

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 Closing Reflections

# LEARNING OBJECTIVES

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

## Key Actions

1. Initiating a wait list
2. Child target allocation
3. Placement on a wait list
4. Priority on a wait list
5. Updating wait list
6. Removal from the wait list

# 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.

# 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/transiting families off the wait list.

- Localities may initiate a wait list once they have met their approved child target.
- Localities should continue to check the Available Funds Summary screen prior to approving/certifying a case to ensure adequate targets are available.
  - The child target that displays on the funding screen encompassed current, suspended and future authorizations.

The screenshot shows the 'Available Funds Summary' screen in the Virginia Case Management System. The header includes the system name, a 'You are working in Training environment' notice, and user options like 'Help' and 'Logout'. The current user is 'Charlottesville' and the date is '13 August 2024'. The search criteria are set to 'APPLICATION'. The screen displays the following data:

As Of Date: 08/13/2024 Fiscal Year: FY 2025

FY: FY 2025 Locality: Charlottesville City (540)

Locality	Budget Line	Approved Budget Amount	Encumbered Funds	Available Funds
Charlottesville City (540)	TANF (VIEW Child Care) (871)	\$246,607.00	\$0.00	\$246,607.00
Charlottesville City (540)	Head Start (878)	\$1,460.00	\$1,360.00	\$110.00
Charlottesville City (540)	Fee (883)	\$924,076.00	\$3,248.00	\$920,828.00

Record Set 1 of 1

Locality	Budget Line	Approved Child Target	Current Authorized Child Count	Suspended Authorization Child Count
Charlottesville City (540)	TANF (VIEW Child Care) (871)	34	1	0
Charlottesville City (540)	Head Start (878)	101	63	0
Charlottesville City (540)	Fee (883)	105	83	0



# CHILD TARGETS- AVAILABLE FUNDS SCREEN

On the Available Funds screen, the child target counts will capture all unduplicated children .

In the **“Child Target and Authorized Counts”** table:

- “Approved Child Target” column indicates the total child targets ALLOCATED to the locality for that budget line.
- “Current Authorized Child Count” column indicates current authorizations + future authorizations.
- “Suspended Authorization Child Count” indicates current suspensions + future suspensions.
- Before authorizing a case, confirm sufficient child targets are still available by adding the Current Authorized Child Counts and Suspended Authorization Child Counts together and verifying that the sum is less than the Approved Child Target.
  - Approved Child Target minus Current Authorized Child Count minus Suspended Authorization Child Count = available targets

You are working in Training environment

Virginia Case Management System

Charlotteville Search By APPLICATION 13 August 2024

Available Funds Summary Available Funds Detail

Available Funds Summary

As Of Date 08/13/2024 Fiscal Year FY 2025

FY: FY 2025 Locality: Charlottesville City (540) Go

Available Funds

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Record Set 1 of 1

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# CHILD TARGETS- AUTHORIZATION FLOW

- The authorization flow does not account for suspended targets, only current and future authorizations. This means a locality can authorize a family for care when sufficient targets are unavailable, but funding is available. Due to this, workers **must** continue checking the Available Funds Summary screen before approving a case and authorizing care.

**Authorization Funding**

**Authorization Funding Program Information** ? ⓘ ⓧ

ⓧFO05160: The Available Funds and Approved Child Target (12) for this Funding Program, Fiscal Year, and Locality combination has been met or exceeded. The current approved child count is (16). Local funds may be required to cover authorizations that exceed the Approved Child Target for BL878 or BL883 without prior approval. Click Save + Continue to proceed.

Case Name: Jay, Sonya	Case #: 114706161	Case Mode: Ongoing	Case Status: Approved
Vendor ID: 510007931	Vendor Name: BURKE UNITED METHODIST PRESCHOOL		

Reset + Previous + Continue

**Funding Program Information**

Client ID: 2107054331  Pay Annual Registration Fee?

Child Name: Jay, Leslie

Effective Begin Date: 07 / 31 / 2024 End Date: mm / dd / yyyy

New Funding Program: Head Start Wrap-Around (87801)

Override Reason:

Reset + Previous + Continue

# WHEN TO REQUEST ADDITIONAL TARGETS?

- If the locality has enough child targets to enroll a new family 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.

# ALLOCATION OF CHILD TARGETS

- Slots were allocated based on actual usage at the end of FY24. Virginia's FY25-26 Biennial Budget ([Item 125.10](#)) established a statewide target (number of slots) for the CCSP, based on the prior year's actual usage of child care services in each locality.
- These slots reflect all of the growth through the end of FY24. The budget preserves these slots, which would otherwise have been eliminated without the additional state funding (that was appropriated to fill the gap left by expiring federal COVID relief funding).

# ALLOCATION OF CHILD TARGETS CON'T

- Effective July 1, the VDOE may only reallocate slots following the fall enrollment period.
- State law requires the VDOE to prioritize family preference, meaning waitlists are the primary mechanism to measure and report family demand.
- The VDOE is currently determining the processes for reallocation in accordance with this new state law. Given the extent to which waitlists are developing across most localities, reallocation opportunities may be very limited.
- Please note that VDOE will be taking a very conservative approach to reviewing these requests for at least the first quarter of the year due to the unavailability of statewide slots.

# UPDATING THE WAIT LIST

- Quarterly Wait 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.

# 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 '115043'. The system is in a 'Training environment'. The main content area shows a table of children on the wait list with columns for Case #, Case Name, Child Name, Client ID, Cost of Care, Priority Group, Screening date, and Purge Reason. A dropdown menu is open for the 'Purge Reason' column of the first row, showing options: 'Authorized for Child Care', 'Client's failure to respond', 'Client's request', 'Noncooperation with DCSE', 'Other (document reason)', and 'Purged'. The 'Client's failure to respond' option is highlighted. There are 'Submit' and 'Cancel' buttons at the top right of the main content area.

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	2103846070	\$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



# RESOURCES

The following materials related to the Wait List have been updated and are available [here](#).

- [Wait List FAQ](#)
- [Wait List PowerPoint](#)
- [Wait List Recording](#)
- [Adding Child to Wait List on Approved Case](#)
- [Wait List Steps - CC Application](#)
- [Wait List Steps - Wait List Screening Form](#)
- [Purging from the Wait List](#)
- [Authorizing from the Wait List](#)
- [Updating Wait List Cases - Reported Changes](#)
- [Navigating Mixed Cases \(TANF/Fee\)](#)

# Section 2:

Live Demo



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# Discussion & Closing Reflections

# QUESTIONS?

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