

**M E M O R A N D U M**

**DATE:** August 11, 2020

**TO:** Job Center Directors, Child Care Review Team, Regional Managers

**FROM:** James K. Whelan, Executive Deputy Commissioner  
Office of Policy, Procedures, and Training

**SUBJECT: Child Care In Lieu of Cash Assistance (CILOCA) Change**

The purpose of this memorandum is to inform staff that effective immediately, provisional child care for Child Care in Lieu of Cash Assistance (CILOCA) applicants is to no longer be provided. Applicants for CILOCA will not be eligible for child care payments until their eligibility for CILOCA is determined.

**Changes to Applicant Child Care**

To effectuate this change, Job Center staff, especially child care specialists, must ensure that no child care is put into the Automated Child Care Information System (ACCIS) for CILOCA applicants. For households with active cases, and child care already in place that are requesting to close their case and only receive CILOCA, the child care will remain unchanged until a determination of eligibility for CILOCA is made.

The Job Center is still responsible for determining Cash Assistance (CA) eligibility. If determined eligible for CA, Job Center staff must refer the case to the Child Care Review Team (CCRT) by sending an email to [FIAChildCareReviewTeam@hra.nyc.gov](mailto:FIAChildCareReviewTeam@hra.nyc.gov). The email must include Job Center's name and number (e.g. Clinton Hill Job Center #67), case name, case number, the date of application for CILOCA or the date the participant requested CILOCA and signed the Request for Child Care Assistance or Request to Close My Cash Assistance (CA) Case (**M-528n**) and the CA/CILOCA Eligibility Checklist (**FIA-1185**).

The Child Care Review Team (CCRT) will now enroll children into ACCIS if the CILOCA determination finds the household eligible for CILOCA.

As a result of this change, the Notice of Temporary Child Care Assistance (**FIA-1100b**) has been revised to remove any references to CILOCA.

**Attachment:**  
**FIA-1100b (E)** Notice of Temporary Child Care Assistance (Rev. 06/19/2020)



Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_

ACCIS Number: \_\_\_\_\_

Caseload: \_\_\_\_\_

### Notice of Temporary Child Care Assistance

On \_\_\_\_\_, you applied for Cash Assistance. We are giving you temporary child care assistance so that you can participate in an Agency-approved work-related activity or keep your employment.

Child care assistance will begin \_\_\_\_\_ and will continue until a decision is made on your Cash Assistance application.

The child care assistance will continue if your application for Cash Assistance is accepted and as long as you are participating in an Agency-approved work activity.

If you are not eligible for Cash Assistance, your child care assistance will end on the same date your Cash Assistance is denied.

Child care is provided as a supportive service to Cash Assistance applicants, in accordance with: 18 NYCRR § 385.4(a).