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)
RO - 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