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413.1 GENERAL POLICY & REGULATION

This manual section sets forth the regulation, policy and procedure for cases in which the Office of the Inspector General (OIG) has completed an investigation regarding fraud committed by the parent/caretaker (p/c) and has disqualified the p/c. The information in this manual section contains direction and procedure related to discontinuing eligibility for individuals and/or families from receiving subsidized child care under the Temporary Assistance for Needy Families (TANF), Food Stamp (FS), General Assistance (GA), Former TANF (FT), Head Start/Prekindergarten (HS/PK) and Low-Income (LI) child care programs.

This manual section does not discuss regulation, policy or procedures related to the responsibilities of the OIG, the Office of Hearings and Appeals (OHA) and/or the Bureau of Hearings and Appeals (BHA). In addition, for information regarding referral of potential fraud and/or overpayment to the OIG see Manual Section “412 – Overpayment”.

The OIG may disqualify a p/c from receipt of:

- TANF, FS or GA benefits only; or
- TANF, FS or GA benefits and the subsidized child care related to those benefits; or
- Subsidized child care only under the FT, HS/PK or LI child care programs.

The following table lists the applicable regulatory cite(s) related to the disqualification process for each of the child care programs managed within Pennsylvania’s Enterprise to Link Information for Children Across Networks (PELICAN) Child Care Works (CCW).

Child Care Program	Applicable Regulatory Cite
All	55 Pa.Code, Chapter 275, Subpart B (relating to administrative disqualification hearings)
TANF & GA	55 Pa.Code, § 255.1 (relating to restitution and disqualification policy)
FS	55 Pa.Code, § 501.13 (relating to intentional program violation disqualification) & 7 CFR 273.16 (relating to disqualification for intentional program violation)
FT, HS/PK & LI	55 Pa.Code, § 3041.189 (relating to disqualification)

The regulation that applies to all child care programs are discussed in this section; whereas the regulation that are program-specific are discussed later.

As set forth in § 275.11(a) (relating to general policy), “The OHA is responsible for conducting administrative disqualification hearings for individuals alleged to have committed an intentional program violation as defined under §§ 255.2 and 501.1 (relating to definitions; and general provisions), which incorporates 7 CFR 273.16(c) (relating to disqualification for intentional program violation).

The OIG may refer a p/c who has a child care overpayment for criminal prosecution if there is evidence of fraud. The regulation defines “Fraud” as “suspected if the overpayment was caused by what appears to be willful withholding of information on the part of the p/c.” For example, when a p/c fails to report she is married so her husband’s work hours and income are not included in the eligibility determination or co-payment calculation (if applicable).

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The OIG may also refer a p/c applying for or receiving subsidized child care for administrative disqualification hearing if there is evidence of an intentional program violation as set forth in §§ 255.1(c) and 275.11(b) (relating to restitution and disqualification policy; and general policy).

“An administrative disqualification hearing will not preclude future prosecution if the Office of Inspector General later determines that prosecution is advisable” as set forth in § 275.11(d).

The regulation defines “An intentional program violation” as “an action by an individual applying for or receiving benefits for himself or others for the purpose of establishing or maintaining his own, his household’s or his family’s eligibility for the benefit or for the purpose of increasing or preventing a reduction in the amount of the benefit which involves one of the following:

1. An intentionally made false or misleading statement;
2. A misrepresentation or concealment or withholding of a fact.
3. An act intended to mislead, misrepresent, conceal or withhold a fact.
4. An act intended to continue a falsity.

Some examples of possible intentional program violations include when a p/c does not report the receipt of other income the family receives, alters an Employment Verification form or paystubs, or does not report a marriage or the intentional loss of employment.

“The Office of Inspector General may initiate administrative disqualification hearing procedures despite the current eligibility of the individual alleged to have committed an intentional program violation” as set forth in § 275.11(b).

A parent/caretaker found to have committed an intentional program violation through an administrative disqualification hearing serves the same disqualification penalty as an individual adjudicated through the court.

As set forth in § 275.11(c), “The Office of Inspector General will not initiate an administrative disqualification hearing against an individual whose case is currently being referred for prosecution or after any action taken against the accused individual by the prosecutor or court of appropriate jurisdiction, if the factual issues of the case arise out of the same, or related, circumstances.”

If the OIG does not believe the evidence obtained during the investigation meet the requirements for referring the case to the criminal court system, if the District Attorney declines prosecution, or if the court does not timely take action on a referred case, the OHA conducts an administrative disqualification hearing. The OHA conducts an administrative disqualification hearing, as a last resort, to hear the facts of the case and render a decision regarding whether to disqualify the p/c from participation in the Subsidized Child Care program. The hearing officer will base the hearing decision on clear and convincing evidence.

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As set forth in [§ 275.31\(d\)](#), “The hearing officer’s decision will:

- (1) Summarize the facts.
- (2) Specify the reasons for the decision.
- (3) Identify the regulation supporting the decision.
- (4) Identify the supporting evidence.
- (5) Respond to reasoned arguments made by the parties.
- (6) Specify the period of disqualification if the individual is found to have committed an intentional program violation and the date the disqualification will take effect as set forth in [§ 275.32](#) (relating to finding of an intentional program violation).
- (7) Specify the claim amount, if appropriate.”

When appropriate, the OIG will initiate a criminal prosecution in the appropriate court. The OIG will not give the p/c advance written notification of the criminal prosecution.

NOTE: The p/c does not have the right to request a fair hearing if the OIG decides to file a criminal complaint.

The court may subpoena the eligibility agency employee to testify before magisterial district judges, judges, juries, and grand juries.

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[See Manual Section “413.14.3.1 – Questions – 413.1 – General Policy & Regulation”](#)

413.1.1 Temporary Assistance for Needy Families (TANF), Food Stamp (FS) & General Assistance (GA) Child Care Programs

The regulation set forth in §§ 255.1, 501.13 and in 7 CFR 273.16 (relating to restitution and disqualification policy; intentional program violation disqualification; and disqualification for intentional program violation) applies to individuals who receive TANF, GA and FS benefits and the subsidized child care related to those benefits.

When a p/c is disqualified from the subsidized child care program under the TANF, FS or GA child care programs, the disqualification applies the disqualified p/c and all of the biological or adoptive children of the disqualified p/c only. Stepchildren are not affected by the disqualification unless the stepchildren are the biological or adoptive children of the disqualified individual. Stepparents are not considered to be responsible for children that are not their own biological or adoptive children.

EXAMPLE: Family consists of a mother, her child and her husband. The mother's husband is not the biological or adoptive father of the child. The mother's husband is disqualified from receiving subsidized child care. In this case, the husband/stepparent is not considered responsible for the child. The child is eligible if the family is otherwise eligible for subsidized child care. See the requirements below for 2-p/c families.

In a 2-p/c family, the case could be eligible for subsidized child care if:

- Both the "E" status p/c and the "D" status p/c are participating in a CAO-approved work-related activity and there is an eligible child in need of child care during the hours the eligible p/c is participating in the CAO-approved work-related activity; or
- The "E" status p/c is participating in a CAO-approved work-related activity when the "D" status p/c has a disability rendering the p/c unable to care for the child(ren) and there is an eligible child in need of child care during the hours the eligible p/c is participating in the CAO-approved work-related activity.

NOTE: In both of the situations above, the "E" status p/c must participate in an unpaid activity to receive subsidized child care under the FS child care program.

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The timeframes associated with the disqualification periods when a p/c is disqualified from the Subsidized Child Care program mirror the regulation that applies to disqualification under the FT, HS/PK and LI child care programs.

The timeframes are dependent upon the number of times the court convicted a p/c for fraud or the number of times the p/c signed a Disqualification Consent Agreement as part of the court's deferred adjudication process.

When a p/c commits fraud, the OIG will disqualify the p/c for 6 months for the first offense, 12 months for the second offense and permanently for the third offense.

As set forth in § 255.1(f) and 7 CFR 273.16(g) “Once the Department imposes the disqualification, the disqualification period shall continue uninterrupted.”

For example, if the OIG disqualifies a p/c for 6 months for a first offense beginning 10/01/2009 the disqualification period must continue uninterrupted for the full six months; therefore, the disqualification will not end until 03/31/2010.

When the OIG disqualifies a p/c from the Subsidized Child Care program, the OIG disqualification records are displayed on the Disqualification page in PELICAN CCW. See screen shot below.

The screenshot shows the 'Disqualification' page in the PELICAN CCW system. At the top, there is a navigation bar with 'Home | R&R | Provider | Case | Payments | Reports | Correspondence | Administration'. Below this is a search bar with 'Client Search | Enrollment Search | Inbox Home | Disqualification Search'. The main content area is titled 'Disqualification' and features a dropdown menu set to 'Select. . .' and a 'GO' button. Below the search bar is a table with columns: County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. The first row shows County 22, Record, Office CCIS of Dauphin County, Status Open, and Mode Ongoing. Below this is another table with columns: Individual, SSN, DOB, Disqualified Period, Effective Begin Date, and Effective End Date. The first row in this table shows a checkbox, an empty SSN and DOB, 'Disqualification - 6 months', '07/01/2009', and '12/31/2009'. At the bottom of the page, there are buttons for 'HISTORY', 'CASE PROFILE SUMMARY', and 'CANCEL'. The footer shows 'UserID: t-test221 | Office: CCIS of Dauphin County'.

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There are additional timeframes associated with disqualification periods for a p/c that is disqualified from the FS program only and is not disqualified from the Subsidized Child Care program.

NOTE: These types of disqualifications are separate from disqualifications from the Subsidized Child Care program and are related only to the TANF, FS or GA benefit. These types of disqualifications may or may not impact eligibility for subsidized child care depending upon whether the case is a 2-p/c case that meets the enrollment eligibility requirements. CIS transfers these disqualifications to PELICAN CCW and PELICAN CCW displays these disqualifications on the CAO Sanction/Disqualification Information page in PELICAN CCW. See screen shot below.

The screenshot shows the web application interface for Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN). The page title is "CAO Sanction/Disqualification Information". A dropdown menu is set to "Select..." and a "GO" button is visible. Below this, there are two tables. The first table has columns: County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. The second table has columns: Individual Number, Individual Name, Sanction/Disqualification Type, Sanction/Disqualification Details, Begin Date, and End Date. The data in the second table shows a sanction from 3/21/2007 12:00:00 AM to 3/27/2007 12:00:00 AM. At the bottom, there are links for "CASE PROFILE SUMMARY" and "CANCEL", and a footer with "UserID: t-test221 | Office: CCIS of Dauphin County" and "System Acceptance Test | Version 8.0.1.50".

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing		

Individual Number	Individual Name	Sanction/Disqualification Type	Sanction/Disqualification Details	Begin Date	End Date
				3/21/2007 12:00:00 AM	3/27/2007 12:00:00 AM

The timeframes associated with disqualification from the FS program are listed below for informational purposes only.

As set forth in 7 CFR § 273.16(b) “Any member who intentionally breaks the rules can be disqualified from the Food Stamp program for:

- (1) 1 year for the first violation;
- (2) 2 years for the second violation; and
- (3) Permanently for the third violation.”

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There are exceptions to the above timeframes. The exceptions are as follows:

1. Any household member found by a court to have used FS benefits to buy illegal drugs or controlled substances will be disqualified for 2 years for the first violation and permanently for the second violation. [7 CFR § 273.16\(b\)\(2\)](#)
2. Any household member found by a court to have used FS benefits to buy firearms, ammunition, or explosives will be disqualified permanently for the first violation. [7 CFR § 273.16\(b\)\(3\)](#)
3. Any household member convicted of trafficking in FS benefits having a value of \$500 or more, whether in a single transaction or an aggregate of transactions, will be disqualified permanently for the first violation. [7 CFR § 273.16\(b\)\(4\)](#)
4. Any household member found by a state agency or by a court to have made a fraudulent statement about his identity or residence to receive multiple FS issuances simultaneously will be disqualified for 10 years. The household does not have to receive the duplicate issuance to be disqualified. [7 CFR § 273.16\(b\)\(5\)](#)
5. Any household member will be disqualified while fleeing to avoid prosecution, custody, or confinement for a felony or attempted felony or violating a condition of probation or parole. [7 CFR § 273.11\(n\)](#)

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413.1.2 Former TANF, Head Start/PreKindergarten (HS/PK) & Low-Income (LI) Child Care Programs

The regulation set forth in [§ 3041.189](#) (relating to disqualification) applies to individuals who receive subsidized child care under the Former TANF, HS/PK and LI child care programs.

When a p/c is disqualified from the subsidized child care program under the FT, HS/PK or LI child care programs, to whom the disqualification applies is based upon the definition of “Family” as specified in [§ 3041.3](#) (relating to definitions) and typically applies to the disqualified p/c and all of the biological, adoptive or step children of the disqualified p/c. In the majority of the circumstances, the entire case will be ineligible for subsidized child care when a p/c is disqualified.

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“Family” is defined as the “The child or children for whom subsidized child care is requested and the following individuals whom live with that child or children in the same household:

- (i) A parent of the child.
- (ii) A caretaker and a caretaker’s spouse.
- (iii) A biological, adoptive or foster child or stepchild of the p/c who is under 18 years of age and not emancipated by marriage or by the court.
- (iv) An unrelated child under the care and control of the p/c, who is under 18 years of age and not emancipated by marriage or by the court.
- (v) A child who is 18 years of age or older but under 22 years of age who is enrolled in a high school, a general educational development program or a post-secondary program leading to a degree, diploma or certificate and who is wholly or partially dependent upon the income of the p/c or spouse of the p/c.

However, there are some instances in which a child may continue to be eligible for subsidized child care if the disqualified p/c is not the p/c of that child.

EXAMPLES:

1. Case consists of a mother, her child, her boyfriend, her boyfriend’s own child and their shared child. The mother is disqualified from receiving subsidized child care. In this case, the mother’s own child and the shared (i.e., mother’s and boyfriend’s) child would be ineligible for child care. However, if the mother is meeting the work requirement and the family is otherwise eligible for subsidized child care, the boyfriend’s own child only is eligible for subsidized child care.
2. Case consists of a mother and her child. The mother shares custody of the child with the father, who does not live in the home. The mother is disqualified from receiving subsidized child care. The father’s case only would continue to be eligible for subsidized child care.

As set forth in § 3041.189(a) (relating to disqualification), “The p/c is disqualified from participating in the subsidized child care program if one of the following applies:

- (1) A Federal or State court finds the p/c guilty of fraud in applying for or receiving subsidized child care.
- (2) A hearing officer determines that the p/c committed fraud pursuant to the procedures and standards in Chapter 275 (relating to appeal and fair hearing and administrative disqualification hearings).
- (3) The p/c signs a disqualification consent agreement as part of a court’s deferred adjudication process.”

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The CCIS will become aware of the above circumstances through the [OIG 762 – Report on Subsidized Child Care Referral \(post investigation/prosecution\)](#). Also, the OIG will send monthly Subsidy Disqualified Clients (SDC) Reports to OCDEL Policy that include the names and demographic information for each disqualified p/c. OCDEL Policy is solely responsible for entry of disqualification information into PELICAN CCW.

As set forth in [§ 3041.189\(b\)](#), “Upon disqualification under subsection (a), a p/c and eligible children in the p/c’s family shall be prohibited from participation in the subsidized child care program:

- (1) For 6 months from the date of the first conviction, hearing decision or determination.
- (2) For 12 months from the second conviction, hearing decision or determination.
- (3) Permanently from the date of the third conviction, hearing decision or determination.”

“A p/c may not be granted a hearing on a court conviction or administrative disqualification hearing decision that led to the disqualification” as set forth in [§ 3041.189\(c\)](#).

When a disqualification penalty is imposed, the p/c does not have the right to request a fair hearing on the underlying court conviction or administrative disqualification hearing decision that led to disqualification, but may appeal other facts. For example, the p/c may appeal the identity of the p/c being disqualified or whether the disqualification penalty imposed is for the first, second or third offense.

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[See Manual Section “413.14.3.2 – Questions – 413.1.2 – Former TANF \(FT\), Head Start/PreKindergarten \(HS/PK\) & Low-Income \(LI\) Child Care Programs”](#)

413.2 DEFINITIONS & ACRONYMS

[See Manual “101 – Definitions and Acronyms” for a complete, alphabetical listing of definitions and an alphabetical table of acronyms.](#)

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413.3 GOALS & OBJECTIVES

[See Manual Section “413.14.1 – Goals” and Manual Section “413.14.2 – Objectives”](#)

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413.4 PARTICIPATION WHEN THE HEARING OR HEARING DECISION IS PENDING

As set forth in [§ 275.24](#) (relating to participation while awaiting hearing), “A pending administrative disqualification hearing will not affect the right of the individual or budget group/household to be determined eligible and to receive benefits. The Department will determine the eligibility in the same manner it would be determined for another budget group/household.”

This means that any individual may apply for and receive subsidized child care while awaiting a decision regarding a possible disqualification if the family otherwise qualifies.

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413.5 WAIVER OF ADMINISTRATIVE DISQUALIFICATION HEARING

A p/c may waive an administrative disqualification hearing; however, the waiver will still result in disqualification from receipt of the benefit even if the p/c does not admit guilt or admit to the facts presented by the OIG.

As set forth in [§ 275.41\(b\)](#), “If the individual signs the waiver and the Department receives the waiver within the specified time frame, the Department will impose the disqualification as described under [§ 275.51](#) (relating to imposing the disqualification).”

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413.6 IMPOSING THE DISQUALIFICATION

As set forth in [§ 275.51](#) (relating to imposing the disqualification), “An individual found to have committed an intentional program violation or who waived an administrative disqualification hearing is ineligible for program benefits as described under [§ § 255.1](#) and [501.13](#) (relating to restitution and disqualification policy; and intentional program violation disqualification).”

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“The Department will disqualify only the individual found to have committed an intentional program violation or who signed the waiver of an administrative disqualification hearing, and not the entire household.”

Although the individual only is disqualified from receiving subsidized child care, the disqualification may impact a child’s or children’s eligibility for enrollment based upon the following:

- The definition of “Family” and whether the disqualified individual is a p/c of a child or children for whom subsidized child care is requested.
- Whether the family is a 1-p/c family and the single p/c is disqualified.
- Whether, in a 2-p/c family receiving subsidized child care under the TANF, FS or GA child care program, there is an “E” status p/c participating in a CAO-approved work-related activity while the disqualified p/c is either participating in a CAO-approved work-related activity or has a disability rendering the p/c unable to care for the child(ren).

“The Department will impose the disqualification within the time frame described under §§ 255.1 and 501.13.”

The OIG will notify the eligibility agency within five workdays of the date that:

- A court finds a p/c guilty of fraudulently receiving subsidized child care;
- A court accepts a p/c charged with fraud into a deferred adjudication process; or
- An administrative disqualification hearing decision finds a p/c committed an intentional program violation.

Upon notification by the OIG of a successful prosecution, administrative disqualification hearing final order, or signed consent agreement, the CCIS will:

1. Place the notification in the family file.
2. Send the p/c a written notice that includes the following:
 - a. Disqualified p/c’s name.
 - b. Disqualification Begin Date and End Date, if applicable (i.e., a permanent disqualification will not have an End Date);
 - c. Disqualification Type (i.e., 6 month, 12 month or permanent); and
 - d. Appeal rights.
3. Record the disqualification action in case comments.

OIG Field staff report the status of each referral directly to the CCIS using the OIG 762 – Report on Subsidized Child Care Referral (post investigation/prosecution). OCDEL Policy staff does not receive copies of the OIG 762. Instead, OCDEL Policy staff receives only the SDC Report listing all individuals for which a disqualification has been imposed. The SDC Report is sent around the 15th of every month and lists information obtained in the previous month (i.e., the SDC received on 10/15/09 includes information for individuals disqualified in the month of September).

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PELICAN CCW will allow a user with the role “Commonwealth” to add and/or modify disqualification information. For all other user roles, PELICAN CCW will display the disqualification information in “Read only” mode on the Disqualification Information Detail page. OCDEL Policy staff will enter all information pertaining to the imposed disqualification into PELICAN CCW. The disqualification information will be associated with adults only, based upon the monthly report received from the OIG. The CCIS will have access to view disqualified individuals per case.

OCDEL Policy staff enters the disqualification information into PELICAN CCW upon receipt of the SDC Report or upon notification from the CCIS of a disqualification that does not yet appear in PELICAN CCW. When OCDEL Policy enters the Disqualification Begin Date, the date will be based upon the following depending upon the situation:

- The Adjudication Date.
- Receipt of the SDC Report.
- Receipt of notification from the CCIS via the OIG – 762 that an individual is disqualified and the disqualification does not yet appear in PELICAN CCW.

Disqualifications will track across cases and child care programs. For example, if a disqualified individual is associated with a FS and LI case in PELICAN CCW, PELICAN CCW will display the disqualification information in each case on the Disqualification page and will consider the disqualification period during the eligibility run. If the disqualification period is active, PELICAN CCW will automatically fail the eligibility determination and generate the appropriate notice.

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[See Manual Section “413.14.3.3 – Questions – 413.6 – Imposing the Disqualification”](#)

413.6.1 Timing of Entry into PELICAN CCW

OCDEL Policy staff does not receive copies of the OIG 762. As a result, there may be a delay in entry of disqualification information into PELICAN CCW for some individuals and the CCIS will have knowledge of disqualified individuals that do not appear as disqualified in PELICAN CCW.

When the CCIS receives the OIG 762 for a case in the post investigation/prosecution phase (i.e., not a new referral that has not yet been investigated) from OIG field staff and the disqualification does not yet appear in PELICAN CCW, the CCIS must fax or scan and email a copy of the form to OCDEL.

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[See Manual Section “413.14.3.4 – Questions – 400.6.1 – Timing of Entry into PELICAN CCW”](#)

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413.6.2 Disqualification Page

PELICAN CCW displays disqualification information on the Disqualification page.

NOTE: When an individual is disqualified from receiving TANF, FS or GA benefits, CIS transfers the disqualification information to PELICAN CCW and PELICAN CCW displays this information on the CAO Sanction/Disqualification Information page. This disqualification record is not to be confused with a disqualification from receiving subsidized child care.

The Disqualification page is editable by OCDEL Policy with the “Commonwealth” role only. Other users are able to view the Disqualification Information Detail page in “Read only” mode.

PELICAN CCW pre-populates the page with the adults in the case. The fields are as explained below:

FIELD	DESCRIPTION
Disqualification Period	The length of the disqualification
Begin Date	The first day of the disqualification period.
End Date	The last day of the disqualification period.

PELICAN CCW saves the data as “DSM” (Disqualified six months), “DTM” (Disqualified twelve months), “DPY” (Disqualified permanently). PELICAN CCW also uses these codes as eligibility failure codes and correspondence codes.

The eligibility run will apply the Disqualification Begin Date as the first day of ineligibility when determining eligibility segments. PELICAN CCW will NOT determine an individual “Ineligible” if eligibility is run after the “End Date” has passed.

PELICAN CCW will maintain and display a history of the updates made by OCDEL Policy to disqualification information on the Disqualification History page.

See the screen shot below.

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Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

Client Search | Enrollment Search | Inbox Home | Disqualification Search

Disqualification History

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing		

SSN	DOB	Disqualified Period	Effective Begin Date	Effective End Date	Date Last Updated	Last Updated By
		Disqualification - 12 months	01/01/2010	12/31/2010	7/27/2009 9:51:02 AM	t-test4
		Disqualification - 6 months	07/01/2009	12/31/2009	7/27/2009 9:20:29 AM	t-test4

Case Individuals/Individual

Individual(s)

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UserID: t-test221 | Office: CCIS of Dauphin County

OCDEL Policy will impose the disqualification going forward only based upon the date of notification from the SDC Report received from the OIG or from the CCIS report that an individual has not yet been entered in PELICAN CCW based upon the CCIS receipt of the OIG 762.

The “Disqualification Begin Date” will be the first day of the month following notification.

OCDEL Policy staff will base the “Disqualification End Date” upon the disqualification period (i.e., 6 months, 12 months or permanent) and will always be the last day of the calendar month in which the disqualification period expires.

EXAMPLE: OCDEL Policy received the monthly SDC Report on 8/19/09. Individual X appears on the report for the first time and is disqualified for 6 months. The “Disqualification Begin Date” is 9/1/09 and the “Disqualification End Date” is 2/28/10.

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[See Manual Section “413.14.3.5 – Questions – 413.6.2 – Disqualification Page”](#)

DISQUALIFICATION

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413.7 ALERTS & WARNING MESSAGES

PELICAN CCW generates alerts and warning messages related to disqualification information based upon the following preconditions:

1. All cases will get an alert, notifying the user that an individual in the case was disqualified.

NOTE: When the CCIS user receives this alert, the CCIS user may immediately assess and confirm eligibility to fail the case unless the case consists of a family composition that may allow a specific child or children in the case to be eligible for subsidized child care.

2. Open cases (i.e., not in Intake/Pending) will get a warning, notifying the user they must reassess and confirm the case eligibility.

After OCDEL Policy enters disqualification information into PELICAN CCW, PELICAN CCW will generate an alert during the nightly batch process to the CCIS. The alert displays as follows: “**An Individual has been disqualified in Co/Record XXXXXX, Please reassess and confirm the case eligibility**”.

See the screen shot below.

The screenshot shows the PELICAN CCW Alerts Search interface. The header includes the Pennsylvania PELICAN Child Care Works logo and navigation links. The search criteria are as follows:

Search Criteria	Value
Office	CCIS of Dauphin County
Co/Record	22/_____
Class	Subsidy Case
Priority	All
Status	Not Cleared
Category	All
Alert Date	From 7/01/2008 To 7/27/2009
Sort Options	Assignment Ascending

The search results table is as follows:

Alert	Class	Assignment	Alert Date	Priority	Status	Category	User ID
An Individual has been disqualified in Co/Rec 22_____, Please reassess and confirm the case eligibility.	Subsidy Case	22/_____	7/1/2009	High	Not Cleared	Eligibility	

PELICAN CCW generates an alert for future-dated disqualifications on the day the disqualification is effective. For disqualifications with a Begin Date in the past, PELICAN CCW generates an alert only if the Begin Date is within the 90 days prior to the system/today's date. PELICAN CCW also checks if it previously generated a disqualification alert for the case/disqualification record and will not generate a second alert if it previously generated an alert for that specific disqualification record.

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PELICAN CCW displays a warning message on all case pages stating, “**Data has changed. Please reassess and confirm eligibility**”, if disqualification information has been entered by OCDEL Policy for one of the individuals within the case. PELICAN CCW will display this warning message for OPEN cases only (i.e., not in Intake/Pending).

See the screen shot below.

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22	CCIS of Dauphin County		Open	Pending		

380: Data has changed. Please reassess and confirm eligibility

Individual	SSN	DOB	Disqualified Period	Effective Begin Date	Effective End Date
<input type="checkbox"/>			Disqualification - 6 months	07/01/2009	12/31/2009

HISTORY CASE PROFILE SUMMARY CANCEL

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[See Manual Section “413.14.3.6 – Questions – 413.7 – Alerts & Warning Messages”](#)

413.8 ACCESSING DISQUALIFICATION INFORMATION

The CCIS may access disqualification information by navigating to the Disqualification Summary page in PELICAN CCW using one of the following methods:

- Click “Case” on the Main Navigation bar, enter the Co/Record Number in the “Disqualification” field and click “Go”; or
- From within a case, click the “Select...” drop-down box, select “Disqualification” and click “Go”; or
- On the Case Profile Summary page, click the “Disqualification” hyperlink.

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413.9 ASSESSING ELIGIBILITY

PELICAN CCW will consider the disqualified individual when determining eligibility. If OCDEL Policy has imposed a disqualification against an individual and the eligibility run is within the disqualification period, PELICAN CCW will automatically fail the individual and the case. PELICAN CCW will disqualify adults within a case only. PELICAN CCW will add a 13-day Adverse Action (AA) period, when appropriate based upon the case status and mode, which includes appeal rights. Although the p/c has the right to appeal the decision, subsidized child care may not continue during the adverse action period or during the pending appeal process. The specific eligibility requirements for each child care program are described in the following subsections.

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413.9.1 Care & Control

Unlike the FT, HS/PK and LI child care programs, care and control is not automatically assigned to a stepparent in a TANF, FS or GA case. The CAO is solely responsible for determining the assignment of “Care & Control” for each of the children included in the budget group to a specified relative. The CAO may assign “Care & Control” to a specified relative only.

“Care & Control” is defined as “exercising responsibility by actually participating in making plans for the support, education, and maintenance of the child; having the capability to carry out those plans; and requesting benefits on behalf of the child.” A specified relative must have one of the following relationships to the child(ren):

1. Parent, grandparent and other direct ancestors through great-great-great grandparent.
2. Other relationships prefixed by “great”, “great-great”, “grand” or “great grand”.
3. Aunt or uncle.
4. Nephew or niece.
5. Brother or sister.
6. First cousin, including first cousin once removed.
7. Adoptive parent and his/her blood or adoptive relatives.
8. Stepmother, stepfather, stepsister, stepbrother or step grandparent.
9. The spouse of any relative listed above, even if the marriage is ended by death, separation or divorce.
10. A relative of the putative father.
11. A legal guardian who is living with the child so long as he/she is related to the child as indicated above.

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An individual with the relationship of “boyfriend” or “girlfriend” will not have “Care & Control” over the child unless he or she is the parent of the child.

In addition, the CAO may not assign “Care & Control” to a stepparent if that individual is not the biological parent of the child *because the CAO does not consider a stepparent responsible for a child that is not his or her own child.*

A care and control indicator does not exist in PELICAN CCW. However, the CCIS may locate the information needed to determine whether an individual has care and control over a specific child on the Household Relationships (CQRELN) screen in the Client Information System (CIS).

See screen shot and information regarding how to interpret the screen shot below.

CQRELN CIS HOUSEHOLD RELATIONSHIP INQUIRY 09/25/07 09:26:26
 Operator: Worker: 15112 Page: 3 of 6
 Co Record D Status Case Name Cslid Beg: 09/17/07
 51 2837422 F OPEN KANETA D HUGHES 0343 End: 00/00/00
 Chg: 09/11/07
 Ref LN: 03 Last: HUGHES First: JAMIL M: K Age: 11 Gender: M

LN	Short Name	Gndr	Ref	Ref	Rel Caring to for	Prmy Crtk for	Tax Dep of	LN	Short Name	Gndr	Ref	Ref	Rel Caring to for	Prmy Crtk for	Tax Dep of
01	CARL DAV 29	M	F	Y	Y	Y	N	02	KANET HUG 29	F	M	Y	Y	Y	N
04	JAMAL HUG 11	M	B	N	N	N	N	05	FATEE DAV 5	F	SR	N	N	N	N
06	SAMIR DAV 2	M	B	N	N	N	N								

Line (i.e., LN) 1, Carl, is the father of Jamil, LN 3, who is the reference on this page. LN 2, Kaneta, is the mother of Jamil. As shown here, when there are two parents, each will have “Care & Control” over the child. “Care & Control” is indicated in the “Prmy Crtk for Ref” (i.e., Primary Caretaker for Reference) field above.

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413.9.2 TANF, FS & GA Examples

In 1-p/c cases where the p/c has a “D” status or in a 2-p/c case where both of the p/cs have an “D” status, the case is ineligible for subsidized child care.

In 2-p/c cases where there is one eligible “E” status p/c and one p/c with an “D” status, the case may be eligible if the following criteria are met:

1. Both p/cs are in an approved work-related activity (specific to the subsidized child care eligibility requirements for the child care program); OR
2. The “E” status p/c is in an approved work-related activity (specific to the subsidized child care eligibility requirements for the child care program) and the p/c with the “D” status has a disability that renders the p/c unable to care for the child(ren) and the CAO has verification of such.

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[See Manual Section “413.14.3.7 – Questions – 413.9.2 – TANF, FS & GA Examples”](#)

413.9.2.1 TANF & GA Examples

This subsection includes examples specific to cases eligible for subsidized child care under the TANF or GA child care programs.

The following paragraphs provide the basic eligibility requirements to consider when reviewing the examples.

When a p/c is disqualified from the subsidized child care program under the TANF or GA child care programs, the disqualification applies the disqualified p/c and all of the biological or adoptive children of the disqualified p/c only. Stepchildren are not considered with regard to the disqualification since a stepparent is not considered responsible for that child.

EXAMPLE: Family consists of a mother, her child and the mother’s husband. The mother’s husband is disqualified from receiving subsidized child care. In this case, the husband/stepparent is disqualified but is not considered responsible for the child. The child is eligible if the family is otherwise eligible for subsidized child care. See the requirements below for 2-p/c families.

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In a 2-p/c family, the case could be eligible for subsidized child care depending upon the status of each p/c and whether each p/c is participating in a CAO-approved work-related activity or has a disability that renders the p/c unable to care for the child(ren).

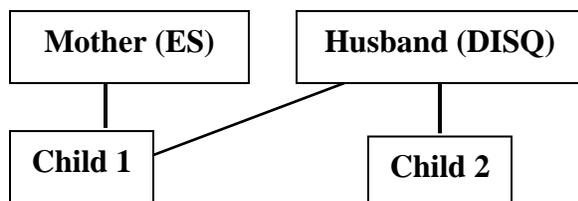
If both the “E” status p/c and the “D” status p/c are participating in a CAO-approved work-related activity and there is an eligible child in need of child care during the hours the eligible p/c is participating in the CAO-approved work-related activity, the case will be eligible.

If the “E” status p/c is participating in a CAO-approved work-related activity, the “D” status p/c has a disability that renders the p/c unable to care for the child(ren) and there is an eligible child in need of child care during the hours the eligible p/c is participating in the CAO-approved work-related activity, the case will be eligible.

However, if there is a child who does not have an “E” status p/c that specific child will be ineligible for subsidized child care.

EXAMPLES:

1. Case includes mother, her husband, their shared child and his child. ***Mother does not have Care & Control over Child 2.*** The mother is NOT participating in an approved activity or is WAIVED from Employment & Training (E&T) participation requirements. Her husband has a disability that renders the p/c unable to care for the child(ren) and is disqualified.

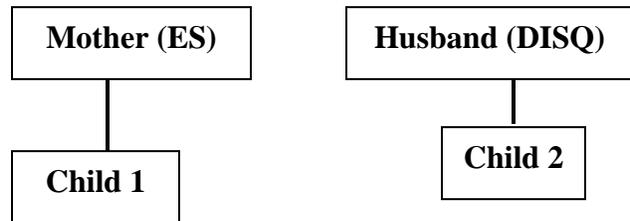


The case is INELIGIBLE because the “E” status mother is NOT in an approved activity.

DISQUALIFICATION

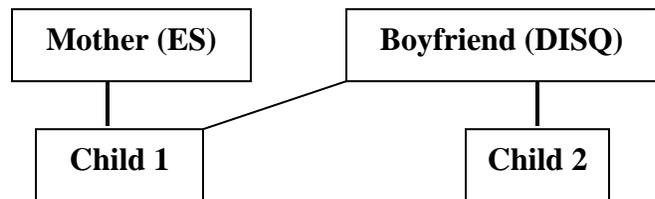
10/05/09

2. Case includes mother, her child, her husband and his child. **Mother does not have Care & Control over Child 2.** The Mother is meeting employment and training requirements. Her husband is disqualified but is working.



The case is ELIGIBLE, but Child 1 is the only eligible child. Child 2 is NOT eligible because there is no "E" status p/c.

3. Case includes mother, her boyfriend, their child and his child. **Mother does not have Care & Control over Child 2.** The mother is in a CAO-approved work-related activity. Her boyfriend has a disability that renders the p/c unable to care for the child(ren) and is disqualified.

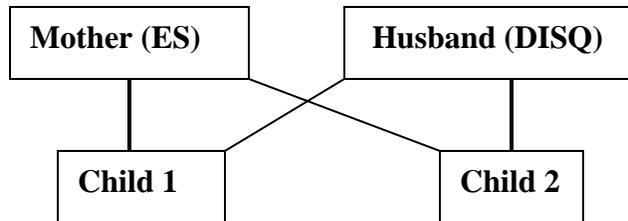


The case is ELIGIBLE, but Child 1 is the only eligible child. Child 2 is NOT eligible because there is no "E" status p/c.

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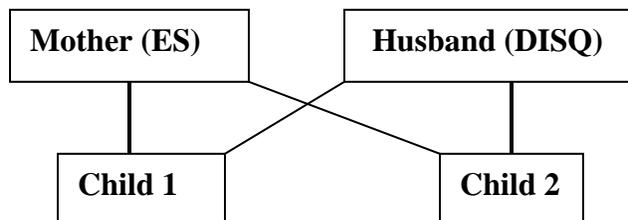
4. Case includes mother, her husband and their children. The mother is in a CAO-approved work-related activity. Her husband has a disability that renders the p/c unable to care for the child(ren) and is disqualified.



The case is ELIGIBLE and both of the children are eligible because there is an “E” status p/c in a CAO-approved work-related activity and the disqualified p/c has a disability that renders the p/c unable to care for the child(ren).

NOTE: The outcome would be the same if the husband were working; or if the husband were a boyfriend instead.

5. Case includes mother, her husband and their children. The mother is in a CAO-approved work-related activity. Her husband is disqualified, does not have a disability that renders the p/c unable to care for the child(ren) and is not participating in an activity.



The case is INELIGIBLE and both of the children are ineligible because there is a p/c available to care for the children (i.e., does not have a disability that renders the p/c unable to care for the child(ren) and is not participating in an activity).

NOTE: The outcome would be the same if the husband were a boyfriend instead.

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[See Manual Section “413.14.3.8 – Questions – 413.9.1.1 – TANF & GA Examples”](#)

DISQUALIFICATION

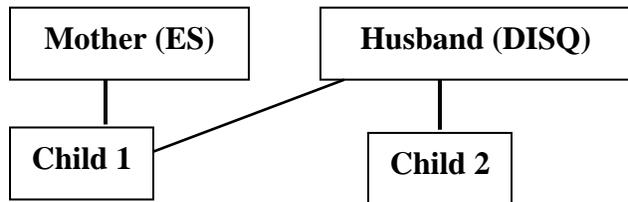
10/05/09

413.9.2.2 FS Examples

This subsection includes examples specific to cases eligible for subsidized child care under the FS child care program. The following paragraphs provide the basic eligibility requirements to consider when reviewing the examples. The basic eligibility requirements for FS are the same as for TANF, except the activity in which the “E” status p/c is participating must be an unpaid activity.

Some examples follow.

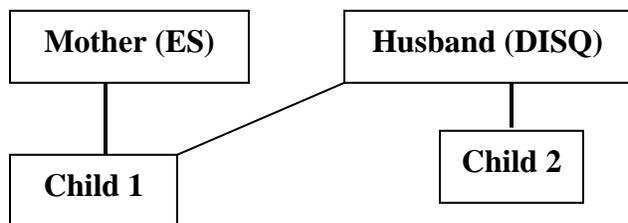
1. Case includes mother, her husband, their child and his child. ***Mother does not have Care & Control over Child 2.*** The mother is working or is waived from participation in E&T. Her husband has a disability that renders the p/c unable to care for the child(ren) and is disqualified.



The case is INELIGIBLE because the “E” status p/c is not participating in an unpaid activity.

NOTE: The outcome would be the same if the husband were working; or if the husband were a boyfriend instead.

2. Case includes mother, her husband, their child and his child. ***Mother does not have Care & Control over Child 2.*** The Mother is participating in training. Her husband is disqualified but is working.



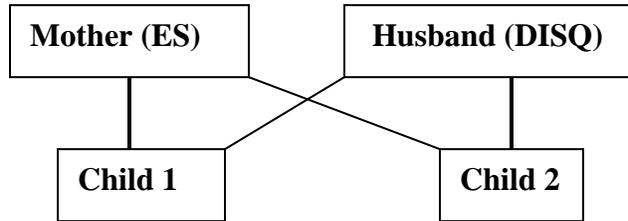
The case is ELIGIBLE, but Child 1 is the only eligible child. Child 2 is NOT eligible because there is no “E” status p/c.

NOTE: The outcome would be the same if the husband had a disability that rendered him unable to care for the child(ren); or if the husband were a boyfriend instead.

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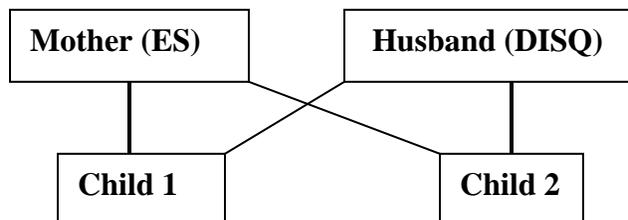
3. Case includes mother, her husband their children. The mother is participating in training. Her husband has a disability that renders the p/c unable to care for the child(ren) and is disqualified.



The case is ELIGIBLE and both of the children are eligible because there is an “E” status p/c participating in an approved unpaid activity and the disqualified p/c has a disability that renders the p/c unable to care for the child(ren).

NOTE: The outcome would be the same if the husband was working; or if the husband were a boyfriend instead.

4. Case includes mother, her husband and their children. The mother is working from 8:00 a.m. until 12:00 p.m. and participating in training from 1:00 p.m. until 5:00 p.m., Monday through Friday. Her husband is disqualified but is participating in training from 8:00 a.m. until 12:00 p.m. and is working from 2:00 p.m. until 8:00 p.m., Monday through Friday.



The case is ELIGIBLE and both of the children are eligible; however, the children are only eligible for subsidized child care from 1:00 p.m. until 5:00 p.m., plus travel time.

NOTE: The outcome would be the same if the husband were a boyfriend instead.

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[See Manual Section “413.14.3.9 – Questions – 413.9.2.2 – FS Examples”](#)

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413.9.3 FT, HS/PK & LI Examples

In cases where the only p/c in the case has been disqualified or both of the p/cs have been disqualified, the case is ineligible for subsidized child care. In cases where only one p/c in a 2-p/c family is disqualified, the case, a child or children may be eligible depending upon the family composition as determined by the definition of “Family” as set forth in [§ 3041.3](#) (relating to definitions).

As set forth in [§ 3041.3](#), parent is defined as “The biological or adoptive mother or father, stepmother or stepfather who exercises care and control of the child for whom subsidy is requested.

NOTE: This is different from the logic related to the TANF, GA and FS child care programs, in which the stepparent is not considered responsible for the child unless the child is a biological or adoptive child or the CAO specifically assigns “Care & Control” to the stepparent.

As set forth in [§ 3041.3](#), family is defined as “The child or children for whom subsidized child care is requested and the following individuals who live with that child or children in the same household:

- (i) A parent of the child.
- (ii) A caretaker and a caretaker’s spouse.
- (iii) A biological, adoptive or foster child or stepchild of the parent or caretaker who is under 18 years of age and not emancipated by marriage or by the court.
- (iv) An unrelated child under the care and control of the parent or caretaker, who is under 18 years of age and not emancipated by marriage or by the court.
- (v) A child who is 18 years of age or older but under 22 years of age who is enrolled in a high school, a general educational development program or a post-secondary program leading to a degree, diploma or certificate and who is wholly or partially dependent upon the income of the parent or caretaker or spouse of the parent or caretaker.

FAMILY COMPOSITION/CASE ELIGIBILITY

In cases where only one p/c in a 2-p/c family is disqualified, the case may be eligible if the disqualified p/c:

1. Does not live in the same household as the child(ren) for whom subsidized child care is requested; or
2. Is the boyfriend of the primary p/c only (i.e., has not adopted the child(ren) and is not the parent (biological, adoptive or step) of a child(ren) for whom subsidy is requested).

DISQUALIFICATION

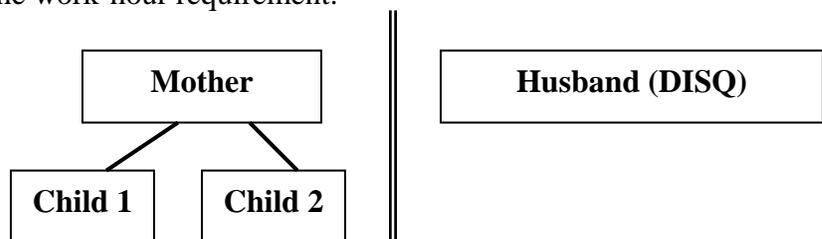
10/05/09

INDIVIDUAL ELIGIBILITY

In cases where only one p/c in a 2-p/c family is disqualified, a particular child or children may be eligible if the disqualified p/c is not the parent or stepparent of the child(ren). **The disqualified p/c's own children, adopted children or step children are ineligible for subsidized child care regardless of the other parent's eligibility status.**

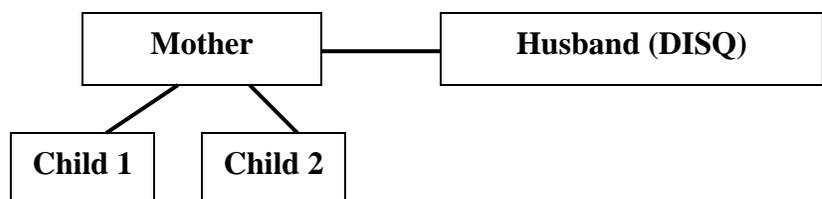
2-P/C EXAMPLES:

1. The mother and her two children live together in the same household. She is separated from her husband, the father of the children. Her husband is disqualified. The mother is meeting the work-hour requirement.



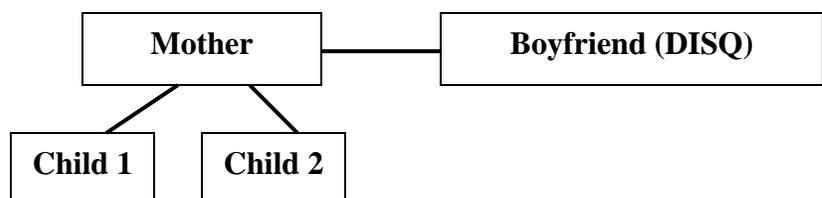
The case is ELIGIBLE because the disqualified individual does not reside in the same household as the children. However, if the mother reunites with her husband, the case is INELIGIBLE.

2. The mother, her husband (who is not the biological or adoptive parent of the children) and her two children live together in the same household. Her husband is disqualified. The mother and her husband are meeting the work-hour requirement.



The case is INELIGIBLE.

3. The mother, her boyfriend (who is not the biological or adoptive parent of the children) and her two children live together in the same household. Her boyfriend is disqualified. The mother and her boyfriend are meeting the work-hour requirement.

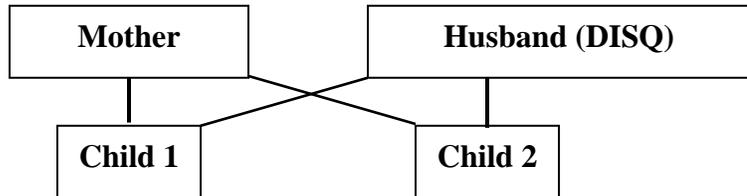


The case is ELIGIBLE because the disqualified individual is not the biological or adoptive parent or the stepparent of the children.

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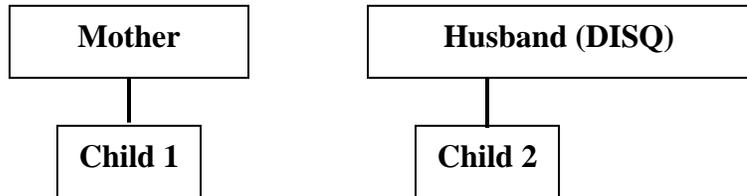
4. The mother, her husband and their two children live together in the same household. The mother is meeting the work-hour requirement. Her husband is disqualified and has a disability that renders the p/c unable to care for the child(ren).



The case is INELIGIBLE.

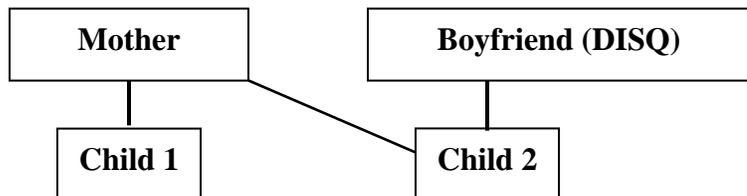
NOTE: The outcome would be the same if the husband were a boyfriend instead.

5. The mother, her husband, her child and his child live together in the same household. The mother and her husband are meeting the work-hour requirement. Her husband is disqualified.



The case is INELIGIBLE.

6. The mother, her boyfriend, her child and their child live together in the same household. The mother and her boyfriend are meeting the work-hour requirement. Her boyfriend is disqualified.

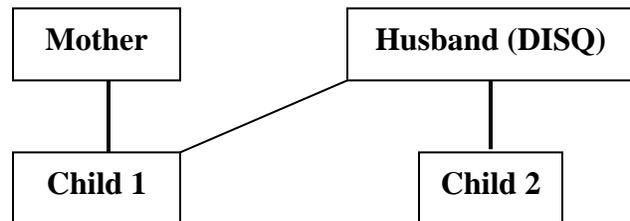


The case is ELIGIBLE but only Child 1 is eligible for subsidized child care because the disqualified individual is not the biological or adoptive parent or the stepparent of Child 1.

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7. The Mother, her husband and their two children live together in the same household. The mother is meeting the work-hour requirement. Her husband is disqualified and is not meeting the work-hour requirement.



The case is INELIGIBLE.

NOTE: The outcome would be the same if the husband were a boyfriend instead.

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[See Manual Section “413.14.3.10 – Questions – 413.9.3 – FT, HS/PK & LI Child Care Programs”](#)

413.10 OVERRIDING ELIGIBILITY

PELICAN CCW will automatically determine the case ineligible when an individual within the case is disqualified. As a result, there will be situations that are “outside of the system scope” and require the CCIS to override eligibility results for a case and/or a child or children in a case to “Eligible” when assessing eligibility based upon the examples illustrated above.

When overriding eligibility for enrollment (i.e., changing the status from “Eligible” to “Ineligible”) as discussed in the previous paragraph, the CCIS must:

1. Begin the eligibility determination process using one of the following methods:
 - a. From the Case Summary page or Case Profile Summary page, click “Assess Eligibility”; or
 - b. From within a case, click the “Select...” drop-down box, select “Determine Eligibility” from the list and click “Go”.
2. Click the “Program” drop-down box and select the appropriate child care program from the list on the Child Care Program page.
3. Click “Assess Eligibility.”
4. Click the “Eligibility” drop-down box and select the appropriate eligibility status (i.e., “Eligible”) from the list.

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5. Click “Update” under the Failure Reason Code table and remove the Failure Reason.
6. Click “Save”.
7. Click the “Override Reason” drop-down box and select an option from the list. (The most commonly used option will be “Outside System Scope”).
8. Enter “Override Comments” indicating the reason eligibility was overridden.
9. Click “Individual Results”
10. Click the “Eligibility Status” drop-down box and select the appropriate eligibility status (i.e., “Eligible Adult” or “Eligible Child”) for each individual from the list.
11. Click “Update” for the individual whose eligibility is being overridden and remove the Failure Reason by selecting the appropriate reason code(s) for the situation.
12. Click “Save”.
13. Click the “Override Reason” drop-down box and select an option from the list. (The most commonly used option will be “Outside System Scope”).
14. Enter “Override Comments” indicating the reason eligibility was overridden.
15. Click “Save and Return”.
16. Click “Eligibility Details” and validate that income information is correct.
17. Click “Return to Summary”.
18. Click “Confirm” when the desired results are achieved.

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[See Manual Section “413.14.3.11 – Questions – 413.10 – Overriding Eligibility”](#)

413.11 ENDING AN ENROLLMENT

PELICAN CCW will automatically include a 13-day AA period when a case becomes ineligible in any status/mode other than Intake/Pending. Therefore, the CCIS must discontinue/end all active enrollments as of the “Disqualification Begin Date” using the reason “Disqualification” so the case does not receive payment for subsidized child care during the disqualification period.

The CCIS must complete the following steps in PELICAN CCW when discontinuing/ending active enrollments:

1. Navigate to the Case Enrollment Summary page using one of the following methods:
 - a. Click “Case” on the Main Navigation bar, enter the Co/Record Number in the Enrollment row and click “Go;” OR
 - b. From within a case, click the “Select...” drop-down box, select “Enrollments” from the list and click “Go.”

2. Select the checkbox next to the enrollment(s) the CCIS must update.

NOTE: If the CCIS selects more than one enrollment, PELICAN CCW will cycle through the pages so the CCIS may make updates to each enrollment.

3. Click “Update” under Enrollment Status Information. This moves the user to the Enrollment Status Information page.
4. Enter the date the enrollment status is effective in the Effective Date field.
5. Change the status to “Discontinued/Closed”.
6. Select “Disqualified” from the “Reason” drop-down.
7. Click “Save and Continue”.

See the screen shot below.

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Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

Client Search | **Enrollment Search** | Inbox Home | Disqualification Search

Help | Logout

Enrollment Status Information

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing		

Individual Number **Individual Name**

Provider ID

LE Name AA TO ZZ CHILD CARE & LEARNING CENTER, INC

Location AA TO ZZ CHILD CARE & LEARNING CENTER, INC

Effective Date*

Status

Reason

UserID: t-test221 | Office: CCIS of Dauphin County

[LMS](#)

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[See Manual Section “413.14.3.12 – Questions – 413.11 – Ending an Enrollment”](#)

413.12 NOTIFICATION

PELICAN CCW will automatically generate an Ineligible or AA Notice as appropriate depending upon the case status and mode. The Ineligible and AA Notices will identify the disqualified individual and the period for which the individual is disqualified.

PELICAN CCW will also automatically generate a Child Care Stop Letter when the enrollments are discontinued using the reason “Disqualification”.

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[See Manual Section “413.14.3.13 – Questions – 413.13 – Notification”](#)

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413.13 UPDATED INFORMATION & ADDITIONAL RESOURCES

This section contains a listing of updated information distributed following issuance of this manual section via Announcements, Updates and Communiqués, as well as additional resources available to the CCIS.

413.13.1 Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

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413.13.3 Communiqués

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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413.13.4 Additional Resources

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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413.14 TRAINING GUIDE

This section contains information pertinent to training the TANF Manual Section. The following subsections contain the goals and objectives of the manual section, as well as helpful question and answer checkpoints.

413.14.1 Goals

The information in this section contains the goals with regard to disqualification from the Subsidized Child Care Program. The following are the goals of this manual section:

1. To successfully process an individual disqualification from the Subsidized Child Care Program within PELICAN CCW and ensure child care is provided to eligible children.
2. To successfully end enrollment for an ineligible child upon processing an individual disqualification from the Subsidized Child Care Program.

[Return to Manual Section “413. 3 – Goals & Objectives”](#)

413.14.2 Objectives

The information in this section contains the objectives with regard to disqualification from the Subsidized Child Care Program. The following are the objectives of this manual section:

1. To understand CIS budget groups and the relevance of those budget groups to PELICAN CCW cases.
2. To understand the relevance of the child care program when processing an individual disqualification from the Subsidized Child Care Program.
3. To understand when to override eligibility for a case or individuals within a case as it relates to individual disqualification from the Subsidized Child Care Program.
4. To understand how to end active enrollments in a case when processing an individual disqualification from the Subsidized Child Care Program.
5. To understand how OCDEL Policy imposes an individual disqualification from the Subsidized Child Care Program.
6. To understand when the CCIS must fax or scan and email a copy of the OIG 762 to OCDEL Policy.

[Return to Manual Section 413.4 – Scheduling a Hearing](#)

413.14.3 Section Checkpoint Questions

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services developed the following questions as a checkpoint to ensure comprehension of the information presented within this manual section. Upon review of the information within this section, CCIS staff should be able to answer all of the questions listed below.

413.14.3.1 Questions – 413.1 – General Policy & Regulation

1. The OIG may disqualify a p/c from receipt of which of the following?
 - a. TANF, FS or GA benefits only.
 - b. TANF, FS or GA benefits and the subsidized child care related to those benefits.
 - c. Subsidized child care only under the FT, HS/PK or LI child care programs.
 - d. All of the above.
2. TRUE or FALSE. The regulation set forth as 55 Pa.Code, Chapter 275, Subpart B applies to all cases receiving subsidized child care.
3. TRUE or FALSE. The regulation set forth at 55 Pa.Code, § 255.1 applies to cases receiving subsidized child care under the TANF, FS and GA child care programs.
4. TRUE or FALSE. The regulation set forth at 55 Pa.Code, § 501.13 applies to cases receiving subsidized child care under the FS child care program only.
5. TRUE or FALSE. The regulation set forth at 55 Pa.Code, § 3041.189 applies to cases receiving subsidized child care under the FT, HS/PK and LI child care programs.

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[Return to Manual Section “413.1 – General Policy & Regulation”](#)

[See Answers](#)

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413.14.3.2 Questions– 413.1.2 – Former TANF (FT), Head Start/PreKindergarten (HS/PK) & Low-Income (LI) Child Care Programs

6. TRUE or FALSE. A disqualification typically applies to the disqualified p/c and all of the biological, adoptive or step children of the disqualified p/c that live in the same home with the disqualified p/c.
7. TRUE or FALSE. There are some instances in which a child may continue to be eligible for subsidized child care if the disqualified p/c is not the p/c of that child.
8. Case consists of a mother, her child, her boyfriend, her boyfriend's own child and their shared (i.e., mother's and boyfriend's) child. The mother is disqualified from receiving subsidized child care but is meeting the work-hour requirement. What children, if any, are eligible for subsidized child care?
 - a. None.
 - b. The boyfriend's own child.
 - c. The boyfriend's own child and their shared child.
9. TRUE or FALSE. OCDEL Policy is solely responsible for entry of disqualification information into PELICAN CCW.
10. TRUE or FALSE. When a p/c is disqualified, the p/c does not have the right to request a fair hearing on the underlying court conviction or administrative disqualification hearing decision that led to disqualification, but may appeal other facts.

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[Return to Manual Section “413.1.2 – Former TANF \(FT\), Head Start/PreKindergarten \(HS/PK\) & Low-Income \(LI\) Child Care Programs”](#)

[See Answers](#)

413.14.3.3 Questions – 413.6 – Imposing the Disqualification

11. Although the individual only is disqualified from receiving subsidized child care, the disqualification may impact a child's or children's eligibility for enrollment based upon which of the following?
 - a. The definition of "Family".
 - b. Whether the disqualified individual is a p/c of a child or children for whom subsidized child care is requested.
 - c. Whether the family is a 1-p/c family and the single p/c is disqualified.
 - d. Whether, in a 2-p/c family receiving subsidized child care under the TANF, FS or GA child care program, there is an "E" status p/c participating in a CAO-approved work-related activity while the disqualified p/c is either participating in a CAO-approved work-related activity or has a disability rendering the p/c unable to care for the child(ren).
 - e. All of the above.
12. The OIG has how many days to notify the CCIS of a disqualification?
 - a. 2 calendar days.
 - b. 2 business days.
 - c. 5 calendar days.
 - d. 5 business days.
 - e. 15 calendar days.
 - f. 15 business days.
 - g. There is no timeframe by which the OIG must notify the CCIS of a disqualification.

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13. Upon notification by the OIG of the disqualification, the CCIS will do which of the following?
 - a. Place the notification in the family file.
 - b. Send the p/c a written notice including the disqualified p/c's name, the disqualification begin date, the disqualification end date, the disqualification type and appeal rights.
 - c. Record the disqualification in case comments within PELICAN CCW.
 - d. Enter the disqualification into PELICAN CCW.
 - e. Contact OCDEL Policy, via email and/or fax, to provide the disqualification information if it does not exist in PELICAN CCW.
 - f. All of the above.
 - g. (a) through (c) above.
 - h. (a) through (d) above.
 - i. (a) through (c) and (e) above.
14. TRUE or FALSE. The OIG reports the status of each referral directly to the CCIS using the OIG 762 – Report on Subsidized Child Care Referral (post investigation/prosecution).
15. TRUE or FALSE. OCDEL Policy does not receive copies of the OIG 762.
16. TRUE or FALSE. The CCIS is able to enter the disqualification information within PELICAN CCW.
17. Disqualification information is entered into PELICAN CCW based upon which of the following?
 - a. The date the OIG notifies OCDEL Policy of the disqualification on the SDC Report.
 - b. The date the CCIS notifies OCDEL Policy of the disqualification.
 - c. All of the above.

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18. TRUE or FALSE. Disqualifications will track across cases and child care programs.
19. TRUE or FALSE. PELICAN CCW will automatically fail a case if a disqualification period is active during an eligibility run.

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[Return to Manual Section “413.6 – Imposing the Disqualification”](#)

[See Answers](#)

413.14.3.4 Questions – 413.6.1 – Timing of Entry into PELICAN CCW

20. TRUE or FALSE. When the CCIS receives the OIG 762 for a case in the post investigation/prosecution phase from the OIG field staff and the disqualification does not yet appear in PELICAN CCW, the CCIS must fax or scan and email a copy of the form to OCDEL.

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[Return to Manual Section “413.6.1 – Timing of Entry into PELICAN CCW”](#)

[See Answers](#)

413.14.3.5 Questions – 413.6.2 – Disqualification Page

21. TRUE or FALSE. When an individual is disqualified from receiving subsidized child care, the disqualification information is displayed on the Disqualification page in PELICAN CCW only; whereas, when an individual is disqualified from receiving TANF, FS or GA benefits the disqualification information is displayed on the CAO Sanction/Disqualification Information page.

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22. TRUE or FALSE. PELICAN CCW prepopulates the Disqualification page with the adults in the case.
23. TRUE or FALSE. The “Disqualification Begin Date” will be the first day of the month following notification.

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[Return to Manual Section “413.6.2 – Disqualification Page”](#)

[See Answers](#)

413.14.3.6 Questions – 413.7 – Alerts & Warning Messages

24. TRUE or FALSE. PELICAN CCW generates an alert for future-dated disqualifications on the day the disqualification is effective.
25. TRUE or FALSE. For disqualifications with a Begin Date in the past, PELICAN CCW generates an alert only if the Begin Date is within the 90 days prior to the system/today’s date.
26. TRUE or FALSE. PELICAN CCW checks if it previously generated a disqualification alert for the case/disqualification record and will not generate a second alert if it previously generated an alert for that specific disqualification record.

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[Return to Manual Section “413.7 – Alerts & Warning Messages”](#)

[See Answers](#)

**413.14.3.7 Questions – 413.9.2 – TANF, FS & GA
Child Care Programs**

27. TRUE or FALSE. In 1-p/c cases where the p/c has a “D” status or in a 2-p/c case where both of the p/cs have a “D” status, the case is ineligible for subsidized child care.
28. In 2-p/c cases where there is one eligible “E” status p/c and one p/c with a “D” status, the case may be eligible if which of the following criteria is met?
 - a. Both p/cs are in an approved work-related activity (specific to the subsidized child care eligibility requirements for the child care program).
 - b. The “E” status p/c is in an approved work-related activity (specific to the subsidized child care eligibility requirements for the child care program) and the p/c with the “D” status has a disability that renders the p/c unable to care for the child(ren) and the CAO has verification of such.
 - c. All of the above.

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[Return to Manual Section “413.9.2 – TANF, FS & GA Child Care Programs”](#)

[See Answers](#)

**413.14.3.8 Questions – 413.9.2.1 – TANF & GA
Examples**

29. TRUE or FALSE. Stepchildren are not considered with regard to the disqualification of a stepparent since the stepparent is not considered responsible for that child.

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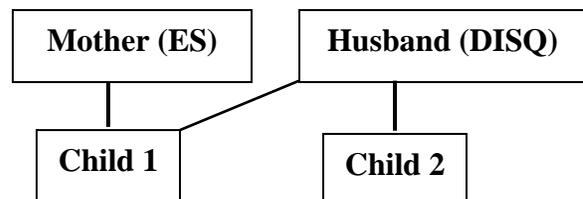
30. TRUE or FALSE. “Care & Control” may be assigned to anyone who is exercising responsibility by actually participating in making plans for the support, education and maintenance of the child; having the capability to carry out those plans; and requesting benefits on behalf of the child.

31. The determination of a “Specified Relative” includes which of the following relationships?
 - a. Parent, grandparent and other direct ancestors through great-great-great grandparent.
 - b. Other relationships prefixed by “great”, “great-great”, “grand” or “great grand”.
 - c. Aunt or uncle.
 - d. Nephew or niece.
 - e. Brother or sister.
 - f. First cousin, including first cousin once removed.
 - g. Adoptive parent and his/her blood or adoptive relatives.
 - h. Stepmother, stepfather, stepsister, stepbrother or step grandparent.
 - i. The spouse of any relative listed above, even if the marriage is ended by death, separation or divorce.
 - j. A relative of the putative father.
 - k. A legal guardian who is living with the child so long as he/she is related to the child as indicated above.
 - l. All of the above.

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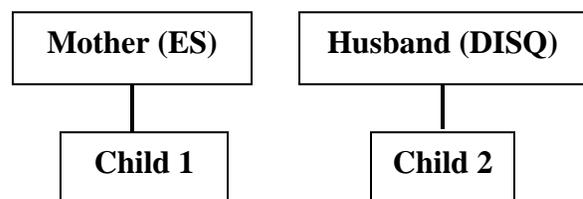
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32. Case includes mother, her husband, their shared child and his child. Mother does not have Care & Control over Child 2. The mother is NOT participating in an approved activity or is WAIVED from Employment & Training (E&T) participation requirements. Her husband has a disability that renders the p/c unable to care for the child(ren) and is disqualified.



TRUE or FALSE. The case is ELIGIBLE for subsidized child care.

33. Case includes mother, her child, her husband and his child. Mother does not have Care & Control over Child 2. The Mother is meeting employment and training requirements. Her husband is disqualified but is working.

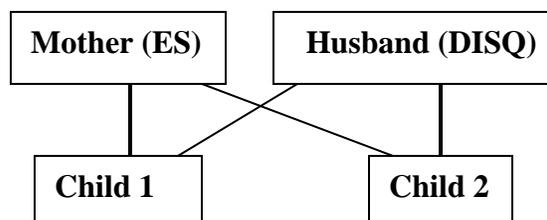


TRUE or FALSE. The case is ELIGIBLE, but Child 1 is the only eligible child.

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34. Case includes mother, her husband and their children. The mother is in a CAO-approved work-related activity. Her husband is disqualified, does not have a disability that renders the p/c unable to care for the child(ren) and is not participating in an activity.



TRUE or FALSE. The case is INELIGIBLE and both of the children are ineligible.

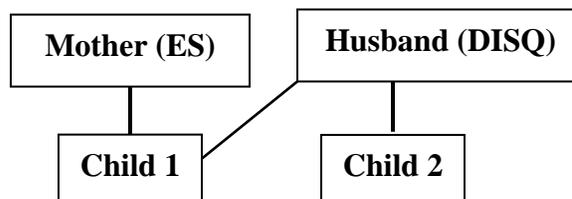
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[Return to Manual Section “413.9.2.1 – TANF & GA Examples”](#)

[See Answers](#)

413.14.3.9 Questions – 413.9.2.2 – FS Examples

35. Case includes mother, her husband, their child and his child. Mother does not have Care & Control over Child 2. The mother is working or is waived from participation in E&T. Her husband has a disability that renders the p/c unable to care for the child(ren) and is disqualified.



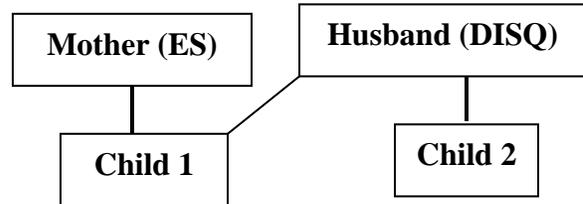
TRUE or FALSE. The case is INELIGIBLE because the “E” status p/c is not participating in an unpaid activity.

36. TRUE or FALSE. The outcome of Question #35 above would be different if the family composition included a boyfriend rather than the husband.

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37. Case includes mother, her husband, their child and his child. Mother does not have Care & Control over Child 2. The Mother is participating in training. Her husband is disqualified but is working.

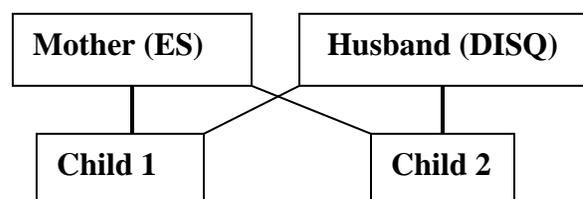


TRUE or FALSE. The case is ELIGIBLE, but Child 1 is the only eligible child. Child 2 is NOT eligible because there is no “E” status p/c.

38. TRUE or FALSE. The outcome of Question #37 would be the same if the husband had a disability that rendered him unable to care for the child(ren).

39. TRUE or FALSE. The outcome of Question #37 would be different if the husband were a boyfriend instead.

40. Case includes mother, her husband their children. The mother is participating in training. Her husband has a disability that renders the p/c unable to care for the child(ren) and is disqualified.

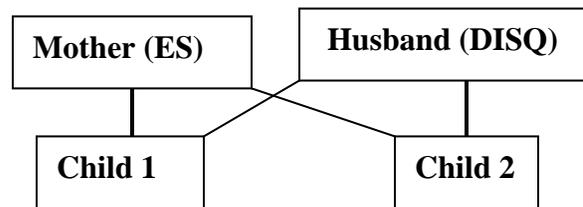


TRUE or FALSE. The case is ELIGIBLE and both of the children are eligible because there is an “E” status p/c participating in an approved unpaid activity and the disqualified p/c has a disability that renders the p/c unable to care for the child(ren).

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41. Case includes mother, her husband and their children. The mother is working from 8:00 a.m. until 12:00 p.m. and participating in training from 1:00 p.m. until 5:00 p.m., Monday through Friday. Her husband is disqualified but is participating in training from 8:00 a.m. until 12:00 p.m. and is working from 2:00 p.m. until 8:00 p.m., Monday through Friday.



During what times are the children eligible for care?

- a. The children are eligible from 8:00 a.m. until 5:00 p.m., plus travel time.
- b. The children are only eligible for subsidized child care from 1:00 p.m. until 5:00 p.m., plus travel time.

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[Return to Manual Section “413.9.2.2 – FS Examples”](#)

[See Answers](#)

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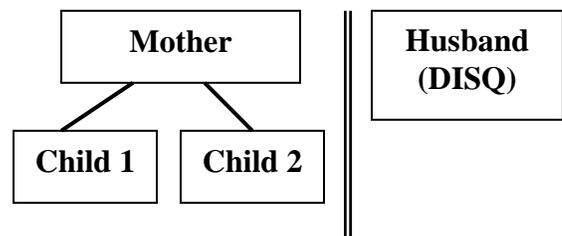
413.14.3.10 Questions – 413.9.3 – FT, HS/PK & LI Examples

42. TRUE or FALSE. In cases where the only p/c in the case has been disqualified or both of the p/cs have been disqualified, the case is ineligible for subsidized child care.
43. TRUE or FALSE. In cases where only one p/c in a 2-p/c family is disqualified, the case, a child or children may be eligible depending upon the family composition as determined by the definition of “Family” as set forth in § 3041.3 (relating to definitions).
44. TRUE or FALSE. The logic related to the FT, HS/PK and LI child care programs is different from the logic related to the TANF, GA and FS child care programs.
45. In cases where only one p/c in a 2-p/c family is disqualified, the case may be eligible if the disqualified p/c does not live in the same household as the child(ren) for whom subsidized child care is requested or is the boyfriend of the primary p/c only.
46. TRUE or FALSE. In cases where only one p/c in a 2-p/c family is disqualified, a particular child or children may be eligible if the disqualified p/c is not the parent or stepparent of the child(ren).
47. TRUE or FALSE. The disqualified p/c’s own children, adopted children or step children are ineligible for subsidized child care regardless of the other parent’s eligibility status.

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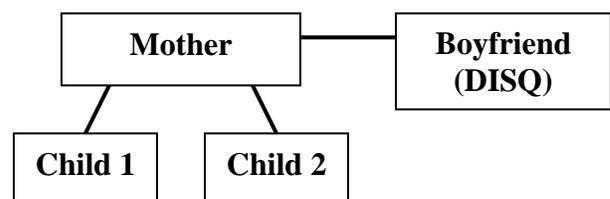
48. The mother and her two children live together in the same household. She is separated from her husband, the father of the children. Her husband is disqualified. The mother is meeting the work-hour requirement.



TRUE or FALSE. The case is ELIGIBLE because the disqualified individual does not reside in the same household as the children.

49. TRUE or FALSE. If the mother reunites with her husband, the case is INELIGIBLE.

50. The mother, her boyfriend (who is not the biological or adoptive parent of the children) and her two children live together in the same household. Her boyfriend is disqualified. The mother and her boyfriend are meeting the work-hour requirement.

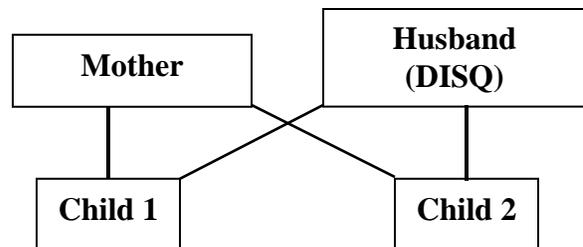


TRUE or FALSE. The case is ELIGIBLE because the disqualified individual is not the biological or adoptive parent or the stepparent of the children.

DISQUALIFICATION

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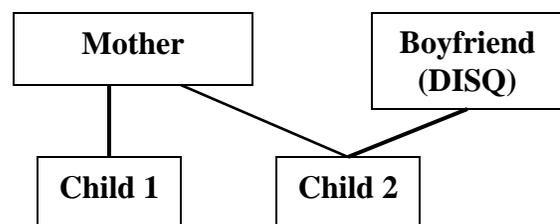
51. The mother, her husband and their two children live together in the same household. The mother is meeting the work-hour requirement. Her husband is disqualified and has a disability that renders the p/c unable to care for the child(ren).



TRUE or FALSE. The case is ELIGIBLE.

52. TRUE or FALSE. The outcome of Question #51 would be different if the husband were a boyfriend instead.

53. The mother, her boyfriend, her child and their child live together in the same household. The mother and her boyfriend are meeting the work-hour requirement. Her boyfriend is disqualified.



TRUE or FALSE. The case is ELIGIBLE but only Child 1 is eligible for subsidized child care because the disqualified individual is not the biological or adoptive parent or the stepparent of Child 1.

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[Return to Manual Section “413. 9.3 – FT, HS/PK & LI Examples”](#)

[See Answers](#)

413.14.3.11 Questions – 413.10 – Overriding Eligibility

54. TRUE or FALSE. PELICAN CCW will automatically determine the case ineligible when an individual within the case is disqualified.
55. TRUE or FALSE. There will be situations that are “outside of the system scope” and require the CCIS to override eligibility results for a case and/or a child or children in a case to “Eligible” when assessing eligibility.

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[Return to Manual Section “413.10 –Overriding Eligibility”](#)

[See Answers](#)

413.14.3.12 Questions – 413.11 – Ending an Enrollment

56. TRUE or FALSE. PELICAN CCW will automatically include a 13-day AA period when a case becomes ineligible in any status/mode other than Intake/Pending.
57. TRUE or FALSE. The CCIS must discontinue/end all active enrollments as of the “Disqualification Begin Date” using the reason “Disqualification” so the case does not receive payment for subsidized child care during the disqualification period

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[Return to Manual Section “413.11 – Ending an Enrollment”](#)

[See Answers](#)

413.14.3.13 Questions – 413.12 – Notification

- 58. TRUE or FALSE. PELICAN CCW will automatically generate an Ineligible or AA Notice as appropriate depending upon the case status and mode.

- 59. TRUE or FALSE. The notice that is generated when an individual is disqualified will identify the disqualified individual and the period for which the individual is disqualified.

- 60. TRUE or FALSE. PELICAN CCW will also automatically generate a Child Care Stop Letter when eligibility is assessed and confirmed, and the case fails with the reason of “Disqualification”.

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[**Return to Manual Section “413.12 – Notification”**](#)

[**See Answers**](#)

413.14.4 Section Checkpoint Answers

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services provided the answers to all of the questions asked in Manual Section “413.24.3 – Section Checkpoint Questions”.

413.14.4.1 Answers – 413.1 – General Policy & Regulation

1. D
2. TRUE
3. FALSE
4. TRUE
5. TRUE

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[Review Questions Again](#)

[Return to Manual Section “413.1 – General Policy & Regulation”](#)

[Return to Manual Section “413.1.1 – TANF, FS & GA Child Care Programs”](#)

413.14.4.2 Answers – 413.1.2 – FT, HS/PK & LI Child Care Programs

6. TRUE
7. TRUE
8. B
9. TRUE
10. TRUE

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[Review Questions Again](#)

[Return to Manual Section “413.1.2 – Former TANF \(FT\), Head Start/PreKindergarten \(HS/PK\) & Low-Income \(LI\) Child Care Programs”](#)

[Return to Manual Section “413.2 – Definitions & Acronyms”](#)

**413.14.4.3 Answers – 413.6 – Imposing the
Disqualification**

- 11. E
- 12. D
- 13. I
- 14. TRUE
- 15. TRUE
- 16. FALSE
- 17. C
- 18. TRUE
- 19. TRUE

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[Review Questions Again](#)

[Return to Manual Section “413.6 – Imposing the
Disqualification”](#)

[Return to Manual Section “413.6.1 – Timing of
Entry into PELICAN CCW”](#)

**413.14.4.4 Answers – 413.6.1 – Timing of Entry into
PELICAN CCW**

- 20. TRUE

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[Review Questions Again](#)

[Return to Manual Section “413.6.1 – Timing of
Entry into PELICAN CCW”](#)

[Return to Manual Section “413.6.2 –
Disqualification Page”](#)

413.14.4.5 Answers – 413.6.2 – Disqualification Page

- 21. TRUE
- 22. TRUE
- 23. TRUE

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[Return to Manual Section “413.6.2 – Disqualification Page”](#)

[Return to Manual Section “413.7 – Alerts & Warning Messages”](#)

413.14.4.6 Answers – 413.7 – Alerts & Warning Messages

- 24. TRUE
- 25. TRUE
- 26. TRUE

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[Review Questions Again](#)

[Return to Manual Section “413.7 – Alerts & Warning Messages”](#)

[Return to Manual Section “413.8 – Accessing Disqualification Information”](#)

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**413.14.4.7 Answers – 413.9.2 – TANF, FS & GA Child
Care Programs**

- 27. TRUE
- 28. C

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[Review Questions Again](#)

[Return to Manual Section “413.9.2 – TANF, FS &
GA Examples”](#)

[Return to Manual Section “413.9.2.1 – TANF, FS
& GA Examples”](#)

**413.14.4.8 Answers – 413.9.2.1 – TANF & GA
Examples**

- 29. TRUE
- 30. FALSE
- 31. L
- 32. FALSE
- 33. TRUE
- 34. TRUE

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[Review Questions Again](#)

[Return to Manual Section “413.9.2.1 – TANF &
GA Examples”](#)

[Return to Manual Section “413.9.2.2 – FS
Examples”](#)

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413.14.4.9 **Answers – 413.9.2.2 – FS Examples**

- 35. TRUE
- 36. FALSE
- 37. TRUE
- 38. TRUE
- 39. FALSE
- 40. TRUE
- 41. B

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[Review Questions Again](#)

[Return to Manual Section “413.9.2.2 – FS Examples”](#)

[Return to Manual Section “413.9.3 – FT, HS/PK & LI Examples”](#)

413.14.4.10 **Answers – 413.9.3 – FT, HS/PK & LI Child Care Programs**

- 42. TRUE
- 43. TRUE
- 44. TRUE
- 45. TRUE
- 46. TRUE
- 47. TRUE
- 48. TRUE
- 49. TRUE
- 50. TRUE
- 51. FALSE
- 52. FALSE
- 53. TRUE

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413.14.4.11 Answers – 413.10 – Overriding Eligibility

54. TRUE

55. TRUE

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413.14.4.12 Answers – 413.11 – Ending an Enrollment

56. TRUE

57. TRUE

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413.14.4.13 Answers – 413.12 – Notification

- 58. TRUE
- 59. TRUE
- 60. FALSE

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