

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services

CHILD CARE OPERATIONS MANUAL

DCC 90.1 Intent to Apply for Child Care Assistance (1)
Procedural Instructions R. 05/08

Purpose

DCC-90.1 Intent to Apply for Child Care Assistance is used to collect data needed to protect the filing date of an applicant unable to meet and/or complete an application interview with a child care worker on the day they wish to apply.

General Procedure

The DCC-90.1 is used to protect the filing date of an individual who is unable to be interviewed by child care eligibility staff on the date they come in to the child care office to apply for benefits. It is also completed for those situations where the client makes contact with a child care office outside their home county. After submitting the DCC-90.1 the applicant is given an appointment within fourteen (14) days of signing the DCC-90.1 to complete the application process.

Detailed Procedure for Entries on Form

The applicant completes all parts of the intent to apply, signs, and dates the form.

The worker will give the applicant an appointment to return within fourteen (14) days to complete the application process.

The worker will enter the information provided on the DCC-90.1 in KICCS within three (3) business days of it being signed. The date of application on the online system will match the date the hard copy DCC-90.1 is signed.

In situations where the DCC-90.1 is used to protect the filing date of an individual making application at an office outside their county of residence, the worker will enter information in KICCS and the system will transfer the information to the supervisor's work basket in the appropriate county. Case material is forwarded with the DCC-90H Case Transfer Form.