RECIPIENTS WHO ARE CHILD CARE PROVIDERS Number: 306

Approved: ***Signature on file*** Date: 4/1/99 (R08/07)

PURPOSE

The intent of CalWORKs is to assist recipients in becoming self-sufficient. As clients look towards their future and begin employment, some clients have chosen to become child care providers. This policy provides guidelines for notification of workers when a child care provider is receiving assistance. The Ongoing Services Worker (OSW) and the Initial Services Worker (ISW) is responsible for identifying any child care provider who has an active Medi-Cal, Food Stamps or General Relief case and sending an Alert notifying the other assistance workers. Notification that a client is now working and receiving income is important to the accurate issuance and maintenance of other benefits

SUPPORTIVE SERVICES

Supportive services includes Child Care, Ancillary and Transportation benefits to assist the CalWORKs Welfare-To-Work (WTW) participant/Cal-Learn Teen to participate in their activity, and employed recipients and former recipients in obtaining and retaining employment. A supportive service case may exist when a cash case has been discontinued and the client is receiving retention services.

STAFF RESPONSIBILITIES

The OSW/ISW will obtain all required information necessary to process a child care application per current procedures. Once approved, the case will be submitted to the supervisor for review, approval of the child care plan and the Provider ID number.

The Social Services Supervisor I (SSSI) is responsible for the following:

- Clear the provider's Social Security Number in CalWIN
- Complete a Recipients as Child Care Providers Notification form F063-41-195 if a match is found
- Place a copy of the F063-41-195 form in the case record

The OSW/ ISW is responsible for the following:

- Send a copy of the Notification form and the Child Care Plan F063-41-18) to the worker of record: CalWORKs, Medi-Cal, Food stamps, General Relief.
- Inform the worker via e-mail when the initial child care payment has been issued.

CALWORKS, MEDICAL, FOOD STAMP, GENERAL RELIEF WORKER

Receipt of the Notification form and Child Care Plan will provide the worker with client and provider information when a recipient has been identified as a child care provider and will be receiving direct child care payments. The worker will need to control for reporting and receipt of income.

Child care payments issued to the child care providers can be viewed in the Benefit Issuance & Recovery subsystem.

ATTACHMENTS

- Recipients as Child care Providers Notification Form F063-41-195
- Child Care Plan F063-41-18