

Xochitl Esparza - Interim TANF Manager
Rhonda Prodzinski - Child Care Manager

Authorized Signature

Number: SS-AR-08-011

Issue Date: 11/14/2008

Topic: Child Care

Due Date: 11/14/2008

Subject: Correct billing process for Post-TANF clients' child care is the CCB instead of JCCB billing process

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Action Required: A recent review of Post-TANF cases receiving child care found there were Employment Related Day Care (ERDC) cases receiving child care though the JOBS Child Care Billing (JCCB) process. The review also found there were P2-Post-TANF cases potentially eligible for ERDC receiving child care though the JOBS JCCB billing process.

Child care for clients who no longer qualify for TANF should be paid from the Child Care Billing (CCB) process even if their plan includes other JOBS activities.

Central office will be closing all child care WSIT situations for M5 and P2 cases that have a Post-TANF PT need/resource effective November 30, 2008.

There are approximately 47 P2 cases and 153 M5 cases that received JCCB billing forms. Central office will be sending a Timely Continuing Benefit Decision notice to end the JCCB situations for these cases at the end of November. **A list will be sent to Self-Sufficiency managers in a separate email. Please review P2 cases for ERDC eligibility. If clients are eligible for ERDC:**

- Convert the case to program M5 ERDC and
- Contact your local Direct Pay Unit Representative so that a CCB billing form can be issued effective December 1, 2008.

If clients are not eligible for ERDC, no further action is necessary.

Central Office is coordinating with financial services to apply the past charges to the right funding program.

System Edit

A system edit will be made to only allow JCCB billings for cases in programs 2, 82 and P2 with PRE (Pre-TANF cases). Effective December 1, 2008 staff will no longer be able to create JCCB situations on P2 cases (excluding Pre-TANF) and M5 cases.

Post-TANF cases with JOBS activities

If the Post TANF client is working and their plan also includes JOBS activities to meet federal participation requirements, their child care should be paid from the CCB process. Increase the work hours on the CM System to include their paid work hours and their JOBS activities. Narrate how you arrived at the total child care hours coded on the CM System. Remember the system adds 25 percent to the hours coded by the worker on the CM System to account for the travel and meal time.

Reason for Action: A review of Post-TANF cases found that some employed Post-TANF clients were receiving their child care through the JCCB system. Child care for clients who no longer qualify for TANF should be paid from the CCB billing process.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

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