

## Transmittals, and what to look for when you receive one

<b>Today's Date:</b>	08/24/2016
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- 1) Date  
You will want to make sure it has a current date for when it is received. If you are working on a case, you will want to find the most current transmittal in laserfiche which is typically in the status update folder.

2) Job/Employment Counselor information

<b>Employment Counselor's Name:</b>	Yulonda Sims
<b>Counselor Phone Number:</b>	651.266.4771
<b>Counselor E-Mail Address:</b>	<a href="mailto:yulonda.sims@co.ramsey.mn.us">yulonda.sims@co.ramsey.mn.us</a>
<b>Agency Name:</b>	WFS

If you ever have a question about a case, make sure you make note of the information listed in this section. You can contact the employment counselor with any questions you have. If they are a Ramsey County EC/JC worker, you can email or IM them as well as call. If they are any other agency, always attempt to call first. If you can't connect with the job counselor asap through calling or leaving a message, you can email but you will have to encrypt that email.

- 3) Participant Name, 2<sup>nd</sup> Parent Name:

PARTICIPANT INFORMATION			
Participant Name:	Edward Anderson	CCI Number:	
Street Address:	000 Charles Ave	MAXIS Case Number:	0000000
Apt. Number:	Apt 0	Second Parent Case:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> No
City, State, Zip:	Saint Paul, MN 55103	Second Parent Name:	
Phone Number:	(111) 111-1111		

Make sure this information is correct and you have the client name and case number matched up with the case you are working on. This is a bigger deal when it comes to 2 parent households, as sometimes both parents will need a transmittal, and you will want to make sure you are putting the correct information with the correct person.

- 4) Date Range

The activities above start on :	05/19/2016	and end on:	09/19/2016
The above schedule includes travel time: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

You ALWAYS need a start date for your transmittal. You don't always need an end date, depending on the activity. If it is an activity that will have an end date at some point (school, internship, social services program) I would make sure you request proof of when that activity will end. If it is job or job search is being authorized (and the client is on mfip for the job search) you do not need to have an end date on the transmittal. If the transmittal does have an end date, set an alert for 30 days prior to the end date to request an ongoing transmittal/activity to be approved.

IF EITHER OF THESE ARE NOT COMPLETED, THE TRANSMITTAL IS INCOMPLETE. PLEASE SEE BELOW FOR DIRECTIONS.

\*Also of note, there needs to be a mark next to YES or NO for if travel time is included in the activity. This will adjust how you count the hours that are being allowed.

5) Supporting Documentation/Information

SUPPORTING DOCUMENTATION/INFORMATION					
	Attached	In ES File		Attached	In ES File
Employment Verification	<input type="checkbox"/>	<input type="checkbox"/>	Training/School Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>	Job Search Logs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Training/School Monthly Attendance	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

At least one of these boxes NEED to be checked. If none of the boxes are checked it is not a valid transmittal and a new one NEEDS to be requested. If any of the boxes under “Attached” are checked, that verification will have to be with the transmittal. If any of the boxes under “In ES FILE” (as in this example) are checked, that means the job counselor/employment counselor has the verification. This is important mostly if your case ever gets audited. The activity that is approved in the transmittal has to match which a box that is checked (ex. Job Search Logs being checked doesn’t verify an employment activity.)

6) Comments:

**Comments:** Approved CC to job search effective 06/19/2016 from 09/19/2016 9:00 AM - 3:00 PM

You don’t necessarily need comments, but this would be a good place for the counselor to explain the activity they are approving.

**If any of the above is not completed, please contact the job counselor and have them complete the transmittal. If all of these are complete on the transmittal, you are ok to move forward.**

# Calculating Time Allowed

Here are some examples of different activities and how to calculate the time allowed.

## 1) Job Search

AUTHORIZATION INFORMATION							
<i>If participant is engaged in more than one activity, please provide information for all that apply, including daily start and end times.</i>							
Current Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Job Search	Start:	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	
	End:	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	
Employment	Start:						
	End:						
Training/School	Start:						
	End:						
Study Time	Start:						
	End:						
Social Service	Start:						
	End:						
Name of Activity	Start:						
	End:						
The activities above start on :		05/19/2016		and end on:		09/19/2016	
The above schedule includes travel time:		<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No			

This transmittal says the schedule for job search is 9am-3pm, Monday through Friday. The dates are located below the schedule, and the dates of this activity are 5/19/16-9/19/16. Directly below that, you see the box checked for if the above schedule includes travel time. In this case, the schedule does NOT include travel time.

For this case specifically, we would be able to approve 9-3pm Monday through Friday, as well as 2 hours per day of travel time. That is 8 hours per day, 40 hours per week and 80 hours biweekly. This number is only for children who are not school age. If the child is school age, you would subtract their school schedule from the 8-4pm schedule (with the travel time added on.)

Example: You have a school age child in the household who attends school the same time as the activity, 9-3pm. We would still account for travel time in this case, for the parent to get the child to get daycare before their activity starting. With travel time, your activity time is 8-4pm. If the school is 9-3pm, that leaves 2 hours per day of travel time for the child. School age child in this scenario would be 2 hours per day, 10 hours per week and 20 hours biweekly.

2) Employment

AUTHORIZATION INFORMATION							
<i>If participant is engaged in more than one activity, please provide information for all that apply, including daily start and end times.</i>							
Current Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Job Search							
Start:							
End:							
Employment		7:00 AM	7:00 AM	7:00 AM	7:00 am	7:00 AM	
Start:							
End:		4:00 PM	4:00 PM	4:00 PM	4:00 pm	4:00 PM	
Training/School							
Start:							
End:							
Study Time							
Start:							
End:							
Social Service							
Start:							
End:							
Name of Activity							
Start:							
End:							
The activities above start on :		05/31/2016		and end on:		12/21/2016	
The above schedule includes travel time:		<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No			

Work schedule approved on this transmittal is 7-4pm Monday through Friday. You will notice that the dates of this approval are 5/31/16-12/21/16, and that travel time is already included in the allowable hours. With employment, you don't NEED to have an end date (unless it is an internship or temporary job with a known end date) but sometimes job counselors will put in an end date on a transmittal regardless.

For this case, we would approve 7-4pm Monday through Friday. 9 hours per day, 45 hours per week and 90 hours biweekly. That would be for non-school age children. For school age children, you would subtract their school schedule from 7-4pm to find the allowable hours.

If you have the same school ager on this case, attending school 9-3pm, you would be able to approve 7-9am and 3-4pm, for a total of 3 hours per day, 15 hours per week and 30 hours biweekly.

3) More than one activity on a transmittal

AUTHORIZATION INFORMATION							
<i>If participant is engaged in more than one activity, please provide information for all that apply, including daily start and end times.</i>							
Current Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Job Search	Start:		9:00 AM		9:00 AM		
	End:		3:00 PM		3:00 PM		
Employment	Start:	10:45 AM		10:45 AM		10:30 AM	
	End:	5:00 PM		5:00 PM		4:30 PM	
Training/School	Start:						
	End:						
Study Time	Start:						
	End:						
Social Service	Start:						
	End:						
Name of Activity	Start:						
	End:						
Travel	Start:						
	End:						
The activities above start on :		04/06/2016		and end on:		12/5/2016	
The above schedule includes travel time:		<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No			

This transmittal has 2 different activities; job search on Tuesdays from 9-3pm, and employment Monday, Wednesday 10:45 to 5pm, and Friday 10:30-4:30pm. The schedule for these activities are 4/6/16-12/5/16. All of the activities already include travel time, so we do NOT add travel time back to our allowable hours.

For job search, 9-3pm Tuesday and Thursday. That is 6 hours per day, 12 hours per week and 24 hours biweekly.

For employment, client's schedule is 10:45-5pm Monday and Wednesday, and 10:30-4:30pm Friday. This includes travel time. For schedules like this, always round up as often as possible to help the client. In that sense, instead of having 6.25 hours on both Monday and Wednesday, just round up to 7 hours for both of those days. You already have 6 hours on Fridays, so you don't have to do any rounding. For your employment, that means 20 hours weekly and 40 hours biweekly.

For this transmittal, taking the job search (24 hours biweekly) and the employment (40 hours biweekly) you have a biweekly total of 64 hours that can be approved. This number is just for non-school-agers. For school age children, you will need to subtract the school schedule from the allowable time each day to find the allowable hours.

School ager on this case, 9-3pm, would only be eligible on Monday, Wednesday and Fridays. Tuesdays and Thursdays, the activity is the same time as the student's schedule, and travel time is already being counted into this transmittal. Mondays, Wednesdays and Fridays 2 hours after school. In this case, the child would be eligible for 2 hours per

day, 3 days per week, 16 hours per week and 12 hours biweekly. The MEC2 system can only pay in hourly increments.

## NEXT STEP!!!

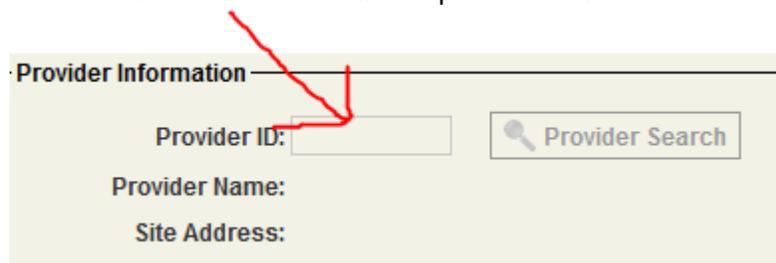
So now you have already done the following steps...

- 1) Received a transmittal
- 2) Completed the math on the transmittal and figured out the hours that are allowed for each child in the household, compared to both their school schedule and the parent(s) activity that is approved

**NEVER ADD A CHILD'S PROVIDER WINDOW IN MEC2 BEFORE APPROVING BOTH ELIGIBILITY RESULTS ON THE CASE, AND THESE 2 STEPS LISTED ABOVE!**

Ok, now that you have already approved ELIG results and done the work above, now you can create a provider window for each child in mec2. Here is how you load that window...

- 1) You have the provider ID number that you have found in MEC2, and you have the date that the provider and the client have confirmed they can start having the child(ren) attend. Put the ID number in the panel here...



The screenshot shows a form titled "Provider Information" with a light green background. It contains three input fields: "Provider ID:", "Provider Name:", and "Site Address:". To the right of the "Provider ID:" field is a "Provider Search" button with a magnifying glass icon. A red arrow points from the top of the page down to the "Provider ID:" input field.

After you put the id number in that panel, the "Provider Name" and "Site Address" will auto-populate. Remember to check and see that you have the correct provider name and location.

- 2) The next portion you update is just below the Provider Information on the left side of the panel;

Provider Lives with Child:  // [calendar] to // [calendar]  
Care in Home:  Related to Child:   
Care in Home of Child: // [calendar] to // [calendar]

The 3 sections where the arrows are pointing; Provider Lives with Child, Care in Home, and Related to Child all have to be marked. The vast majority of the time you will be putting a “NO” in these boxes. Childcare will not be paid to a provider who lives in the same home as the child whose family is applying for or received child care assistance.

- 3) Child Information

**Child Information**  
Care Period: // [calendar] to // [calendar]  
Care End Reason: [text]  
Total Hours of Care Authorized: [text]  
Exemption Type: [text]  
Exemption Period: // [calendar] to // [calendar]

- 1) The Care Period are the dates that are authorized for the child to attend the provider. You will need to make certain you have the start date correct before uploading this panel. Whatever date the provider and the client agree to is the start date up top. If/when the child stops attending the provider, you will need to verify the date they are to stop billing for that child.
- 2) Care End Reason: This is used when you are ending an authorization for a child.
- 3) Total Hours of Care Authorized: This where you take the number of hours that you found from working with your transmittal to input for each child. The amount of hours you are authorizing here is per BI-WEEKLY PERIOD, and it does include travel time. For example, back with the 1<sup>st</sup> transmittal example, the non-school age child would have 80 hours listed here, and the school age child would have 20.

After you are done with these steps, hit “Wrap Up” and approve the service authorization results that are in your alerts. Lastly, check the notices to make sure they are correct.