

BPRO WAIT LIST TRAINING

# CHILD CARE SUBSIDY



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

# AGENDA AND OVERVIEW

**This session will provide an overview of guidance on waitlist procedures.**

- Waitlist Guidance Overview
- Live Demo
- Discussion and Questions

# WHY WAIT LIST TRAINING?

- The biennial FY23-24 budget included language directing VDOE to use all available funds to eliminate wait lists in the CCSP. This language expires on June 30, 2024.
- VDOE/VDSS anticipates that program demand will exceed available funding beginning in FY25, therefore effective July 1<sup>st</sup> CCSP will implement a waitlist.
- This training will equip caseworkers with the knowledge and skills needed to effectively implement the wait list change ensuring a smooth transition and continued support for eligible families.

# LEARNING OBJECTIVES

After this presentation, you will have a better understanding of how to manage a child care wait list.

## Key Actions

1. Wait list Screening
2. Placement on a wait list
3. Priority on a wait list
4. Updating wait list
5. Notifications after wait list screening
6. A families right to apply for services
7. Removal from the wait list

# WELCOME! – “ROLE CALL”

## Room Poll- How do you define your current role?

- Benefit Program Specialist/Supervisor
- Family Service Specialist/Supervisor
- Self-Sufficiency Specialist/Supervisor
- Senior Worker
- Benefit/Family Service/Self-Sufficiency Program Managers
- LDSS Director

# WELCOME! - “FIST TO FIVE”

**Room Poll- On a scale of 0-5, how would you rate your knowledge of the following concepts?**

- a) The Child Care Subsidy Program (CCSP), in general
- b) Recent CCSP policy changes
- c) Waitlist Procedures
- d) Waitlist Communication Forms

# Section 1: Waitlist Guidance



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# WAIT LIST PURPOSE

- Maintaining an accurate, up-to-date wait list accomplishes two goals:
  - VDOE, VDSS, and local departments can understand unmet parental demand for services, improving projected funding needed for services in the future.
  - Allows local departments to effectively maximize slots as they become available for eligible, unserved families.
- Note that wait list procedures apply ONLY to families on the Head Start Wrap Around (BL 878) or Fee budget lines (BL 883).
  - Families eligible under TANF are guaranteed services.



# PRIORITY ON WAIT LIST

- Families are placed on the wait list based on wait list priority and application/screening date, with two new priority groups (Tier 1 and Tier 2).
- Within each priority group, families are ordered based on their application/ screening date.

The screenshot displays the 'Waitlist - People' form for Case # 113361631, Case Name: Lee, Jessie, and Case Action: Waitlist. The form is organized into several sections:

- Client Information:** Name: Lee, Amy; Client #: 2103892325; \*Requesting Assistance: YES; Client Program Request Date: 03 / 07 / 2018.
- Wait List Information:** Wait List Priority Group: [dropdown]; HeadStart: [dropdown];  Part Day Care? (indicated by a blue arrow).
- Client Household Status:** \*Household Status: [dropdown]; Date Left Home: [mm / dd / yyyy]; Intend to Return?: [dropdown]; Absent Reason: [dropdown]; Estimated Date of Return: [mm / dd / yyyy]; Number of Days in a Month the Child Sleeps in the Caretaker's Home (Average Over the Next 12 Months): 30.
- Client Demographic Information:** Is Individual Emancipated: NO.
- Special Needs Information:** \*Special Needs: [dropdown].
- Citizenship/Qualified Alien:** \*US Citizen: [dropdown]; Qualified Alien: [dropdown].

# FY25 WAIT LIST PRIORITY CHANGES

## Tier 1: Families with at least one child ages 0-5, not yet in kindergarten

- Families in this category should be placed at the top of the wait list
- Within the group families should be ordered based on application/screening date

## Tier 2: Families that do not fall in Tier 1 but meet any of the following categories

- Tier 2 families are placed on the wait list following families in Tier 1 based on the application screening date.
- Tier 2 families include:
  - A family unit which includes a child who has special needs for whom services are requested;
  - Family with a child experiencing homelessness;
  - Family involved in CPS or Foster Care Prevention;
  - Family that includes a minor parent under the age of 18 and in high school, whose child will be receiving subsidy services.
  - Emancipated teen parent younger than 18 and in high school; and
  - Case discontinued due to lack of funds

# WHEN TO INITIATE A WAIT LIST?

**Child targets—the maximum number of children a locality is approved to enroll through CCSP—serve as the basis for initiating a wait list and adding families to/transitioning families off the wait list.**

- Localities may initiate a wait list beginning July 1, 2024 once they have met their approved child target.
- If the locality has enough child targets to enroll a new family or to continue serving a family at redetermination but needs additional funding, they should submit an allocation request through VaCMS.
- Localities may also submit requests for additional child targets via the Allocation Request feature if they meet ALL of the following criteria:
  - They have met their established child target;
  - They are running a wait list for services or preparing to initiate a wait list;
  - There is estimated to be sufficient funding in their budget to serve one or more children for the remainder of the fiscal year.

# WAIT LIST SCREENING

- An Application or Wait List Screening form must be registered in VaCMS and processed using the Wait list case action.
  - The Child Care Worker certifies wait list eligibility.
  - VaCMS creates the wait list authorizations for five full days of care per week unless otherwise specified during screening.
  - VaCMS calculates anticipated cost of care for families on wait list until the end of the fiscal year, helping LDSS manage service allocation efficiently.

The screenshot displays the VaCMS interface for a 'Register Program - Program' form. The header includes the VaCMS logo, the text 'You are working in Training environment', and navigation links for 'Help' and 'Logout'. The user information bar shows 'TR 5', 'USER ID: tr5043', and 'Clarke'. A search bar is set to 'APPLICATION' with a 'Go' button and the date '25 September 2018'. The left sidebar contains a navigation menu with categories like 'History', 'Case Info', 'Navigation', and 'Organizer', listing various system functions such as 'VaCMS Home', 'Dashboard Tools', 'Rapid Data Entry (RDE)', 'Application/Screening', 'Maintain Application/Screening', 'My Workspace', 'EAP', 'Data Collection', 'Eligibility', 'Benefit Issuance', 'ESP', 'Foster Care DCSE Referral', 'Forms', 'Redetermination Interfaces', 'Transaction Logs', 'Security', 'Inquiry', 'Replacement Cards', 'DMIS', 'Authorization Management', 'Funds Management', 'Maintain LDSS Resources', 'Reference Tables', and 'Vendor Management'. The main content area shows the 'Program' tab with the following details:
 

- Application/Screening#: T13379943
- Status: Application Pending
- Date Received: 09/25/2018

 Below these details are 'Reset', '+ Previous', and '+ Continue' buttons. The 'Programs' section includes checkboxes for 'Child Care' (checked), 'Medical Assistance', 'SNAP', and 'TANF'. The 'Application/Screening Date' is 09/25/2018 and the 'Date Received' is 09/25/2018. A 'Wait List Screening Request' dropdown is set to 'NO', and 'Applying for TANF Emergency Assistance?' is set to 'NO'. At the bottom, a table lists client information:
 

Client Name	SNAP	TANF	Child Care	Medical Assistance	Prior Months Coverage
Lae, Bbay 29F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Retroactive Coverage for 3 months
Lae, Sunny 12M	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Retroactive Coverage for 3 months

 'Reset', '+ Previous', and '+ Continue' buttons are also present at the bottom of the table.

# UPDATING THE WAIT LIST

- Quarterly Waiting List updates are mandatory for LDSS in January, April, July, and October.
- VaCMS- automatically generates the Wait List Update form 45 days before the end of the update month.
  - Families with a screening date within 90 days of the update month will be updated in the next quarterly cycle.
- Families must complete and return the form and any updated documents by the end of the month.
  - Updated information and/or documents can be provided via form, letter, call, email, or in-person, without requiring a face-to-face interview.
  - Verification of information is not required for families to remain on the list.
- Child Care Workers update screening information in VaCMS upon receipt and can access reports for families on the list for over 90 days.

# NOTIFICATION AFTER WAIT LIST SCREENING

- NOA (Notice of Action) is sent in specific cases:
  - Upon application receipt, if funds are unavailable, applicant is added to Wait List and NOA is sent.
  - When a family is found ineligible during Wait List Screening, a NOA is sent.
  - If eligible during Wait List Screening, a Wait List Communication Form is sent, allowing families to decline placement.

You are working in Training environment

**Virginia Case Management System**

? Help  
Logout

Clarke Search By APPLICATION Go 07 March 2018

VaCMS -- Webpage Dialog

Date: 03/07/2018  
 Case Worker: TR 5  
 Phone: (555) 555-5555  
 Case Number: T13361631  
 Client ID: 2103892324  
 Correspondence #: 711132500  
 72 Month FEE Clock: 0

JESSIE LEE  
 322 E MAIN ST  
 BERRYVILLE, VA 23220

**Child Care Subsidy Program Notice of Action**

This letter tells you about your Child Care services. If you have a question, please contact your local department of social services listed above. This notice refers only to Child Care services. It does not affect any financial assistance such as TANF, SNAP, Medicaid, Fuel Assistance, etc.

Program	Status of the Service?
Child Care Subsidy and Services (CC)	Your application was denied effective 03/07/2018 because: THERE ARE CURRENTLY NO FUNDS AVAILABLE TO AUTHORIZE CHILD CARE SERVICES FOR YOUR FAMILY. YOU WILL BE PLACED ON THE CHILD CARE WAITING LIST. IF YOU WISH TO DECLINE PLACEMENT ON THE WAITING LIST, PLEASE NOTIFY OUR OFFICE.

# REMOVAL FROM THE WAIT LIST

- LDSS updates wait list by removing:
  - Non-responsive families,
  - Those not meeting eligibility, or
  - Families no longer requiring child care.
- When funds are available, LDSS contacts families via phone, mail, or email to request that they submit a complete application.
- Families are given 10 calendar days to respond and submit an application.
- Non-responsive families without submitted applications are purged from the Wait List.

The screenshot shows the VaCMS interface for the 'Waiting List Purge' function. The user is logged in as 'Clarke' with user ID 'tr5043'. The system is in a 'Training environment'. The main content area displays the 'Waiting List Purge' page with a 'Submit' and 'Cancel' button. Below the buttons, there is a section for 'Waiting List Management Information' with a warning: 'You are about to purge the children below from the waiting list. Please click the submit button to confirm the purging.'

Case #	Case Name	Child Name	Client ID	FY Anticipated Cost of Care Less Co-pay	Priority Group	Screening date	Purge Reason
113339724	Frost, Janet	Frost, Jack	2103848070	\$2,269.00		7/1/2017	Authorized for Child Care Client's failure to respond Client's request Noncooperation with DCSE Other (document reason) Purged

# Section 2:

Live Demo



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# Discussion & Closing Reflections

# QUESTIONS?

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# Appendix

# RESOURCES

- [Waiting List Steps01\\_2020\\_1.pdf \(virginia.gov\)](#)
- [638264849860630000 \(virginia.gov\)](#)
  - Section 2.