

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 28, 2010

**What's Inside:**  
**Inclusion of Job  
Search as an Eligible  
Child Care Need for  
Non-TA applicants  
and recipients**

**MEMORANDUM**

**TO:** ALL REGIONAL AND COUNTY CD AND FSD STAFF

**FROM:** PAULA NEESE, DIRECTOR  
CHILDREN'S DIVISION  
ALYSON CAMPBELL, DIRECTOR  
FAMILY SUPPORT DIVISION

**SUBJECT:** NON-TEMPORARY ASSISTANCE JOB SEARCH

**REFERENCE:** CHILDREN'S DIVISION  
FAMILY SUPPORT DIVISION

The purpose of this memorandum is to introduce the addition of Job Search as an eligible child care need for applicants and recipients who are not in Temporary Assistance (TA) application status or currently receiving TA. The addition of this component as an eligible child care need has been made possible with funds from the American Recovery Reinvestment Act (ARRA) and is allowed while ARRA funding is available or until September 30, 2011, whichever occurs first.

Staff is to discuss this need component with Non-TA individuals who are currently not employed but claim to be actively seeking employment. A new child care need, NTA, has been added to the Child Care Needs (CCNEED - FMAC) screen in FAMIS. Non-TA Job Search will be allowed for a maximum of eight (8) weeks. When Non-TA child care applications are approved due to job search, verification of job search activities is not required.

When authorizing a child to a provider due to Non-TA Job Search, enter a begin date and an end date on the child's authorization, which is not to exceed 60 days. If employment is found during the 60 day period, the EU must notify their Eligibility Specialist (ES) and provide required documentation in order to continue child care assistance. The ES must update the case record with current information prior to the Non-TA Job Search end date in order for child care subsidy to continue.

This component is not to be used for applicants that are participating in TA Immediate Engagement activities through DWD. Staff is to continue using the current Job Search code (JOS) for child care households that are eligible or have applied for Temporary Assistance benefits.

This component can be used in conjunction with child care needs other than JOS, such as COL (College) if the other need does not justify full time (FT) daytime units of care. Job search hours should be calculated into the authorization as daytime hours, not evening/weekend hours. Parents who have a need for full time daytime care five (5) days per week gain no additional benefit of using the NTA need. Staff should explain the 60 day time limit for the NTA need component as well as the child authorization levels to allow the parent to make an informed decision.

## **SYSTEM CHANGES**

The Child Care Needs (CCNEED – FMAC) screen has been modified to accept the Non-TA Job Search (NTA) child care need effective 05/03/2010. The start date of the NTA need cannot begin on a date prior to 05/03/2010. The NTA need cannot overlap with an existing NTA or JOS need for an individual. Staff must enter an end date within 60 days of the start date of the NTA need. Staff will receive an error message which will populate the 60<sup>th</sup> day in the end date field if an end date greater than 60 days is entered as an end date. FAMIS tracks all previous occurrences of the NTA need and will not allow any individual to exceed a total of 60 days for this need.

Example: Gilbert Grape had a need of NTA job search from 04/05/2010 through 04/30/2010. Mr. G comes in to the office on 05/10/2010 and states he is in need of more time for job search. He states he is looking for work again starting today and anticipates he will need another 6 weeks in order to find a job. Since Mr. G has already used 26 days of job search, he has 34 days remaining. Staff enters a new NTA need on the CCNEED (FMAC) screen with a begin date of 05/10/2010. If staff enters an end date greater than 34 days in the future, 06/12/2010 in this case, an error message will appear and the end date of the new NTA need will default to 06/12/2010. This end date can be changed to any date prior to 06/12/2010, but cannot be greater than 06/12/2010.

A warning message, Please go to CCAUTH to update the correct authorization, will appear when an NTA need component is entered on FMAC. If a current child authorization exists, staff should end the current authorization level and add a new authorization for the child with the NTA job search hours figured into the authorization.

An edit has been added to the Child Care Authorization (CCAUTH – FM30) screen to limit a new child authorization within the NTA need dates from FMAC. If the parent continues to have a need for care after the NTA need ends, staff must enter the new authorization for the lesser units of care for the time period after the NTA need ends.

Example: Mr. Grape and his son, George, have an active child care case with EU eligibility dates from 01/07/2010 through 12/31/2010. When the child care application was approved, George was authorized for 13 part time daytime (PTD) units of care from 01/12/2010 through 05/29/2010 based on Mr. G.'s class schedule and George's attendance at school. When Mr. G. decides to use the NTA job search as a need for care from 04/05/2010 through 04/30/2010, he states he will need before and after school care for George Monday through Friday. Based on Mr. G.'s class schedule, George's school attendance and the times Mr. G. will be looking for work, the ES determines that George will need 22 half time daytime (HTD) units of care per month. The ES enters the NTA need on the CCNEED (FMAC) screen from 04/05/2010 – 04/30/2010. The warning message, Please go to CCAUTH to update the correct authorization, appears. The ES

ends the current child authorization for 13 PTD units of care effective 04/04/2010 with close reason CCH (change in the hours of care) on the CCAUTH (FM30) screen. The ES then adds a child authorization for 22 HTD units of care for the time period 04/05/2010 through 04/30/2010. Since Mr. G. will still need care from 05/01/2010 through 05/29/2010 based on the previously verified COL need, staff also enters an authorization for 13 PTD units of care from 05/01/2010 – 05/29/2010.

The paragraph below will appear on the FA 150 & FA 510 client notices when an NTA need is entered and on any notice that is produced while the NTA need is open. This paragraph will also be produced when the NTA need is ending based on the NTA end date & the fact that no other child care need exists. If two (2) individuals in the EU have the NTA need open, the paragraph will be produced twice.

“The need for child care for **&&EUM NAME&&** is listed as Job Search from **&&NTA begin date&&** to **&&NTA end date&&**. Individuals that have not applied for or are not receiving Temporary Assistance benefits are limited to 60 days of Job Search as a need for child care. This 60 day Job Search period is funded through the American Recovery & Reinvestment Act (ARRA) and will continue until you are no longer looking for work, you use your entire 60 days, or the ARRA funding ends, whichever is sooner. Because each individual is limited to 60 days total, it is important that you report any changes in your child care need to your Eligibility Specialist as soon as possible. Once you have used the entire 60 day period, you will not be eligible for this Job Search need unless you apply for or begin receiving Temporary Assistance benefits.”

<b>NECESSARY ACTION:</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division and Family Support Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT:</b> Joyce Koerner 573-526-9587 Joyce.A.Koerner@dss.mo.gov	<b>PROGRAM MANAGER:</b> Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
<b>CHILD CARE MANUAL REVISIONS</b>	
<a href="#">1210.020.15.45 – Non-Temporary Assistance Job Search</a>	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS and RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	

**ADMINISTRATIVE RULE**

N/A

**COUNCIL ON ACCREDITATION (COA) STANDARDS**

N/A

**CHILD AND FAMILY SERVICES REVIEW (CFSR)**

N/A

**PROTECTIVE FACTORS**

Parental Resilience – Yes

Social Connections – Yes

Knowledge of Parenting and Child Development – N/A

Concrete Support in Times of Need – YES

Social and Emotional Competence of Children – N/A

**FACES REQUIREMENTS**

N/A