
Care 4 Kids Program



Program Operations TRANSMITTAL

Transmittal Number: C4K-POL- 16-12

Date: September 21, 2016

To: Sherri Sutera, Program Director
Care 4 Kids Program

From: Harriet Feldlaufer, Director of Early Care and Education
Office of Early Childhood

CC: Distribution List

Subject: Wait List



Program Issue: In order to ensure that the Care 4 Kids program continues to exist “within available funding,” effective August 1, 2016 the Care 4 Kids program closed for new applications from working families (PG4). In order to ensure that when the program reopens, families who apply are served on a first-come first-served basis, Care 4 Kids must develop and maintain a wait list.

Background: The federal government has made many changes to the child care subsidy program which impact Connecticut’s Care 4 Kids Program. These new federal requirements have increased the cost to provide subsidy through the Care 4 Kids Program. Under the regulations, the lead agency must accept applications and authorize payments based on the applicable order of priorities only within available funding. Regulations of Connecticut State Agencies § 17b-749-10 describes the wait list process.

Implementation: Effective August 1, 2016, the Care 4 Kids Program will maintain a wait list for families whose income meets the program income eligibility (< 50% state median income). Those whose income qualifies them for the wait list will be placed in order based on the date the application was received.

Adding families to Wait List:

1. Determine if the household income is below 50% SMI
 - o Review family self-report on application;
 - o If income information is missing or unclear, place a minimum of 2 outbound calls to family to confirm and update history notes;
 - o Allow 15 days for family to respond to outbound phone call. If no response, family is not assigned to wait list and application is denied;
 - o No missing item notices (MIN) will be issued to request income verification;
2. If initial income reported meets the income eligibility guidelines, the family will be assigned to a wait list in the order of the date that the application was received.

Maintaining Wait List:

Wait list families must self-report to Care 4 Kids any of the following:

- o Change in address or phone number
- o Change in household income if income is above 49% SMI
- o Loss of approved activity or employment

Fair Hearings:

Families whose household income is determined ineligible ($\geq 50\%$ SMI) for the wait list *may request* an administrative hearing. Families that are assigned to the wait list *are not* entitled to a hearing.

Questions concerning this transmittal can be referred to the Office of Early Childhood at 860-713-6422

HF:ct