

Child Care Checklist

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

1. Application/review complete? ___Yes ___No, send request for info. notice, give 10 clear days to submit.
Info needed: _____
2. Check CSE information
- ▶ Is client cooperating with CSE? ___Yes ___No
If NO and it's a new application: notify applicant and allow 10 days to establish cooperation.
If NO and it's a review: send "coop" notice to client (C305). Cooperate within 10 clear days or terminate child care for the child not cooperating on and possibly close case.
 - ▶ Check for CS income on **PACC** ___ (if CSE case open) or **KPC** _____ (if no CSE involvement)
3. Determine TAF status - **CAP2** -
- ▶ If anyone in the family group receives TAF = JO subtype
 - ▶ If nobody in the family group receives TAF = EM subtype
4. Figure income. **Document on Income/Expense Worksheet.**
- ▶ New Job—When is 1st pay check? Estimate income to receive in 1st month & then determine representative (prospected) income for the on-going months.
 - ▶ 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 FF. 1st 2 months after TAF 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.**
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 **CHCM**. Print the child care plan.
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 CSE referral (Do a referral on the FS number if the system will not let you send it on **MAME**).
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

Completed by: _____ Date: _____