

DEPARTMENT OF SOCIAL SERVICES

40 NORTH PEARL STREET, ALBANY, NEW YORK 12243-0001

MARY JO BANE  
Commissioner



(518) 474-9475

LOCAL COMMISSIONERS MEMORANDUM

DSS-4037EL (Rev. 9/89)

Transmittal No: 92 LCM-129

Date: August 20, 1992

Division: Income Maintenance

**TO:** Local District Commissioners

**SUBJECT:** Need for Timely Processing of Child Care Disregard and Employment-Related Child Care Supplements for Employed Caretaker Relatives

**ATTACHMENTS:** None

91 LCM-181 addressed the child care needs of newly employed public assistance recipients who begin work and need child care in the month prior to the month they actually receive any wages. However, this population is only a portion of the newly employed recipient population with child care needs.

The larger population is comprised of those newly employed recipients who do receive wages in the same month they begin work and need child care. Many experience difficulty paying child care costs in a timely manner because their new budget and child care supplement has not yet been calculated. This can be a particular problem for those recipients using regulated child care arrangements.

The ultimate goal of public assistance is to enable those who can become self-sufficient to eventually leave the assistance rolls. Therefore, it is important to provide in a timely manner to those recipients who become employed, all the supports available and necessary to begin and to continue employment. This is especially true for those who become employed through their own initiative.

To achieve their goals, it is important that whenever recipients with children inform the worker that they are, or will soon become, employed, the worker must ensure that these recipients receive the appropriate child care disregard and supplement, if applicable. A recipient has the right to choose the type of child care the children will receive (i.e. regulated vs. informal). When informed that the recipient is employed or will become

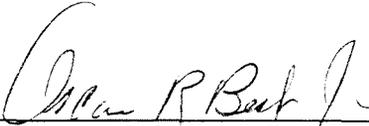
For example, a recipient reports and verifies on February 10 that work will begin on March 2 and weekly pay will begin March 6. The recipient has made arrangements for two children to receive child care and verifies the cost and that it is legal child care. The worker should rebudget the case and authorize the child care disregard and supplement, if appropriate, effective with the first payment for March.

Workers should also explain to recipients that:

- o the child care disregarded income amount is the amount that they are required to pay to the child care provider;
- o the disregarded amount will be supplemented up to the actual cost (not to exceed the local market rate) if the provider is legal;
- o the supplement can be provided directly to the provider of child care if the recipient requests.

The supplement is excluded as income for food stamps as a reimbursement. Only child care costs for which the recipient is not supplemented, or otherwise reimbursed, can be considered a dependent care deduction for food stamps.

Any public assistance related questions should be directed to Maureen Standish at 1-800-342-3715, extension 3-6555. Any child care questions should be directed to Dee Woolley at extension 4-9324. Any Food Stamp question should be directed to your county Food Stamp representative at extension 4-9225.

  
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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance