Child Care Case Set-Up

Revised 12/16/2020

1. Sample Sheet
   Location: F:\EPQC\QC\Data Analysis Unit\Sample
   Procedure for setting up a case file – After retrieving the Sample Sheet, set up a folder for the sample month and create subfolders inside the sample month folder for each case sampled. Please see pathway for an example of this set-up.
       F:\EPQC\QC\Program Specialist Forms Child Care\CC Reviewer files\FY20 cases)

2. Information from DIS – Provides application and verification documentation
   Procedure – Print all documents from the time of application through the review month. See example below for some documents to print.
   1. DIS Cover page
   2. Application that covers the sample month
   3. Shelter and/or utility expense verification (If the client claimed and received credit for expenses)
   4. Referrals (DFS/ Special Needs)
   5. Income verification (Wages, employment verification letter, tax document, SSA/SSI income verifications, etc.)
   6. Birth certificate
   7. Social Security Card
   8. Driver's License

3. ASSIST Worker Web, POC, and DECSS
   1. Case comments (1 year from the review month)
   2. Child Care Authorization Letter
      (*Provider or client: for example, if the reviewer chooses to use letters that DSS sent to the provider, the reviewer should also use notices DSS sent to the provider. This helps to keep the case file consistent.*
      Also, the reviewer may need to print multiple authorization letters depending on the number of changes that occurred during the sample month and/or number of provider sites the sampled child attended during the sample month.)
   3. Child Care Certification Period Notice
      (*Provider or client- Please see above.*
      Notice should show the certification – The cert period should cover 12 months of care unless otherwise noted)
   4. Child Care Income Budget (Must *cover the sample month*)

5. Child Care Authorization Details I & II Screen
   (Details *I screen is used to verify the number of sites the sample child attended during the review month.*
   Details II screen provides site details, authorization details and payment information- The reviewer may need to print this information for more than one provider)
6. Attendance Transaction Details Screen (**Print from the POC System**- used to calculate budget)
7. Site Detail (**Print from the POC system**- used to check for licensing status and enforcement action)
8. Unearned Income Screen (Child Support, Social Security, SSI, Veterans Benefits, Unemployment Compensation, etc.- Print screens covering the review month and two months prior to the review month)
9. Child Support Screen (**Print from DECSS for the review month and two months prior to the review month**)
10. Employment screen (Reflect wages used for eligibility)
11. Shelter Screen (Reflect what was used for eligibility – Include the summary page)
12. Utility Screen (Reflect what was used for eligibility – Include the summary page)
13. Case Assistance Group
14. Other verifications – Other Systems
    A. SSN & Citizenship Verification (AWW-Data exchange)
    B. Birth Record
    C. Wages from The Work Number
    D. Wages from DOL

Procedure – Once all documents/verifications above have been collected, combine all documents into one PDF file in the order listed above.

4. Complete the Record Review Worksheet (ACF-403), complete the Mid Table, if applicable

5. Complete the Child Care Budget

6. Complete the Findings Form for error cases (Second tab on the Budget Spreadsheet)