

Department of Public Health  
and Human Services

Section:  
ELIGIBILITY AND BENEFITS

TANF CASH ASSISTANCE

Subject:  
Working Caretaker Relative Child Care

**Supersedes:** TANF 901-2 (10/1/09)

**References:** 45 CFR Part 98; P. L. 104-193; ARM 37.78.102, .103; .206; .207;  
ARM 37.80.201, .202; HOUSE BILL 676.

**WORKING  
CARETAKER  
RELATIVE  
CHILD CARE  
PROGRAM**

The 2007 Montana Legislative session allocated funding for the Working Caretaker Relative Child Care program. This program is designed to assist specified caretaker relatives who are receiving child only TANF grants with child care costs associated with the minor child(ren) for whom they are receiving TANF cash assistance.

The 2009 Montana Legislative session (HB676) requires households wanting to participate in the Working Caretaker Relative Childcare program to pass a net income limit of 250% of the current Federal Poverty Level (FPL). This change is effective October 1, 2009.

**NOTE:** Eligibility for the Working Caretaker Relative Child Care program must be re-evaluated during the annual redetermination of TANF eligibility using the criteria listed below.

► Beginning August 1, 2010 child care services will be provided to children ages 11 and under. Services will end effective July 31, 2010 for those children 12 and over.

In order to qualify for the program, the specified caretaker relative must:

1. Be receiving child only TANF for a minor child or children;
2. Be employed a minimum of 60 hours per month (120 hours per month in a 2-parent household);
3. Complete the application packet for the program and submit it to the Resource and Referral agency;
4. Meet the income eligibility requirement of 250% of the current FPL. (This table can be found on the HCS 052 "Working Caretaker Relative Child Care Program" referral form); and
- 5. Pay a monthly \$150 co-payment to the child care provider.

► **NOTE:** Failure to pay the monthly \$150 co-payment will result in the loss of TANF child care assistance.

**REFERRAL PROCESS**

When a specified caretaker relative applies for a child only TANF cash assistance grant, the OPA Social Service Specialist will need to determine whether or not the caretaker relative is eligible for the Working Caretaker Relative Program, based on the above criteria.

If the household is eligible, the OPA Social Service Specialist will complete an HCS-052 "Working Caretaker Relative Child Care Program" referral form and submit it electronically via email to the specific contact listed for the R&R agency. To notify the household they are eligible, the A106 – WCR Child Care Approval notice must also be sent.

**NOTE:** Contact the TANF Policy Specialist if you need an electronic copy of the HCS-052.

**NOTE:** If the household is not found eligible the OPA Social Service Specialist must send the A206 – WCR Child Care Denial notice. The denial must also be reported to the TANF Unit in Central Office. Submit the completed HCS -052 to: PAB/DPHHS, Attn: Del Bock, PO Box 202925, Helena, MT, 59620.



The OPA Social Service Specialist must also provide the non –TANF childcare packet to the specified caretaker relative. This packet includes:

1. Best Beginnings Child Care Scholarship application, (DPHHS-HCS/CC-010),
2. Request for Work/Training Verification (DPHHS-HCS/CC-011)
3. Child Care Service Plan Information, (DPHHS-HCS/CC-015).
4. Information outlining the steps the specified caretaker relative must take in order to be determined eligible for this program.

The OPA Social Service Specialist must inform the specified caretaker relative that the completed forms must be submitted to the R&R within 30 days.



**NOTE:** Beginning August 1, 2010 the HCS/CC – 150 "Working Caretaker Relative Child Care" packet is obsolete. It will be replaced with the non-TANF childcare packet.

**START DATE OF BENEFITS**

Child care benefits under the Working Caretaker Relative Child Care Program may begin the date the HCS-052 electronic referral form is received by the R&R. The referral date should be the date of application for child only TANF; provided the specified caretaker relative met the eligibility criteria at the time of application.

**NOTE:** The electronic referral to the R&R should not be delayed until the eligibility determination is made.

**CHANGES IN  
STATUS**

The OPA Social Service Specialist should notify the R&R of any change in status in the child only TANF cash assistance, for individuals who have been referred for services under the Working Caretaker Relative Child Care program.

For instance, if the child only TANF cash assistance closes, the OPA Social Service Specialist must notify the specific contact at the R&R as soon as possible. If the case is later reverted to open, the OPA Social Service Specialist must notify the specific contact at the R&R as soon as possible in order for the Working Caretaker Relative Child Care to continue.

**REDETER-  
MINATION**

Eligibility for the Working Caretaker Relative Child Care program must be re-evaluated during the annual redetermination of TANF eligibility. If the household remains eligible, a new HCS-052 referral form must be submitted electronically to the specific contact at the R&R. If the household is not eligible, the OPA Social Service Specialist must notify the R&R as soon as possible of the change in eligibility and send the A206 – WCR Child Care Denial notice.

For complete childcare assistance policy and procedure, refer to the Child Care Policy Manual, Section 3.1 (TANF) and Section 3.2 (Tribal TANF).

MaM

ΦΦΦ