County of Orange Social Services Agency Family Self-Sufficiency Division

Program/Area: CalWORKs

Title: Recipients Who are Child Care Providers

Number: 306 Status: Signature on file

Effective Date: 04/01/99 Revision Date: March 2015

PURPOSE

This policy provides guidelines for notification of workers when a child care provider is also receiving public assistance. The Intake /Continuing Worker (IEES/CEES) is responsible for identifying any child care provider who has an active Medi-Cal, CalWORKs, CalFresh or General Relief case and notifying the other assistance workers. Notification that a client is now working as a Child Care provider 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, including employed recipients and former recipients in obtaining and retaining employment.

Staff Responsibilities

The IEES/CEES Worker 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 and approval of the child care plan.

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 with the Child Care Plan documents.

The IEES/CEES Worker is responsible for the following:

- Send a copy of the Notification form and the Child Care Plan F063-41-18) to the provider's worker of record: CalWORKs, Medi-Cal, CalFresh, General Relief.
- Inform the provider's worker via e-mail when the initial child

care payment has been issued.

CALWORKS, MEDI-CAL, CalFresh, GENERAL RELIEF Worker

Receipt of the Notification form and Child Care Plan will provide the worker of record with information regarding the client and recipient who is employed as a Child Care provider.

The information will assist the worker in evaluating and determining the grant calculation for the upcoming payment period in accordance with program rules.

Child care payments issued to the Child Care providers can be viewed in CalWIN via the Benefit Issuance and Recovery page.

Attachments

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