

Child Care Checklist

Case Name: _____ App. Date: _____ CC Start Date: _____

__1. Application/review complete? ___Yes ___No, send request for info. notice, give 10 clear days to submit.

__2. Check CSS information

- Is client cooperating with CSS? ___Yes ___No
If NO and it's a new application: check to see if previous disqualification period has expired, and if so, notify applicant and allow 60 days to establish cooperation. If disqualification period has not expired or will not expire this month or next, deny application.
If NO, it's a review and penalty has not yet been imposed, impose penalty, terminate child care for all child(ren) and close case.
- Check for CS income on **PACC** ___ (if CSS case open) or **KPC** ___ (if no CSS involvement)

__3. Determine TANF status - **CAP2** -

- If anyone in the family group receives TANF = JO subtype
- If nobody in the family group receives TANF = EM subtype

__4. For EM subtype, figure income. **Document on Income/Expense Worksheet.**

- Are adults on case employed a minimum of 28 hours per week (average) {15 for post-secondary students}?
___Yes ___No
If NO, deny application.
- On-going Job-Prospect monthly income.
- Eligible?
___Yes, continue to process application
___No, send Ineligibility Notice (C204) and close case.

__5. Enter income information on **INEL**. Enter to check FSD. PF12 to update.

__6. Determine Family Share Deduction

- JO subtype = \$0 FSD. 1st 2 months after TANF closure, change from JO to EM with \$0 FSD
1st Month: \$_____ On-going Months: \$_____

__7. Determine amount of child care hours approved. **Document how hours were determined on Child Care Worksheet.**

__8. If a review, update the date on **CHCM** (end of plans should match review date).

__9. Enter "N" next to child to write plan. Authorize child care plan on **CHCP**.

__10. Send the appropriate notice. At approval send the C202 ; at review send both the C304 **AND** C102. Send notices to provider - P202 at approval and P304 at review.

__11. Set alerts as needed (**ALME**)

__12. Complete CSS referral (Do a referral on the FS case number if the system will not let you send it on **CHSR**). If unable to complete system referral, complete paper referral.

__13. Is there a Food Stamp case? ___ No ___ Yes (continue)

- Adjust EAIN to match income on INEL
- Adjust the child care FSD on EXNS. Divide FSD by the number of children receiving child care.

Completed by: _____ Date: _____