	SSA Intranet
Child Care Inter-County Transfers	Number: 352
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PURPOSE

The purpose of this policy is to provide guidelines for the Inter-County Transfer (ICT) of responsibility for determination and reimbursement payment of the Stage 1 child care services when a CalWORKs participant moves from one California county to another.

ICT DEFINITIONS

First County (Sending County) is the county currently paying for child care.
Second County (Receiving County) is the county to which the participant moves.
Payment Responsibility is the period during which the first county remains responsible for the child care payment.

TRANSFER INTO ORANGE COUNTY

When a CalWORKs participant transfers to Orange County from another California county, the Ongoing Services Worker (OSW) will process their child care request as soon as possible regardless of the status of the cash aid ICT transfer by following the guidelines outlined in the CalWORKs Policy 301 Child Care Eligibility & Application Process
When the applicant's cash aid is approved, the participant receives child care as a current CalWORKs participant.
When the applicant's cash aid is denied, the participant receives child care as a former CalWORKs client if otherwise eligible.
If it is determined that the former client is eligible for Stage 2 or 3 child care the OSW will refer the client to the Children's Home Society (CHS) for enrollment by following the guidelines outlined in the CalWORKs Policy 303 Child Care Stage 2 & 3 Referral & Tracking. If a space is unavailable the participant will be served in Stage 1 until a Stage 2 slot becomes available or until the client times out of their 24 months post aid eligibility.

TRANSFER OUT OF ORANGE COUNTY

When the OSW is notified that a CalWORKs participant, who is receiving Stage 1 child care assistance, has transferred to another county, the OSW will send the participant a *708 Child Care ICT Client Informing Notice* informing the participant of their responsibility to immediately apply and re-establish child care eligibility in the second county as soon as possible and to provide any requested information in order to avoid a break in child care services and reimbursements.
The OSW will complete the F063-41-204 -Child Care Inter-County Transfer Notification Form and attach a copy to the CW215 – Notification of Inter-County Transfer.
The OSW will send a discontinue notice of action to the participant to discontinue the child care payment at the end of the payment responsibility period.

PAYMENT RESPONSIBILITY

There is to be no delay in child care payments when the OSW receives the necessary child care paperwork from the participant.
Both counties should coordinate receipt of any documentation as needed to continue payments and provide information on the date of the last payment to be made.

1. When Changing Providers:

• When the participant moves to the second county and is changing providers, the first county will pay for child care through the last day of the existing providers services. The second county will be responsible for the new provider regardless of the completion of the cash aid transfer period.

1. When Not Changing Providers

On cash Aid

• When the participant moves to the second county and does not change providers, the first county will continue to pay for child care until the active CalWORKs participant's cash aid transfer period is completed, or sooner with mutual agreement between both counties.

OFF Cash Aid

• The first county will continue to pay for child care for up to 30 days from the date the former client moves out of the first county, at which time the second county assumes responsibility for the payment.

FORMS	CW 215 Notification of Intercounty Transfer F063-41-204 Child Care Inter-County Transfer Notification Form 708 Child Care ICT Client Informing Notice
References	MPP section 40-187 and 47-310

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