EHS/Child Care Partnership Checklist

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

__1. Received referral and DCF application/review from a KEHS program? ___Yes ___No
      a. Application date is the date the referral and DCF application/review were received by the DCF office.

__2. <u>Check CSS information</u>
- 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 10 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.

  ES-3102 given/sent to applicant. Document this in narrative.

__3. <u>Check for Fraud Investigation Cooperation</u>
- Did client cooperate with all fraud investigations in the past?   ___Yes ___No ___NA
  If NO and it's a new application: Allow 10 days to establish cooperation.

__4. Determine TANF status - **CAP2** -
- If anyone in the family group receives TANF = JO subtype
- If nobody in the family group receives TANF = EM subtype

__5. For EM subtype income does not need to be figured. KEHS staff already determined that the family was income eligible before sending the referral. Make sure to log that this is an KEHS/CCP (Kansas Early Head Start Child Care Partnership) referral and an income/expense worksheet is not needed.
.
__6. **DO NOT** enter income information on **INEL**. Make sure to log that this is an EHS/CC partnership referral and there is not a family share deduction.

__7. Family Share Deduction should be **$0** for either JO or EM subtype.

__8. Determine amount of child care hours approved. The hours for the child care plan need to equal what is listed on the referral form. The hours the parent indicates on the application or review do not need to be used. **<u>Worker does not need to document how hours were determined on Child Care Worksheet, but the referral will need placed in the file and the log needs to indicate this is a KEHS/CCP.</u>**
- If KEHS indicates that 10 hours are needed per week because a sibling is in school full time, the worker should use 43 hours per month for the months of September through May and 172 hours per month for June through August.
- If KEHS indicates that 20 hours are needed per week because a sibling is in half-day school, the worker should use 86 hours per month for the months of September through May and 172 hours per month for June through August.
- If KEHS indicates that 40 hours are needed per week, worker should use 172 hours per month for all the months on the plan.
- If KEHS indicates that more hours are needed per week, worker should use the number of monthly hours indicated on the form.
- 1st month proration can be determined by counting the number of days child care is needed from the 1st day of child care eligibility (date signed on the referral form) until the end of the first month and multiplying that number by a daily number of hours needed (calculated by taking the weekly hours and dividing by 5).

__9. If a review, update the date on **CHCM** with the date that DCF receives the KEHS referral form and review application.

__10.. Enter "N" next to child to write plan. On **CHCP** Enter the REASON CODE of **EH** (Early Head Start). **EH** will be entered next to all children, including siblings who are not a KEHS/CCP participating child. Authorize child care plan on **CHCP**.

__11. 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.

__12. Set alerts as needed (**ALME**)

__13. 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.

__14. If there is a corresponding Food Assistance case, there should not be any family share deduction or child care expense allowed if the only child care they use is through Early Head Start because Early Head Start pays any difference between the DCF rate and the provider rate so that the family does not have to pay for care. If there are siblings not in KEHS/CCP program, there may be a dependent care expense if they pay the difference between the cost of care and the subsidy amount.

Completed by: _____ Date: _____