Transitioning TANF to ERDC

When a TANF participant has gone over income they may be eligible for ERDC if they have a child care need & are requesting ERDC. Participants who have been receiving child care while on TANF assistance (JCCB or CCB no copay) may not know the process for requesting ERDC. Contact the participant right away to discuss child care & their ERDC eligibility.

A written application is not required when an ERDC request is made prior to TANF closing. Eligibility will still need to be cleared by completing the application process, verifying & narrating all ERDC eligibility requirements. A participant may apply for ERDC by:

- Phone call, written request or office visit;
- A completed & returned TANF 6E Application for ERDC; Conversion from TANF - computer generated notice (with a follow up interview via phone or in person); or
- Any other method that results in enough information to determine a child care need.

TANF participants whose income from employment puts the family over the TANF income limit may be eligible for a reduced copay (RCP) for up to 3 months following the TANF closure (See FSM-TANF-I.8 through I.12). To be eligible for RCP a family needs to:

1) Meet ERDC eligibility & be approved
2) Transition off TANF due to employment
3) Request ERDC within 90 days of closure of TANF

When transitioning from TANF to ERDC all ERDC eligibility requirements must be met including:

<table>
<thead>
<tr>
<th>Interview</th>
<th>Residency</th>
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<tbody>
<tr>
<td>Citizen/Non-citizen status of the child</td>
<td>Age of child(ren)/SNR Eligibility</td>
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<tr>
<td>Child care need</td>
<td>Caretaker</td>
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<tr>
<td>Copay met</td>
<td>Listable provider</td>
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<tr>
<td>Immunizations</td>
<td>Work schedule Information (provided &amp; narrated)</td>
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<td>Financial eligibility</td>
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Be sure these items are met & narrated clearly.

Verification of hours & income are still required when TANF participants are transitioning to ERDC using a month’s worth of verification.

- New employment verification may include a first paycheck from a new job (if representative of future) or an employer statement or phone call to the employer may be used. Narrate both the calculation & how it was verified.
- Remember to update the income type coding on UCMS for child support from CSP/PSP to SUP when transitioning a family from TANF to ERDC. The system will not count the child support on the ERDC (MS) case if this is not updated correctly.
- When determining authorized child care hours do not average work hours, code the highest number of verified work hours from the source/time period used to determine ERDC income. Not to be confused with calculating JPI hours.

*DHS can help pay for more hours when the child care need is greater than the standard calculation. When verified hours authorized are above 172 per month the 25% travel time will need to be manually added by the worker with an EXH case descriptor & EXH need/resource entry on UCMS.

*In two-parent filing groups only child care hours when both parents are working or unable to provide care are allowed.