

## **Policy Communiqué #16-13 Follow-up to One-Time Parent/Caretaker and Friend/Neighbor Mailing**

**Title:** Follow-up to One-time Parent/Caretaker and Friend/Neighbor Mailing

**Date:** 10/27/2016

**Priority:** High

**Category:** Informational

**Action Required:** Read and Follow Next Steps

**Response Required:** None

### **Purpose:**

The purpose of this policy communiqué is to provide the Child Care Information Services (CCIS) agencies with additional information about the one-time mailing the Office of Child Development and Early Learning (OCDEL) sent to the following individuals:

- Each parent/caretaker (p/c) of a child currently enrolled with an existing friend or neighbor (F/N) provider who is not related to the child and the provider did not transition into a family child care home.
- Each F/N provider that has one or more unrelated children enrolled received the mailing because the provider did not transition into a family child care home.

### **Background:**

There are new requirements related to provider eligibility for subsidized child care payments resulting from the changes to the federal Child Care and Development Block Grant (CCDBG). F/N providers will no longer be eligible for subsidy payments unless they are a certified family child care home. The CCIS agencies have been working with the parents/caretakers and F/N providers identified as potentially impacted by the new requirements since September 2015.

The following types of outreach have occurred:

- OCDEL hosted statewide and regional meetings.
- The CCIS agencies, Certification staff and the Regional Keys held meetings for providers.
- The CCIS agencies have sent flyers to and contacted families, relative providers, and F/N providers by phone and mail.
- The Department of General Services (DGS) sent a one-time mass mailing to families and F/N providers.

The changes in provider eligibility requirements will not affect an F/N provider caring for three or fewer children that are not receiving subsidy or a relative provider (i.e. related to the child(ren) for whom he or she provides care) that receives subsidy.

In order for an in-home caregiver to continue to receive subsidy, the in-home caregiver must be deemed a relative provider (i.e., related to the child(ren) for whom he or she provides care).

**Discussion:**

DGS sent Confirmation Notices in a one-time mass mailing as described above to the individuals identified in the attached spreadsheet, which was used to pre-populate the notices with demographic and other pertinent information including:

- CCIS Office Name, Address, Telephone and Toll-Free Telephone
- P/C or F/N Name and Address, depending upon the recipient
- Co/Record Number or MPI Number, depending upon the recipient
- Legal Aid Office Name, Address and Telephone if the p/c was the recipient

NOTE: Although the p/c may appeal the Confirmation Notice decision, the CCIS will not continue care and will not pay an F/N provider for services after October 31, 2016.

OCDEL has decided that Deloitte will run a data fix to automatically:

- Close Provider Agreements within Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) Child Care Works (CCW) during the nightly batch on October 31, 2016 for all F/N providers caring for unrelated children.
- Suspend enrollments within PELICAN CCW due to the Provider Agreement closures, for all children enrolled with an F/N provider on November 1, 2016.
- Suppress the Child Care Stop Letter that PELICAN CCW automatically generated in response to closing the F/N Provider Agreements.

The enrollments PELICAN CCW suspended as part of the data fix will remain in suspended subsidy for up to 90 calendar days beginning on November 1, 2016.

The CCIS must track the outcomes related to each of the children for whom PELICAN CCW suspended enrollments and determine a child ineligible for subsidized child care on day 91 if the child's subsidy remains suspended. In addition, the CCIS must send an Adverse Action Notice terminating care.

It is important to note that **PELICAN CCW did not close the Provider Agreements for providers caring for related and unrelated children** as of October 3, 2016. If the CCIS is working with a provider who is caring for related and unrelated children, the CCIS must:

- Suspend enrollments manually for the unrelated children for whom the provider is caring effective November 1, 2016, and send the attached Confirmation Notice to the p/c.

**NOTE:** The CCIS must suppress the Child Care Stop Letter associated with the suspended enrollment(s) and manually send the attached Child Care Stop Letter **to the provider only.**

- Suspend enrollments manually for any related children for whom the provider is caring effective November 1, 2016, if the p/c did not timely return the Attestation and send the attached Confirmation Notice to the p/c.

**NOTE:** The CCIS must suppress the Child Care Stop Letter associated with the suspended enrollment(s) and manually send the attached Child Care Stop Letter **to the provider only.**

- Close the Provider Agreement for any provider who had been caring for related and unrelated children if the CCIS has suspended the enrollments for all of the children for whom the provider was caring.

If the p/c returns the Attestation at any point during the 90-day suspension period, the CCIS must pay the relative provider retroactively to the date the CCIS suspended the child(ren)'s enrollment(s).

### **Next Steps:**

1. Share this communiqué with staff responsible for doing this work.
2. Use the attached Child Care Stop Letter to send to providers only when a child's enrollment is suspended.
3. Direct questions to your subsidy coordinator.

