

The background is a light blue gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

CHILD CARE REMINDERS

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PART-TIME VS FULL-TIME



If the child care need is equal to or less than 20 weekly hours, the child will receive a part-time subsidy amount.



If the child care need is more than 20 weekly hours, the child will receive a full-time subsidy amount.

WHAT DOES IT MEAN FOR HOURS TO REASONABLY ALIGN?

(REPLACES THE OLD 10 HOUR RULE)

- IF THE DIFFERENCE BETWEEN HOURS VERIFIED AND HOURS REQUESTED IS WITHIN THE PART TIME BUCKET (20 HOURS OR LESS) OR WITHIN THE FULL TIME BUCKET (MORE THAN 20 HOURS), WORKERS CAN ENTER THE SELF-DECLARED NUMBER OF HOURS
- NO FURTHER DISCUSSION IS NEEDED
- **EXAMPLE:** THE CLIENT VERIFIES 28 HOURS BUT REQUESTS 45 HOURS FOR THEIR CC NEED. ENTER THE 45 HOURS, SINCE THE CLIENT VERIFIED FULL TIME HOURS
- **EXAMPLE:** THE CLIENT VERIFIES 10 HOURS BUT REQUESTS 20 HOURS FOR THEIR CC NEED. ENTER THE 20 HOURS SINCE THE CLIENT VERIFIED PART TIME HOURS

CASE COMMENT REQUIREMENT

WHAT IS THE CC HOURS CROSSES PT/FT THRESHOLD DISCUSSION?

- IF THE PARENT VERIFIED PART TIME HOURS (20 OR LESS) AND IS REQUESTING A FULL TIME AUTHORIZATION, FURTHER DISCUSSION IS NEEDED
- WHAT IS THE REASON THAT THE CC NEED CROSSES INTO FULL TIME HOURS?
- TRAVEL TIME, SLEEP TIME, GAP TIME, VARYING WORK SCHEDULE?
- PER POLICY, THE REASON(S) FOR THE DIFFERENCE IN VERIFIED HOURS AND THE REPORTED CC NEED MUST BE IN CASE COMMENTS IF CROSSING THE PART-TIME/FULL-TIME THRESHOLD
- ALSO REQUIRED IF CROSSING THE THRESHOLD FROM FULL-TIME TO ABOVE FULL-TIME

SCENARIO

THE PARENT VERIFIED THAT HE WORKS 18 HOURS PER WEEK.
HE IS REQUESTING 12 HOURS PER WEEK FOR HIS SCHOOL
AGED SON AND 22 HOURS FOR HIS INFANT SON.

**IS FURTHER DISCUSSION NEEDED WITH THE PARENT FOR
HIS REQUESTED HOURS?**

YES!!

- ✓ FURTHER DISCUSSION IS NEEDED FOR THE INFANT CHILD, SINCE THE PARENT'S REQUESTED HOURS CROSS THE PT/FT THRESHOLD
- ✓ ONLY PART TIME HOURS WERE VERIFIED BUT FULL TIME HOURS WERE REQUESTED...**WHY?**
- ✓ THE PARENT STATED HE DOES NEED 4 HOURS TRAVEL TIME, AND THAT WAS INCLUDED IN THE 22 HOURS HE REQUESTED FOR THE INFANT...**DOES THIS REQUEST MAKE SENSE?**
- ✓ YES IT DOES MAKE SENSE, SO 22 HOURS SHOULD BE ENTERED AS THE AUTHORIZATION
- ✓ **CASE COMMENT** THE REASON FOR A FULL TIME AUTHORIZATION WHEN ONLY PART TIME HOURS WERE VERIFIED

SCENARIO

THE PARENT REPORTS THAT SHE WORKS UP TO 30 HOURS PER WEEK BUT HAS A VARYING SCHEDULE. SHE IS REQUESTING AN AUTHORIZATION OF 32 HOURS PER WEEK. ONE PAYSTUB SHOWS 36 HOURS BI-WEEKLY, AND THE OTHER SHOWS 32 HOURS BI-WEEKLY. THE EMPLOYMENT PAGE IS UPDATED WITH 34 HOURS BI-WEEKLY, WHICH LOOKS TO BE PART TIME EMPLOYMENT.

IS FURTHER DISCUSSION NEEDED WITH THE PARENT FOR HER REQUESTED HOURS?

YES!!

- ✓ FURTHER INFORMATION IS NEEDED ABOUT THE PARENT'S VARYING SCHEDULE
- ✓ FULL TIME HOURS ARE NEEDED WHEN ONLY PART TIME HOURS WERE VERIFIED...**WHY?**
- ✓ THE PARENT STATED THAT IN THE LAST 4 WEEKS SHE WORKED 30 HOURS THE FIRST WEEK, 6 HOURS THE SECOND WEEK, AND 16 HOURS EACH IN THE THIRD AND FOURTH WEEKS. TRAVEL TIME IS INCLUDED IN HER REQUEST OF 32 HOURS PER WEEK...**DOES HER REQUEST MAKE SENSE NOW?**

YES!!

- ✓ YES IT DOES MAKE SENSE, SO 32 HOURS SHOULD BE ENTERED AS THE AUTHORIZATION
- ✓ PARENTS WITH VARYING SCHEDULES ARE ELIGIBLE FOR THE HIGHEST NUMBER OF WEEKLY HOURS THEY ARE PARTICIPATING IN THEIR APPROVED ACTIVITY
- ✓ **CASE COMMENT** THE REASON FOR A FULL TIME AUTHORIZATION WHEN ONLY PART TIME HOURS WERE VERIFIED

VIRTUAL SCHOOL AUTHORIZATIONS

OPS MEMO 24-27

**PARENTS CAN NOW RECEIVE AN AUTHORIZATION FOR SCHOOL
AGED CHILDREN DURING THE TYPICAL SCHOOL DAY:**

- ✓ **SHORT-TERM (LESS THAN 30 DAYS) EMERGENCY SITUATION**
- ✓ **IN-PERSON SCHOOL CHANGES TO A VIRTUAL LEARNING DAY, DUE
TO INCLEMENT WEATHER OR ANOTHER EMERGENCY**

COPAYMENT CHANGES

OPS MEMO 24-28

- **ASSISTANCE GROUPS AT OR BELOW 100% FPL WILL AUTOMATICALLY HAVE A \$0 COPAYMENT APPLIED**
- **NEW COPAY TYPE TITLED “W-2 PARTICIPANT” TO BE SELECTED WHEN A PARENT IS OPEN FOR W-2 IN CARES WORKER WEB**

CSAW CHANGES

- NEW “W-2 PARTICIPANT” COPAY WILL BE AVAILABLE FROM THE COPAY TYPE DROPDOWN FOR ALL CHILDREN
- COPAY TYPE OF “W-2 EMP END” OR “UNSUB EMP BEG” SHOULD BE ASSIGNED THE NEW “W-2 PARTICIPANT” COPAY TYPE TO REMAIN IN PLACE UNTIL NEXT RENEWAL
- A CHILD IN FC/KC/NON-COURT ORDERED KINSHIP PLACEMENT REMAINS IN “FOS/KIN/NCK” COPAY TYPE
- CASE OPEN FOR W-2 WITH MINOR TEEN PARENT WHOSE CHILD WOULD BE ASSIGNED “LEARNFARE” AS THE COPAY TYPE, SHOULD BE ASSIGNED NEW W-2 COPAY TYPE INSTEAD



**EDUCATIONAL TRACKER
ENHANCEMENTS HAVE BEEN MADE IN
CSAW**

(SCREENSHOTS FROM CSAW)

TWO PARENT OR THREE GENERATION HOUSEHOLDS

OPS MEMO 24-15

- ONLY AUTHORIZE CC FOR THE OVERLAP IN THE PARENTS' APPROVED ACTIVITIES
- CONFIRM THAT THE SELF-DECLARED CC NEED ONLY INCLUDES TIME WHEN ALL PARENTS ARE IN THEIR APPROVED ACTIVITY (ADDITIONAL TIME FOR TRAVEL, GAP, SLEEP)
- DO NOT NEED TO COLLECT THE ACTUAL SCHEDULES

SCENARIO:

MELISSA IS 16 YEARS OLD. SHE AND HER BABY LIVE WITH HER PARENTS. THE AGENCY WORKER SHOULD CONFIRM WITH THE PARENT THAT THE HOURS REQUESTED ONLY COVERS THE OVERLAPPING HOURS OF ALL PARENTS IN THE ASSISTANCE GROUP

TEEN PARENT

- AUTHORIZATION FOR THE TEEN PARENT'S CHILD: OVERLAP IN APPROVED ACTIVITY FOR ALL PARENTS IN THE AG**
- AUTHORIZATION FOR OTHER CHILDREN IN THE AG THAT ARE NOT THE TEEN PARENT'S CHILDREN: ONLY OVERLAP IN APPROVED ACTIVITY OF THE OTHER ADULTS IN THE AG**

SCENARIO

- STELLA IS 17 YEARS OLD. SHE AND HER BABY LIVE WITH HER MOTHER, JENNA, AND HER 3-YEAR-OLD SISTER KENDRA.
- THE AGENCY WORKER MUST CONSIDER ONLY JENNA'S APPROVED ACTIVITY WHEN DETERMINING THE NUMBER OF AUTHORIZED HOURS FOR KENDRA.
- THE AUTHORIZATION FOR STELLA'S BABY IS BASED ON THE OVERLAP OF BOTH STELLA AND JENNA'S APPROVED ACTIVITIES

WHAT IF A PARENT IS UNABLE TO WORK AND UNABLE TO CARE FOR THE CHILDREN?


- ✓ **MUST BE DOCUMENTED BY A PHYSICIAN, PHYSICIAN ASSISTANT, NURSE PRACTITIONER, PSYCHIATRIST, OR PSYCHOLOGIST**
- ✓ **AUTHORIZATION WILL BE FOR THE TIME PERIOD WHEN THE OTHER PARENT OR PARENTS ARE IN THEIR APPROVED ACTIVITY ONLY**
- ✓ **THIS DOES NOT APPLY IN A SINGLE PARENT HOUSEHOLD**

SCHOOL CLOSED HOURS

- CAN BE REQUESTED IN ADVANCE, MUST BE REQUESTED WITHIN 10 CALENDAR DAYS AFTER THE SCHOOL DAY CLOSURE
- ONLY CHILDREN WITH PART TIME AUTHORIZATIONS ARE ELIGIBLE FOR ADDITIONAL FUNDS
- PARENT WITH FULL TIME AUTHORIZATION (MORE THAN 20 WEEKLY HOURS) OR ABOVE FULL TIME (50-75 WEEKLY HOURS) MUST USE CURRENT AUTHORIZED HOURS TO MEET SCHOOL CLOSED NEED
- PARENTS IN ACTS OR TBRK ARE NOT ELIGIBLE FOR ADDITIONAL HOURS
- PARENTS CAN SELF-DECLARE HOURS NEEDED
- ENTER DAILY DEFAULT OF 10 HOURS IF THE PARENT DOES NOT KNOW THE HOURS NEEDED-NOT QUESTIONABLE
- PARENTS CAN HAVE AN AUTHORIZATION AT A SECOND PROVIDER FOR SCHOOL CLOSED DAYS

WHEN DO WE UPDATE THE PARENT SCHEDULE?

- WE NO LONGER NEED TO ENTER THE PARENT SCHEDULE IN CSAW, SO WORKERS SHOULD SKIP OVER THAT SECTION
- IF PARENTS DO NOT KNOW HOW MANY HOURS THEY NEED, HAVE A DISCUSSION ABOUT THEIR SCHEDULE, BUT DO NOT ENTER THE ACTUAL SCHEDULE IN CSAW OR CASE COMMENTS
- IF THAT DISCUSSION STILL DOES NOT DETERMINE THE HOURS NEEDED, THEN THE SCHEDULE MAY NEED TO BE ADDED IN CSAW, BUT THIS SHOULD BE **VERY RARE**



WHEN TO UPDATE THE CC ACTIVITY

(DESK AID)

AVAILABLE ON THE CAPITAL WEBSITE





QUESTIONS