

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 10, 1993

ALL-COUNTY LETTER NO. 93-19

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY TCC COORDINATORS

## Reason for this Transmittal

- State Law Change  
 Federal Law Change  
 Court Order or Settlement Agreement  
 Clarification Requested By One or More Counties  
 Initiated by CDSS

SUBJECT: NEW INFORMING POLICY FOR THE TRANSITIONAL CHILD CARE  
(TCC) PROGRAMREFERENCE: Manual of Policies and Procedures (MPP) Section  
40-173

The purpose of this letter is to implement revisions to the notification requirements of the Transitional Child Care (TCC) Program. The procedural guidelines contained in this letter must be implemented immediately.

Currently, counties are required, pursuant to MPP Section 40-173.81, to send TCC notification to Aid to Families with Dependent Children (AFDC) recipients who are discontinued for: 1) increased income, 2) loss of income disregards, 3) increased hours of employment, or 4) failure to submit a completed monthly income report when it can be proven that the family would also have been discontinued due to one of the other three reasons. As a result of a federal mandate, these requirements have been revised to require counties to notify all AFDC recipients in writing about the TCC Program when they are discontinued from AFDC. Therefore, counties must add NOA Message No. M40-173 (see attached revision) to all AFDC Discontinuance Notices of Action (NOAs) or send TCC Program information such as the TCC 11 (TCC Stuffer) or the TCC 13 (TCC Information Sheet) in a separate mailing at the time of AFDC discontinuance. The above regulation section is currently being revised to reflect these changes and will be forwarded to you upon adoption.

If you have any questions regarding this letter, please contact Ms. Jan DeSilva of the Child Care Programs Section at (916) 654-1768.

MICHAEL C. GENEST  
Deputy Director  
Welfare Programs Division

Attachment

State of California  
Department of Social Services

Manual Msg. No.: M40-173  
Action : Inform  
Reason: AFDC Discontinuance  
Title: TCC Informing  
Form No. :  
Effective Date : 04/01/90  
Revision Date : 01/01/93

Auto ID No. :  
Flow Chart No. :  
Source : TCC  
Regulation Cite: 40-173.8

MESSAGE: Do you pay for child care while you work? If so, after your cash aid stops, you may be able to get help from the Transitional Child Care (TCC) Program for 12 months. To get these benefits, you must ask for them. You can ask your worker.

ADDITIONAL OPTIONAL MESSAGE: You can phone your TCC worker at \_\_\_\_\_.

WHEN TO USE THE MESSAGE: The county is required to notify all families being discontinued from AFDC of the potential eligibility for TCC.

- This requirement can be met by inserting the above message at the end of the NOA discontinuing the case.

The informing requirement can also be met WITHOUT including this message on the discontinuance NOA. The requirement can be met by sending any of the following TCC informing documents to the client at the time of the discontinuance action:

- TCC Application and Coversheet (TCC 1 or TCC 1A)
- TCC Stuffer (TCC 11)
- TCC Information Sheet (TCC 13)
- Any other comparable form, flyer, or brochure

#### INSTRUCTIONS FOR COMPLETING THE NOA:

- On the NOA that the county prepares for discontinuing AFDC, place the message following the explanation of the reasons for the action.
- The additional optional message may be added to the basic message or may be substituted for the last sentence of that message.
- Also, counties may add an additional message, following the above, that provides information about eligibility criteria for TCC.

If the county chooses to include the message on the discontinuance NOA, as an additional service to the client, the county is encouraged to enclose with the NOA, any appropriate informing documents.