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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-190

Date: October 23, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Child Care and JOBS Supportive Services - Claiming

ATTACHMENTS: None

This is to remind districts of the importance of using the proper payment type codes when authorizing training-related child care and JOBS supportive services. The use of these payment type codes was outlined in 90 ADM-27. Districts should already be following the proper procedures.

Training-related child care and JOBS supportive services cannot be authorized with ADC monies. The federal government has informed the Department that any ADC monies used to authorize training-related child care or JOBS supportive services will be considered a quality control error. For ADC cases, training-related child care must be authorized as IV-A child care (non-ADC) and JOBS supportive services as IV-F JOBS. For HR cases, these allowances must be authorized with HR monies.

To insure that training-related child care and JOBS supportive services are correctly claimed, the proper payment type codes must be used on the DSS-3209.

Upstate WMS

For upstate districts the following payment type codes must be used:

Training Related Expenses

- R7 - Lunch/Transportation
- R9 - Employment and Training Essential Need
- T1 - On the Job Training Grant
- T2 - Extended Supportive Services

Child Care

- 30 - Day Care In-Home Non-Relative (Full-time)
- 31 - Day Care In-Home Non-Relative (Part-time)
- 32 - Day Care Family Home (Full-time)
- 33 - Day Care Family Home (Part-time)
- 34 - Day Care Group Family (Full-time)
- 36 - Day Care Group Family (Part-time)
- 37 - Day Care Center (Full-time)
- 38 - Day Care Center (Part-time)
- R0 - Day Care In-Home Relative (Full-time)
- R1 - Day Care In-Home Relative (Part-time)
- R2 - Informal Child Care - Relative (Full-time)
- R3 - Informal Child Care - Relative (Part-time)
- R4 - Informal Child Care - Non-Relative (Full-time)
- R5 - Informal Child Care - Non-Relative (Part-time)
- R6 - School Age Child Care Program (Part-time)
- R8 - School Age Child Care Program (Full-time)

Downstate WMS

Payments for training-related child care and JOBS supportive services may be issued on a recurring basis via authorization of an External Budget. Payments may also be issued via authorization of a single issue payment. The payment codes are as follows:

Recurring Issuances

- 12 - Occupational Training - Lunch & Transportation Only For Training & Education Programs
- F1 - Day Care - In-Home - Non Relative (Full-time)
- P1 - Day Care - In-Home - Non Relative (Part-time)
- F2 - Day Care - Family Home (Full-time)
- P2 - Day Care - Family Home (Part-time)
- F3 - Day Care - Group Family (Full-time)
- P3 - Day Care - Group Family (Part-time)
- F4 - Day Care Center (Full-time)
- P4 - Day Care Center (Part-time)
- F5 - Day Care - In-Home - Relative (Full-time)
- P5 - Day Care - In-Home - Relative (Part-time)
- F6 - Informal Child Care - Relative (Full-time)
- P6 - Informal Child Care - Relative (Part-time)
- F7 - Informal Child Care - Non-Relative (Full-time)
- P7 - Informal Child Care - Non-Relative (Part-time)
- P8 - School Age Child Care Program - (Part-time) (For school age children four years of age and older).

Single Issues

- 23 - Occupational Training - Lunch and Transportation Only for Training & Education
- 28 - Bi-Weekly Supplement WEP Lunch/Carfare
- 29 - Bi-Weekly Recurring WEP Lunch/Carfare
- 32 - Bi-Weekly Recurring BEGIN Childcare
- 55 - Employment & Training Special Needs
- 65 - JOBS - Extended Supportive Services
- F1 - Day Care - In-Home - Non-Relative (Full-time)
- P1 - Day Care - In-Home - Non-Relative (Part-time)
- F2 - Day Care - Family Home (Full-time)
- P2 - Day Care - Family Home (Part-time)
- F3 - Day Care - Group Family (Full-time)
- P3 - Day Care - Group Family (Part-time)
- F4 - Day Care Center (Full-time)
- P4 - Day Care Center (Part-time)
- F5 - Day Care - In-Home - Relative (Full-time)
- P5 - Day Care - In-Home - Relative (Part-time)
- F6 - Informal Child Care - Relative (Full-time)
- P6 - Informal Child Care - Relative (Part-time)
- F7 - Informal Child Care - Non-Relative (Full-time)
- P7 - Informal Child Care - Non-Relative (Part-time)
- P8 - School Age Child Care Program (Part-time) (For school age children four years of age and older).

Please share this LCM with the staff within your agency who are responsible for authorizing training-related child care and JOBS supportive services.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance