



WS 11-34
December 15, 2011
Financial Aid
Expires: Continuing

To: Career Offices

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Subject: Managing Financial Aid/Checking Age Restrictions for Child Care Financial Aid

Purpose

Ensure contractors check age restrictions for child care financial aid weekly

Background

Workforce Solutions rules state that parents may receive child care financial aid for children who are up to 13 years of age and under. We make an exception for children who have a documented disability, providing financial aid on their behalf for early education/care until they reach the age of 19.

Contractors must regularly check these age restrictions for active customers, notify customers when a child will exceed the age limit, and stop financial aid to parents when a child reaches his or her age limit.

During the 2011 quality assurance review, state monitors identified approximately \$4,000 in disallowed costs related to financial aid paid on behalf of over-age children.

Current Situation

We expect contractors to notify customers when their children will reach age limits for financial aid and to end financial aid promptly when a child reaches either 13 years or 19 years, as appropriate.

To ensure that this happens, contractors must:

1. Properly record referral dates for children when authorizing financial aid for parents
 - a. When creating a referral for a child who will turn age 13 during the eligibility period, record a referral end date that is prior to the child's 13th birthday unless the child has a documented disability.
 - b. When creating a referral for a child who has a documented disability and who will turn age 19 during the eligibility period, record a referral end date that is prior to the child's 19th birthday.
2. Check each week to see which children will reach age limits in the near future; notify parents that financial aid will end; and stop financial aid on the day before the child reaches the age limit.
 - a. Beginning immediately, contractors will establish procedures to review and take action on age limits for child care financial aid every week by (1) running TWIST Report 248 [Children Too Old]; (2) notifying parents when a child will reach his or her age limit using the approved Workforce Solutions form letter; and (3) ending financial aid to parents when the child reaches the age limit. Contractors will appropriately document these actions.
 - b. The Quality Assurance teams will check that contractors are accurately creating referrals for children who will reach age limits during their eligibility periods, running reports, notifying parents, and ending financial aid timely beginning in January 2012.

Action

1. Make sure that appropriate staff, including managers and supervisors, is aware of this issuance and its requirements.
2. Implement the requirements of this issuance immediately.

Questions

Staff should direct questions to their immediate supervisors. Direct questions to the Board staff through the electronic Q&A posted with the policy on the website at <http://www.wrksolutions.com/staff/policiesandprocedures.html>.

Attachments

1. Reached Age Limit Letter (English) REVISED
2. Reached Age Limit Letter (Spanish) REVISED

