

Title: Cases Affected by the Half to Full Co-Pay Batch Run

Date: May 24, 2010

Priority: High

Category: Action required

Action Required: See “Discussion” and “Next Steps”

Response Required: None

Purpose:

The purpose of this communiqué is to inform the Child Care Information Services (CCISs) of the cases that were affected by the half to full co-pay batch run that was executed May 22, 2010.

Discussion:

The batch process executed Saturday, May 22, 2010, updated the co-pay from half to full for all cases currently assessed at half co-pay. The full co-pay will be effective Monday, June 14, 2010.

Attached to this communiqué is a report titled “Cases affected by the half to full co-pay flip.” The report lists the cases for which the co-pay was flipped from half to full as a result of the batch process. Please note though, that the report contains two tabs: one listing enrollments with successful co-pay flips, and another listing **suspended status** enrollments that will need to be changed to full co-pay when the suspension lifts. For each enrollment on the report, the CCIS must generate an Enrollment Summary and Confirmation Notice 3041.108 (c) “Half Co-Pay Increase – School Year Ends.” CCISs should remember that the necessary correspondences must be mailed at least 13 days before the higher co-pay goes into effect.

Next Steps:

1. Review this information with appropriate staff.
2. Review the cases listed for your CCIS on the attached report.
3. Generate the necessary correspondences at least 13 days before the effective date of the higher co-pay.
4. Obsolete this communiqué on 6/22, 2010.
5. Direct questions to Ryan Morgan at 717-346-0650 or at (rymorgan@state.pa.us).