

DEPARTMENT OF TRANSITIONAL ASSISTANCE

# Child Care Referral

## Quick Reference

Eligibility, Process Flow & Issuing Referrals

### CHILD CARE REFERRAL TYPE & ELIGIBILITY

| HOUSEHOLD CIRCUMSTANCES                                                                             | CHILD CARE REFERRAL TYPE   | DURATION  | ELIGIBILITY REQUIREMENTS                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------|----------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SNAP-only Client</b>                                                                             | SNAP Path to Work          | 12 months | Enrolled in an approved <a href="#">SNAP Path to Work</a> program activity                                                                                                                                                |
| <b>Pathways to Work Planning Period</b><br><br>(exploring activities; includes becoming non-exempt) | Seeking Activity           | 3 months  | <ul style="list-style-type: none"> <li>• TAFDC client subject to work rules; in 60-day planning period</li> <li>• Includes a TAFDC client who is becoming non-exempt (for example, the youngest child turns 2)</li> </ul> |
| <b>Approved Pathways Plan</b><br><br>(work program required or voluntary participation)             | Approved Pathways Activity | 12 months | <p>A TAFDC client subject to work rules must have an active/approved Pathways Plan in BEACON</p> <p>(For a two-parent household, BOTH parents must have an active/approved plan in BEACON)</p>                            |
| <b>Parent Under 20</b>                                                                              | Approved Pathways Activity | 12 months | TAFDC client must meet <a href="#">school rules</a>                                                                                                                                                                       |
| <b>Residing in a shelter</b>                                                                        | Approved Pathways Activity | 12 months | TAFDC client verified as being in a shelter placement (see Participation in Housing Search on OLG page <a href="#">Using Meets Compliance</a> )                                                                           |
| <b>Noncitizen who is not authorized to work in the U.S.</b>                                         | Approved Pathways Activity | 12 months | TAFDC client with an active/approved Pathways Plan in BEACON (supports their                                                                                                                                              |

|                           |                    |           |                                                          |
|---------------------------|--------------------|-----------|----------------------------------------------------------|
|                           |                    |           | economic mobility goals but does not include employment) |
| <b>Relative Caregiver</b> | Relative Caregiver | 12 months | TAFDC client must be employed at minimum wage or more    |

*\* If a SNAP-only client was previously on TAFDC, you must rule out eligibility for Transitional Child Care before referring the client to a SNAP E&T Specialist.*

*\*\* DTA staff must issue a Transitional Child Care referral if requested within 24 months of TAFDC closure; the CCR&R will verify eligibility.*

| PROCESS FLOW                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------|
| <b>1 DTA verifies eligibility</b>                                                                                     |
| <b>2 DTA issues the child care referral via BEACON</b> (see INFORMATION TO GIVE TO THE CLIENT section below)          |
| <b>3 DTA sends Child Care Referral notice to Child Care Resource and Referral agency (CCR&amp;R) via SECURE email</b> |
| <b>4 CCR&amp;R contacts the client</b>                                                                                |
| <b>5 CCR&amp;R provides placement assistance</b>                                                                      |
| <b>6 CCR&amp;R finalizes child care authorization</b>                                                                 |

| ISSUING A REFERRAL VIA BEACON                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 Verify client information</b> (email, phone, address)                                                                                                                          |
| <b>2 Open Child Care Workflow</b>                                                                                                                                                   |
| <b>3 On Child Care Request Page:</b> <ul style="list-style-type: none"> <li>✓ Request</li> <li>✓ Referral Type</li> <li>✓ Need</li> <li>✓ Resource</li> <li>✓ Click Next</li> </ul> |
| <b>4 On Child Care Referral Page:</b> <ul style="list-style-type: none"> <li>✓ Select child(ren)</li> <li>✓ Add exception if needed</li> <li>✓ Click Calculate</li> </ul>           |
| <b>5 Send</b> Child Care Referral notice to CCR&R via SECURE email (see Process Flow #3)                                                                                            |

**DO NOT ISSUE REFERRAL FOR:**

- SNAP Path to Work (ONLY SNAP E&T Specialists are authorized)
- FS Community Service
- TEMP/EAEDC

**CHILD REQUIREMENTS**

- Lives in the home
- Under age 13 (*up to age 16 if the child is disabled*)

**STAFF NEED TO KNOW**

- Child care is NOT terminated if the case closes (the authorization period remains).
- Each family with authorized child care will receive a reauthorization letter from the CCR&R agency 60 (sixty) days before their voucher expires.
- When a SNAP-only client is eligible for both a Transitional Child Care referral and a SNAP Path to Work referral (only issued by a SNAP E&T Specialist), a TCC referral should be issued (SNAP Path to Work child care referral is a one-time issuance).

~ For special child care requests, email: **DTA.EmploymentServices** ~

**INFORMATION TO GIVE TO THE CLIENT**

|                              |                                              |                                   |
|------------------------------|----------------------------------------------|-----------------------------------|
| Available child care options | How to contact the CCR&R                     | CCR&R will reach out in 3 days    |
| CCR&R authorizes child care  | Child Care Referral notice is in case folder | Provide the Child Care Fact Sheet |

 **ONLINE GUIDE** [Child Care Services](#)

**Department of Transitional Assistance:** Employment & Training