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KERRY HEALEY
Lieutenant Governor

RONALD PRESTON
Secretary

JOHN A. WAGNER
Commissioner

Field Operations Memo 2004-28
July 23, 2004

To: **Transitional Assistance Office Staff**

From: **Cescia Derderian, Assistant Commissioner for Field Operations**

Re: **Child-Care Authorization Windows and Authorization Form**

Overview

BEACON Release 2.1.10, deployed on July 19, 2004 issued significant changes to the child-care authorization window and the child-care referral and authorization form. This memo provides details about these two issues.

Child-Care Authorization Window

The child-care authorization window has been redesigned to facilitate the transferring of the responsibility for determining the hours of service to the Child Care Resource and Referral (CCR&R) agency. **The Department will no longer determine if the child-care need is for full-time or part-time child-care services.** The Department will provide the CCR&R with the hours the assessed person (AP) is participating in the activity(ies) and the CCR&R will determine the level of child-care services.

Clicking the Attendance Plan on the ESP Activity Disposition window enables the AUM to enter the number of scheduled hours per day per activity. These hours will be prepopulated onto the Authorization window.

Entries onto this revised Authorization window will be made when the AUM is establishing a child-care authorization, modifying an existing child-care authorization or during an eligibility reevaluation. A child-care authorization already created is still valid with the CCR&R.

Child-Care Authorization Window (continued)

Authorization Window

The layout of the Authorization window (Attachment A) has changed significantly. The following procedures describe the fields on the window and how the AUM enters the data. Refer to the What's New in Increment 2.1.10 for the fields that were removed from this window.

To create a new or modify an existing authorization, the AUM must:

- Highlight one active activity at a time from the outline field that leads to the need for child-care services. The AP may be active in more than one activity;

- Click Select. The hours for the weekdays will be prepopulated in the Activity Weekly Plan. The hours are for the highlighted activity. This grayed out data comes from the ESP Activity Attendance Plan. To change the data, if necessary, go to the ESP Activity Disposition window. The Activity Start Date and the Activity End Date will be prepopulated from the ESP Activity Disposition window;

- Tab to the Child Care Plan section of the Authorization window. The fields in the Child Care Plan section have been modified to collect the start and end times for the activity and the total hours per day. The AUM must:

  - Move the mouse indicator to the field under the particular weekday;

  - A right mouse click in the field will display the time chart which is in 30 minute increments. If the actual start or end time is not on the half-hour, round back for the start time and round forward for the end time. Example, for a start time of 8:45, select 8:30 as the start time; for an end time of 4:45, select 5:00 as the end time. A left mouse click will select the time;

  - Be sure to select the appropriate am or pm hour. Be sure to select the start time first. An incorrect selection will result in an incorrect number of hours on the authorization;

  - Repeat until each weekday has both a start and end time;

  - Save or Update the data;

  - If the AP is participating in additional activities, click Clear, highlight the next activity, click Select and repeat the procedures for the time chart for each remaining activity;

Child-Care Authorization Window (continued)	The Child Care Start Date represents the earliest start date of any active activity in the outline field.
	The Child Care End Date represents the latest end date of any active activity in the outline field.
	Clicking on the dropdown box of the Resource field will display a list of the CCR&Rs.

- Click Finish when the hours for all of the active activities have been entered and the data have been saved;

- **To print the child care referral and authorization notice, go to the Document History tab and find the Child Care Referral and Authorization Notice.** Preview, and if correct, print and the AP and AUM signs the Child Care Referral and Authorization Notice;

- Give the Child Care Referral and Authorization Notice to the AP to take to the CCR&R or fax the Child Care Referral and Authorization Notice to the CCR&R.

Child-Care Referral and Authorization Notice	The layout of the Child Care Referral and Authorization Notice (Attachment B) has also changed to comply with the new entries on the Child Care Authorization window.

- The top section identifies the AP, AP's SSN, TAO, the current date, the authorization number and the name and address of the CCR&R.

- The next section provides some additional data about the AP.

- The last section has the most revisions and lists each component activity the AP is participating in, the start and end dates, the participation times for each weekday, and the total of all of the hours in each day. This data is used by the CCR&R to determine the child-care service level (full- or part-time) that is needed.

Reminder: Homeless Child-Care Program	A reminder that vouchers are still available for eligible homeless families through the Homeless Child-Care Program. See Field Operations Memo 2004-21.

Questions	If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.

Authorization: DD KELLY - 07/23/2004

010-10-2299

Name	Status	Start	End	Resource
TAFDC Community Service Participation	Active	05/10/2004	11/09/2004	Lynn Economic Opportunity

Select

Child Care

Activity Weekly Plan

Sun	Mon	Tue	Wed	Thu	Fri	Sat
0.00	4.00	4.00	4.00	4.00	4.00	0.00

Update

Clear

Activity Start Date: 05/10/2004   Activity End Date: 11/09/2004

Child Care Plan

	Sun		Mon		Tue		Wed		Thu		Fri		Sat	
	__:__	__:__	11:30a	03:30p	08:00a	12:00p	08:00a	12:00p	11:30a	03:30p	10:30a	02:30p	__:__	__:__
Total	0.00		4.00		4.00		4.00		4.00		4.00		0.00	

Status: Active   Reason:

Child Care Start Date: 05/10/2004   Child Care End Date: 11/09/2004

Resource: Child Care Choices of Boston ESF

Help   Cancel   < Back   Next >   Finish

300 Ocean AVE.   ChildCareRefAndAuthNotice
Malden, MA 01801

Massachusetts Department of Transitional Assistance

DD KELLY   SSN: 010-10-2299
100 MARY ROAD   Revere TAO-DTA
REVERE, MA 02151-58230

07/15/2004
Authorization Number 20202020

Dear DD Kelly:

This is an Authorization for you to take to the Child Care Resource and Referral Agency (CCR&R) listed below to obtain a voucher for child care services. A child-care voucher can not be backdated.

A child care provider will not receive payment until a voucher has been issued by the CCR&R.

You must report changes in your income or component activity to your AU Manager and CCR&R counselor within 5 days.

CCR&R Name and Address: **Child Care Choices of Boston ESP CC 105 Chauncy ST. Boston, MA 02111**

Dolly Madison
Transitional Assistance Social Worker
(781) 999-9999

RECIPIENT INFORMATION

Program: Transitional Assistance (TAFDC)/2   Current Monthly Grant: $578.00
Telephone Number: (781) 629-1464   Other Income Received: no
Date of Birth: 11/12/1980   TAFDC Case Closing Date: N/A
Primary Language: English   Child Care Service Reason: Employment
Ethnic Origin: White not Hispanic

Component Activity	Start Date	End Date	Sun	Mon	Tue	Wed	Thu	Fri.	Sat.
TAFDC Community Service Participation	05/10/2004	11/09/2004	/	1130a/0330p	0800a/1200p	0800a/1200p	1130a/0330p	1030a/0230p	/
Total Hours			0.0	4.0	4.0	4.0	4.0	4.0	0.0

Total Number of hours does not include needed transportation time.

Child(ren) Name(s)	**Child(ren) Date(s) of Birth**
Patches Kelly	03/12/98
Nina Kelly	02/28/96

_____   ___/___/_____   _____   ___/___/_____
Signature of Recipient   Date   Signature of AU Manager   Date