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*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
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**Field Operations Memo 2007-17**  
**March 26, 2007**

**To:**  **Transitional Assistance Office Staff**  
**From:** **John Augeri, Assistant Commissioner for Field Operations**  
**Re:** **TAFDC: Child Care Referral Notice and Procedural Changes**

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**Overview**

DTA and the Department of Early Education and Care (EEC) have agreed to changes to the child care referral process. These changes are part of the on-going effort to streamline the child care voucher service for TAFDC recipients and former TAFDC recipients eligible for child care services.

The system-generated *Child Care Referral* notice has been revised to reflect the changes to the referral process. The paper referral form, BEA/CCA, used when the system-generated notice is unavailable has also been revised.

Concurrently, the *Child Care Referral* notice and BEA/CCA form also reflect race and ethnicity changes implemented in BEACON as a result of the new BEACON release, scheduled for April 2, 2007. For information on how ethnicity and race data is collected and recorded on BEACON, see Field Operations Memo 2007- 18: *Revised Ethnicity and Race Data Collection*.

BEACON Increment 2.1.22 includes the revised *Child Care Referral* notice.

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**Purpose of Memo**

This memo describes changes to the child care referral process and informs AU Managers about text and information changes to the notice to reflect the new procedures.

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**Changes to Child Care Referral Process** The following are child care referral procedural changes:

- Recipients are no longer instructed to take the *Child Care Referral* notice to the Child Care Referral (CCR&R) agency. This procedure is reflected in the revised *Child Care Referral* notice, including the addition of the telephone number of the appropriate CCR&R.

The CCR&R will determine if the recipient needs to be seen or if the child care voucher may be authorized by telephone and/or fax. In instances of first time child care referral, most recipients will need to be seen by the CCR&R. However, in instances where a referral is being generated on an existing child care case in order to change a component or otherwise extend the child care authorization end date, recipients will not have to go to the CCR&Rs.

AU Managers should fax a copy of the *Child Care Referral* notice to the CCR&R or follow other TAO procedures in the case of collocation. Soon an electronic data exchange with EEC should eliminate the need for this.

- Recipients and AU Managers no longer need to sign the *Child Care Referral* notice. This change in procedure is reflected by the removal of the signature section from the notice.

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**Additional Text and Information Changes**

Additional text and information changes include:

- Clarifying the response section. The instructions have been changed from **“Response from CCR&R to DTA upon final disposition of this referral”** to **“If one of these situations applies, please check the appropriate box, sign and return it to DTA;”**
- Revising the child care services resource information from “Office of Child Care Services” to reflect its current name, “Department of Early Education and Care (EEC)”;
- Revising the “Ethnic Origin” field to an **“Ethnicity”** field; and
- Adding a **“Race”** field to identify the recipient’s racial background(s).

See Field Operations Memo 2007-18: *Revised Ethnicity and Race Data Collection*, for details on the **“Ethnicity”** and **“Race”** fields.

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**Future BEACON Notices Changes** DTA continues to explore the need to make changes to recipient notices on BEACON for TAFDC recipients and former TAFDC recipients receiving child care services. These potential changes to the notices are expected to result in more improvements to the way in which child care services are continued when there is a change in a recipient's activity.

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**Obsolete Material** Field Operations Memo 2005-1A is obsolete.

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

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