



State of New Jersey

Department of Human Services
Division of Family Development
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November 08, 2013

TO: CHILD CARE RESOURCE AND REFERRAL (CCR&R) DIRECTORS

SUBJECT: Superstorm Sandy Child Care Relief Program

DFD Instruction No. 13-11-01

This Instruction will impact the following programs: DFD Child Care Programs

Background

The Disaster Relief Appropriations Act signed into law on January 29, 2013 provided Social Service Block Grant (SSBG) supplemental funds to New Jersey for expenses related to health services, recovery and the rebuilding of health and social service facilities, including child care facilities.

The SSBG Supplemental funds are available for social and child care services directly related to Superstorm Sandy. Making a major step toward rebuilding and recovering from Superstorm Sandy, DHS' Division of Family Development (DFD) has launched a child care assistance initiative available to child care programs impacted by Superstorm Sandy.

Child Care Initiatives

The child care initiatives will be made available for Superstorm Sandy impacted families

and child care programs in the most heavily impacted areas: Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean and Union counties.

Purpose of Funds

The funds have been allocated to provide child care subsidies to families.

Allocation of Funds

- \$500,000 will be available for child care assistance to families directly affected and/or displaced who are having difficulty in accessing available child care administered by the Child Care Resource and Referral agencies (CCR&Rs).

Child Care Subsidy Program Eligibility Requirements

- Families must have been impacted by Superstorm Sandy that occurred October 29, 2012.
- Families must reside or have resided in one of the nine impacted counties on the date of the storm.
- Families need to provide evidence of citizenship or qualifying alien status of the child(ren) needing child care services and need for service as a direct result of Superstorm Sandy.

Guidelines and Eligibility Requirements for Child Care Subsidy

- DFD has determined that families affected by Superstorm Sandy are a priority; therefore, these cases must be expedited.
- No means test (income test) is required.
- Families must complete a Child Care and Early Service Eligibility Application form (DHS/CC:1) and the attached certification form (CC-164), and provide proof of unemployment and residency. For those families whose documentation was destroyed due to the storm, a sworn written declaration of identity, residency, citizenship/qualifying alien status, and household composition can be accepted.
- If a parent/caretaker has lost employment and is seeking employment, a written declaration is acceptable; permanent documents will need to be submitted as soon as it is practical.
- Families are eligible for child care assistance for a period not to exceed six months.

Child Care Resource and Referral Agencies Role and Responsibility

- CCR&Rs will determine families' eligibility for child care subsidy services.
- CCR&Rs must track child care services and funding spent under this initiative.
- Families will be required to complete and submit the Child Care and Early Service Eligibility Application (DHS/CC:1) and Sandy Child Care Parent Certification (form CC-164, attached).

Tracking and Reporting

- CCR&Rs will use a special system code to identify families funded through this initiative.
- Authorization of child care services should not exceed six months of care.
- CCR&Rs must submit a monthly report identifying families, period of service and amount authorized.

Systems Modifications

CARES will be modified to accommodate child care for victims of Superstorm Sandy. This program will allow applicants in the nine designated counties to receive child care subsidies without income and employment requirements. In order to enroll these children, CARES will use the value "12" for Hurricane Child Care (HCC). These modifications will be implemented as soon as possible.

- I. On-Line Edits:
 - A. Demographics Screen
 1. Type of Referral

The CARES "H" referral type will be the referral code for these cases. The HCC (HurricaneChild Care) is the indicator for all edits, requirements and changes.

- a. The "HCC" cannot be changed except by redetermination.
- b. A Referral Date will be populated with the date the Referral Type becomes "HCC."
- c. The following edit will be displayed if an invalid value is entered in Referral Type: "Referral Type must be "A", "C," "E", "K", "B", "H" or BLANK!"
- d. The following edits may be displayed when entering an "H" in the Referral Type on a current case:
 - "Case is approved cannot be changed to HCC"
 - "Case is re-determined cannot be changed to HCC"
 - "Case is pending cannot be changed to HCC"
 - "Case is terminated cannot be changed to HCC"

2. County

Hurricane Sandy Child Care is only available for applicants in the following nine counties:

1. Atlantic (01)
2. Bergen (02)
3. Cape May (05)
4. Essex (07)
5. Hudson (09)
6. Middlesex (12)

- 7. Monmouth (13)
- 8. Ocean (15)
- 9. Union (20)

- a. The following edit will be displayed if a worker enters an invalid county:
“County must be equal to 01, 02, 05, 07, 09, 12, 13, 15 or 20 for HCC”

B. Income Screen

There are no income eligibility requirements, therefore all income will be waived. There will be no copay for these cases.

- a. The following edit will be displayed for HCC cases:
“HCC Income Verified must equal W”

C. Employment Screen – Primary

There are no employment eligibility requirements; therefore all employment requirements will be waived.

D. Child Screen

Child(ren) must be ages 0 to 13, or up to age 19 with special needs. The “H” for Hurricane Child Care will be included in the list of values for Program Code.

- a. The following edit will be displayed for HCC child(ren) when entering “W” in the child status code and the Program Code is equal to H:
“HCC Case, Cannot Change Status Code to Waiting”
- b. The following edit will be displayed when entering a value not equal to “H” in Program Code for a child on a HCC case:
“Program Code must be H when Referral Type is HCC”

E. Official Use

No case will be denied, except for child aging out.

- a. When approving a Case for Hurricane Child Care, the following edit will be displayed on the Official Use Screen, when the Income Screen does not display a “W:”
“HCC Case, Income Verified Must Equal W”

F. Copay Screen

The following will be displayed for HCC cases: “Income for Case is Waived”

G. Agreement

For HCC Agreements when entering the Payment Start and End Dates, the following edit will be displayed:

“Service cannot be more than 6 months”

This will force a redetermination for an HCC case after initial eligibility of 6 months and every 6 months thereafter.

H. Redeterminations

When re-determining a HCC case the following message will appear: “Is this case remaining a HCC case?”

If yes, select yes, and HCC criteria will apply. If it is no longer a HCC case, the case will need to meet the criteria for CCAP.

II. Documents

A. Eligibility Documents

HCC will be displayed on all Eligibility Documents, including Application for Redetermination and the Notice of Redetermination.

B. Agreement Documents

HCC will be displayed on all Agreement Documents, including Preliminary PAPA and Parent/Provider Agreement.

Training

NA

Please bring this information to the attention of appropriate staff. Questions may be directed to your assigned child care specialist in the Child Care Operations Unit.

Sincerely,

SIGNED

Jeanette Page-Hawkins
Director

JPH:AKS

c: Allison Blake, Commissioner
Department of Children and Families

Valerie Harr, Director
Division of Medical Assistance and Health Services

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**DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT SANDY
CHILD CARE PARENT CERTIFICATION**

CC-164 (New 9/13)
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In accordance with the Disaster Relief Appropriations Act of 2013, Superstorm Sandy Social Service Block Grant (SSBG) Supplemental funds are only available to those individuals and families directly affected by Superstorm Sandy between October 29, 2012 and January 29, 2013.

Under the Disaster SSBG Sandy Relief Recovery Initiative, Department of Human Services (DHS), Division of Family Development (DFD) is making child care funds available to assist individuals and families directly impacted by Superstorm Sandy in the nine most impacted counties (Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean and Union).

To be eligible for these funds, your primary residence must have been damaged by the storm and have been located in one of the nine most-impacted counties (Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean and Union), and/or your worksite must have been located in one of the nine impacted counties, and have sustained damage rendering you unable to work.

In accepting these funds and/or assistance, I hereby certify that I was directly impacted by Superstorm Sandy because:

_____ My primary residence, located in one of the nine most impacted counties, was damaged, and/or

_____ My worksite was located in one of the nine most impacted counties and was damaged, rendering me unable to work.

This agreement is in effect from the date I am issued payment and/or receive assistance on my behalf for social services, housing or child care assistance until the end of my agreement period of service.

Applicant Signature

Printed Name

Home Address: _____

City: _____ State: _____ Zip: _____

Please check any other Superstorm Sandy Relief assistance for which household has applied:

Housing/Rental Assistance

Food Assistance

Child Care

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Before me, the undersigned notary public, this day, personally, appeared

_____, to me known, and being duly sworn according to law,
provided the sworn statement above.

(Signature of Affiant)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____