



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY DIRECTIVE #11-20-OPE

TRANSITIONAL CHILD CARE (TCC)

Date: July 1, 2011	Subtopic(s): Child care, ACS
AUDIENCE	The instructions in this policy directive are for Job Center staff and are informational for all other staff.
POLICY	The child care guarantee provides assistance to help working families pay for their child care costs. Families may be eligible to receive Transitional Child Care (TCC) for up to 12 months after they become ineligible for Cash Assistance (CA) due to an increase in earned income or child support.
BACKGROUND	<p>Families transitioning from CA must have their child care and TCC eligibility determined before the case is closed. Households that meet the TCC eligibility criteria must not suffer a break in child care assistance and do not have to file a TCC application. This pertains only to cases where the parent/caretaker relative already has child care in place through ACCIS at the time of the case closing.</p> <p>TCC assistance must be guaranteed for a period of 12 months after a CA case has been closed if the parent or caretaker relative:</p> <ul style="list-style-type: none"> • needs child care for an eligible child under 13 years of age (or under 19 years of age if special needs) in order to remain engaged in work. “Engaged in work” means that: <ul style="list-style-type: none"> – the individual is earning wages at a level equal to or greater than the set state and federal minimum wage for their type of employment; OR

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- the individual is self-employed and demonstrates that their income is equal to or greater than the set state and federal minimum wage.
- has income of no more than 200 percent of the state income standard.
- has been in receipt of CA or Child care in Lieu of Cash Assistance (CILOCA) for three of the six months prior to the case being closed.
- had his or her CA case closed as a result of:
 - increased income from employment;
 - increased income from child support; or
 - the parent voluntarily ended assistance and is no longer financially eligible for CA.

Families who become ineligible for CA due to an increase in resources do not meet the eligibility criteria for TCC.

Each family must pay a portion of their child care cost each month. This is called a family share. The minimum family share is \$12 per week for part time care and \$15 per week for fulltime care. If a family's child care provider charges more than the current market rate, the parent will also be responsible to pay the difference between what the provider charges and the market rate.

In order to continue to receive TCC for 12 months, the parent must pay their family share on time and notify the TCC Unit immediately of any changes that might affect eligibility (i.e, family income, work schedule, household composition, employer, child care provider change, etc.). Parents/caretakers must use legal child care providers (licensed/registered day care) or legally exempt child care providers that have been approved by the citywide enrollment agency (WHEDCO) for the duration of the 12 months.

Working families who voluntarily close their CA cases *while still financially eligible for CA* are not eligible for TCC but are eligible for CILOCA. The family will be eligible for TCC once they become financially ineligible for CA and thereby no longer qualify for CILOCA, assuming they meet all other eligibility criteria. Households eligible for CILOCA and/or TCC or that are potentially eligible for TCC will be handled by the TCC Unit.

The TCC Unit is located at 109 East 16th Street, New York, NY 10003 and is under the jurisdiction of New York City Children's Services (ACS).

System Changes in the Automated Child Care Information System (ACCIS)

The following system edits have been put in place in order to improve the efficiency of TCC:

- TCC cases cannot be extended in ACCIS beyond twelve months.
- CA Cases that are rejected/closed with less than three months of benefits no longer receive three months of child care under HRA.
- Only TCC Workers are able to make a CA/CILCOA case a TCC case by putting a **Y** in the Transitional Indicator field. The reason for care code and other information will automatically be updated by the system.
- HRA Workers cannot make any changes on a TCC case in ACCIS.
- Only cases closed with a closing code that is eligible for TCC will be able to receive TCC. See **Attachment A**, Cash Assistance Closing Codes Eligible for Transitional Child Care, for more information.
- Once cases are approved for TCC, the system does a nightly online data refresh/correction of WMS information in ACCIS. WMS information in ACCIS cannot be modified/alterd by workers.
- New York City Work, Accountability, and You (NYCWAY) will do a weekly check to see if TCC cases have come back on CA by checking case and engagement statuses. The reason for care code will be updated accordingly and will change the case from TCC to CA, if appropriate.

If there is an engagement status that is unclear (i.e., individual is between assignments, has been dropped from an assignment, is awaiting a TAG referral, etc) in NYCWAY, the system will update the reason for care code to **10** (Other) in ACCIS. These cases with reason for care code **10** will appear on a weekly exception report. Regions must ensure that a review is done and the correct reason for care code is entered in ACCIS on these cases or that child care is terminated in ACCIS if the individual is not engaged.

REQUIRED ACTION

In order to transition from CA to TCC without disruption, information from the CA case must be readily available to the TCC worker responsible for determining eligibility for transitional child care. Recipients of CA must not be required to complete a new application for TCC, but the family can be contacted if relevant information is needed.

JOS/Workers must ensure that all information is complete and accurately entered into POS, WMS, NYCWAY **FIA-3A**, and ACCIS. All documentation must be scanned and indexed into the HRA OneViewer before the case closes so that it is available to the TCC worker. All income must be budgeted and complete child care information must be entered in ACCIS.

Once the case is closed using one of the TCC eligible closing codes (see **Attachment A**), an indicator of “**T**” will appear in the **Transitional Benefit Indicator** field of the **Case Composition** screen in case inquiry (option 22) in WMS.

If a case is reopened to issue a one-time payment to comply with a fair hearing decision or if the individual is applying for a one-shot deal emergency assistance, the case must be reopened with opening code **400** (administrative opening on transitional benefits cases) and must be closed with closing code **401** (administrative closing on transitional benefits cases) once the emergency need is met or the FH action is complete. These administrative codes ensure no disruption of transitional benefits and the indicator “**T**” will remain in WMS.

The TCC worker must be able to verify the following from the electronic case record:

- household composition,
- current income,
- work schedule
- child care provider information.
- the length of time the parent or caretaker relative was in receipt of CA
- the reason for the case closing (see Attachment A for a list of closing codes eligible for TCC).

The TCC Unit will send the Notice of Intent to Change Child Care Benefits (**LDSS-4781**) to all employed CA participants whose CA case is closing if the family meets the eligibility requirements for TCC. This notice will notify the household of their family fee. The TCC Unit will request verification of information that is required to make an eligibility determination that is not current in the electronic case folder/HRA OneViewer.

In instances where the parent or caretaker relative does not respond to requests for information needed to determine TCC eligibility, the TCC Unit will discontinue child care benefits and the parent or caretaker relative will receive the Notice of Intent to Discontinue Child Care Benefits (**LDSS-4782**). The case closing language will read:

“(You/Name) did not provide us with the information we requested to determine your continued eligibility for child care. Without this information your eligibility for transitional child care cannot be determined”.

If the parent/caretaker relative requests child care at any time within 12 months after their CA case is closed, the TCC Unit must determine if the family is eligible for TCC. If eligible, unpaid child care expenses must be paid retroactively to the point that the CA case closed and continue for no more than 12 months after the CA case closing date. These cases require a new TCC application.

PROGRAM IMPLICATIONS

Paperless Office System (POS) Implications

All income must be budgeted and all appropriate case information must be entered into POS prior to the CA case closing.

Food Stamp Implications

All out of pocket, non-reimbursable child/dependant care costs must be counted as a food stamp child care deduction. Cases closed as a result of earned income or child support must receive a separate food stamp determination.

Medicaid Implications

Families eligible for TCC due to an increase in income and subsequent loss of CA eligibility must be referred for a separate Medicaid determination, unless the family requests that their Medicaid case be closed at the same time as their CA case.

FAIR HEARING IMPLICATIONS

Avoidance/Resolution

Ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date. Remember that applicants/participants must receive either adequate or timely and adequate notification of all actions taken on their case.

Conferences

An applicant/participant can request and receive a conference with a Fair Hearing and Conference (FH&C) AJOS I/ Supervisor I at any time. If an applicant/participant comes to the Job Center requesting a conference, the Receptionist must alert the FH&C Unit that the applicant/participant is waiting to be seen. In Model Offices, the Receptionist at Main Reception will issue an FH&C ticket to the applicant/participant to route him/her to the FH&C Unit and does not need to verbally alert the FH&C Unit staff.

The FH&C AJOS/Supervisor I will listen to and evaluate any material presented by the applicant/participant, review the case file and discuss the issue(s) with the JOS/Worker responsible for the case and/or the JOS/Worker's Supervisor. The AJOS I/Supervisor I will explain the reason for the Agency's action(s) to the applicant/participant.

If the applicant/participant has presented evidence that the outstanding Notice of Intent needs to be withdrawn for any reasons, the FH&C AJOS I/ Supervisor I will Settle in Conference (SIC). The AJOS I/Supervisor I must also enter detailed case notes in the New York City Work, Accountability and You (NYCWAY) system, and forward all verifying documentation submitted by the applicant/participant to the appropriate JOS/Worker for corrective action to be taken.

In addition, if the adverse case action still shows on the "Pending" (08) screen in WMS, the AJOS I/Supervisor I must prepare and submit a Fair Hearing/Case Update Data Entry Form ([LDSS-3722](#)), to change the 02 to 01 if the case has been granted Aid to Continue (ATC), or prepare and submit a CA Recoupment Data Entry Form – WMS ([LDSS-3573](#)) to delete a recoupment. The AJOS I/Supervisor I must complete a Conference Report ([M-186a](#)) form.

The Center Manager's Designee is responsible for ensuring that further appeal by the applicant/participant, through a Fair Hearing request, is properly controlled, and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Evidence Packets

All Evidence Packets must contain a detailed history, copies of relevant WMS screen printouts, other documentation relevant to the action taken and copies of NYCWAY "Case Notes" screens.


REFERENCES

[04-OCFS-ADM-01](#)
[05-OCFS-ADM-03](#)
SSL 410-w
[TASB](#), Chapter 28A

RELATED ITEM

[PD #11-17-ELI](#)

ATTACHMENT

 Please use Print on Demand to obtain copies of forms.

Attachment A CA Closing Codes Eligible for Transitional Child Care (TCC)

Attachment A**Cash Assistance Closing Codes Eligible
for Transitional Child Care (TCC)**

Code	Code Definition/Description
242	Requested your case be closed
401	Administrative Closing on Transitional Benefits Cases
E30	Excess Earned Income
E31	Increased Employment Earnings
E32	Excess Income - Increased Support Collection
E33	Excess Income - Increased Earnings
E36	Excess Income - Increased Support Collection
E40	Excess Income - Budgeting Error
EM4	Client Request - Eligibility Mail-Out - PA and MA (Adequate Notice)
EM5	Client Request - Eligibility Mail-Out - PA only (Adequate Notice)
G88	Client Request -PA, FS & MA (Written) (Adequate Notice)
G89	Client Request - Written - PA & MA (Written) (Adequate Notice)
G90	Client Request -PA & FS (Written) (Adequate Notice)
G92	Client Request - PA Only - (Written) (Adequate Notice)
G96	Client Request - PA Only - (Verbal)
G97	Client Request - PA Only - (Verbal)
G98	Client Request - PA, FS & MA (Verbal)