

## INSTRUCTIONS: CASE REVIEWS FOR 11-12 COMPLIANCE MONITORING

### PELICAN CCW screens to print for Compliance Reviews:

- **Case Summary** (write review month on page and highlight child for review)
- **CAO Program Eligibility** (TANF/FS cases)
- **Case Profile Summary** (TANF/FS cases)
- **Schedule(s)** (for the identified child and review month)
  - 1) Review the Case Enrollment Summary for the identified child, choose “All” enrollments at the top of screen and refresh the screen.
  - 2) Check the box next to each provider that serviced that child, and click “Schedule.”
  - 3) Change the month and year to match the review month and click “Refresh.”
  - 4) If there is a schedule for the child at that provider for that month, print screen and,
  - 5) Click “Continue” on the bottom of the screen to go to the next schedule for that child and repeat the process above until all schedules are reviewed and printed.
  - 6) Collect all printed schedules for the identified child and review month and compare them with the hard copy work/education/training schedules that would be in effect for the review month. Determine if the correct child care was authorized based on hours, unit of care and type of care (non-traditional or traditional).
  - 7) Add up each type of unit of care and write the totals at the bottom of each schedule.
- **Provider Rates** (for the review month)
  - 1) While on the provider’s Location Demographics Summary screen,
  - 2) From the select drop down box click “Rates.”
  - 3) Enter the first date for the identified review month (example: 10/1/10 or 6/1/11) and click “Go.” Print this screen for ease of reference.
  - 4) Using the active MCCA guidelines for the identified review month, verify the rate screen (Subsidy Rate, Blended Rate, and any Add-Ons). Determine if the rate used was accurate.
  - 5) Write the MCCA rate for both FT/PT for the identified care level of the review on the bottom of the rate page for future reference.
- **Eligibility Details** (for the review month)
  - 1) Go to the Eligibility Results screen and click on “Eligibility Details” at the bottom.
  - 2) Click on “History” and choose the date that is closest and prior to the review month. If more than one date is in the review month then you will need to review all of them to determine the income that was current during the review month.
  - 3) Print the Eligibility Details screen(s) that match(es) the review month.
  - 4) Review all earned and unearned income entries in PELICAN from the established file segment and confirm that the earned income pay verification was entered correctly on the Employment and Wage history (don’t check individual check boxes) screens or Self-Employment screens, making sure that frequency and amounts are accurate.
  - 5) Confirm that the unearned income verification was entered correctly on the Other Income screen for all forms of other income, if applicable.
  - 6) Use income worksheet to annualize income for each income entry (attached), if needed.

- 7) Confirm that the Eligibility Details screen matches what was calculated out on the income worksheet, if not you may need to look for an updated change in income (partial).

- **Case Comments** (if deemed appropriate)

- **Invoice Calculation Detail** (for the identified child and review month)

- 1) Click on "Payments" on the main menu bar.
- 2) Click on "Case."
- 3) Fill in Client ID.
- 4) Fill in \*\* search info and select the service period (from and to) that equals the review month, (i.e. Enter from: January 2011 to: January 2011 if January 2011 is the review month) and click "Search."
- 5) On the Case/Client Payment Search screen, click on the hyperlink of the \$ amount (last column) for the identified child.
- 6) On the Client Payment Search Details screen, click on hyperlink of the Invoice ID number.
- 7) On the Invoice Detail screen, go to select drop down box and choose "View/Update Calculation."
- 8) Print Screen.
- 9) Using the schedule screen printed out and the provider rate sheet (MCCA) verify the following information from the invoice:
  - Unit (FT/PT/KS/NT)
  - Amount is within MCCA and matches provider rates for the review month
  - Quantity of days matches the schedules
  - Co-pay matches the co-pay on the income worksheet and assessed in PELICAN

**Notes:**

- If there isn't an invoice due to the child being suspended for the review month, i.e. the provider failed to return the attendance sheet within 60 days, then go to Invoice Search and look for Deleted Invoices by entering in provider ID, Service Period, Invoice Deleted, Office/CCIS and FY. This will give you the Invoice ID if it was deleted.
- Send an email to Ryan Morgan requesting the Invoice Calculation Details screen. The email must include the following: CCIS, Invoice ID, Provider ID, Service Month, and Child ID.
- If the child was suspended in the past due to the CCIS finding out from the attendance sheet that child hasn't attended for the identified review month and there is not an invoice, follow the above instructions to search for the deleted invoice.
- If no invoice or attendance sheet was generated and the child was suspended correctly the authorized amount will be \$0.
- Print any other screens that seem appropriate for individual cases.

## **Section 1: Application/Redetermination/Self-Certification Form Data**

### **Question #1**

***“What date was the Application/Redetermination (hard copy or Compass) received and date/stamped, or the Self-Cert form completed? (See Section 1 Instructions for appropriate case types)”***

Answer by reviewing the date the form was received or completed.

Review the most current hard copy segment (application, redetermination or self-certification) that includes the specified review month for the review. This can be in the form of COMPASS applications and redeterminations.

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### **Question #2**

***“Was all supporting documentation to determine eligibility in the file based on the Application/Redetermination/Self-Certification form? (See Section 1 instructions) and was the Application/Redetermination form signed by parent and/or the Self-Certification form signed by appropriate person?”***

Answer by reviewing the file and utilizing the following information based on the type of file.

#### **For Applications**

To determine if the application was processed correctly you must confirm that all required documentation is contained in the file. The following headings follow the order of the subsidy application form:

#### **Family Composition:**

Determine if any supporting documentation is needed for application (ex. foster care letter from agency if indicating foster parent child).

- Does the family meet the definition as per §3041.3?
- Biological, Adoptive, Step or Foster Child
- See §3041.72 for acceptable verification of family size and composition.
- If foster child, is documentation included from DHS / CYS?
- Does child meet age requirements to be included in the family composition?

#### **Address:**

Determine if the parent/caretaker is a resident of PA and county of application §3041.42.

- Is verification on file such as a copy of a lease, mail received by parent/caretaker, utility bill, driver's license? (see §3041.66 for additional forms of address verification)

#### **Education:**

Determine if the parent/caretaker is a teen parent/caretaker and answered “Yes” to currently enrolled in education program. If yes,

- Is the education verification on file as per §3041.67?

**Training:**

Determine if the parent/caretaker answered “Yes” to currently attending a training program per §3041.3. If yes,

- Is the training verification on file as per §3041.67?

**Employment and Self-Employment:**

Determine if all listed employments (working for another individual or entity for income) and/or self-employments (operating one’s own business, trade or profession for profit) have supporting verification in the file §3041.3.

- Is the employment verification on file as per §3041.67?

**Income and Expenses:**

Determine if all earned and unearned income §3041.3, income counted §3041.32, and income adjusted §3041.33, as indicated by parent, is supported in the file.

- Is the earned and unearned income verification on file as per §3041.65?

**Medical Expenses:**

Determine if parent answered “Yes” to having medical deductions. If yes,

- Is the medical deduction verification on file as per §3041 - Appendix A - Part II - Income Deductions?

**Child Support/Alimony Paid (Deductions):**

Determine if the parent answered “Yes” to paying out child support or alimony (§3041 Appendix A Part II - Income Deductions). If yes,

- Is the deduction verification on file as per §3041.65?

**Affidavit:**

- Verify that the application is signed and dated by the parent or appropriate caregiver.

If any of the above verification was missing at application, verify that a missing information letter was sent and the information was received timely. If not, was an ineligible notice sent?

Verify that an eligible/ineligible notice was sent on all complete or incomplete applications.

**If all the above is true then you can answer “YES” to question #2.**

**Notes:**

- The following must be verified at the time of application for the Head Start (HS) program.
  - The p/c must provide verification that the child is enrolled in a HS program. The verification must be on the Head Start Verification of Enrollment form and must be signed by a representative of the HS program.

- The following must be verified at the time of application for the Pre-K program.
    - The p/c must provide verification that the child is enrolled in a prekindergarten program. The verification must be on the PA Pre-K Counts and Child Care Works - Verification of Enrollment form and must be signed by a representative of the prekindergarten program.
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## **For Redeterminations**

To determine if the redetermination was processed correctly you must confirm that all required documentation is contained in the file.

- Determine if all 3 pages of the redetermination were returned by the parent/caretaker.
- If there isn't a redetermination form in the file, leave Section question #1 BLANK and mark question #2 "NO."

The following headings follow the order of the subsidy Redetermination Summary Form. Review the Redetermination Summary Form for the following information:

### **Demographic Information:**

Determine if any changes were made to the demographic information (family composition). If yes,

- Verify that supporting documentation for any and all changes to the demographic section of the redetermination form is in the file.
- Verify that the changes were updated in PELICAN.

### **Address & Telephone Information:**

Determine if any changes were made to the address. If yes,

- Verify that supporting documentation of address change is in the file.
- Verify that the address changes were updated in PELICAN.

### **Parent/Caretaker Employment and Wage Information:**

Determine if any changes were made to the employment information. If yes,

- Verify that supporting documentation of the new employment information is in the file.
- If no changes, verify that proof of pay received for 4 weeks out of the past 6 weeks was in the file.

### **Parent/Caretaker Education/Training Information:**

Determine if any changes were made to the education/training information. If yes,

- Verify that supporting documentation of the changes for the education/training information is in the file.

### **Disability Information:**

Determine if any changes were made to the disability information. If yes,

- Verify that supporting documentation of the changes for the disability is in the file.

**Immunization Information:**

Determine if any changes were made to the immunization information. If yes,

- Verify that supporting documentation of the changes for immunization is in the file. (Immunization information can be self-certified.)

**Other Income:**

Determine if any changes were made to the other income information. If yes,

- Verify that supporting documentation of the changes to other income is in the file.

**Deductions:**

Determine if any changes were made to the deductions information. If yes,

- Verify that supporting documentation of the changes to deductions is in the file.

**Other DPW Benefits:**

Determine if any changes were made to the other DPW benefits information. If yes,

- Verify that supporting documentation is in the file and if further action should be taken (re-open cash benefit) and, if necessary, an AA was sent.

**Affidavit:**

- Verify that the parent/caretaker signed and dated the redetermination and the agency signed and date stamped the redetermination form.

If any of the redetermination verification was missing, verify that a missing information letter was sent (if time allowed prior to rede due date) or an AA was sent indicating the information that was missing and a due date for the missing information was provided.

**If all the above is true then you can answer "YES" to question #2. If not, answer "NO."**

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**For Former TANF Self-Certification:**

To determine if the self-certified former TANF case was processed correctly you must confirm that all required documentation is contained in the file. Review the following information in order to answer Question #2 on the Compliance Review Worksheet for all Former TANF cases regardless of when the client contacted the agency for subsidy benefits.

**Parent/Caretaker Demographics:**

- Verify that all the information is complete and meets verification requirements based on Former TANF guidelines and timeframes. §3041.73, 3041.74, 3041.141, 3041.142 and §3041.143

**Face-to-Face Information:**

- Verify that the face-to-face information meets the requirements based on Former TANF guidelines and timeframes. §3041.144 (If a face-to-face was completed for a TANF case and is within a year, the TANF face-to-face is acceptable.)

**Self-Certification of Information from the CAO:**

- Verify that all the information is complete and meets verification requirements based on Former TANF guidelines and timeframes.

**Parent/Caretaker Employment Information from CIS:**

- Verify that the employment information is complete and meets verification requirements based on Former TANF guidelines and timeframes.

**Parent/Caretaker Employment Information Changes:**

- Verify that if changes were reported for employment that follow-up verification was received and is contained in the file.

**Days and Hours of Employment/Training:**

- Verify that the days and hours meet the requirements based on Former TANF guidelines and timeframes.

**Need for Care:**

- Verify that the need for care meets the requirements based on Former TANF guidelines and timeframes.

**Signature and Date of Self-Certification:**

- Verify that the Former TANF Self-Certification Form is signed and dated by the individual completing the form.

**If all the above is true then you can answer “YES” to questions #2. If not, answer “NO.”**

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**For TANF/FS Self-Certification**

To determine if the self-certified TANF/FS case was processed correctly you must confirm that all required documentation is contained in the file.

**Parent/Caretaker Demographics:**

- Verify that all the information is complete and meets verification requirements based on TANF/FS guidelines and timeframes.

**Face-to-Face Information:**

- Verify that the face-to-face information meets the requirements based on TANF/FS guidelines and timeframes.

**Need for Care:**

- Verify that the need for care information is complete and meets the requirements based on TANF/FS guidelines and timeframes.

**Signature and Date of Self-Certification:**

- Verify that the TANF/FS Self-Certification Form is signed and dated by the individual completing the form.

If all the above is true then you can answer “YES” to question #2. If not, answer “NO.”

## **Section 2: Special Priority Group Assessment**

(These Priority Groups are established in the State Plan and submitted to the Federal Government.)

*Note: If this section doesn't apply to a case that is being reviewed then answer N/A for questions #3 and #4.*

### **Question #3**

***“If this is a TANF case, does the case meet current criteria to be eligible for TANF funds? (Review Case Summary screen - Case Eligibility Field for eligibility dates or CAO Program Eligibility screen)”***

Answer by reviewing the CAO Program Eligibility screen or the Case Summary screen to determine if the case is an appropriately TANF funded case.

If all the above is true then you can answer “YES” to question #3, if not answer “NO.”

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### **Question #4**

***“If this is a Former TANF case, does the case meet current criteria to be eligible for Former TANF funds? (Review Case Summary screen - Case Eligibility Field for eligibility dates or CAO Program Eligibility screen)”***

Answer by reviewing the CAO Program Eligibility screen or the Case Summary screen to determine if the case is an appropriately Former TANF funded case.

If all the above is true then you can answer “YES” to question #4, if not answer “NO.”

**Note:** If a case for the review month splits between TANF and Former TANF then answer “YES” to both questions.

## **Section 3: Head of Household Qualification**

### **Question #5**

***“Does the parent/caretaker meet the definition of parent/caretaker in 55 PA Code §3041.3?”***

TANF/FS cases – If verified by CAO through CIS – Default answer for #5 is “YES”

Answer by reviewing the Relationship Detail screen which lists the relationship and Head of Household role.

If all the above is true then you can answer “YES” to question #5. If not, answer “NO.”

## Section 4: Residency

### Question #6

***“Is the parent/caretaker a resident of PA and the county of application per 55 PA Code §3041.42 and was the required proper verification documented in the case record per 55 PA Code §3041.66?”***

TANF/FS cases – If verified by CAO through CIS – Default answer for #6 is “YES”

Answer by determining if the parent/caretaker is a resident of PA and the county of application. Verify that the appropriate address verification matches the application/ redetermination/self-certification form and PELICAN by reviewing the Case Summary screen – to verify the address.

**Note:** There isn't a history of addresses in PELICAN, so if the address changed since the review month it may not match. A decision needs to be made to determine if residency is correct.

**If all the above is true then you can answer “YES” to question #6. If not, answer “NO.”**

## Section 5: Household Member's Work Requirement

### Question #7

***“Does each qualifying member meet either the work/education/training requirements identified in 55 PA Code §3041.43 or 55 PA Code §168?”***

TANF/FS cases – If verified by CAO through CIS – Default answer for #7 is “YES”

Answer by determining if each qualifying member meets the work/education/training requirement identified in regulation §3041.43 or §168. Verify that the appropriate verification in the file is entered into PELICAN correctly. Review the corresponding screens (Employment and Wage, Self-Employment, Teen Parent Education and Parent/Caretaker Training) in PELICAN based on the information in the file on the work/education/training forms. (Check only file documents for this section.)

**If all the above is true then you can answer “YES” to question #7. If not, answer “NO.”**

## Section 6: Qualifying Child(ren)

### Question #8

***“Is the identified child in the household eligible for services based on criteria in 55 PA Code §3041.12 (a)(b) &( c)?”***

TANF/FS cases – If verified by CAO through CIS – Default answer for #8 is “YES”

Answer by determining if the identified child of review is eligible for services based on regulation §3041.12 (a)(b) & (c). Based on the information in the file, verify that the identified child meets the qualification requirement in PELICAN by reviewing the Individual Information screen to verify child's eligibility for service.

If the above is true then you can answer "YES" to questions #8. If not, answer "NO."

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### Question #9

***"Does the identified child meet citizenship requirements stated in 55 PA Code §3041.47?"***

TANF/FS cases – If verified by CAO through CIS – Default answer for #9 is "YES"

Answer by determining if the identified child for review meets the citizenship requirement identified in regulation §3041.47. Based on the information in the file, verify that the identified child meets the qualification requirement in PELICAN by reviewing the Individual Information screen to verify child's eligibility for service.

If the above is true then you can answer "YES" to questions #9. If not, answer "NO."

## Section 7: Qualifying Child Care Schedules

### Question #10

***"Do the number of hours of care that are entered into the system match or equal the parent/caretaker(s) work/training/education schedule plus travel time with the correct unit of care identified in 55 PA Code §3041.14?"***

TANF/FS cases should be based on funding program enrollment rules for type of activity.

Answer by determining that the schedule for the identified child of review matches the parent/caretaker's work/training/education schedule. This may include travel time identified in §3041.14 and should be verified in the file.

Collect all printed schedules for the identified child and review month and compare them with the hard copy work/education/training schedules that would be in effect for the review month. Determine if the correct child care was authorized based on hours, unit of care and type of care (non-traditional or traditional).

**Note:** You may have to go back through several file segments to find the EV or training forms that were used to identify the schedule entered into PELICAN for the particular time frame being examined. Some CCISs may also have forms they created to assist with establishing schedules. CCIS documents should also be reviewed as well to determine how the PELICAN schedule was entered.

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## Question #11

***“Are the number of hours and type of care authorized supported by 55 PA Code §3041.12?”***

Answer by confirming the number of hours and type of care (sleep time, NT or Traditional, etc) are authorized correctly in PELICAN.

### Schedule Codes

Hrs. - # of hours of care needed

Unit – FT (full-time) PT (part-time)

Non-Trad – Yes/No (if non-traditional care rate being added)

Sch Type – Identifies if it is a standard or non-standard schedule

If all the above is true then you can answer “YES” to questions #13 & #14. If not, answer the questions according to your assessment.

### Notes:

- In TANF cases, if a parent is listed as participating in an unpaid activity, the CCIS can enroll up to 30 hours per week based on the parent’s need for care. The enrollment hours won’t match the CIS updates on the parent training history.
- If you need to check the enrollment history due to mismatching schedules with payments or looking for enrollments completed retroactively, you can go to the Enrollment Status History screen. Go to the Case Enrollment Summary screen and click the check box next to the child and provider enrollment you are reviewing. Click on the “Change/End Enrollment” button which takes you to the Enrollment Detail screen. Under the Enrollment Status Information, click “History” which shows the Enrollment Status History dates and when changes were made for that child at that provider.
- If hours of care are entered into the system incorrectly but the unit of care is correct and the payment is OK answer question #10 as “YES.” Review with the CCIS that the expectation is to enter exact hours.

## Section 8: Qualifying Child Care Provider

### Question #12

***“Was child care provided by a legally operating and eligible provider (center, group, family, R/N or In-Home) as specified in 55 PA Code §3041.13?”***

Answer by determining if the child care provider for the identified child of review is legally operating and is an eligible provider as specified in §3041.13. Review the provider information in PELICAN.

- 1) From the Case Enrollment Summary screen click on each hyperlink for providers that had an active case for the child and review month. Clicking on the hyperlink will take you to the Location Demographics Summary screen.

- 2) Review the Location Demographics Summary screen to confirm their location demographics. Review Provider Type and status as an Eligible Subsidy Provider.
- 3) Check the Provider Type and Eligible Subsidy Provider sections for accuracy.

**If all the above is true then you can answer “YES” to question #12. If not, answer “NO.”**

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### **Question #13**

***“Is the Provider Agreement(s) for the provider(s) complete and signed?”***

Go to the Provider Agreement tab on the excel tool and review the provider file to answer the questions for each provider file reviewed. The answer to “Provider Agreement signed/and or dated/Signature page” Yes or No will automatically populate onto the compliance worksheet for question #13.

#### **Notes:**

- Answer N/A for providers not owned by the CCIS being reviewed.
- Once you review all the providers for the CCIS (other than Philadelphia and Allegheny) you need to delete the “0” on the excel tool so that the results are accurate.
- Keep Location Demographics Summary screen open and go to Section 9.

### **Section 9: Child Care Provider Requirements**

#### **Question #14**

***“Does the child care database system (PELICAN) indicate that the provider meets regulatory requirements?”***

Answer by determining if the child care provider for the identified child of review is entered into PELICAN thus indicating they are meeting regulatory requirements. Determine if the rate of care authorized is within the MCCA guidelines for the specified review month.

- 1) Review the Location Rates Summary screen by reviewing the appropriate rate. Verify that the rate falls within the MCCA guidelines for the specified review month, county and type.
- 2) Review the Location Closures Summary screen for the review month to identify closure dates that may or may not be paid for specific month. (Print screen if a closure may affect the identified review month.)
- 3) Review the Care Level Summary screen to determine the correct care level for the child at the time of the review.

**Note:** If an error is discovered indicating data was entered into PELICAN incorrectly by Headquarters (i.e. rates or MCCA), do not mark the CCIS as paying incorrectly but make a note to discuss with Headquarters for correct entry.

If all the above is true then you can answer “YES” to question #14. If not, answer “NO.”

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#### Question #15

***“Does the provider rate for the case of the child under review fall within the MCCA guidelines?”***

Answer by reviewing the MCCA guidelines chart that is effective for the review month.

If all the above is true then you can answer “YES” to question #15. If not, answer “NO.”

### **Section 10: Family Income**

#### Question #16

***“Was the correct earned and unearned income documentation used to determine household income per 55 PA Code §3041.65? (Use Income Calculation Worksheet)”***

TANF/FS cases – If verified by CAO through CIS – Default answer to #16 is “YES”

Answer by determining if the correct earned and unearned income documentation was used to determine the household income per regulation §3041.65.

- 1) Review all earned and unearned income entries in PELICAN from the established file segment and confirm that the earned income (pay verification was entered correctly on the Employment and Wage History screens (don't check individual check boxes) or Self-Employment screens, making sure that frequency and amounts are accurate.
- 2) Confirm that the unearned income verification was entered correctly on the Other Income screen for all forms of other income, if applicable.
- 3) Use the income worksheet to annualize income for each income entry (Attached), if needed.
- 4) Confirm that the Eligibility Details screen matches what was calculated out on the income worksheet. If they do not match, you may need to look for an updated change in income (partial).

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#### Question #17

***“Was the earned and unearned income calculated correctly based on verification in the record? (Use conversion table in Appendix A & C of 55 PA Code §3041)”***

TANF/FS cases – If verified by CAO through CIS – Default answer #17 “YES”

Confirm that the family income was correctly calculated based on the verification in the file.

**If all the above is true then you can answer “YES” to question #17. If not, answer “NO.”**

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**Question #18**

***“Was the earned and unearned income correctly entered into the database system (PELICAN)? (Review all income and deduction screens in PELICAN)”***

TANF/FS cases – If verified by CAO through CIS – Default answer #18 “YES”

Answer by confirming that the family income was entered into PELICAN correctly.

**If all the above is true then you can answer “YES” to question #18. If not, answer “NO.”**

**Note: Pay Stubs**

Remember when reviewing pay stubs that they must be within 6 weeks of the application or rede. This may be tricky when reviewing cases where one stub was returned with the rede and then a second sent in after an AA was issued. If you have pay stubs that you aren't sure about email or fax (717.214.6575) them to Leigh Ann to discuss. This will ensure we are consistent with our reviews.

**Note: Deductions**

If a spouse or caretaker is removed from the household composition, any deductions that were reported for that individual are deleted from the system and history. Their income remains in history but it completely disappears for them under the deductions screen.

Medical deductions include prescription premium plans.

**Section 1: Income Eligibility**

**Question #19**

***“Does the household income meet financial eligibility requirements in the FPIG per 55 PA Code §3041.14 & §3041.107?”***

TANF/FS cases – If verified by CAO through CIS – Default answer #19 “YES”

Answer by determining if the household income meets the financial eligibility requirements of the FPIG and regulation §3041.107 for the identified review month. Confirm the annual income from the income worksheet and family size are within the FPIG guidelines.

**If all the above is true then you can answer “YES” to question #19. If not, answer “NO.”**

## **Section 12: Payment Amount Authorized**

### **Question #20**

***“Was the co-pay determined and assessed correctly for the review month based on the income and family size?”***

TANF/FS cases – co-pay assessed properly for activity– Default answer “YES”

Answer by reviewing the Case Co-pay Summary screen. Go to the Case Co-pay Summary screen and click on the co-pay hyperlink that matches the timeframe of review. Make sure the co-pay is assessed accurately under the assessment section. (Answer #20 based on the co-pay accuracy.)

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### **Question #21**

***“Was the amount authorized for care for the review month correctly calculated based on the MCCA and provider type and are provider rates in PELICAN correct?”***

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### **Question #22**

***“Was the amount authorized for care for the review month assessed correctly based on the income, family size and care level?”***

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### **Question #23**

***“What was the amount authorized for care for the review month prior to the co-pay being deducted?”***

Answer by determining the amount of the authorized payment for the identified child for the review month. Determine if it was calculated correctly based on the income and family size, MCCA, and provider rates. Was the co-pay assessed correctly for the authorized payment? Confirm the annual income from the income worksheet and the family size are within the FPIG guidelines.

Using the schedule screen printed out and the provider rate sheet (MCCA) verify the following information from the invoice:

- Unit (FT/PT/KS/NT)
- Amount is within MCCA and matches provider rates for the review month
- Quantity of days matches the schedules
- Co-pay matches the co-pay on the income worksheet and assessed in PELICAN

### **Notes:**

- If the provider type is correct for the case answer "YES" for #21. If not, answer "NO."
- If the care level, type of care and schedule are correct for #22 answer "YES." If not, answer "NO."

- Record the invoice total amount prior to the co-pay being deducted for the identified child and review month on line #23.
- If no payment was made due to the case being in suspension, answer “YES” to correct amount and enter \$0 as the Authorized Amount.
- In cases where there are two providers, for question #23 you will need to add up all the invoices to determine the full authorized amount for the month and child and enter the total into this column.
- In cases where the child is in a shared custody situation with both parents receiving subsidized child care in separate cases during the review month, the payment is based on both parents work schedules. Review the identified case for all eligibility and schedule information for the review month. You must also pull the schedule information for the other case to verify the schedule. Determine if the child care payment made was correct based on both parents schedules.
- If a TANF unpaid activity case receives unearned income, the co-pay should still be \$0 while the parent is in the unpaid activity.

### **Section 13: Payments/Computations**

**Question #24**

***“Was the authorized amount correct?”***

**Question #25**

***“If the authorized amount was incorrect was the error an over or under authorization?”***

**Question #26**

***“What was the amount of the over or under authorized? (+ = over, - = under) Leave Blank if no error in case.”***

Answer by determining if there was an authorized payment error in this case. You would establish this if you found an error in the schedule or eligibility determination. You will need to calculate the correct amount that should have been authorized and subtract or add to the official authorized amount and determine the payment amount that is in error and determine if it was an over or under authorization amount. If there was an error found with the payment, record whether that amount was an over or under authorization.

**Notes:**

- If the authorized amount is correct answer “YES” to question #24. If not, answer “NO.”

- Record whether it was an over or under authorization in question #25. If there was no error than answer #25 as “N/A.”
- If there was a payment error, record the \$ dollar amount of the error in question #26. If no error leave #26 Blank.

## **Section 14: Invoice Payment Details**

### **Question #27**

***“Was the Attendance Invoice signed by the provider? If the invoice was deleted was it deleted correctly? (See Instructions Section 14)”***

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### **Question #28**

***“Based on the date stamped was the attendance invoice received by the 5th of the month? If the invoice was deleted was it deleted correctly? (See Instructions Section 14)”***

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### **Question #29**

***“If YES, was the check issued to the provider by the 20th of the month? If the invoice was deleted, was it deleted correctly? (See Instruction Section 14)”***

Review the corresponding invoices (attendance sheets and proof of payment) associated with the identified child and review month for each case reviewed. Make sure the Invoice ID is entered at the top of the case’s column and is accurate.

Answer questions #27 - #29 based on the review of the invoice and proof of payment.

### **Notes:**

- If there is more than one invoice for the child and review month, record the invoice # at the top of the column and review all invoices. If all are correct then answer “YES.” If at least one is incorrect than answer “NO.”
- The on-line attendance pilot went live the weekend of April 9, 2011. April through September attendance invoices may have been submitted online. Invoices submitted online will not have a Provider Signature or date stamp when printed. These invoices are e-signed by the provider at the time of submission. The received date can be found on the Invoice Detail screen.

## Section 15: Eligibility Run

### Question #30

***“What date was the eligibility/redetermination run in PELICAN?”***

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### Question #31

***“Was the application date or redetermination run date and redetermination mode entered into PELICAN correctly? (See Instructions Section 15)”***

On line #30, record the date that the eligibility/redetermination was run in PELICAN. The run date needs to include the specified review month that was reviewed and must have been entered into PELICAN timely.

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### Question #32

***“Was this case correctly determined eligible or ineligible?”***

Answer by determining if the case was determined eligible or ineligible correctly and answer #32.

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Obsolete

## INCOME CALCULATION WORKSHEET

### EARNED INCOME:

Pay Verification Amounts X Frequency X Formula to Annualize = Annual Income

### UNEARNED INCOME:

Verification Amounts X Frequency X Formula to Annualize = Annual Income

### DEDUCTIONS:

Verification Amounts X Frequency X Formula to Annualize = Annual Deductions

Annual Income Amounts - Annual Deductions = Annual Income = Eligibility Details Screen

Expected Co-pay based on above Annual Income and review month: \_\_\_\_\_.