermination or partial redetermination, the p/c will begin paying the reduced co-pay on the first day of the service week following the date of the redetermination or partial redetermination.”

**EXAMPLE: The redetermination is due on 9/10. The p/c reports a decrease in income and submits paystubs on Thursday, 5/15. The paystubs are within the most recent 6-week period. The CCIS enters the income in PELICAN CCW in Open/Ongoing mode/status, assesses and confirms eligibility. PELICAN CCW decreases the co-pay and establishes a co-pay effective date of Monday, 5/19.**

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When the CCIS decreases the case co-pay, the CCIS must complete the following steps in PELICAN CCW:

1. Process verification submitted by the p/c.
2. Enter the new income information.
3. Assess and confirm eligibility in Open/Ongoing status/mode.
4. Generate a Confirmation Notice notifying the p/c of the decreased co-pay.

The CCIS may need to decrease a p/c's co-pay when the p/c goes on maternity leave, if the p/c receives less income or must take unpaid leave.

**EXAMPLE:** A p/c is working and receiving care for her two children. She reports her last day of work is 1/19 because of her high-risk pregnancy. While on maternity leave, the p/c will be using the temporary disability leave available through her employer and will receive 80% of her pay. The p/c requests care while on maternity leave, so the CCIS overrides the co-pay to a lesser amount since the p/c will only receive 80% of her pay during the maternity leave. The CCIS generates a Confirmation Notice advising the p/c of the decreased co-pay effective the following Monday. The CCIS must also generate a revised Enrollment Summary notifying the provider of the reduced co-pay.

The process is slightly different when the co-pay decreases when a p/c is beginning maternity leave. See [Manual Section "408.30.2 - Maternity Leave - FT/LI/HS"](#), for additional information.

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See [Manual Section "408.34.3.22 - Questions - 408.28.3 - Co-pay Decrease"](#)

# ENROLLMENT & CO-PAYMENT

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## 408.28.4 Co-pay Increase & Stabilization

As specified in §§ 168.20(d) and 3041.104(e), “If the co-pay is increased as the result of a redetermination or partial redetermination, the p/c will begin paying the increased co-pay on the first day of the service week following the notification specified in § 3041.161(a) (relating to general notification requirements) advising the p/c of the co-payment increase.”

Between redeterminations, PELICAN CCW applies co-pay stabilization logic, which does not permit an automatic increase in co-pay based upon an increase in income. Co-pay stabilization logic reinforces the regulation specified in § 3041.127 (relating to p/c report of change), which states that a p/c is not required to report increases in income until the scheduled redetermination is due.

### EXCEPTIONS:

In the following situations, the CCIS ***MUST*** process the changes in “Full Redetermination” mode in order to ensure PELICAN CCW correctly increases the co-pay:

1. A p/c marries the biological mother or father of the child and **the spouse moves into the household with the child.**
2. Foster parents adopt a foster child so the income of the foster parent(s) must be included in the eligibility and co-pay determination processes.
3. **A case transfers from TANF to Former TANF and the co-pay must be correctly assessed.**

However, when the TANF E&T status changes from an unpaid activity to a paid activity, PELICAN CCW knows *not* to apply co-pay stabilization in this situation and instead uses co-pay waiver logic to determine the correct co-pay effective date and amount.

See [Manual Section “408.31.1 – TANF Co-pay Waiver,”](#) for additional information regarding the requirements related to TANF co-pay waiver.

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[See Manual Section “408.34.3.23 – Questions – 408.28.4 – Co-pay Increase & Stabilization”](#)

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## 408.28.5 Advance Co-pay

As specified in **3041.104(a)**, “A p/c whose child is authorized for subsidy is required to pay a co-pay and an equivalent advance co-pay to the provider. Only the co-pay is due thereafter.”

### EXCEPTIONS:

1. An employed p/c who is receiving subsidized child care under the TANF child care program is ***NOT*** required to pay an advance co-pay. The advance co-pay requirement applies to the LI, FT and HS child care programs only.
2. **As specified in 3041.104(b), “A p/c who transfers from TANF shall pay a co-pay and an equivalent advance co-pay to the provider.”**

NOTE: The advance co-pay is due no later than the redetermination due date for the first redetermination scheduled following the transfer.

The provider is required to collect an advance co-pay from the p/c at the time of enrollment and refund it upon termination. In addition, the provider is required to adjust the amount of the advance co-pay as specified in **§§ 3041.104(d) and (e)**.

**As specified in § 3041.104(d), “If the co-pay is decreased as the result of a redetermination or partial redetermination, the provider will refund to the p/c the difference between the current advance co-pay and the decreased co-pay on the first day of the service week following the redetermination or partial redetermination.”**

EXAMPLE: The co-pay is \$41. The CCIS completes a partial redetermination on 8/8/12 based upon income verification submitted by the p/c indicating reduced income. The CCIS must decrease the co-pay from \$41 to \$19. The CCIS generates and sends to the p/c a Confirmation Notice notifying the p/c of the co-pay decrease effective the following Monday. The provider is required to refund to the p/c \$22 no later than 8/13/12 (i.e., the Monday following the completion of the partial redetermination).

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As specified in § 3041.104(e), “If the co-pay is increased as the result of a redetermination, the p/c is required to pay the difference between the current advance co-pay and the increased co-pay no later than the first day of the service week following expiration of the notification period (i.e., 13 days plus a Monday following the date the CCIS sends the Confirmation Notice to the p/c notifying the p/c of the co-pay increase).”

EXAMPLE: The co-pay is \$41. The CCIS completes a redetermination on 8/8/12. The CCIS must increase the co-pay from \$41 to \$61. The CCIS generates and sends to the p/c a Confirmation Notice notifying the p/c of the co-pay increase effective 8/27/12 (i.e., 13 days plus a Monday following expiration of the notice period). The p/c is required to pay \$20 (i.e., the difference between the increased and the advance co-pay) to the provider no later than 8/27/12.

Providers ***MUST*** collect advance co-pays for all new enrollments established under the LI, FT or HS child care programs.

If a p/c fails to pay the advance co-pay, the provider is required to report this delinquency to the CCIS. However, the CCIS will ***NOT*** enter delinquent advance co-pays on the *Case Co-pay Delinquency* page in PELICAN CCW because the system is not designed to accommodate advance co-pays or advance co-pay delinquencies. Instead, the CCIS ***MUST*** complete the following steps:

1. Determine whether the advance co-pay is truly delinquent based upon the child care program under which the enrollment is established. Refer to the “Exceptions” above. If the delinquency is correct, proceed with the steps below.
2. Assess eligibility by navigating to the *Child Care Program* page, ensure the appropriate child care program is selected and click “Assess.”
3. Click “Update” on the *Family Composition Eligibility Results* page to add a failure reason code.
4. Select failure reason code “938 – Delinquent Co-pay – Advance Co-pay – AA” and click “Save” on the *Failure Reason Codes* page.
5. Override eligibility on the *Family Composition Eligibility Results* page by changing the family composition “Eligibility Status” from “Eligible” to “Ineligible,” selecting an override code of “Outside System Scope,” entering an override comment and clicking “Confirm.”



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If a p/c fails to pay both the advance co-pay and the weekly co-pay, the CCIS will **NOT** enter a delinquent advance co-pay on the *Case Co-pay Delinquency* page in PELICAN CCW. Instead, the CCIS **MUST** complete the following steps:

1. Determine whether the advance co-pay is truly delinquent based upon the child care program under which the enrollment is established. Refer to the “Exceptions” above. If the delinquency is correct, proceed with the steps below.
2. Enter the co-pay delinquency for the first week’s co-pay on the *Case Co-pay Delinquency* page.
3. Deselect “CC Request” for each child in the case on the *Care Request* page and click “Save.”
4. Assess eligibility by navigating to the *Child Care Program* page, ensure the appropriate child care program is selected and click “Assess.”
5. Click “Update” on the *Family Composition Eligibility Results* page to add failure reason code “938 – Delinquent Co-pay – Advance Co-pay – AA” and click “Save” on the *Failure Reason Codes* page.
6. Click “Confirm” on the *Family Composition Eligibility Results* page.

PELICAN CCW does not assess a co-pay for the first week of a mid-week enrollment because it may only assess a co-pay on a Monday. Therefore, PELICAN CCW does not deduct the first week’s co-pay from the total payment for that week of care. If the child does not begin care on a Monday, **the provider will not collect the co-pay for the first week.** The provider is receiving the full payment for enrolled days from the CCIS. To collect the co-pay in addition to what the CCIS has paid would result in an overpayment to the provider.

However, when the CCIS notifies the provider and p/c of the amount of the weekly co-pay via the Enrollment Summary, the provider must collect the equivalent advance co-pay from the p/c.

**EXAMPLE:**

The child is scheduled to begin care at ABC Child Care Center on Wednesday, 8/15/12. The child’s enrollment schedule is Monday through Friday. The co-pay is \$28.00 and is effective Monday, 8/20/12. The daily maximum child care allowance is \$31.00. For the first week of care (i.e., three days) the CCIS will pay the provider \$93.00 (i.e., \$31.00/day × 3 days). A co-pay is not deducted for the first week. The provider has been paid the full amount owed for these 3 days of care and will not collect a co-pay from the p/c. The provider will collect the \$28.00 advance co-pay no later than 8/20/12.

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As specified in § 3041.104(g), “The advance co-pay is refunded upon termination of subsidy if the p/c has met applicable requirements of 55 Pa.Code, Chapter 3041.”

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[See Manual Section “408.34.3.24 – Questions – 408.28.5 – Advance Co-pay”](#)

## 408.28.6 Co-pay Exceeds Cost of Care

As specified in §§ 168.20(e), 3041.108(c) and 3041.109(b), “If co-pays for one month are equal to or exceed the monthly payment for care, the family is not eligible for subsidized child care with that provider.”

The CCIS must consider the following questions prior to failing a case due to co-pay exceeding the cost of care. If the CCIS answers “No” to any of the following questions, the CCIS may not determine the case ineligible.

1. Are there only four Mondays in the month?

EXAMPLE:

Child enrolled effective 12/3. Schedule is Monday, Wednesday & Friday. Cost of Care = \$45. Co-pay = \$10/week. Total Co-pay for Service Period = \$50; however, the last week’s co-pay in August should be counted as the first week’s co-pay in September. Total Adjusted Co-pay for Service Period = \$40.

DECEMBER 2012							
Wk	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1							1
2	2	3	4	5	6	7	8
3	9	10	11	12	13	14	15
4	16	17	18	19	20	21	22
5	23	24	25	26	27	28	29
6	30	31					

2. Is the co-pay assigned to the child with the highest cost of care?

EXAMPLE:

Case consists of mother and three children. Two are enrolled in a center Monday through Friday at \$25/day. The youngest is enrolled with an R/N on Fridays at \$10/day and is with his father (not in the home) Monday through Thursday. Co-pay is \$15/week. Total Cost of Care = \$1040 (\$1,000 for Child 1 & 2 + \$40 for youngest child). Cost of Care for the youngest child = \$40. Total Co-pay for Service Period = \$60. Case is ineligible if co-pay is assigned to the youngest child, but is eligible if assigned to one of the other children.

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3. Is the co-pay split among the children and/or across providers appropriately?

EXAMPLE:

Case consists of mother and three children. Two of the children are enrolled in a child care center Monday through Friday at \$25/day. The youngest, a newborn, is cared for by an R/N on Friday at \$10/day and is cared for by the father (not residing in the home) Monday through Thursday. Co-pay = \$15/week. Total Cost of Care = \$1040 (\$1,000 for Child 1 & 2 + \$40 for youngest child). Cost of Care for the youngest child = \$40. Total Co-pay for Service Period = \$60. Case is ineligible if co-pay is not split among children and across providers.

When the CCIS believes there is an issue regarding the co-pay exceeding the cost of care, the CCIS must ensure that the co-pay is assessed between children appropriately by completing the following steps in PELICAN CCW:

1. Navigate to the *Co-pay Detail* page.
2. Review the co-pay amount.
3. Split the co-pay between the children in the case and assign the largest portion of the co-pay segment to the youngest child in regulated care or the child with the most expensive cost of care.
4. Review the Maximum Child Care Allowances (MCCA) to ensure the segment assigned is less than the MCCA rate.

The CCIS can prevent this error by distributing the co-pay between the children in the family and assigning the largest portion of the co-pay segment to the youngest child in regulated care or the child with the most expensive cost of care. Remember that regulated providers are more likely to charge more; therefore, higher assessed co-pays should be given to children in regulated care.

The CCIS must release and view all Enrollment Summaries if there is a question to assure co-pay does not exceed the cost of care.

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[See Manual Section “408.34.3.25 – Questions – 408.28.6 – Co-pay Exceeds Cost of Care”](#)

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## 408.28.7 P/C Co-pay Requirements

As specified in § 168.20, the following are p/c co-pay requirements related to the TANF child care program:

- (a) “The employed TANF budget group shall pay the required co-pay toward the cost of child care.
- (b) The co-pay is due on the first day of the service week and each week thereafter regardless of the day the p/c enrolls the child.
- (c) If the co-pay is decreased as the result of a redetermination or partial redetermination, the p/c will begin paying the reduced co-pay on the first day of the service week following the date of the redetermination or partial redetermination.
- (d) If the co-pay is decreased as the result of a redetermination or partial redetermination, the provider will refund to the p/c the difference between the current advance co-pay and the decreased co-pay on the first day of the service week following the redetermination or partial redetermination.

A p/c receiving child care under the FS/SNAP child care program is **NOT** required to pay a co-pay.

As specified in § 3041.104, the following are p/c co-pay requirements related to the LI, FT and HS child care programs:

- (a) “A p/c whose child is authorized for subsidy is required to pay a co-pay and an equivalent advance co-pay to the provider. Only the co-pay is due thereafter.
- (b) A p/c who transfers from the TANF program must pay the equivalent advance co-pay to the provider no later than the redetermination due date for the first redetermination scheduled following the transfer.
- (c) If the co-pay is decreased as the result of a redetermination or partial redetermination, the p/c will begin paying the reduced co-pay on the first day of the service week following the date of the redetermination or partial redetermination.

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- (d) If the co-pay is decreased as the result of a redetermination or partial redetermination, the provider will refund to the p/c the difference between the current advance co-pay and the decreased co-pay on the first day of the service week following the redetermination or partial redetermination.
- (e) If the co-pay is increased as the result of a redetermination, the p/c is required to pay the difference between the current advance co-pay and the increased co-pay no later than the first day of the service week following expiration of the notification period (i.e., 13 days plus a Monday following the date the CCIS sends the Confirmation Notice to the p/c notifying the p/c of the co-pay increase).
- (f) The co-pay is due on the first day of the service week and each week thereafter regardless of the day the p/c enrolls the child."

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## 408.29 DELINQUENT CO-PAY

As specified in [§ 168.21](#) (relating to ineligibility for failure to pay co-pay), "Ineligibility for child care payment results when the TANF budget group is employed and fails to pay the required co-pay toward the cost of child care. The TANF budget group is ineligible until overdue co-pays are paid or satisfactory arrangements to pay overdue co-pay are made with the provider."

As specified in [§ 3041.105](#) (relating to delinquent co-pay):

- (a) "A co-pay is delinquent if it is not paid by the last day of the service week.
- (b) On the day the provider reports the co-pay is delinquent, the eligibility agency shall notify the p/c in writing that action will be taken to terminate subsidy for the child.
- (c) If a co-pay is delinquent, the first payment paid during a week is applied to the current week's co-payment. Subsequent payments during a week are applied to the delinquent co-payment."

NOTE: Per policy, the regulations set forth in [§ 3041.105](#) apply to cases consisting of a TANF employed budget group for which PELICAN CCW assesses a co-pay.

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A co-pay is considered delinquent if it is not paid by the last day of the service week. The provider is required to notify the CCIS of the delinquent co-pay on the day it is delinquent or by the next business day following the delinquency. On the day the provider notifies the CCIS of the co-pay delinquency, the CCIS will send an AA to the p/c.

**If the provider attempts to report more than one delinquent co-pay, the CCIS will inform the provider that untimely reporting of a delinquent co-pay negates the delinquency and the CCIS is unable to penalize the p/c when the provider does not report a delinquent co-pay timely.**

**EXAMPLE: A p/c's co-pay is due on Monday, 12/8. On 12/12, the p/c has still not paid the co-pay for that week. The provider speaks with the p/c on 12/15 and the p/c promises to pay last week's co-pay and this week's co-pay on 12/19 so the provider does not report the delinquency. On 12/19, the child is absent and the p/c does not come in to pay the delinquent co-pays. The p/c calls the CCIS on 12/22 to report two delinquent co-pays for the weeks of 12/8 and 12/15. The CCIS explains the policy regarding when to report a delinquent co-pay. The CCIS enters a delinquent co-payment for the week of 12/15 into PELICAN CCW and generates an AA. In order to resolve the AA, the p/c must pay the delinquent co-pay for the week of 12/15 and the current week's co-pay (i.e., for the week of 12/22) by 1/5, which is when the AA period expires.**

As specified in [§ 3041.106](#) (relating to eligibility agency responsibilities regarding co-pay), the following are eligibility agency responsibilities related to delinquent co-pay:

- (a) "The eligibility agency shall generate notices based on delinquent co-pays.
- (b) The eligibility agency shall send the provider a copy of each notice issued to a p/c whose child is enrolled with the provider.
- (c) When a co-pay is reported to the eligibility agency as delinquent, the eligibility agency shall mail a notice to the p/c, on a form provided by the Department. The notice must state that service will be terminated on a date set forth on the notice, which shall be the first day after 10 calendar days following the date of the written notice, unless the delinquent co-pay is paid by that date.
- (d) A family whose subsidy is terminated for failure to make required co-pays may not be reauthorized for subsidy until all outstanding co-pays have been paid in full.

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**NOTE:** Per policy, the regulations set forth in [§ 3041.106](#) apply to cases consisting of a TANF employed budget group for which PELICAN CCW assesses a co-pay.

When a family that was previously determined ineligible due to delinquent co-pays appears in the CIS Inbox or submits an application for child care under the LI, FT or HS child care programs, the CCIS will:

1. Determine whether the delinquent co-pay(s) have been paid or satisfactory arrangements have been made with the provider to pay delinquent co-pays.
2. If the delinquent co-pay(s) were paid or satisfactory arrangements were made to pay, the CCIS must enter a resolution date in PELICAN CCW, click save, assess and confirm eligibility for enrollment.
3. If the delinquent co-pay(s) were not paid and satisfactory arrangements were not made to pay, the CCIS must enter a future resolution date of the 30<sup>th</sup> calendar day following the date the CCIS authorized the child from the Pre-Enrollment list and send the Initial Co-pay Delinquency Letter (manual letter).
4. If the p/c fails to pay the delinquent co-pay(s), the CCIS must:
  - a. Remove the future resolution date in PELICAN and click "Save."
  - b. Uncheck the child care request field using the reason of "Delinquent co-pay," click save, assess and confirm eligibility for enrollment. This will generate an AA.
  - c. Locally print the AA, include a copy of the 2<sup>nd</sup> Co-pay Delinquency Letter (manual letter) and send both to the p/c.
  - d. The CCIS will not enroll the child(ren) for any care in this situation.
5. If the p/c and/or the CCIS is unable to locate the provider to whom the prior delinquent co-pay is owed to verify the delinquency was satisfied, the CCIS must enter a "Resolution Date," click "Save," assess and confirm eligibility for enrollment.

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[See Manual Section "408.34.3.26 – Questions – 408.29 – Delinquent Co-pay"](#)

# ENROLLMENT & CO-PAYMENT

## 408.29.1 Entering a Co-pay Delinquency

The CCIS can enter a co-pay delinquency reported by a provider from the *Case Co-pay Summary* page.

The screenshot shows the 'Case Co-Pay Delinquency' page in the Pennsylvania Child Care Works system. The page includes a navigation bar with 'HOME', 'PROVIDER', 'CASE', 'PAYMENTS', 'REPORTS', 'CORRESPONDENCE', and 'ADMINISTRATION'. Below the navigation bar, there are search and policy links: 'CLIENT SEARCH', 'ENROLLMENT SEARCH', 'INBOX HOME', and 'OCDEL POLICY'. The main content area is titled 'Case Co-Pay Delinquency' and features a table with columns: County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. Below this is an 'Individual Enrollment' table with columns: Name, Current Enrollment Status, Provider Name, Location Description, Co-pay Effective Date, Co-pay End Date, and Co-pay Amount. At the bottom, there is a 'Co-payment Delinquency' section with input fields for 'Delinquency Date' and 'Resolution Date', and 'SAVE' and 'CANCEL' buttons. The footer indicates 'System Acceptance Test | Version 13.0.0.269'.

To add a new co-pay delinquency, the user must click “New” in the “Co-pay Delinquency” section at the bottom of the *Case Co-pay Summary* page.

To record a payment/resolution of a co-pay delinquency, the user must click the co-pay delinquency hyperlink in the “Effective Date” column.

To record a delinquency, the user must select the affected enrollment, enter the date for the Monday of the service period in the “Delinquency Date” field and click “Save.”

When a provider reports that the p/c has paid the co-pay delinquency, the user must enter a date in the “Resolution Date” field and click “Save.”

The CCIS may ***NOT*** create a new enrollment for a case in which an active/unresolved delinquent co-pay is recorded.

When the user clicks the co-pay delinquency hyperlink in the “Effective Date” column on the *Case Co-pay Summary* page, PELICAN CCW navigates the user to the *Case Co-pay Delinquency Detail* page.

On the *Case Co-pay Delinquency Detail* page, the user can record a payment/resolution of a co-pay delinquency by entering a date in the “Resolution Date” field and click “Save.”



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**Case Co-Pay Delinquency Detail**

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

**Individual Enrollments**

Name  
Current Enrollment Status  
ProviderID  
Provider Name  
Location Description

**Co-payment Delinquency**

Delinquency Date  
Resolution Date

SAVE CANCEL DELETE

System Acceptance Test | Version 13.0.0.269

The CCIS may enter a co-pay delinquency by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Co-pay Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Co-pay row and click “Go;”
  - b. From within a case, click the “*Select...*” drop-down box, select “Co-payment” from the list and click “Go;”
2. Click “New.”
3. Click the radio button for the enrollment to which the co-pay delinquency is associated.
4. Enter the “Delinquency Date.”
5. Click “Save.”
6. Click the “*Select...*” drop-down box, select “Child Care Request” from the list and click “Go.”
7. Clear the “CC Request” checkbox for all children in the family.
8. Click the “Reason Ending Care” drop-down box and select “Delinquent Co-pay” from the list.
9. Click “Save.”
10. Reassess and confirm eligibility for enrollment.

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11. Return to the *Case Summary* page.
12. Select “Case Comment” from the drop-down box.
13. Enter a case comment, including the Correspondence ID for the notice.
14. Set a tracking date for the date that the AA is due as a reminder to either resolve the co-pay delinquency, or terminate subsidized child care for the case.

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## 408.29.2 Viewing Co-pay Delinquency History Records

The *Case Co-pay Delinquency History* page displays the historical records related to case co-pay delinquencies.

The screenshot shows the Pennsylvania Child Care Works interface. At the top, there is a navigation bar with links for HOME, PROVIDER, CASE, PAYMENTS, REPORTS, CORRESPONDENCE, and ADMINISTRATION. Below this is a search bar with options for CLIENT SEARCH, ENROLLMENT SEARCH, INBOX HOME, and OCDEL POLICY. The main content area is titled "Case Co-Pay Delinquency History" and features a table with the following data:

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

Below this table is a section titled "Co-payment Delinquency History" with a table that has columns for Delinquency Date, Resolution Date, Name, ProviderID, ProviderName, Location Description, Last Updated On, Last Updated By, and Deleted. The table contains two rows, both with "N" in the Deleted column.

At the bottom of the page, there is a footer that reads "System Acceptance Test | Version 13.0.0.269".

To view the history records for the co-pay delinquency, the CCIS must click “History.”

By default, PELICAN CCW lists the topmost co-pay delinquency record first. The CCIS must click the hyperlinks to view the histories of other co-pay delinquency records.

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## **408.29.3 Resolving a Delinquent Co-pay**

The CCIS may resolve a co-pay delinquency by completing the following steps in PELICAN CCW:

1. Navigate to the *Case Enrollment Summary* page using one of the following methods:
  - a. Click “Case” on the *Main Navigation bar*, enter the Co/Record Number in the Co-pay row and click “Go;”
  - b. From within a case, click the “*Select...*” drop-down box, select “Co-payment” from the list and click “Go;”
2. Click the “Effective Date” hyperlink.
3. Enter the “Resolution Date” under “Co-pay Delinquency.”
4. Click “Save.”
5. Click the “*Select...*” drop-down box, select “Child Care Request” from the list and click “Go.”
6. Select the “CC Request” checkbox for all children in the family.
7. Click the “Reason Ending Care” drop-down box and reset it by selecting “*Select...*” from the list.
8. Click “Save.”
9. Reassess and confirm eligibility for enrollment.
10. Return to the *Case Summary* page.
11. Select “Case Comment” from the drop-down box.
12. Enter a case comment as to the outcome of the delinquency.

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## **408.30 CO-PAY OVERRIDE**

The following subsections provide the policy and procedures related to co-pay override requirements.

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## 408.30.1 Overpayment Collection in an Active Case – LI/FT/HS

As set forth in § 3041.187(a) and (b) (relating to co-pay increase), “A co-pay increase for the purpose of collecting an overpayment may not exceed an amount greater than 5% of the family’s gross monthly income. If the p/c indicates to the CCIS that an increase to 5% would cause hardship to the family, the family and the CCIS may agree to a lesser amount. A p/c may choose to increase the co-pay beyond the amount specified in subsection (a) to repay an overpayment in a shorter period of time.”

NOTE: In a TANF case, the only available repayment option is a one-time payment of the full amount owed. **Repayment of an overpayment using an increase in co-pay is not permissible in a TANF case and the establishment of a co-pay in order to repay an overpayment is not permissible in a FS/SNAP case.**

When overriding the co-pay to collect an overpayment, the CCIS must use the “Overpayment Collection Case Co-pay” reason. If the increased amount of co-pay exceeds the cost of care, the CCIS may only increase the co-pay to an amount that does not exceed the cost of care. The CCIS must make other arrangements with the p/c to collect the remaining balance in a one-time payment. If the family has multiple children in care, the CCIS may also opt to split the increased co-pay amount between each of the children, so that each child’s assigned co-pay does not exceed his cost of care.

NOTE: Whether the co-pay amount is increased or split between multiple children in the family, each time the CCIS assesses eligibility on the case in the future, the CCIS will have to override the co-pay back to higher amount or reassign the split co-pay amount to each child receiving care in the case.

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[See Manual Section “408.34.3.27 – Questions – 408.30.1 – Overpayment Collection in an Active Case – LI/FT/HS”](#)

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## 408.30.2 Maternity Leave - LI/FT/HS

The CCIS must override the co-pay to the minimum amount **of \$5** when a single p/c reports maternity leave with no income from work.

The CCIS must assess and confirm eligibility, and manually generate a Confirmation Notice notifying the p/c of the change in the co-pay amount **following expiration of the p/c's maternity leave.**

**Once the p/c's maternity leave has expired, the p/c must pay the originally assessed co-pay (or less) on the Monday following the date the **Confirmation** Notice period expires.**

**When the CCIS decreases the case co-pay while a p/c is on maternity leave, the CCIS must complete the following steps in PELICAN CCW:**

- 1. File the income verification submitted by the p/c and note that information in the case comments.**
- 2. Do NOT enter the new income information; instead maintain the original income information.**

**NOTE: The CCIS may only decrease the co-pay amount to a minimum of \$5 and, upon expiration of the p/c's maternity leave, must be reinstated to the original co-pay amount assessed before the p/c began maternity leave.**

- 3. Navigate to the Case Co-pay Summary page and manually calculate the co-payment amount based on the income the p/c is actually receiving during maternity leave (income may be zero).**
- 4. Override co-pay to the manually calculated amount based on the income the p/c is actually receiving during maternity leave until the p/c returns to work.**
- 5. Generate and send a revised Enrollment Summary advising the p/c and provider of the decreased co-payment amount.**
- 6. Generate and send a Confirmation Notice regarding the decreased co-payment amount. The decreased co-payment will begin the following Monday (use citation/notice reason § 3041.104(c) - Co-payment decrease).**

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**EXAMPLE:**

A p/c is working and receiving care for her two children. She reports her last day of work is 1/19 because of her high-risk pregnancy. The p/c will be using the temporary disability leave available through her employer and will receive 80% of her pay. The p/c requests care while on maternity leave, so the CCIS overrides the co-pay to a lesser amount since the p/c will only receive 80% of her pay during the maternity leave. The CCIS generates a Confirmation Notice advising the p/c of the decreased co-pay effective the following Monday. The CCIS must also generate a revised Enrollment Summary notifying the provider of the reduced co-pay. On Day 82, the p/c contacts the CCIS to report she has returned to work and provides verification. The CCIS reviews her case information and assesses eligibility. Once eligibility is assessed/confirmed, PELICAN CCW will assess the co-pay at the full amount (and remove the co-pay override previously established by the CCIS), based on the p/c's income from her job. The CCIS generates a Confirmation Notice advising the p/c of the increased co-pay effective the Monday following the 13-day notice period. The CCIS must also generate a revised Enrollment Summary notifying the provider of the increased co-pay.

Please refer to [Manual 404 – Low-Income \(LI\), § 404.10.6 – Maternity Leave,](#) for additional information regarding co-pay and maternity leave.

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[See Manual Section “408.34.3.28 – Questions – 408.30.2 – Maternity Leave – LI/FT/HS”](#)

## **408.30.3 Disability Leave – LI/FT/HS**

The CCIS must override the co-pay to the minimum amount when a single p/c reports disability leave with no income from work.

The CCIS must assess and confirm eligibility, and manually generate a Confirmation Notice notifying the p/c of the change in the co-pay amount 13 days prior to the date the p/c is expected to return to work. The p/c must pay the originally assessed co-pay (or less) on the Monday following the date the notice period expires.

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[See Manual Section “408.34.3.29 – Questions – 408.30.3 – Disability Leave – LI/FT/HS”](#)

# ENROLLMENT & CO-PAYMENT

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## 408.30.4 Change in Income/Family Size – LI/FT/HS

“Change in Income/Family Size” is a **valid** co-pay override reason **only when the CCIS must override the co-pay at the time of an inter- or intra-county transfer because the co-pay must increase as a result of the redetermination completed just prior to the transfer.** The CCIS may ***NOT*** use this co-pay override reason in PELICAN CCW **for any other reason.**

When a new p/c moves into the household or a foster parent adopts a foster child, the CCIS must complete the following steps in PELICAN CCW:

1. Navigate to the *Family Composition Eligibility Results* page and note the family's next scheduled redetermination date.
2. Place the case in “OPEN/REDETERMINATION” mode by selecting “Full Redetermination” from the “*Select...*” drop-down box from any page within the case.
3. Update the appropriate demographic and/or income information.
4. Assess eligibility, but do ***NOT*** confirm the results.
5. Change the “Redetermination Date” back to the original date, which was noted earlier.
6. Confirm eligibility.

**NOTE:** When eligibility is confirmed, PELICAN CCW will assign a new co-pay based on the updated information, increasing or decreasing the co-pay, as appropriate.

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[See Manual Section “408.34.3.30 – Questions – 408.30.4 – Change in Income/Family Size – LI/FT/HS”](#)

# ***ENROLLMENT & CO-PAYMENT***

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## **408.30.5 Appeal**

When a p/c files an appeal related to an issue that influences the calculation of the income or co-pay, the CCIS must override the co-pay to an amount to the originally assessed amount that was effective prior to the p/c filing an appeal. The “Appeal” co-pay override reason is used for this purpose.

The CCIS must assess and confirm eligibility, and manually generate a Confirmation Notice notifying the p/c of the change in the co-pay amount upon the resolution of the appeal. The p/c must pay the originally assessed co-pay that would have been effective if the p/c had not filed an appeal on the Monday following the date the appeal is resolved.

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[See Manual Section “408.34.3.31 – Questions – 408.30.5 – Appeal”](#)

## **408.30.6 Worker or System Error**

When an incorrect co-pay is assigned due to a worker or system error and the CCIS is not easily able to correct the co-pay amount, the CCIS must override the co-pay to the correct amount using “Worker Error” or “System Error” as the co-pay override reason, as appropriate.

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[See Manual Section “408.34.3.32 – Questions – 408.30.6 – Worker or System Error”](#)

## **408.30.7 TANF Transfer**

“TANF transfer” is a system-generated co-pay override reason used when a case goes from TANF to TCA, TCA to FT or TANF to FT. The purpose of this co-pay override reason is to indicate within PELICAN CCW that the TANF or TCA grant amount must be included in the income calculation so the co-pay is assessed at the correct amount.

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[See Manual Section “408.34.3.33 – Questions – 408.30.7 – TANF Transfer”](#)



# **ENROLLMENT & CO-PAYMENT**

## **408.30.8 FPIG Change**

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

The CCIS must use the “FPIG Change” co-pay override reason, when necessary, when decreasing a co-pay in response to the annual Announcement, sent by OCDEL, announcing the new Income Limits and Co-pay Guidelines (Guidelines). These guidelines reflect the FPIG, which are the basis for annual revisions to income limits and co-pays.

When the co-pay increases as a result of the FPIG change, the CCIS may not increase the co-pay until the family’s next redetermination is completed.

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[See Manual Section “408.34.3.34 – Questions – 408.30.8 – FPIG Change”](#)

## **408.30.9 60-Day Invoice Deletion**

The CCIS must use the “60-Day Invoice Deletion” co-pay override reason in order to avoid incorrect payment to a provider when the CCIS must delete an invoice because the provider did not submit the invoice timely.

EXAMPLE:

1. Original Invoice									
Jul-12									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Gross Cost	Co-pay	
1	2	3	4	5	6	7	\$55.00	\$30.00	
8	9	10	11	12	13	14	\$55.00	\$30.00	
15	16	17	18	19	20	21	\$55.00	\$30.00	
22	23	24	25	26	27	28	\$55.00	\$30.00	
29	30	31					\$22.00	\$30.00	
							\$242.00	\$150.00	
							Month Invoice Total: \$92.00		
Aug-12									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
				1	2	3	4	\$33.00	\$0.00
5	6	7	8	9	10	11	\$55.00	\$30.00	
12	13	14	15	16	17	18	\$55.00	\$30.00	
19	20	21	22	23	24	25	\$55.00	\$30.00	
26	27	28	29	30	31		\$55.00	\$30.00	
							\$253.00	\$120.00	
Weekly Co-pay = \$30							Month Invoice Total: \$133.00		
Enrolled five days per week					Total July & August: \$495.00				
R/N rate = \$11									
Suppose that a child is enrolled for 5 days per week at the R/N then the July and August invoices would look like above.									

# ENROLLMENT & CO-PAYMENT

2. System Adjusted Invoice									
Jul-12									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Gross Cost	Co-pay	
1	2	3	4	5	6	7	\$55.00	\$30.00	
8	9	10	11	12	13	14	\$55.00	\$30.00	
15	16	17	18	19	20	21	\$55.00	\$30.00	
22	23	24	25	26	27	28	\$55.00	\$30.00	
29	30	31					\$22.00	\$22.00	
							\$242.00	\$142.00	
Month Invoice Total:								\$100.00	
Aug-12									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
			1	2	3	4			
5	6	7	8	9	10	11	\$0.00		
12	13	14	15	16	17	18	\$0.00		
19	20	21	22	23	24	25	\$0.00		
26	27	28	29	30	31		\$0.00		
Month Invoice Total:								\$0.00	
Weekly Co-pay = \$30									
Enrolled five days per week									
R/N rate = \$11									
							Total July & August:		\$242.00
<p>Now suppose that the provider does not submit the needed invoice for August within the required sixty days, but payment for July has already been issued.</p> <p>The system would adjust the co-pay for the last week in July to \$22 with the deletion of the August invoice. This would cause an adjustment that would require the CCIS to pay the provider \$8</p>									

3. CCIS Co-pay Adjusted Invoice									
Jul-12									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Gross Cost	Co-pay	
1	2	3	4	5	6	7	\$55.00	\$30.00	
8	9	10	11	12	13	14	\$55.00	\$30.00	
15	16	17	18	19	20	21	\$55.00	\$45.00	
22	23	24	25	26	27	28	\$55.00	\$45.00	
29	30	31					\$22.00	\$0.00	
							\$242.00	\$150.00	
Month Invoice Total:								\$92.00	
Aug-12									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
			1	2	3	4			
5	6	7	8	9	10	11	\$0.00		
12	13	14	15	16	17	18	\$0.00		
19	20	21	22	23	24	25	\$0.00		
26	27	28	29	30	31		\$0.00		
Month Invoice Total:								\$0.00	
Weekly Co-pay = \$30									
Enrolled five days per week									
R/N rate = \$11									
							Total July & August:		\$242.00
<p>In order to avoid the adjustment, the CCIS needs to override the co-pay for the week of July 16 &amp; 23 to \$45 and the week of July 30 to \$0, resulting in the above calculation. Thereby balancing against the original invoice.</p> <p>(The co-pay adjustment needs to be split to avoid surpassing the cost of care)</p>									

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[See Manual Section "408.34.3.35 - Questions - 408.30.9 - 60-Day Invoice Deletion"](#)

# ENROLLMENT & CO-PAYMENT

## 408.30.10 Income Overstated due to Grant Amount – TANF

The CCIS must use the “Income Overstated due to Grant Amount” co-pay override reason when PELICAN CCW incorrectly includes the TANF grant amount in the income calculation for a case that is transferring to the FT child care program.

EXAMPLE: The CCIS voluntarily closes a TANF case because the p/c did not respond to the Welcome Letter. The last update PELICAN CCW received for the case, failed. Later, the p/c applies for child care under the FT child care program and the case is reopened. PELICAN CCW incorrectly includes the TANF grant amount in the income calculation because there is no known end date for the budget or grant amount in PELICAN CCW.



[PELICAN Home](#) | [Child Care Works](#) | [Early Learning](#)  
[Home](#) | [R&R](#) | [Provider](#) | [Case](#) | [Payments](#) | [Reports](#) | [Correspondence](#) | [Administration](#)

[Client Search](#) | [Enrollment Search](#) | [Inbox Home](#) | [OCDEL Policy](#)

**Eligibility Detail** Select...

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
		CCIS of	Closed	Ongoing	, L	

**Eligibility Details**

**Family Composition**  
Child Care Program: Former TANF

Individual Number	Individual	Date of Birth
	, L	9/ /
	, J	8/ /
	, V	3/ /
	, A	8/ /

**Income Result**

Family Size	Adjusted Annual Income	%FPIG	FPIG Income	Income Unit	Income Test Result
4	\$21,756.00	99%	\$22,050.00	N/A	Pass

**Income Summary**

Parent/Caretaker	Source	Amount(Annual)
<b>Employment Income</b>		
, L	TURKEY HILL MINI MAKETS	+\$10,320.00
Gross Employment Income		+\$10,320.00
<b>Self-Employment Income</b>		
Gross Self-Employment Income		+\$0.00
<b>Other Income</b>		
, L	Social Security Benefits	+\$7,644.00
Gross Other Income		+\$7,644.00
<b>Income Deductions</b>		
Total Income Deductions		\$0.00
<b>Total Adjusted Medical Deduction</b>		+\$0.00
<b>Gross Annual Income</b>		+\$17,964.00
<b>Calculated Annual Deductions</b>		\$0.00
<b>Total Grant Amount</b>		+\$3,792.00
<b>Adjusted Annual Income</b>		+\$21,756.00

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[See Manual Section “408.34.3.36 – Questions – 408.30.10 – Income Overstated due to Grant Amount – TANF”](#)

# ENROLLMENT & CO-PAYMENT

## 408.31 CO-PAY WAIVER

The following subsections provide the regulations, policy and procedures related to co-pay waiver requirements.

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### 408.31.1 TANF Co-pay Waiver

A TANF budget group determined prospectively ineligible for TANF benefits as a result of starting employment will have the co-pay waived as specified in [§ 168.71\(1\)\(ii\)\(A\)](#) (relating to monthly payment determinations). The co-pay is waived from the first day of employment until the date of the discontinuance of TANF benefits. A TANF budget group determined prospectively eligible for TANF benefits when a p/c is starting employment will also have the co-pay waived as specified in [§ 168.71\(1\)\(ii\)\(B\)](#). The co-pay is waived from the first day of employment until the last day of the calendar month in which the first pay is received.

The co-pay waiver process for TANF employed cases is not automated within the PELICAN CCW system when a p/c begins employment. The CCIS must manually set the co-pay to \$0 for these cases and change the effective date as set forth in [§168.71\(1\)\(ii\)](#).

The co-pay waiver process for the TANF budget group is applicable only to those TANF cases which include a p/c who is:

1. Newly employed and continues to be eligible for TANF benefits; OR
2. Not paying a co-pay at the time TANF benefits end.

When a case meets the above conditions, the CCIS must waive the co-pay as follows:

1. **Co-pay established when TANF Ends** (*i.e., the Co-pay Effective Date is set and the CCIS sent the Confirmation Notice to the p/c notifying the p/c of the co-pay amount and effective date*) – The TANF co-pay waiver does not apply to TANF cases in which the p/c is working and paying a co-pay at the time TANF benefits end.
2. **Co-pay not established when TANF Ends** (*i.e., the CCIS has NOT sent the Confirmation Notice to the p/c notifying the p/c of the co-pay amount and effective date*) – Co-pay is waived for a TANF budget group determined prospectively ineligible for TANF benefits as a result of a parent starting employment. The co-pay waiver period begins on the 1<sup>st</sup> day of employment and ends on the date TANF benefits end. PELICAN CCW will establish the new co-pay effective date on the Monday following the date eligibility for enrollment is assessed and confirmed under FT.

# ENROLLMENT & CO-PAYMENT

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3. **Co-pay Not Established, TANF Ends then End Date is Lifted** *(i.e., the CCIS has NOT sent the Confirmation Notice to the p/c notifying the p/c of the co-pay amount and effective date)* – Co-pay is waived for a TANF budget group determined prospectively ineligible for TANF benefits as a result of a parent starting employment. The co-pay waiver period begins on the 1<sup>st</sup> day of employment and ends on the date TANF benefits end. PELICAN will establish the new co-pay effective date on the Monday following the date eligibility for enrollment is assessed and confirmed under FT. However, when the CCIS later receives an update that lifts the TANF end date, the CCIS must modify the co-pay effective date to the Monday following the last day of the calendar month in which the 1<sup>st</sup> pay is received.
4. **Co-pay Not Established and TANF Continues** *(i.e., the CCIS has NOT sent the Confirmation Notice to the p/c notifying the p/c of the co-pay amount and effective date)* – Co-pay is waived for a TANF budget group determined prospectively eligible for TANF benefits as a result of a p/c starting employment. The co-pay waiver period begins on the 1<sup>st</sup> day of employment and ends on the last day of the calendar month in which the 1<sup>st</sup> pay is received.
5. **Co-pay Not Established but a Co-pay Effective Date is Set and TANF Continues Temporarily** *(i.e., the CCIS has NOT sent the Confirmation Notice to the p/c notifying the p/c of the co-pay amount and effective date)* – Co-pay is waived for a TANF budget group determined prospectively eligible for TANF benefits as a result of a p/c starting employment. The co-pay waiver period begins on the 1<sup>st</sup> day of employment and ends on the last day of the calendar month in which the 1<sup>st</sup> pay is received. However, when the CCIS establishes the co-pay waiver period and later receives an update indicating that TANF is closing prior to the co-pay effective date, the CCIS must shorten the co-pay waiver period. The CCIS must modify the co-pay waiver period to end on the date TANF benefits end.

The intent of the co-pay waiver period is that it typically encompasses a 13-day notification period. The CCIS may not add a 13-day notification period to the waiver period.

However, if the CCIS receives a late update and the remainder of the co-pay waiver period is less than 13 days or if the co-pay waiver period has expired, the CCIS must give the p/c 13 days advance notice of the change in co-pay.

# ***ENROLLMENT & CO-PAYMENT***

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When determining the co-pay waiver period, the co-pay is “established” once the CCIS sends the Confirmation Notice to the p/c notifying the p/c of the amount of the co-pay and the effective date. Once the co-pay is established, the waiver period that is set stands regardless of whether additional updates are received that could potentially modify the waiver period.

When waiving the co-pay, the CCIS must manually generate a Confirmation Notice to notify the p/c of the waiver period, the co-pay effective date and the co-pay amount. The CCIS must also enter a case comment that indicates the following:

1. The circumstances of the case, which cause the case to be eligible for a co-pay waiver.
2. The begin date of the co-pay waiver period.
3. The end date of the co-pay waiver period.
4. The co-pay effective date.
5. The amount of the co-pay.

To confirm whether PELICAN CCW actually used the co-pay waiver logic when determining the “Co-pay Effective Date,” the CCIS should refer to the *Case Co-pay Summary* page.

If PELICAN CCW used the waiver logic (rather than the 13-day advance notice logic), one of the two following reasons will display in the “Override Reason” box:

- TANF – Benefits Ending
- TANF – New Employment (used when TANF benefits are continuing)

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**[See Manual Section “408.34.3.37 – Questions – 408.31.1 – TANF Co-pay Waiver”](#)**

# ENROLLMENT & CO-PAYMENT

## 408.31.2 Prospective Employment - LI/FT/HS

As specified in [§ 3041.44](#) (relating to prospective work, education and training), “Subsidy may not begin until the p/c begins works, education or training.”

As specified in [§ 3041.103\(c\)](#) (relating to adjusted co-pay for prospective work), “A single p/c who applies for subsidized child care and who reports prospective work is not required to pay a co-pay until the p/c receives income from work.

NOTE: If a p/c receives other income, PELICAN CCW will establish the co-payment based on that income and the waiver would not apply.

When a single p/c who applies for subsidy reports prospective work ***OR when a single p/c who receives subsidy reports prospective work following a job loss***, the CCIS must manually waive the co-pay by completing the following steps in PELICAN CCW:

1. Complete steps 1 – 9 in [Manual Section “408.28.1-Assessing & Updating a Co-pay.”](#)
2. Manually generate a Confirmation Notice using the following reasons:

<input checked="" type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.3	Prospective employment/education/training
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, §§ 3041.3 and 3041.64(d)	Self-declaration
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.3	Training program does not meet definition
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, §§ 3041.12(c) and 3041.76	No documentation for a 13 year old with a disability
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, §§ 3041.12(c) and 3041.76	Documentation needed for a change in care level for a child with a disability
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.12(c)	Confirmation of change in care level for a child with a disability
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, §§ 3041.13(b) and 3041.51(e)	Ineligible Head Start provider
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.15(d)	Additional charges
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.16(b)	Decrease in Days/Hours - Publicly Funded Ed. Prog Available
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.16(e)	Ineligible Provider - 30 days
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.18(b)	Child not attending based on need
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.19(c)	25 Days of Absence
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.20(1)	60 day period following loss of work
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.20(1)	60 day period following graduation
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.20(2)	Maternity leave
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.20(3)	Break in work/education/training
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.21	Reason for suspended subsidy request not defined
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.21	Confirmation of suspended subsidy
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, §§ 3041.22(a) and 3041.22(b)	Confirmation of suspension following disruption - loss of certification
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.22(c)	Placement on a waiting list following the disruption of care
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.33(5)	Unable to apply step-parent deduction
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.33(6)	Unable to apply other deductions
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.42	Sent application to the wrong CCIS
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.42	Transfer to another CCIS
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, §§ 3041.44(a) (1) and 3041.44(b)	Ongoing - Prospective work/education/training confirmation - 30 days
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, §§ 3041.44(a) (1) and 3041.44(b)	Ongoing - Prospective work/education/training confirmation - 60 days
<input checked="" type="checkbox"/>	55 Pa.Code, Chapter 3041, §§ 3041.103 (c) and 3041.45	Intake/single p/c - waiver of co-payment for prospective employment
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, §§ 3041.103 (d) and 3041.45	Ongoing/single p/c - minimum co-payment for prospective employment

# ENROLLMENT & CO-PAYMENT

3. Select the “Display Selections” indicator on the Create New Correspondence page and click “Go.”

**Variable Fields - Applies to All Correspondence Versions**

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

**Select Notice Reasons**

<input checked="" type="checkbox"/> 55 Pa.Code, Chapter 3041, § 3041.3	The verification you submitted to the CCIS indicates that a parent or caretaker in your family has reported prospective employment or enrollment in an education or training program. Your prospective employment, education or training must begin no later than <input type="text" value="11/05/2012"/> in order to maintain your family's eligibility for subsidized child care.
<input checked="" type="checkbox"/> 55 Pa.Code, Chapter 3041, §§ 3041.103(c) and 3041.45	You reported prospective employment; therefore your \$ <input type="text" value="46"/> co-payment will be waived until <input type="text" value="11/26/2012"/> . Effective <input type="text" value="11/26/2012"/> , you must begin paying your \$ <input type="text" value="Repeated"/> co-payment. You must also notify the CCIS of the actual amount of payment no later than <input type="text" value="12/03/2012"/> in order to maintain your family's eligibility for subsidized child care.

[SAVE](#) [CANCEL](#)

4. Populate each of the variable text fields, as appropriate and click “Save.”
5. Generate an Enrollment Summary for each child in the case.
6. Set a tracking date alert as a reminder to determine whether the p/c submitted income verification related to the receipt of the first pay.

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[See Manual Section “408.34.3.38 – Questions – 408.31.2 – Prospective Employment – LI/FT/HS”](#)

## 408.31.3 Domestic & Other Violence – LI/FT/HS

As specified in [§ 3041.91\(a\)](#) (relating to general domestic violence waiver requirements), “The eligibility agency shall grant a domestic violence waiver to a p/c who is the victim of past or present domestic violence or the threat of domestic violence.

As specified in [§ 3041.91\(e\)](#) (relating to general DV requirements), “the eligibility agent may grant a DV waiver for a maximum of 183 days.

The CCIS ***MAY*** grant a waiver of the co-pay requirement for up to 183 days. However, the CCIS must establish the waiver period based upon discussions with the p/c regarding the p/c’s needs.



# ENROLLMENT & CO-PAYMENT

The CCIS may ***NOT*** automatically establish the full waiver timeframes in every circumstance.

**EXAMPLE:** Based on discussions with the p/c, a waiver of payment of the co-payment is granted. The p/c explains there should be sufficient money to begin payment of the co-payment in about three months, based on the income coming into the household and planned expenses. The CCIS establishes a waiver period of three months. If the waiver period requires an extension later, the CCIS may extend the waiver period for up to the 183<sup>rd</sup> day.

**“The eligibility agency shall act on a p/c’s waiver request no later than 15 calendar days following the date the p/c requests the waiver,” as specified in § 3041.93 (relating to time frame for waiver determinations).**

When a p/c requests and is granted a waiver of the co-pay based on domestic and other violence, the CCIS must manually waive the co-pay by completing the following steps in PELICAN CCW:

1. Complete steps 1 – 9 in **Manual Section “408.28.1-Assessing & Updating a Co-pay.”**
2. Manually generate a Confirmation Notice using the following reasons:

<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.75	DV not verified
<input checked="" type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.91(e)	Granture of DV Waiver
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.91(c)	Domestic violence waiver of an eligibility requirement that may not be waived
<input type="checkbox"/>	55 Pa.Code, Chapter 3041, § 3041.91(d)	Domestic violence waiver of income verification

3. Select the “Display Selections” indicator on the Create New Correspondence page and click “Go.”

You requested and were granted a domestic and other violence waiver from the	
55 Pa.Code, Chapter 3041, § 3041.91 (e)	<input type="text"/> requirement. Your waiver period will expire on <input type="text"/> . You must meet the <input type="text"/> requirement no later than <input type="text"/> in order to maintain your family's eligibility for subsidized child care. For additional information regarding what you must do to meet the <input type="text"/> requirement, please contact our office.

4. Populate each of the variable text fields, as appropriate and click “Save.” See below for an example of the notice language.

# ENROLLMENT & CO-PAYMENT

CCIS of Dauphin County 999 North 99th Street Harrisburg, PA 17103		<b>CONFIRMATION NOTICE</b>	<b>Notice ID:</b>	Page 1 of 4						
<b>CCIS RETURN ADDRESS</b>	<b>CASELOAD:</b>		<table border="1"><tr><td>CO</td><td>RECORD</td><td>CAT</td></tr><tr><td>22</td><td></td><td>CC</td></tr></table>	CO	RECORD	CAT	22		CC	
CO	RECORD	CAT								
22		CC								
TELEPHONE: (423) 238-3337			DATE: 10/23/2012							
RYAN 333 MARKET ST HARRISBURG, PA 17101-2210										
<b>IMPORTANT APPEALS INFORMATION IS ENCLOSED IN THIS PACKET</b>										
OUR OFFICE HAS TAKEN THE FOLLOWING ACTION CONCERNING YOUR CHILD CARE BENEFITS:										
<b>SECTION A: Individuals</b>										
<b>Name</b>	<b>Eligibility Status</b>	<b>Eligibility End Date</b>								
, RYAN	Eligible Adult	N/A								
, CHASE	Eligible Child	N/A								
55 Pa.Code, Chapter 3041, § 3041.91(e)	You requested and were granted a domestic and other violence waiver from the weekly co-payment requirement. Your waiver period will expire on 11/26/2012. You must meet the weekly co-payment requirement no later than 11/26/2012 in order to maintain your family's eligibility for subsidized child care. For additional information regarding what you must do to meet the weekly co-payment requirement, please contact our office.									

5. Generate an Enrollment Summary for each child in the case.
6. Set a tracking date alert to correspond with the next scheduled redetermination to remove the co-pay override and establish a co-pay effective date.

[Return to Table of Contents](#)

[See Manual Section "408.34.3.39- Questions - 408.31.3 -Domestic & Other Violence - LI/FT/HS"](#)

## 408.32 DEPARTMENT'S PAYMENT

As specified in [§ 3041.102](#) (relating to Department's payment), "The payment rate is the daily amount paid to a child care provider for services delivered to a child who is eligible for subsidized child care. If the co-pay does not exceed the payment rate for care, the difference between the payment rate and the weekly co-pay is the Department's payment for subsidized child care. If the Department's weekly payment to the provider is less than \$5, the family is not eligible for subsidized child care with that provider."

# ***ENROLLMENT & CO-PAYMENT***

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If during the invoicing process, the CCIS discovers the weekly payment to a provider will be less than \$5, the CCIS must inform the p/c the family is ineligible for subsidized child care with that provider. The family may continue to qualify if the p/c selects an eligible child care provider for which the Department's payment exceeds \$5 per week.

## **EXAMPLES:**

1. The family consists of a mother and her school-age child. Family size of 2. The family is using a provider for school-age, part-time care, eligible for 3 days/week during the school year. Cost of care is \$10/day and the family's weekly co-payment \$28/week. Department's payment is \$2/week so the family is ineligible for subsidized child care with that provider. Family chooses to transfer child to an eligible provider whose cost of care is \$15/day resulting in the Department's payment of \$15/week so the family is eligible to continue receiving subsidy.
2. The family has a varied work schedule with an every two-week rotation of 3 days, 5 days. Weekly co-payment is \$35. Cost of care is \$10/day. The family qualifies for subsidized child care every other week since the Department's payment is less than \$5 on the off weeks.

The CCIS must consider the following prior determining a family ineligible when the Department's payment is less than \$5/week:

- √ Provider does not charge for closures.
- √ Suspended days.
- √ Unpaid absences.

[Return to Table of Contents](#)

[See Manual Section "408.34.3.40- Questions - 408.32 -Department's Payment"](#)

# ENROLLMENT & CO-PAYMENT

## 408.33 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.

### 408.33.1 Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

[Return to Table of Contents](#)

# ENROLLMENT & CO-PAYMENT

408.33.2 [Updates](#)

DATE ISSUED	UPDATE NUMBER	TITLE

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408.33.3 Communiqués

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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408.33.4 Additional Resources

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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# ***ENROLLMENT & CO-PAYMENT***

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## **408.34      TRAINING GUIDE**

This section contains information pertinent to training the Enrollment & Co-payment Manual Section. The following subsections contain the goals and objectives of the manual section, as well as helpful question and answer checkpoints.

### **408.34.1      Goals**

The information in this section contains the goals with regard to enrollment and co-pay requirements. The following are the goals of this manual section:

1. To efficiently and effectively manage the subsidized child care program.
2. To efficiently and effectively perform the CCIS responsibilities related to enrollment and co-pay.

[Return to Manual Section “408.3 – Goals & Objectives”](#)

### **408.34.2      Objectives**

The information in this section contains the objectives with regard to enrollment and co-pay requirements. The following are the objectives of this manual section:

1. To understand how to pre-enroll, authorize and enroll a child and maintain that child’s enrollment.
2. To understand how to enter a standard schedule, an average schedule and a non-standard repeating schedule.
3. To understand how summer and school-year schedules are used.
4. To understand when it is appropriate to use a sleep-time enrollment.
5. To understand when it is appropriate to suspend an enrollment and apply the appropriate timeframes when suspending.
6. To understand how to effectively and efficiently average schedules to ensure the most accurate payment.
7. To understand when it is appropriate to use TANF short-term care.
8. To understand enrollment stabilization as it applies to TANF and FS/SNAP cases.
9. To understand how to assign a co-pay, as well as enter and resolve co-pay delinquencies.
10. To understand when it is appropriate to override or waive a co-pay.

[Return to Manual Section “408.3 – Objectives”](#)



# ***ENROLLMENT & CO-PAYMENT***

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## **408.34.3 Section Checkpoint Questions**

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

### **408.34.3.1 Questions- 408.1 - General Policy & Regulation**

1. A subsidy-eligible family may receive child care during the hours the child needs care while the p/c:
  - a. Works.
  - b. Participates in education.
  - c. Participates in training.
  - d. Travels to and from work, education or training.
  - e. Requires uninterrupted sleep time because the work shift ends between the hours of 12 a.m. and 9 a.m.
  - f. All of the above.
2. For a period of how many minutes, may the p/c receive subsidized child care for travel time each way?
  - a. 30.
  - b. 45.
  - c. 60.
  - d. 90.
3. How long does the CCIS have to determine eligibility in PELICAN CCW following the receipt of an application?  
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# ***ENROLLMENT & CO-PAYMENT***

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4. What must the CCIS do when granting additional travel time because special circumstances exist to warrant the additional time?

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5. List the basic elements necessary to enroll a child.

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6. How is placement on the waiting list determined?

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7. How is placement on the waiting list determined for additional children requesting care following the initial determination of eligibility?

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# ENROLLMENT & CO-PAYMENT

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8. How many days does the p/c have to select an eligible provider and enroll the child?  
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9. What happens if the p/c fails to select an eligible provider and enroll the child after the timeframe has expired?  
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10. TRUE or FALSE. The CCIS may not enroll a child with more than one provider for the same period.
11. TRUE or FALSE. The CCIS may enroll a child for as many hours as needed based upon the p/c's work, education and/or training schedule, including travel time or sleep time.
12. What provision exists for a p/c who works a 48-hour shift and requires subsidized child care for more than 24 hours per day? What additional requirements must the CCIS meet regarding this provision, if applicable?  
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[Return to Table of Contents](#)

[Return to Manual Section "408.1 – General Policy & Regulation"](#)

[See Answers](#)

# ENROLLMENT & CO-PAYMENT

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408.34.3.2

## Questions- 408.4 - Parent Choice

13. What must the CCIS do upon receipt of an over-capacity alert when attempting to create an enrollment?

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14. YES or NO. May the p/c choose to use an R/N provider if extended hours or days of care are provided beyond the Head Start program hours or days and continue to participate in the Head Start Expansion program?

15. TRUE or FALSE. Although the p/c has the right to choose care from any eligible provider, the p/c may be ineligible for subsidized child care if the p/c is the owner/operator of a child care facility.

16. What must the CCIS be mindful of regarding an R/N's eligibility for subsidized child care for his/her own child(ren)?

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[Return to Table of Contents](#)

[Return to Manual Section "408.4 - Parent Choice"](#)

[See Answers](#)

# ENROLLMENT & CO-PAYMENT

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408.34.3.3

**Questions- 408.8 - Units of Care**

17. How many hours per day must a provider care for a child for the unit of care to be “full-time”?

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18. How many hours per day must a provider care for a child for the unit of care to be “part-time”?

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19. TRUE or FALSE. The CCIS must pay only one full-time rate to a provider who cares for a child for more than five hours during the day, even if the CCIS has split the child’s enrollment schedule.

20. Are there exceptions to paying one unit of care per provider per day? Explain.

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[Return to Manual Section “408.8 - Units of Care”](#)  
[See Answers](#)

# ENROLLMENT & CO-PAYMENT

408.34.3.4

## Questions- 408.10 - Enrollment Schedule

21. Match the type of enrollment schedule to the appropriate description.

Standard Schedule

A child care schedule that changes from week to week, but repeats every other week, every third week or every fourth week.

Non-Standard, Non-Repeating Schedule

A child care schedule that is not consistent for the entire month, changes from week to week and does not repeat on a predictable basis.

Patterned, Repeating Schedule

A child care schedule that repeats on a weekly basis.

22. What must the CCIS consider when working with non-standard, non-repeating schedules?

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[Return to Manual Section "408.10 - Enrollment Schedule"](#)

[See Answers](#)

# ENROLLMENT & CO-PAYMENT

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## 408.34.3.5 Questions- 408.12 - Future Enrollments

23. The CCIS may future enroll a child up to how many calendar days prior to the child needing care for a p/c who reports prospective work, education and/or training that meets the work-hour requirement?
- \_\_\_\_\_

[Return to Table of Contents](#)

[Return to Manual Section "408.12 - Future Enrollments"](#)

[See Answers](#)

## 408.34.3.6 Questions- 408.13 - Retroactive Enrollments

24. TRUE or FALSE. If the CCIS determines a family eligible for subsidized child care and if funding is available, coverage of child care costs is retroactive to the date the family submitted a signed application.
25. Under what circumstances may the CCIS backdate or create enrollments retroactively?

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[Return to Manual Section "408.13 - Retroactive Enrollments"](#)

[See Answers](#)

# ENROLLMENT & CO-PAYMENT

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## 408.34.3.7 Questions- 408.14 - Sleep Enrollments

26. TRUE or FALSE. The p/c may request a sleep-time enrollment either before the p/c's work schedule begins or after the p/c's work schedule ends.

[Return to Table of Contents](#)

[Return to Manual Section "408.14 - Sleep Enrollments"](#)

[See Answers](#)

## 408.34.3.8 Questions- 408.15 - Multiple Enrollments

27. What must the CCIS do to generate a Funds Not Available Letter for a second enrollment for a child on the WL?

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b. \_\_\_\_\_  
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f. \_\_\_\_\_  
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[Return to Table of Contents](#)

[Return to Manual Section "408.15 - Multiple Enrollments"](#)

[See Answers](#)



# ENROLLMENT & CO-PAYMENT

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## 408.34.3.9 Questions- 408.16 - Waiting List (WL)

28. What must the CCIS do if PELICAN CCW places a child on the WL incorrectly and the CCIS must authorize the child's enrollment?

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29. TRUE or FALSE. The CCIS must conduct a full redetermination to determine the family's continued eligibility for the program if a family is still on the WL at the time of the regularly scheduled redetermination.

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[Return to Manual Section "408.16 - Waiting List \(WL\)"](#)

[See Answers](#)

## 408.34.3.10 Questions- 408.17 - Voluntary Withdrawal

30. What must the CCIS do when processing a voluntarily withdrawal?
- Select "Voluntary Withdrawal" as the "Care End Reason" on the *Child Care Request* page, click "Save."
  - Assess and confirm eligibility.
  - Send an AA Notice.
  - Send a Confirmation Notice.
  - a, b and d.
  - All of the above.

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[Return to Manual Section "408.17 - Voluntary Withdrawal"](#)

[See Answers](#)

# ***ENROLLMENT & CO-PAYMENT***

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## **408.34.3.11 Questions- 408.18 - Payment Policy for a Child Enrolled in PA Pre-K Counts**

31. FULL-TIME or PART-TIME. What is the rate, full-time or part-time, that the CCIS must pay to a PA Pre-K Counts grantee that has a full-day program?
32. What is the rate, the CCIS must pay to a PA Pre-K Counts grantee that has a half-day program?
33. YES or NO. May the CCIS pay a blended rate for children throughout the school year who will need a mixture of full-time care for days PA Pre-K Counts is not in session and part-time care for days PA Pre-K Counts is operating.

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[Return to Manual Section "408.18 - Payment Policy for a Child Enrolled in PA Pre-K Counts"](#)

[See Answers](#)

## **408.34.3.12 Questions- 408.19 - Subsidy Continuation**

34. TRUE or FALSE. There are circumstances during which a family's eligibility and payment for subsidized child care continues.
35. TRUE or FALSE. Eligibility and payment continue for 30 calendar days from the date of an involuntary job loss, the date a strike begins or the date the p/c graduates from or completes education or training.
36. TRUE or FALSE. An unemployed p/c is not eligible for maternity or disability leave since these types of leave are contingent on employment.

# ENROLLMENT & CO-PAYMENT

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37. TRUE or FALSE. If the disability onset occurs before the loss of employment, the p/c may qualify for up to 183 calendar days of continued subsidy

38. May the CCIS suspend care during the 30-day period following an involuntary job loss, the date a strike begins or the date the p/c graduates from or completes education or training? Explain.

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39. TRUE or FALSE. Eligibility and payment continue for up to 84 calendar days from the first day of family leave, including maternity leave.

40. Who determines whether subsidized child care will continue or be suspended during the 84-day period associated with maternity or family leave?

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41. What is important to note about the decision to continue or suspend care during the 84-day period associated with maternity or family leave?

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42. TRUE or FALSE. Eligibility and payment continue during regularly scheduled breaks in work, education or training.

[Return to Table of Contents](#)

[Return to Manual Section "408.19 - Subsidy Continuation"](#)

[See Answers](#)

# ENROLLMENT & CO-PAYMENT

## 408.34.3.13 Questions- 408.20 - Subsidy Suspension

43. Which of the circumstances listed under § 3041.21(a) APPLY to a TANF or FS case?

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44. Which of the circumstances listed under § 3041.21(a) do NOT apply to a TANF or FS case?

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45. List the eight circumstances under which the CCIS may suspend under § 3041.21(a).

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# ENROLLMENT & CO-PAYMENT

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46. TRUE or FALSE. The CCIS may also suspend a child’s enrollment when a child is not permitted to attend a child care facility for more than 5 consecutive days due to head lice, scabies or another verified medical condition.

47. How many days does a p/c have to select an eligible provider and enroll the child(ren) in care when **his/her R/N provider fails the CareCheck, state police criminal history or federal fingerprinting clearances?**

48. What is the p/c required to do in order to be eligible for suspension prior to Day 6 of a consecutive absence? Are there any exceptions? Explain.

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49. YES or NO. If the CCIS suspends a child’s enrollment prior to Day 6 for an appropriate reason, are the suspended days counted as absences toward the absence cap?

# ENROLLMENT & CO-PAYMENT

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50. List the four circumstances under which the CCIS may ***NOT*** suspend prior to Day 6 under § 3041.21(a).

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51. Are there any exceptions to the reasons the CCIS may ***NOT*** suspend prior to Day 6 under § 3041.21(a) for TANF and/or FS/SNAP cases? Explain.

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52. Under what type of case and under what circumstances may the CCIS suspend a child's enrollment *for up to 13 calendar days*?

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53. TRUE or FALSE. In a LI, FT or HS case, the CIS may pay for care Day 1 through Day 30 following a p/c's job loss and then suspend Day 31 though Day 60 *OR* may suspend for all 60 days if the family requests suspension.

# ENROLLMENT & CO-PAYMENT

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54. TRUE or FALSE. In a LI, FT or HS case, the CCIS may pay for care for up to 30 calendar days OR may suspend for all 30 days if the family requests suspension during a regularly scheduled break in work, education or training that is less than 31 calendar days.

55. TRUE or FALSE. In a TANF or FS/SNAP case, the CCIS may pay for care for up to 30 calendar days OR may suspend for all 30 days if the family requests suspension during the 30-day break from a CAO-approved, work-related activity.

56. Under what type of case and under what circumstances may the CCIS suspend a child's enrollment *for up to 60 calendar days?*

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57. Under what type of case and under what circumstances may the CCIS suspend a child's enrollment *for up to 84 calendar days?*

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# ENROLLMENT & CO-PAYMENT

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58. List the four circumstances under which the CCIS may suspend a child's enrollment for up to 90 calendar days in any type of case.

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59. TRUE or FALSE. Although the regulation states a child is no longer eligible for subsidized child care if the child continues to be absent following 90 calendar days of suspension, per policy, the child becomes ineligible if he/she continues to be absent following the applicable suspension period (i.e., 13, 30, 60, 84 or 90 calendar days).

[Return to Table of Contents](#)

[Return to Manual Section "408.20 - Subsidy Suspension"](#)

[See Answers](#)



# ENROLLMENT & CO-PAYMENT

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## 408.34.3.14 Questions- 408.21 - Subsidy Disruption

60. TRUE or FALSE. If child care is disrupted due to the provider's loss of the Department's certification or registration or another reason that prevents the child's continued care at that facility, the child is eligible for subsidy at another facility.

61. If a child loses care as a result of the circumstances listed in question (61) above, what must the CCIS do?

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62. Subsidy to a child may be disrupted if the CCIS cannot continue to subsidize the number of children enrollment in subsidized child care due to insufficient State or Federal funding. What two criteria are used when disrupting care for this reason?

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[Return to Table of Contents](#)

[Return to Manual Section "408.21 - Subsidy Disruption"](#)

[See Answers](#)

# ENROLLMENT & CO-PAYMENT

408.34.3.15

## Questions- 408.22 - Averaging Schedules

63. What things must the CCIS consider when determining whether to average a child's schedule?

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64. Under what circumstances does the CCIS have the option to average a child's schedule?

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# ENROLLMENT & CO-PAYMENT

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65. What four principles must the CCIS use when averaging a child's schedule?

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## **408.34.3.16      Questions- 408.23 - TANF Short-Term Care**

66. TRUE or FALSE. There are three types of short-term care.
67. Which of the following are the types of short-term care?
- a. Alternate Care.
  - b. Drop-in Care.
  - c. Extended School Break Care.
  - d. Emergency Care.
  - e. Holiday Care.
  - f. Summer Care.
  - g. All of the above.
  - h. a. through d only.
68. Parents must meet which of the following eligibility criteria in order to be eligible for short-term care:
- a. Receive TANF and be eligible to receive child care.
  - b. Have an eligible child.
  - c. Need care in order to attend a work/training activity.
  - d. Pay a co-pay, if applicable.
  - e. Meet the face-to-face requirement (a phone call may be substituted for a face-to-face meeting).
  - f. All of the above.

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69. Providers must meet which of the following criteria in order to participate in the subsidized child care program?
- a. Be certified, registered or an R/N provider.
  - b. Be at least 18 years of age.
  - c. Not be a member of the budget group.
  - d. Not reside with the child needing care.
  - e. R/N providers must participate in CareCheck.
  - f. Have a current Provider Agreement with the CCIS.
  - g. All of the above.
70. TRUE or FALSE. When paying for short-term care, the CCIS will pay for attended days, not enrolled days.
71. TRUE or FALSE. The CCIS Referral for Short-Term Care form is used by the County Assistance Office staff and Employment and Training contractors to identify and refer TANF families not already working with a CCIS but who need short-term child care to the CCIS.
72. TRUE or FALSE. Each CCIS must designate a caseload number or numbers (if designating more than one) within its existing office organization for the sole purpose of housing cases containing children participating in short-term child care.

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## **408.34.3.17      Questions- 408.24.1 - Enrollment Stabilization - TANF**

73. TRUE or FALSE. Families receiving TANF child care are eligible to receive up to 30 hours of care per week.
74. Enrollments are stabilized using which of the following criteria?
- a. P/C is working only = actual number of employed hours.
  - b. P/C is training only = 30 hours.
  - b. Total number of hours is known = use that total.
  - c. Work hours are known but training hours are not = 30 hours.
  - d. Any of the above depending upon the circumstances.
75. TRUE or FALSE. The p/c may self-certify the days and hours care is needed within the 30 hours per week that are permitted.
76. TRUE or FALSE. An increase in days and/or hours of care will be processed only upon receipt of an update from CIS, a revised AMR or collateral contact with the CAO.
77. TRUE or FALSE. If the p/c indicates an increased need for care solely due to travel to and/or from the work-related activity or to and/or from the child care facility, the CCIS may increase the number of hours to meet the p/c's needs.

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## 408.34.3.18 Questions- 408.24.2 - Enrollment Stabilization - FS/SNAP

78. TRUE or FALSE. If the p/c is participating in one activity only, the CCIS must use the p/c's actual hours if known to determine the days and hours of the enrollment.
79. The CCIS must enroll the child for the following number of hours/week if the p/c is participating in training?
- The number of hours/week the p/c is participating in the training activity.
  - 30 hours/week even if it appears as if the p/c is not participating for the full 30 hours/week.
80. How must the CCIS determine the child's schedule when the p/c is participating in a combination of training activities?
- Enroll the child for up to 30 hours/week when one activity's hours are known to PELICAN CCW but the other training hours are not (i.e., "0" hours).
  - Enroll the child using the total number of hours the p/c is participating in work related training and/or activities when the total number of hours is known to PELICAN CCW. The total number of hours may be more than 30 hours/week.
  - Any of the above depending upon the circumstances.

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81. TRUE or FALSE. The p/c may self-certify the days and/or hours per week, the child needs care within the total number of hours allowed per enrollment stabilization rules.
82. TRUE or FALSE. If the p/c indicates an increased need for child care (days and/or hours), the CCIS must direct the p/c to contact the CAO worker to discuss the reason for the increased need.
83. TRUE or FALSE. The CCIS will process an increase in days and/or hours of care only upon receipt of an update from CIS, a revised EDP or AMR, or a collateral contact with the CAO unless the increase is associated with travel time.
84. The CCIS will modify a child's enrollment in which of the following circumstances?
  - a. When the CCIS receives information from the CAO that indicates the number of days and/or hours of care should be increased or decreased.
  - b. When the p/c self-certifies a decrease in the need for care within the number of hours for which the family has been determined eligible based upon the total number of hours as discussed earlier in this section.
  - c. Both of the above.



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85. Which of the following is acceptable verification of an increased need for care?
- a. An EDP or AMR that is dated within the past 30 days and contains the training or education begin date; the name of the employer, training or education institution or representative; the number of hours the p/c is expected to participate in training or education; and the signatures of the p/c and a CAO representative.
  - b. A collateral contact with the CAO confirming the increased need.
  - c. An update from CIS indicating an increased need beyond the enrollment stabilization rules.
  - d. Any of the above.

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Stabilization - FS/SNAP"\*\*](#)

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## 408.34.3.19 Questions- 408.26 - Consecutive Absences

86. A child is scheduled to attend child care 5 days/week, but is absent 11/15/12, 11/16/12, 11/19/12, 11/20/12 and 11/21/12. Thanksgiving and Black Friday holidays fall on 11/22/12 and 11/23/12 and the provider is closed on those days. On what day must the CCIS must generate an AA if the child does not return to care on 11/26/12? \_\_\_\_\_
87. Johnny is enrolled with his provider Monday, Wednesday, Thursday and Friday. He is enrolled for four service days per week. The provider must call the CCIS when Johnny has missed 5 consecutive service days. On what day must the provider contact the CCIS to report consecutive absences if the child has not returned to care? \_\_\_\_\_

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## 408.34.3.20 Questions- 408.27 - Absence Cap

88. The p/c is responsible to pay to the provider the provider's verified published daily rate for each day of absence starting after how many days of absence
- a. 5
  - b. 13
  - c. 25
  - d. 26
89. When, if ever, does the absence count reset?  
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90. YES or NO. Do suspended days of service count as absences?
91. What child care program is exempt from the absence cap regulation? \_\_\_\_\_
92. TRUE or FALSE. Absences captured per child for the FY are stored based on the child's individual number, which means that a child that is in joint custody may only be absent for 25 total days across cases.
93. If a child is absent for one day, but has two enrollments in that day, how many absences are counted?
94. Which of the following do not count as days of absence
  - a. Suspended Days
  - b. Zeroed Out Days
  - c. Non Scheduled Days
  - d. Closures (i.e., Paid or Unpaid)
  - e. All of the above
  - f. None of the above
95. Under what circumstances may the CCIS suspend a child's enrollment prior to Day 6?  
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96. YES or NO. May the CCIS suspend a child's enrollment or zero-out enrollment days related to family vacations?

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97. TRUE or FALSE. If any day of the enrollment is funded through FS/SNAP, absences for the month will not count towards the CAP Absences.

98. When must the CCIS reconcile dual enrollments related to the absence cap?

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99. TRUE or FALSE. The CCIS may record an absence on the invoice when a child fails to attend on the first day of scheduled care.

100. TRUE or FALSE. When a child is absent on the first day of scheduled care, the p/c is still required to pay the co-payment for the week.

101. When must the CCIS generate the Absence Warning Letter?

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102. When must the CCIS generate the Confirmation Notice?

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## 408.34.3.21 Questions- 408.28 - Co-pay

103. Which child care program is exempt from payment of the co-pay? \_\_\_\_\_

104. Co-pay is determined based on what two variables?  
\_\_\_\_\_

105. What is the amount of the minimum co-pay a family may pay per week? \$\_\_\_\_\_

106. The family's annual co-pay may not exceed what percentage of the family's annual income?  
\_\_\_\_\_%

107. If the family annual income is 100% of FPIG or less, the annual co-pay may not exceed what percentage of the family's annual income? \_\_\_\_\_%

108. PELICAN CCW requires the co-pay to be effective on what day of the week? \_\_\_\_\_

109. Under what circumstances will PELICAN CCW not assign a co-pay for the first service week?  
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110. YES or NO. Is the p/c required to pay the weekly co-pay for the first service week if PELICAN CCW does not assign one?

111. TRUE or FALSE. A provider may discount the amount of the assessed co-payment or waive payment of the co-pay by offering a scholarship.

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# ***ENROLLMENT & CO-PAYMENT***

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## **408.34.3.22 Questions- 408.28.3 - Co-pay Decrease**

112. When is a co-pay decrease effective?

- a. The Monday following the 13-day notice period
- b. The Monday following the date eligibility is confirmed in PELICAN CCW

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## **408.34.3.23 Questions- 408.28.4 - Co-pay Increase & Stabilization**

113. When may the CCIS increase a co-pay?

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114. When is a co-pay increase effective?

- a. The Monday following the 13-day notice period
- b. The Monday following the date eligibility is confirmed in PELICAN CCW

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## 408.34.3.24 Questions- 408.28.5 - Advance Co-pay

115. TRUE or FALSE. An employed p/c who is receiving subsidized child care under the TANF child care program is ***not*** required to pay an advance co-pay until the time of the first scheduled redetermination.

116. TRUE or FALSE. The provider is required to collect an advance co-pay from the p/c at the time of enrollment, refund it upon termination and/or adjust the amount accordingly when the co-pay decreases or increases.

117. If the p/c fails to pay the advance co-pay, what is the provider required to do?

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## 408.34.3.25 Questions- 408.28.6 - Co-pay Exceeds Cost of Care

118. TRUE or FALSE. If co-pays for one month are equal to or exceed the monthly payment for care, the family is not eligible for subsidized child care with that provider.

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## 408.34.3.26 Questions- 408.29 - Delinquent Co-pay

119. On what day is the co-pay considered delinquent?

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120. When is the provider required to notify the CCIS of a co-pay delinquency?

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121. TRUE or FALSE. If the p/c and/or the CCIS is unable to locate the provider to whom the prior delinquent co-pay is owed to verify the delinquency was satisfied, the CCIS must enter a "Resolution Date," click "Save," assess and confirm eligibility for enrollment.

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## 408.34.3.27 Questions- 408.30.1 - Overpayment Collection in an Active Case - LI/FT/HS

122. A co-pay increase for the purpose of collecting an overpayment may not exceed an amount greater than what percentage of the family's gross monthly income? \_\_\_\_\_%

123. TRUE or FALSE. In a TANF or FS/SNAP case, the CCIS may assign and/or increase the co-pay as a repayment option to collect the full amount owed.

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**408.34.3.28**      **Questions- 408.30.2 -  
Maternity Leave - LI/FT/HS**

124. TRUE or FALSE. The CCIS must override the co-pay to the minimum amount when a single p/c reports maternity leave with no income from work.

125. When must the CCIS manually generate a Confirmation Notice notifying the p/c of the change in the co-pay amount?

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LI/FT/HS"](#)

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**408.34.3.29**      **Questions- 408.30.3 -  
Disability Leave - LI/FT/HS**

126. TRUE or FALSE. The CCIS must override the co-pay to the minimum amount when a single p/c reports disability leave with no income from work.

127. When must the CCIS manually generate a Confirmation Notice notifying the p/c of the change in the co-pay amount?

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LI/FT/HS"](#)

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**408.34.3.30**      **Questions- 408.30.4 -  
Change in Income/Family  
Size - LI/FT/HS**

128. YES or NO. Is “Change in Income/Family Size” a valid co-pay override reason?

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Income/Family Size - LI/FT/HS”](#)

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**408.34.3.31**      **Questions- 408.30.5 - Appeal**

129. TRUE or FALSE. When a p/c files an appeal related to an issue that influences the calculation of the income or co-pay, the CCIS must override the co-pay amount to the originally assessed amount that was effective prior to the p/c filing an appeal.

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**408.34.3.32**      **Questions- 408.30.6 -  
Worker or System Error**

130. When does the CCIS use “Worker Error” or “System Error” as the co-pay override reason?

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Error”](#)

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## 408.34.3.33 **Questions- 408.30.7 - TANF Transfer**

131. What is the purpose of the “TANF transfer” co-pay override reason?

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## 408.34.3.34 **Questions- 408.30.8 - FPIG Change**

132. What is the purpose of the “FPIG Change” co-pay override reason?

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## 408.34.3.35 **Questions- 408.30.9 - 60-Day Invoice Deletion**

133. When is the “60-Day Invoice Deletion” co-pay override reason used by the CCIS?

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**408.34.3.36**      **Questions- 408.30.10 –  
Income Overstated due to  
Grant Amount – TANF**

134. What is the purpose of the  
“Income Overstated due to  
Grant Amount” co-pay  
override reason?

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due to Grant Amount – TANF”](#)

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**408.34.3.37**      **Questions- 408.31.1 –  
TANF Co-pay Waiver**

135. TRUE or FALSE. Co-pay is  
waived when a TANF p/c  
begins employment, based  
upon whether the budget  
group is prospectively eligible  
or ineligible for continued  
TANF benefits.

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**408.34.3.38**      **Questions- 408.31.2 –  
Prospective Employment for  
a Single P/C – LI/FT/HS**

136. How long may the CCIS may  
waive the co-pay for a single  
p/c who reports prospective  
work at the time of  
application? \_\_\_\_\_

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Employment for a Single P/C –  
LI/FT/HS”](#)

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**408.34.3.39**      **Questions- 408.31.3 -  
Domestic & Other Violence -  
LI/FT/HS**

137. How long may the CCIS grant a waiver of the co-pay requirement when the p/c reports domestic and other violence? \_\_\_\_\_

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Violence - LI/FT/HS"](#)

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**408.34.3.40**      **Questions- 408.32 -  
Department's Payment**

138. TRUE or FALSE. If the Department's weekly payment to the provider is less than \$5, the family is not eligible for subsidized child care with that provider.

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## 408.34.4 Section Checkpoint Answers

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services provided the answers to all of the questions asked in Manual Section “408.36.3 – Section Checkpoint Questions.”

### 408.34.4.1 Answers- 408.1 – General Policy & Regulation

1. **f. — All of the above.** A subsidy-eligible family may receive child care during the hours the child needs care while the p/c meets the following requirements:
  - a. Works.
  - b. Participates in education.
  - c. Participates in training.
  - d. Travels to and from work, education or training.
  - e. Requires uninterrupted sleep time because the work shift ends between the hours of 12 a.m. and 9 a.m.
2. **c — 60.** The p/c may receive subsidized child care for 60 minutes of travel time each way.
3. **The CCIS has 30 calendar days following the receipt of an application to determine eligibility in PELICAN CCW.**
4. **The CCIS must clearly document the reason for granting additional travel time in case comments.**

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5. The following are the basic elements necessary to enroll a child:
  - **The CCIS must establish eligibility for the case and for each child in the case for whom subsidized child care is requested.**
  - **The provider must have established a valid care level and daily rate for the child.**
  - **The CCIS must establish an enrollment schedule based upon the p/c's work, education and/or training schedule, including travel time or sleep time as appropriate.**
  - **The child's enrollment schedule must occur within the hours of the provider's regular operating schedule at the facility.**
  - **Funding must be available to enroll the child.**
6. **Placement on the waiting list is determined on a first-come, first-served basis and is determined by the date and time eligibility for the child was determined.**
7. **Placement on the waiting list for additional children requesting care following the initial determination of eligibility is determined according to the date and time the p/c requests care for the additional child(ren).**
8. **The p/c has 30 calendar days to select and eligible provider and enroll the child.**
9. **If the p/c fails to select an eligible provider and enroll the child after the timeframe has expired, the child will become ineligible for subsidized child care and will be removed from the waiting list.**
10. **FALSE.** The CCIS may enroll a child with more than one provider for the same period when the child is receiving subsidy under the TANF child care program and requires short-term, emergency and/or alternate care.

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11. **TRUE.** The CCIS may enroll a child for as many hours as needed based upon the p/c's work, education and/or training schedule, including travel time or sleep time.
12. **The CCIS may enroll a child for more than 24 hours per day if the p/c works in a job requiring 48-hour shifts, including but not limited to nursing homes, hospitals or group homes and the p/c requires continuous care. The CCIS must contact the subsidy coordinator prior to enrolling a child for more than 24 hours of care per day.**

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## 408.34.4.2

### **Answers- 408.4 – Parent Choice**

13. **Upon receipt of an over-capacity alert when attempting to create an enrollment, the CCIS must contact the Provider Specialist (Capacity Designee). The Provider Specialist (Capacity Designee) must review capacity prior to enrollment the child.**
14. **NO.** If the p/c chooses to use an R/N in this capacity, the p/c must transfer to the LI child care program and must complete scheduled redeterminations every six months.
15. **TRUE.** Although the p/c has the right to choose care from any eligible provider, the p/c may be ineligible for subsidized child care if the p/c is the owner/operator of a child care facility.



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16. *The CCIS must be mindful that an R/N is considered the owner/operator and is ineligible for subsidized child care for his/her child during the hours in which the R/N is providing care for other children. If the R/N is also employed and/or participating in education or training and is meeting the work-hour requirement, the R/N may receive subsidized child care during the hours he/she is participating in employment (that is unrelated to providing R/N care), education and/or training, including travel time.*

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## 408.34.4.3

### Answers- 408.8 – Units of Care

17. A provider must care for a child for *five or more hours per day* for the unit of care to be "full-time."
18. A provider must care for a child for *less than five hours per day* for the unit of care to be "part-time."
19. ***FALSE.*** Although it is true that the CCIS must pay only one full-time rate to a provider who cares for a child for more than five hours during the day, even if the CCIS has split the child's enrollment schedule, there are some exceptions.

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20. Yes, there are exceptions to paying one unit of care per provider per day. The CCIS may pay the same provider two units of care per day if the p/c is eligible for sleep time and chooses to have the child remain with the provider while the p/c sleeps.

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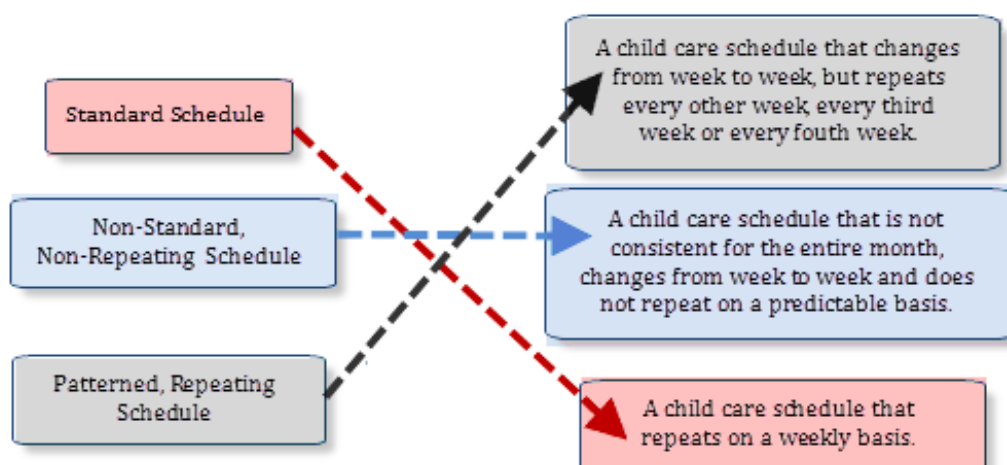
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408.34.4.4

## Answers- 408.10 – Enrollment Schedule

21. Match the type of enrollment schedule to the appropriate description.



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22. The CCIS must consider the following when working with non-standard, non-repeating schedules:
- **The enrollment schedule should reflect the p/c's work/training schedule as accurately as possible.**
  - **The CCIS must enter the child's enrollment schedule into PELICAN CCW as the four-week schedule listed on the verification. The CCIS must then set the child's enrollment schedule to repeat every four weeks.**
  - **The p/c must contact the CCIS when the child's enrollment schedule no longer meets the child's need for care.**
  - **The CCIS must select the "Parent/Caretaker has varying work schedule" indicator, as appropriate, when establishing the enrollment schedule.**

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## 408.34.4.5 **Answers- 408.12 - Future Enrollments**

23. The CCIS may future enroll a child up to ***30 calendar days*** prior to the child needing care for a p/c who reports prospective work, education and/or training that meets the work-hour requirement.

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## 408.34.4.6 **Answers- 408.13 - Retroactive Enrollments**

24. **TRUE.** If the CCIS determines a family eligible for subsidized child care and if funding is available, coverage of child care costs is retroactive to the date the family submitted a signed application.
25. Under what circumstances may the CCIS backdate or create enrollments retroactively?
- **A p/c applies for subsidized child care under the LI or HS child care program and indicates a child care need for up to 30 days in the past, on or after the application date and prior to the date eligibility was established and funding is available.**
  - **A TANF or FS/SNAP case appears in the CIS Inbox and the p/c indicates a child care need for up to 60 days in the past.**
  - **A p/c is eligible under the FT child care program, has selected an eligible provider and has indicated a child care need for up to 183 days in the past.**

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## **408.34.4.7      Answers- 408.14 - Sleep Enrollments**

26. ***TRUE.*** The p/c may request a sleep-time enrollment either before the p/c's work schedule begins or after the p/c's work schedule ends.

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## 408.34.4.8 Answers- 408.15 - Multiple Enrollments

27. What must the CCIS do to generate a Funds Not Available Letter for a second enrollment for a child on the WL?
- a. Select the checkbox(es) next to the child(ren) for whom the second enrollment is being established.
  - b. Click “Change/End” on the Case Enrollment Summary page.
  - c. Click “Update” on the Enrollment Detail page.
  - d. Click “Generate Correspondence” on the Enrollment Status Information page, then click “Save and Continue.”
  - e. Click “Continue” on the Enrollment Detail page.
  - f. Repeat Steps (1) through (5) for each child for whom a second enrollment is established.

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## 408.34.4.9 Answers- 408.16 - Waiting List (WL)

28. **The CCIS must contact OCDEL Headquarters for assistance if PELICAN CCW places a child on the WL incorrectly and the CCIS must authorize the child's enrollment.**
29. **TRUE.** The CCIS must conduct a full redetermination to determine the family's continued eligibility for the program if a family is still on the WL at the time of the regularly scheduled redetermination.

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## 408.34.4.10 Answers- 408.17 - Voluntary Withdrawal

30. **e. - a, b and d.** To process a voluntary withdrawal, the CCIS must (a) Select "Voluntary Withdrawal" as the "Care End Reason" on the *Child Care Request* page, click "Save;" (b) Assess and confirm eligibility; and (d) Send a Confirmation Notice.

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## 408.34.4.11 Answers- 408.18 – Payment Policy for a Child Enrolled in PA Pre-K Counts

31. The CCIS must pay a **part-time rate** to a PA Pre-K Counts grantee that has a full-day program.
32. **The CCIS may pay a PA Pre-K Counts grantee that has a half-day program either a full-time or part-time subsidized payment rate based on the number of hours the child needs care beyond the PA Pre-K Counts school day.**
33. **YES.** The CCIS may pay a blended rate for children who need a mixture of FT care for days PA Pre-K Counts is not in session and PT care for days PA Pre-K Counts is operating.

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## 408.34.4.12 Answers- 408.19 - Subsidy Continuation

34. **TRUE**. There are circumstances during which a family's eligibility and payment for subsidized child care continues.
35. **FALSE**. Eligibility continues for 30 calendar days from the date of an involuntary job loss, the date a strike begins or the date the p/c graduates from or completes education or training. On day 31, the child care subsidy will be suspended and the family's eligibility will continue for an additional 30 days.
36. **TRUE**. An unemployed p/c is not eligible for maternity or disability leave since these types of leave are contingent on employment.
37. **TRUE**. If the disability onset occurs before the loss of employment, the p/c may qualify for up to 183 calendar days of continued subsidy
38. During the 30-day period following an involuntary job loss, the date a strike begins or the date the p/c graduates from or completes education or training, **the CCIS will continue or suspend the child's care during the 30-day period based upon the p/c's decision.**
39. **TRUE**. Eligibility and payment continue for up to 84 calendar days from the first day of family leave, including maternity leave.

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40. During the 84-day period associated with maternity or family leave **a p/c may decide to continue receiving subsidized child care during the break or to suspend care.**
41. **The p/c has the right to make individual decisions regarding each of the children in the household and those decisions need not be the same (i.e., the p/c is NOT required to make only one decision to cover all children in the household.**
42. **FALSE.** Eligibility and payment continue during regularly scheduled breaks in work, education or training **if the regularly scheduled break is less than 31 calendar days.**

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## 408.34.4.13 Answers- 408.20 - Subsidy Suspension

43. The suspension reasons (1) — (7) listed under § 3041.21(a) APPLY to a TANF or FS case.
44. Suspension reason (8) listed under § 3041.21(a) does NOT apply to TANF or FS/SNAP cases.
45. List the eight circumstances under which the CCIS may suspend under § 3041.21(a).
  - The child is visiting the noncustodial p/c.
  - The child is ill or hospitalized, preventing the child from participating in child care.
  - The child is absent because of family illness or emergency.
  - The child remains at home with his p/c during family leave.
  - The provider is closed because of failure to meet certification or registration requirements.
  - The p/c needs to locate another provider because the current provider cannot meet the p/c's child care needs.
  - The p/c is on maternity or family leave, as defined under the Family and Medical Leave Act of 1993 (29 U.S.C.A. §§ 2601 – 2654).
  - A p/c has a break in work, education or training that exceeds 30 calendar days but does not continue beyond 90 calendar days.

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46. **TRUE**. The CCIS may also suspend a child's enrollment when a child is not permitted to attend a child care facility for more than 5 consecutive days due to head lice, scabies or another verified medical condition.
47. A p/c has **30 days** to select an eligible provider and enroll the child(ren) in care when **his/her R/N provider fails the CareCheck, state police criminal history or federal fingerprinting clearances.**
48. **In order for the child to be eligible for suspension prior to Day 6 of a consecutive absence, the p/c MUST notify the CCIS in advance of the expected need for suspension unless the suspension is related to an emergency (i.e., an illness that will exceed 5 consecutive days, an accident or unexpected hospitalization).**
49. **NO**. If the CCIS suspends a child's enrollment prior to Day 6 for an appropriate reason, the suspended days are not counted as absences toward the absence cap.
50. The CCIS may **NOT** suspend prior to Day 6 if the child is:
- **Expected to be absent from child care for 5 consecutive days or less.**
  - **Visiting a noncustodial p/c for 5 consecutive days or less.**
  - **On vacation (i.e., in another city, state or country; at the beach or visiting grandparents).**
  - **Absent for reason not specified in § 3041.21.**

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51. **Yes, there are exceptions to the reasons the CCIS may NOT suspend prior to Day 6 under § 3041.21(a) for TANF and/or FS/SNAP cases. The vacation provision does NOT apply to TANF or FS/SNAP cases in which the p/c may continue to receive subsidized child care for up 30 calendar days during a break in a CAO-approved, work-related activity.**
52. **The CCIS may suspend a child's enrollment for up to 13 calendar days during the AA period following a child's absence for 5 consecutive service days. (Applies to ALL cases.)**
53. **TRUE.** In a LI, FT or HS case, the CIS may pay for care Day 1 through Day 30 following a p/c's job loss and then suspend Day 31 through Day 60 OR may suspend for all 60 days if the family requests suspension.
54. **TRUE.** In a LI, FT or HS case, the CCIS may pay for care for up to 30 calendar days OR may suspend for all 30 days if the family requests suspension during a regularly scheduled break in work, education or training that is less than 31 calendar days.
55. **TRUE.** In a TANF or FS/SNAP case, the CCIS may pay for care for up to 30 calendar days OR may suspend for all 30 days if the family requests suspension during the 30-day break from a CAO-approved, work-related activity.
56. **The CCIS may suspend a child's enrollment for up to 60 calendar days when the p/c reports an involuntary job loss and requests suspended subsidy for the entire timeframe. (Applies to LI, FT & HS cases. only)**

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57. **The CCIS may suspend a child's enrollment for up to 84 calendar days when the p/c is on maternity leave or family leave as defined under the Family and Medical Leave Act of 1993. (Applies to LI, FT & HS cases. only)**
58. The CCIS may suspend a child's enrollment *for up to 90 calendar days in any type of case for the following conditions:*
- **The child is visiting the noncustodial p/c.**
  - **The child is ill or hospitalized, preventing the child from participating in care.**
  - **The child is absent because of family illness or emergency.**
  - **The p/c has a break in work, education or training that exceeds 30 calendar days but does not continue beyond 90 calendar days.**
59. **TRUE.** Although the regulation states a child is no longer eligible for subsidized child care if the child continues to be absent following 90 calendar days of suspension, per policy, the child becomes ineligible if he/she continues to be absent following the applicable suspension period (i.e., 13, 30, 60, 84 or 90 calendar days).

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## 408.34.4.14 Answers- 408.21 - Subsidy Disruption

60. **TRUE.** If child care is disrupted due to the provider's loss of the Department's certification or registration or another reason that prevents the child's continued care at that facility, the child is eligible for subsidy at another facility.
61. If a child loses care as a result of the circumstances listed in question (61) above, **the CCIS must suspend the child's subsidy until the p/c selects another provider and funding is available.**
62. When subsidy to a child is disrupted because the CCIS cannot continue to subsidize the number of children enrolled in subsidized child care due to insufficient State or Federal funding, the two criteria that are used are as follows:
- **Subsidy for children whose family's income is at the highest percentage of the Federal Poverty Income Guidelines (FPIG) is disrupted first.**
  - **A child whose subsidy is disrupted under this subsection shall be placed on the waiting list according to the date of the initial eligibility for subsidized child care.**

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## 408.34.4.15 Answers- 408.22 - Averaging Schedules

63. The CCIS must consider the following when determining whether to average a child's schedule:
- **The enrollment schedule must meet the p/c's child care needs.**
  - **The CCIS must pay providers fairly.**
  - **The CCIS staff must make efficient use of their time.**
  - **The CCIS must efficiently manage the waiting list.**
  - **The CCIS may not make payment for unnecessary days and hours of care that do not closely reflect the p/c's work, education or training hours.**
64. The CCIS has the option to average a child's schedule **when the CCIS must change the schedule monthly for three consecutive months due to changes in the p/c work, education or training hours or if the p/c immediately indicates a varying work schedule with an employer known by the CCIS for establishing varying work schedules.**



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65. When averaging an enrollment schedule, the CCIS must use the following principles:

- **The p/c must initiate the schedule change. The CCIS may not change the child enrollment schedule based only on the provider's input via the Attendance Invoice.**
- **The CCIS MUST ensure the child's enrollment schedule reflects the p/c's work, education or training schedule as closely as possible when averaging. The CCIS may need to enter a bi-weekly schedule rather than a weekly standard schedule in order to contain the additional cost of averaging.**
- **The CCIS may NOT change a child's schedule when the child's attendance varies from week to week but the number of days and units of care remain the same.**
- **Each CCIS MUST establish a standard business practice regarding averaging schedules so all staff within the CCIS average in the same manner. It is important that each p/c and provider is treated consistently and fairly when working with the CCIS.**

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## 408.34.4.16 Answers- 408.23 - TANF Short-Term Care

66. **FALSE.** There are four types of short-term care.
67. **h. - a through d only.** Which of the following are the types of short-term care?
- a. Alternate Care.
  - b. Drop-in Care.
  - c. Extended School Break Care.
  - d. Emergency Care.
  - e. Holiday Care.
  - f. Summer Care.
  - g. All of the above.
  - h. a through d only.
68. **f. - All of the above.** Parents must meet which of the following eligibility criteria in order to be eligible for short-term care:
- a. Receive TANF and be eligible to receive child care.
  - b. Have an eligible child.
  - c. Need care in order to attend a work/training activity.
  - d. Pay a co-pay, if applicable.
  - e. Meet the face-to-face requirement (a phone call may be substituted for a face-to-face meeting).
  - f. All of the above.

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69. **g. – All of the above.** Providers must meet which of the following criteria in order to participate in the subsidized child care program?
- a. Be certified, registered or a R/N provider.
  - b. Be at least 18 years of age.
  - c. Not be a member of the budget group.
  - d. Not reside with the child needing care.
  - e. R/N providers must participate in CareCheck.
  - f. Have a current Provider Agreement with the CCIS.
  - g. All of the above.
70. **TRUE.** When paying for short-term care, the CCIS will pay for attended days, not enrolled days.
71. **TRUE.** The CCIS Referral for Short-Term Care form is used by the County Assistance Office staff and Employment and Training contractors to identify and refer TANF families not already working with a CCIS but who need short-term child care to the CCIS.
72. **TRUE.** Each CCIS must designate a caseload number or numbers (if designating more than one) within its existing office organization for the sole purpose of housing cases containing children participating in short-term child care.

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## 408.34.4.17 Answers- 408.24.1 - Enrollment Stabilization - TANF

73. **TRUE**. Families receiving TANF child care are eligible to receive up to 30 hours of care per week.
74. **e. - Any of the above depending upon the circumstances.** Enrollments are stabilized using which of the following criteria?
- P/C is working only = actual number of employed hours.
  - P/C is training only = 30 hours.
  - Total number of hours is known = use that total.
  - Work hours are known but training hours are not = 30 hours.
75. **TRUE**. The p/c may self-certify the days and hours care is needed within the 30 hours per week that are permitted.
76. **TRUE**. An increase in days and/or hours of care will be processed only upon receipt of an update from CIS, a revised AMR or collateral contact with the CAO.
77. **TRUE**. If the p/c indicates an increased need for care solely due to travel to and/or from the work-related activity or to and/or from the child care facility, the CCIS may increase the number of hours to meet the p/c's needs.

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## 408.34.4.18 Answers- 408.24.2 - Enrollment Stabilization - FS/SNAP

78. **TRUE**. If the p/c is participating in one activity only, the CCIS must use the p/c's actual hours if known to determine the days and hours of the enrollment.
79. **b.** The CCIS must enroll the child for the following number of hours/week if the p/c is participating in training?
- a. The number of hours/week the p/c is participating in the training activity.
  - b. 30 hours/week even if it appears as if the p/c is not participating for the full 30 hours/week.
80. **c. - Any of the above depending upon the circumstances.** How must the CCIS determine the child's schedule when the p/c is participating in a combination of training activities?
- g. Enroll the child for up to 30 hours/week when one activity's hours are known to PELICAN CCW but the other training hours are not (i.e., "0" hours).
  - h. Enroll the child using the total number of hours the p/c is participating in work related training and/or activities when the total number of hours is known to PELICAN CCW. The total number of hours may be more than 30 hours/week.

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81. ***TRUE.*** The p/c may self-certify the days and/or hours per week, the child needs care within the total number of hours allowed per enrollment stabilization rules.
82. ***TRUE.*** If the p/c indicates an increased need for child care (days and/or hours), the CCIS must direct the p/c to contact the CAO worker to discuss the reason for the increased need.
83. ***TRUE.*** The CCIS will process an increase in days and/or hours of care only upon receipt of an update from CIS, a revised EDP or AMR, or a collateral contact with the CAO *unless the increase is associated with travel time.*
84. ***c. - Both of the above.*** The CCIS will modify a child's enrollment when the (a) CCIS receives information from the CAO that indicates the number of days and/or hours of care should be increased or decreased *AND* (b) p/c self-certifies a decrease in the need for care within the number of hours for which the family has been determined eligible based upon the total number of hours as discussed earlier in this section.

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85. ***d. - Any of the above.*** Which of the following is acceptable verification of an increased need for care?
- a. An EDP or AMR that is dated within the past 30 days and contains the training or education begin date; the name of the employer, training or education institution or representative; the number of hours the p/c is expected to participate in training or education; and the signatures of the p/c and a CAO representative.
  - b. A collateral contact with the CAO confirming the increased need.
  - c. An update from CIS indicating an increased need beyond the enrollment stabilization rules.

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## 408.34.4.19 Answers- 408.26 - Consecutive Absences

86. *The CCIS must generate an AA on 11/27/12 if the child does not return to care on 11/26/12.*

A child is scheduled to attend child care 5 days/week, but is absent 11/15/12, 11/16/12, 11/19/12, 11/20/12 and 11/21/12. Thanksgiving and Black Friday holidays fall on 11/22/12 and 11/23/12 and the provider is closed on those days. On what day must the CCIS must generate an AA if the child does not return to care on 11/26/12? \_\_\_\_\_

87. *The provider must contact the CCIS on the 6<sup>th</sup> day of consecutive absence, Wednesday, if the child has not returned to care.*

Johnny is enrolled with his provider Monday, Wednesday, Thursday and Friday. He is enrolled for four service days per week. The provider must call the CCIS when Johnny has missed 5 consecutive service days. On what day must the provider contact the CCIS to report consecutive absences if Johnny has not returned to care? \_\_\_\_\_

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## 408.34.4.20 Answers- 408.27 - Absence Cap

88. c. - 25. The CCIS will only pay for a maximum of 25 absences in a State FY. The family's eligibility will continue, but the p/c is responsible to pay the provider the provider's published daily rate for each absence beginning with the 26<sup>th</sup> day of absence.
89. The absence count resets at the beginning of each State FY.
90. NO. Suspended days of service do not count as absences.
91. The FS/SNAP child care program is exempt from the absence cap.
92. TRUE. Absences are captured per child for the FY and stored based on the child's individual number, which means that a child that is in joint custody may only be absent for 25 total days across cases.
93. Only one absence is counted if a child is absent for one day, but has two enrollments in that day.
94. e. - All of the above. None of the following count as days of absence: (a) Suspended Days; (b) Zeroed Out Days; (c) Non Scheduled Days; (d) Closures (i.e., Paid or Unpaid).
95. The CCIS will suspend a child's enrollment PRIOR TO DAY 6 if: The circumstances meet one of the conditions set forth in § 3041.21(a)(1) - (8) (relating to subsidy suspension) OR the p/c submits verification, in advance (except for emergencies), that the child will be unable to attend child care for more than 5 consecutive days.

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96. **NO.** The CCIS may not suspend a child's enrollment or zero-out enrollment days related to family vacations.
97. **TRUE.** If any day of the enrollment is funded through FS/SNAP, absences for the month will not count towards the CAP Absences.
98. **The CCIS must decide whether to reconcile dual enrollments each month or when an alert generated.**
99. **FALSE.** The CCIS may not record an absence on the invoice when a child fails to attend on the first day of scheduled care. The CCIS must zero-out the day(s) on the schedule since this is **NOT** considered an absence.
100. **TRUE.** When a child is absent on the first day of scheduled care, the p/c is still required to pay the co-payment for the week.
101. **The CCIS must generate the Absence Warning Letter when a child reaches 20 absences.**
102. **The CCIS must manually create a Confirmation Notice for a p/c who has a child who reaches his/her 25 days of absence. The CCIS must generate a separate Confirmation Notice for each individual child.**

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## 408.34.4.21 Answers- 408.28 – Co-pay

103. *The FS/SNAP child care program is exempt from payment of the co-pay.*
104. *Co-pay is determined based on family size and income.*
105. *The minimum co-pay a family may pay per week is \$5.*
106. The family's annual co-pay may not exceed **11%** of the family's annual income.
107. If the family annual income is 100% of FPIG or less, the annual co-pay may not exceed **8%** of the family's annual income.
108. PELICAN CCW requires the co-pay to be effective on a **Monday**.
109. *PELICAN CCW will not assign a co-pay for the first service week when the child's first service day is a day other than a Monday.*
110. **YES.** The p/c required to pay the weekly co-pay for the first service week if PELICAN CCW does not assign one. **In addition, the provider must collect the co-pay regardless of whether the child begins on Monday the first week of care.**
111. **FALSE.** A provider may not discount the amount of the assessed co-payment or waive payment of the co-pay by offering a scholarship.

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## 408.34.4.22 Answers- 408.28.3 - Co-pay Decrease

112. ***b. - The Monday following the date eligibility is confirmed in PELICAN CCW.*** A co-pay decrease is effective the Monday following the date eligibility is confirmed in PELICAN CCW.

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## 408.34.4.23 Answers- 408.28.4 - Co-pay Increase & Stabilization

113. ***The CCIS may increase a co-pay at the time a full redetermination is processed in PELICAN CCW.***
114. ***a. - The Monday following the 13-day notice period.*** A co-pay increase is effective the Monday following the 13-day notice period.

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## 408.34.4.24 Answers- 408.28.5 – Advance Co-pay

115. **TRUE**. An employed p/c who is receiving subsidized child care under the TANF child care program is **not** required to pay an advance co-pay until the time of the first scheduled redetermination.
116. **TRUE**. The provider is required to collect an advance co-pay from the p/c at the time of enrollment, refund it upon termination and/or adjust the amount accordingly when the co-pay decreases or increases.
117. **If a p/c fails to pay the advance co-pay, the provider is required to report this delinquency to the CCIS.**

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## 408.34.4.25 Answers- 408.28.6 – Co-pay Exceeds Cost of Care

118. **TRUE**. If co-pays for one month are equal to or exceed the monthly payment for care, the family is not eligible for subsidized child care with that provider.

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## 408.34.4.26 Answers- 408.29 - Delinquent Co-pay

119. The co-pay is considered delinquent **on the last day of the service week.**
120. The provider required to notify the CCIS of a co-pay delinquency **on the day it is delinquent or by the next business day following the delinquency.**
121. **TRUE.** If the p/c and/or the CCIS is unable to locate the provider to whom the prior delinquent co-pay is owed to verify the delinquency was satisfied, the CCIS must enter a "Resolution Date," click "Save," assess and confirm eligibility for enrollment.

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# ENROLLMENT & CO-PAYMENT

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## 408.34.4.27 Answers- 408.30.1 - Overpayment Collection in an Active Case - LI/FT/HS

122. A co-pay increase for the purpose of collecting an overpayment may not exceed an amount greater than 5% of the family's gross monthly income.
123. **FALSE**. In a TANF or FS/SNAP case, the CCIS may not assign and/or increase the co-pay as a repayment option to collect the full amount owed. Repayment of an overpayment using an increase in co-pay is not permissible in a TANF or FS/SNAP case.

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## 408.34.4.28 Answers- 408.30.2 - Maternity Leave - LI/FT/HS

124. **TRUE**. The CCIS must override the co-pay to the minimum amount when a single p/c reports maternity leave with no income from work.
125. The CCIS must manually generate a Confirmation Notice notifying the p/c of the change in the co-pay amount **13 days prior to the date the p/c is expected to return to work**.

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## 408.34.4.29 Answers- 408.30.3 - Disability Leave - LI/FT/HS

126. **TRUE.** The CCIS must override the co-pay to the minimum amount when a single p/c reports disability leave with no income from work.
127. The CCIS must manually generate a Confirmation Notice notifying the p/c of the change in the co-pay amount **13 days prior to the date the p/c is expected to return to work.**

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## 408.34.4.30 Answers- 408.30.4 - Change in Income/Family Size - LI/FT/HS

128. **YES.** "Change in Income/Family Size" is a valid co-pay override reason only when the CCIS must override the co-pay at the time of an inter- or intra-county transfer because the co-pay must increase as a result of the redetermination completed just prior to the transfer. The CCIS may **NOT** use this co-pay override reason in PELICAN CCW for any other reason.

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## 408.34.4.31 Answers- 408.30.5 - Appeal

129. **TRUE**. When an appeal issue influences the calculation of the income or co-pay, the CCIS must override the co-pay to the originally assessed amount that was effective prior to the p/c filing an appeal.

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## 408.34.4.32 Answers- 408.30.6 - Worker or System Error

130. The CCIS must use “Worker Error” or “System Error” as the co-pay override reason **when an incorrect co-pay is assigned and the CCIS is not easily able to correct the co-pay amount.**

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## 408.34.4.33 Answers- 408.30.7 - TANF Transfer

131. The purpose of the “TANF transfer” co-pay override reason is **to indicate that the TANF grant amount must be included in the income calculation.**

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## 408.34.4.34 Answers- 408.30.8 - FPIG Change

132. The purpose of the “FPIG Change” co-pay override reason is **to indicate that a co-pay was decreased due to the new annual Income Limits and Co-pay Guidelines.**

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## 408.34.4.35 Answers- 408.30.9 - 60-Day Invoice Deletion

133. The “60-Day Invoice Deletion” co-pay override reason is used when **the provider did not submit the invoice timely.**

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## 408.34.4.36 Answers- 408.30.10 - Income Overstated due to Grant Amount - TANF

134. The purpose of the “Income Overstated due to Grant Amount” co-pay override reason is **to indicate that PELICAN CCW incorrectly included the TANF grant amount in the income calculation for a case that is transferring to the FT child care program.**

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## 408.34.4.37 Answers- 408.31.1 - TANF Co-pay Waiver

135. **TRUE**. Co-pay is waived when a TANF p/c begins employment, based upon whether the budget group is prospectively eligible or ineligible for continued TANF benefits.

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## 408.34.4.38 Answers- 408.31.2 - Prospective Employment for a Single P/C - LI/FT/HS

136. The CCIS may waive the co-pay for a single p/c who reports prospective work at the time of application **until the p/c receives income from work.**

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## 408.34.4.39 Answers- 408.31.3 - Domestic & Other Violence - LI/FT/HS

137. The CCIS may grant a waiver of the co-pay requirement for up to **183 days.**

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# ***ENROLLMENT & CO-PAYMENT***

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## **408.34.4.40      Answers- 408.32 - Department's Payment**

138. ***TRUE.*** If the Department's weekly payment to the provider is less than \$5, the family is not eligible for subsidized child care with that provider.

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