

# Operations Memorandum

## Employment & Training

### OPS090904

September 24, 2009

**SUBJECT:** Implementing Caregiver Exemption  
**TO:** Executive Directors  
**FROM:** Joanne Glover, Director, Bureau of Operations

#### **Purpose**

To advise CAOs that:

1. A new ETP Status Code (ETP 54) has been created to identify a TANF parent who is providing care for a disabled family member living in the home; and
2. Good Cause (GC) code 54 has been eliminated, effective July 27, 2009.

#### **Background**

In 2006, GC code 54 was created to identify a parent who cares for a disabled family member living in the home. Since implementation of GC 54, the Administration for Children and Families (ACF), Department of Health and Human Services (HHS) has made a concession to allow states to claim an exemption from the work participation rate for individuals who meet the federal definition of a work-eligible individual who is a parent caring for a disabled family member living in the home, regardless of the family member's school status.

#### **Discussion**

To simplify data entry at the CAO and to mirror the ACF-HHS policy on exemption of caregivers, DPW has created ETP 54 to identify a TANF parent who meets caregiver criteria as determined by the Caregiver Review Form (PA 1820).

The new ETP code was effective July 27, 2009. No new GC 54 may be entered after this date. ETP 54 should be reviewed at each redetermination per OPS 060802.

In implementing ETP 54:

1. The CAO will use the Caregiver Review Form to determine eligibility for ETP 54.
2. CAOs will no longer open CSPREN screen for entry of GC 54 to identify caregivers.

3. A parent who qualifies as an exempt caregiver, who voluntarily participates in an approved employment and training activity, and wishes to receive subsidized child care, must be employed or have an activity indicated on an open CAPREN/CSPREN screen.
4. At the next redetermination, caregivers who are currently identified in CIS by GC 54 must be re-evaluated for the caregiver exemption. The CSPREN screen indicating GC 54 must be closed and, if eligible for the caregiver exemption (as verified on the PA 1820), ETP 60 changed to ETP 54.

### **Next Steps**

1. Retain this Operations Memorandum until the information is incorporated in the Cash Assistance Handbook.
2. Direct any questions to the Bureau of Employment and Training Programs at 717-787-1302.