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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-62

Date: June 3, 1994

Division: Services and
Community
Development

TO: Local District Commissioners

SUBJECT: Transitional Child Care: Notification of Potential
Eligibility

ATTACHMENTS: Attachment A: Notice of Potential Eligibility for
Transitional Child Care Benefits (Available On-Line)

Attachment B: Pub. # 1525 - A Guide to Transitional Child
Care (Not Available On-Line)

The purposes of this Local Commissioners Memorandum (LCM) are to introduce:
1) a revised "Notice of Potential Eligibility for Transitional Benefits";
and 2) a newly developed Department brochure explaining the Transitional
Child Care (TCC) program.

Notice of Potential Eligibility for Transitional Benefits

Section 415.7(e)(2) of the Department's regulations provides that a social services district must inform recipients of public assistance of the availability of Transitional Child Care benefits at the time their eligibility for Aid for Dependent Children (ADC), Home Relief (HR) or Veterans Assistance (VA) is terminated. Such notification must describe the eligibility requirements, how to apply for transitional child care benefits and the types of verification needed. The notification also must state the applicant's option to select a child care provider from a full range of eligible providers and the availability of the social services district to assist the applicant in locating available and accessible child care. In addition, the notification of potential eligibility for TCC must include information on the client's rights and responsibilities under the TCC program.

In response to suggestions from social services districts and client advocates, the Department has revised the "Notice of Potential Eligibility

for Transitional Benefits" (Attachment A). The primary intent of the revision was to make the notice less technical and more easily understood.

The revised notice also eliminates the requirement that social services districts include an application packet with notices which are sent to individuals whose cases have been closed due to earnings. This requirement has been eliminated because it greatly increases postage costs and, according to many social services districts, yields a very small return as few applicants actually complete the application they were mailed.

Attachment A, "Notice of Potential Eligibility for Transitional Benefits is a revised model notice which replaces both Attachment A and Attachment C of 90 ADM-31. Social services districts may use this model as their own form or may develop a local equivalent. All local equivalent forms must be approved by the Department prior to use. Requests for approval of local equivalent forms may be submitted to:

Ms. Dee Woolley
NYS Department of Social Services
Bureau of Early Childhood Services
40 North Pearl Street - 11B
Albany, New York 12243

Pub. #1525 - "A Guide to Transitional Child Care"

The Department recently has released Publication #1525 entitled "A Guide to Transitional Child Care" (attached). This brochure describes the TCC program, its eligibility requirements and how to apply for the program. It has been produced with English on one side and Spanish on the other.

Social services districts are encouraged to use "A Guide to Transitional Child Care" in working with clients. Section 385.4(a)(1)(iii) of the Department's regulations provides that at the time of application for assistance or redetermination of eligibility for assistance, a social services district must inform all applicants for and recipients of ADC, HR and VA, in writing and orally, of the availability of TCC. "A Guide to Transitional Child Care" may be used in combination with DSS forms 4184A ("What You Should Know About Your Rights and Responsibilities When Applying for Public Assistance") and 4148B ("What You Should Know About Social Services Programs") to fulfill this requirement.

In addition, social services districts are asked to maximize circulation of the TCC brochure within their counties by ensuring that community agencies are aware of its availability. Social services districts may wish to coordinate its distribution by making copies available to other community agencies which serve the same or a similar client population.

An initial supply of this brochure will be distributed to social services districts during the month of May, 1994. After July 1, 1994, social services districts may obtain additional copies of "A Guide to Transitional Child Care (Pub. #1525) by submitting a written request on Form DSS-876 (Rev. 1/86): "Request for Forms and Publications." Inclusion of a self-addressed mailing label will expedite the processing of your order. Request should be sent to:

New York State Department of Social Services
Forms and Publications Section
40 North Pearl Street
Albany, New York 12243

Requests also may be made on-line using DSS-876EL. On-line requests should be transmitted to Userid #O-FORM.

Questions regarding this LCM may be directed to Dee Woolley, Bureau of Early Childhood Services at 1-800-343-8859, ext. 4-9324 or dial direct at (518) 474-9324. Ms. Woolley also may be contacted on-line, Userid #89A800.

Frank Puig
Deputy Commissioner
Division of Services and Community
Development

NOTICE OF POTENTIAL ELIGIBILITY FOR TRANSITIONAL BENEFITS

IF YOU ARE WORKING, YOU MAY BE ABLE TO GET HELP PAYING FOR YOUR CHILD CARE AND MEDICAL ASSISTANCE. READ THE REST OF THIS NOTICE TO LEARN HOW TO APPLY.

WHAT IS TRANSITIONAL CHILD CARE?

The Transitional Child Care (TCC) program provides money to help working parents pay for child care. People who were on public assistance (PA) may be able to receive TCC for up to 12 months after they become ineligible for PA.

You can apply for TCC anytime during those 12 months. If you were eligible for TCC before the date of your application, you may receive payments for any child care during those earlier months.

WHO CAN GET TCC?

If you need child care in order to work and cannot get public assistance any longer because of the amount of money you make, you may be able to get TCC. You must have a child or foster child who is younger than 13 years, or a child up to age 19 who has special needs or is under court supervision.

In order for you to be eligible, your family's income may not exceed certain limits. You also must have been on public assistance in three of the last six months before your PA case closed.

HOW MUCH WILL YOU HAVE TO PAY?

You will pay a portion of the child care costs each month. How much you pay will depend on your income and the size of your family.

WHAT TYPES OF CHILD CARE CAN TCC PAY FOR?

You have the right to choose any child care that is legal. This includes licensed day care centers; registered family day care homes; licensed group family day care homes; registered school-age child care programs; caregivers of legally-exempt group child care such as summer day camps; and friends, neighbors and relatives. Your county department of social services or child care resource and referral agency can help you find child care.

HOW CAN YOU GET TCC?

CALL YOUR COUNTY DEPARTMENT OF SOCIAL SERVICES AND ASK FOR TCC - TRANSITIONAL CHILD CARE. You will need to fill out an application and be approved. You can ask that the application be mailed to you. You also have the right to apply by mail if you wish.

WHAT INFORMATION DO YOU NEED WHEN YOU APPLY?

You must provide the following information when you apply:

- o your most recent pay stubs or other proof of the amount of your family's income;
- o your work schedule; and
- o information about your child care provider(s).

WHAT ARE YOUR RESPONSIBILITIES UNDER TRANSITIONAL CHILD CARE?

In order to continue to receive child care benefits you must:

- o Notify your caseworker immediately of any change in family income, household composition or circumstances (i.e., birth of a child, etc.), child care arrangements or termination of employment.
- o Complete and return to your caseworker a questionnaire that will be used to determine your continued eligibility.
- o Pay the fee determined by your local department of social services.
- o Cooperate in establishing paternity and enforcement of child support obligations.

WHEN WILL YOU STOP RECEIVING TCC?

Your Transitional Child Care will be stopped:

- o at the end of the twelve month eligibility period;
- o if you quit your job without good cause;
- o if you fail to pay your child care fee;
- o if you stop using a legal child care provider;
- o when child care is no longer needed to allow a family member to accept a job or continue to work;
- o if your income exceeds the maximum allowed for your family size; or
- o if you fail to cooperate with child support enforcement.

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MEDICAL ASSISTANCE

If you can no longer receive PA because of the amount of money you make, you may be able get extended Medical Assistance (MA). Medical Assistance will be available for 6 months if you meet ALL the following requirements:

- o Your family received PA in 3 of the last 6 months before your PA case closed due to earnings or loss of the earned income disregards.
- o A child of yours under the age of 21 years is living with you.
- o You or your spouse are working or recently employed.

If the amount you or your spouse earn remains below certain levels and your child(ren) under age 21 continues to live with you, you may be able to receive MA for up to 6 more months after the first 6 months have ended. In order for us to determine whether your MA can continue for the full 12 months, you must complete the information on reports which will be sent to you every three months. You must return the reports, along with copies of your paystubs, by the due date which will be shown on the first page of the report. Remember to save your paystubs so that you can send copies with the reports.

IF YOUR PA CASE CLOSED DUE TO EARNINGS OR LOSS OF INCOME DISREGARDS, THE DEPARTMENT OF SOCIAL SERVICES WILL AUTOMATICALLY DETERMINE YOUR ELIGIBILITY FOR EXTENDED MEDICAL ASSISTANCE. YOU DO NOT NEED TO APPLY FOR THIS BENEFIT.

In New York City, if you have questions about your Medical Assistance benefits, call the Work Related Benefits Unit at (212) 280-0415 or 280-0416.

In the rest of the state, if you have questions about your Medical Assistance benefits, call the county department of social services.