**CHILD CARE ACTIVITY STATUS PAGE**

0

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Update CC Activity**  **Status page** | **Update Employment page** | Revised 02/08/2022 |
| **INTAKE** | **YES**- system automatically pends CC Activity Type page however still need to change to the current date. | **YES**- if CC Activity is employment | Both need to be verified. Enter a **?** on both employment page and CC Activity page.  Change the actual Activity Type After verification.  If not verified, then **NV** income and mark **NO** to Activity Type. CC will fail. |
| **RENEWAL** | **YES**- system automatically pends CC Activity Type page however still need to change to the current date. | **YES**- if CC Activity is employment | Both need to be verified. Enter a **?** on both employment page and CC Activity page  Change the Activity Type After verification.  If not verified, then **NV** income and mark **NO** to Activity Type. CC will fail. |
| **CHANGE IN EMPLOYMENT** | | | |
| **Report a New Job and Still working original Job** | **NO.** Activity is already **EMPL**  If new job is not verified, then no action is taken on Activity Page since they are still in other Approved Activity. | **YES** | No increase in hours can be authorized until new job is verified. |
| **Report one Job Ended and a New Job Started** | **DEPENDS-** only if the new job is not verified.  Leave Activity Type alone unless the new job is not verified, then change **EMPL** to **ACTS** to automatically place into Activity Break Period. | **YES** | If the new job is not verified, then **NV** income and automatically place into **ACTS** period for the month following when the old job ended. |
| **CHANGE IN TYPE OF APPROVED ACTIVITY** | | | |
| **Change in Type of Activity**  **Such as**  **EMPL To FSET**  **FSET To EMPL**  **W2 To EMPL** | **DEPENDS-** Only if the new activity is verified.  Leave Activity type alone until the New Activity Type has been verified, then update to **New Activity Type.**  If the new activity is not verified, then change activity to **ACTS** to automatically place into Activity Break Period. | **YES**- if the New Activity is employment | If the new Activity is not verified, now we do not know if they started the New Activity or not, so change activity to **ACTS** to automatically place into Activity Break Period. |
| **Change To ACTS/TBRK from another Activity Type** | **YES** – Update New Activity Type to **ACTS** or **TBRK** for the month following the change | **YES**- if the Activity was employment | Do not require the parent to verify the **TBRK** unless it is questionable that the parent will return.  Can not start a new **TBRK** or **ACTS** the month following a Renewal. |
| **Change From ACTS/TBRK to a New Activity Typ**e | **DEPENDS**- Only if the New Activity has been verified.  Leave Activity Type alone unless the new activity is verified, then update to **New Verified Activity Type**. | **YES**- if the New Activity is employment | The New Activity has to be verified for a new child care authorization.  If the New Activity is not verified and if time remains in the Break Period they can continue with **ACTS/TBRK** for the remainder of the three months.  If the New Activity is not verified and **ACTS/TBRK** has been exhausted, eligibility ends automatically for lack of Approved Activity. |
| **PERSON ADD** | | | |
| **Absent Parent is added to case** | **YES**- Enter a ? on Approved Activity screen since CC Activity must be verified at Person Add.  All Non-Financial and Financial criteria must be verified at Person Add. | **YES-** if Absent Parent Approved Activity is employment | If employment income is not verified, then **NV** employment income, mark **NO** to Activity Type.  Child Care will Fail for lack of approved activity. |
| If AP verifies the approved activity and employment income but has other income that is not verified on the case, the worker must **Manually Override the result to fail** the Assistance Group by using the **Manual Override process** in CARES. | | | |