



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston, MA 02111

DEVAL L. PATRICK
Governor


TIMOTHY P. MURRAY
Lieutenant Governor

JUDYANN BIGBY, M.D.
Secretary

DANIEL J. CURLEY
Commissioner

Operations Memo 2012-27
June 14, 2012

To: Department of Transitional Assistance Staff

From:  Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations

Re: Homeless Child Care Obsolete Field Operations Memos, Other Obsolete Homeless Child Care Documents and Homeless Child Care Services Available through DHCD

Overview

On July 1, 2009, the Emergency Assistance (EA) program transitioned from DTA to the Department of Housing and Community Development (DHCD). All of the eligibility and case management services and activities associated with the EA program became the responsibility of DHCD.

Purpose of Memo

The purpose of this Operations Memo is to inform TAO staff of obsolete Field Operations Memos and other obsolete documents relating to the homeless child care services that were formerly provided through DTA.

The memo also serves to communicate the homeless child care services available to DTA homeless families through DHCD and how families access the services.

Obsolete Memos This Operations Memo obsoletes the following memos:

- Field Operations Memo 2007-62
 - Field Operations Memo 2008-17
 - Field Operations Memo 2008-32
 - Field Operations Memo 2008-63
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Other Obsolete Documents

The following documents are obsolete:

- ✓ *Child Care Referral Notice for Homeless Families* (EA-CCRN (12/2007))
- ✓ *Child Care Assistance for Families Living in Shelter* (EEC_CC Fact Sheet (12/2007)) in English and Spanish

The following document is obsolete and was removed from the Online Guides folder on DTA Online:

- ✓ *Streamlining Access to Child Care for DTA Homeless Families: Homeless Child Care Frequently Asked Questions (FAQs)* (Issued 6/11/08)
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CCR&R, Shelter and DTA Contact Lists

The following documents sent electronically to TAOs with Field Operations Memo 2007-62 are obsolete:

- ✓ Child Care Resource and Referral (CCR&R) Shelter Contact List
 - ✓ DTA TAO Liaisons list
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DTA Child Care

Any TAFDC client who is employed or in an ESP activity regardless of whether (s)he is homeless or not, is eligible for ESP child care. Any former TAFDC client who is employed regardless of whether (s)he is homeless, is eligible for Transitional Child Care (TCC) for up to 12 months from the date of the TAFDC closing.

DHCD Homeless Child Care Services

Currently, the Department of Early Education and Care (EEC) authorizes a limited number of child care slots with child care providers for eligible children of homeless families. These child care slots are contracted with specific providers and are not accessed through a child care voucher.

DHCD certifies for EEC that each of the families referred to these slots:

- is in an EA shelter, or
- has recently left an EA shelter for a short-term subsidy unit; and
- is not eligible for child care assistance through DTA.

To obtain a homeless child care slot, a homeless family should speak with shelter provider staff, F.O.R. Families staff, or a child care provider regarding the family's child care needs. Staff from these agencies may send a DHCD homeless child care referral form to DHCD's Central Office for approval.

**DHCD Homeless
Child Care
Services
(continued)**

However, because of the limited number of slots, DHCD maintains a waiting list of referred families. Periodically, EEC will furnish DHCD with a list of vacant slots. DHCD will approve a family on the waitlist to fill a slot when an appropriate slot becomes available.

DTA homeless families who request homeless child care services will be referred to DHCD by the shelter, F.O.R. families, or the child care provider if the family is not in receipt of TAFDC and does not have TCC, or is in receipt of TAFDC but does not have ESP child care.

Note: The Child Care Resource and Referral (CCR&R) agencies are not involved in the homeless child care process.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.
