**CCFA User Guides: Temporary and Non-Temporary Changes**

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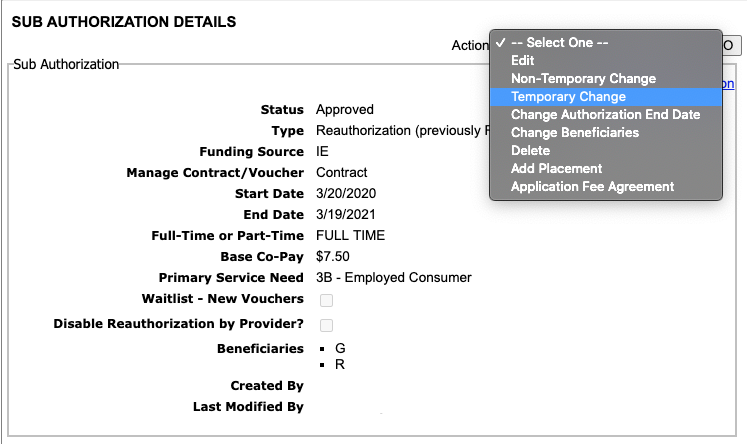
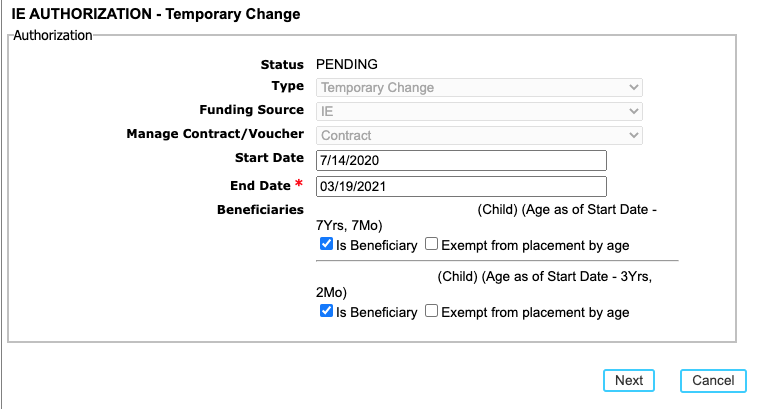
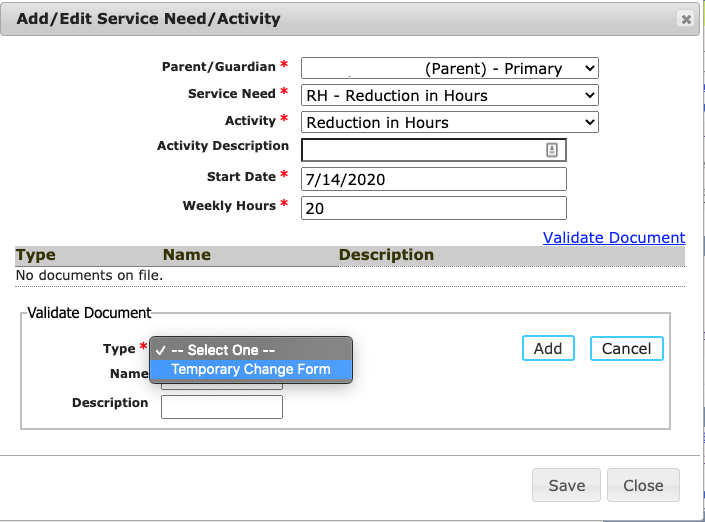
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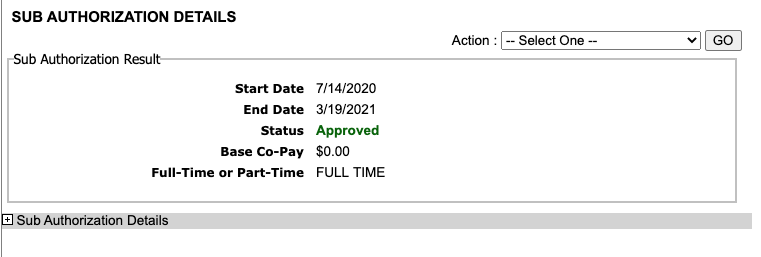
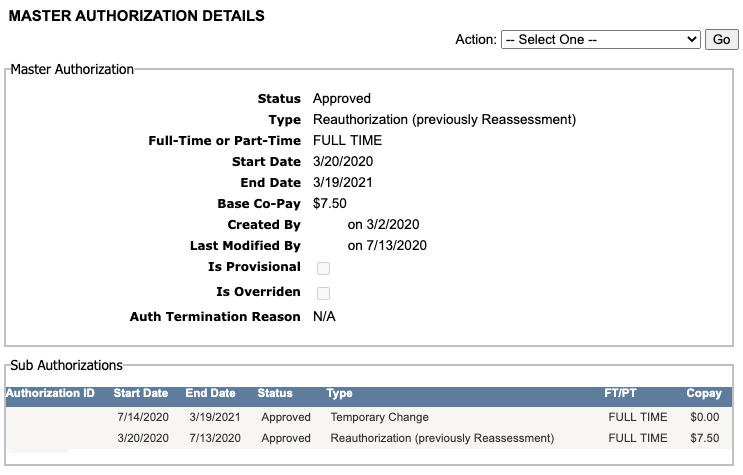
# Temporary Changes

**This guide will assist CCFA users on adding Temporary Changes to authorizations. Temporary changes can be added to the following authorizations: IE, DTA, DTA-T, and DTA-PT. For more information about Temporary changes, please refer to both the Policy Guide and the Procedures Manual.**

**Below are the steps to add a Temporary Change to an authorization. Note: before you can add a Temporary Change, you’ll need to end any placements tied to the sub authorization.**

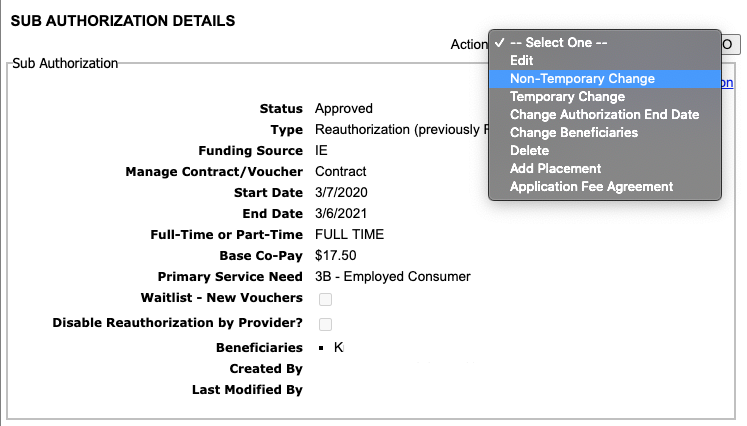
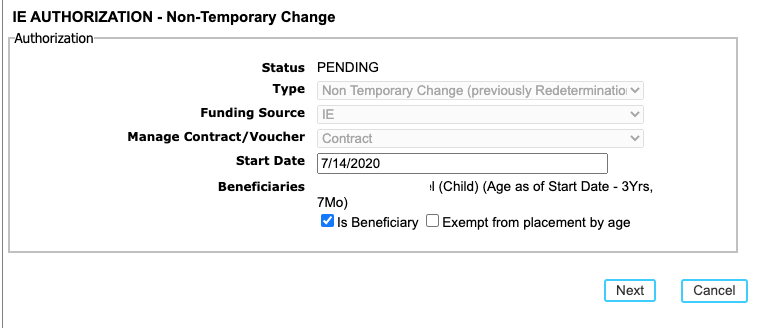
1. **Select “Temporary Change” from the Action Drop Down menu on the Sub Authorization Details page.**
2. **Fill in the “Start Date” and “End Date” for the Change and click “next.”** 
   * Temporary Changes can be backdated up to 14 calendar days
3. **Click the “add” link to enter the service need, activity, and document for the parent(s)/guardian(s)**
   * ****The available Temporary Change Service needs and associated activities are as follows:

|  |  |
| --- | --- |
| 6M – Maternity/ Paternity Leave | Maternity/ Paternity Leave |
| PML – Parent’s Medical Leave | Parent’s Medical Leave |
| FL – Family Leave | Family Leave |
| SE – Seasonal Employment | Seasonal Employment |
| RH – Reduction in Hours | Reduction in Hours |
| OB – Other Break | Other Break |
| CR – COVID Related | COVID Related |

1. **Add the income.**
   * See the CCFA User Guide on Income Detail for more information on adding income to authorizations.
2. **Click “next” to go to the Review and Submit page.**
3. **Review the information entered before submitting to the rules engine.**
4. **The Sub Authorization Details with the result will show.**
   * The start and end dates will reflect those entered.
   * If applicable, the base co-pay will recalculate.
     + Note: The co-pay will never be higher than the co-pay on the Master Authorization.
5. **The Non-Temporary Change Sub Authorization will appear under the Master Authorization on both the Master Authorization Details page and Family Details page.**

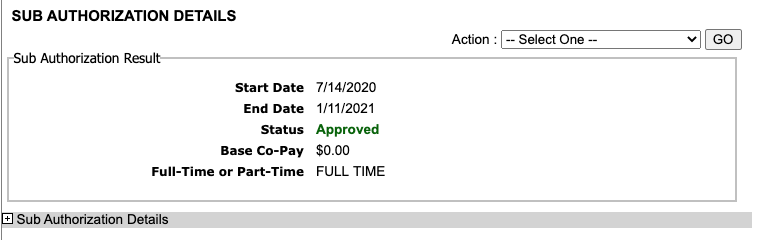
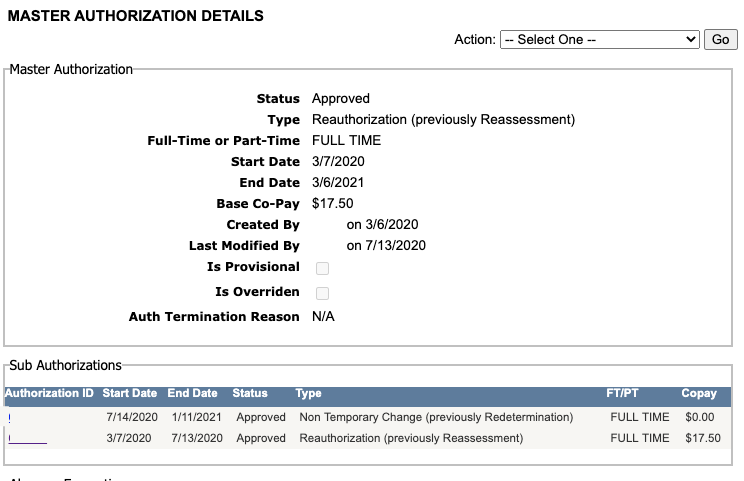
# Non-Temporary Changes

**This guide will assist CCFA users on adding non-temporary changes to authorizations. Non-temporary changes can be added to the following authorizations: IE, DTA, DTA-T, DTA-PT, Homeless referrals. For more information about Non-temporary changes, please refer to both the Policy Guide and the Procedures Manual.**

1. **Select “Non-Temporary Change” from the Action Drop Down menu on the Sub Authorization Details page.**
2. **Fill in the “Start Date” for the change and click “next.”**
   1. Non-Temporary Changes can be backdated up to 14 calendar days
3. **Click the “add” link to enter the service need, activity, and document for the parent(s)/guardian(s)**
   1. The available Non-Temporary Change Service needs and associated activities for Income Eligible are as follows:

|  |  |
| --- | --- |
| **Service Need** | **Activities** |
| 3B – Employed Consumer | Employment  New Employment  Self Employment  New Self Employment  Travel Time |
| 3M – Military | Employment  Military Service  Travel Time |
| 6A – Education & Training | Education/Training/GED (Approved)  Education/High School/College Coursework (Approved)  Travel Time |
| 6C – Special Need of Parent | Activity not required for Special Need of Parent |
| 6M – Materinty/Paternity | Maternity  Paternity |
| 4I – Non TANF Teen Parent | Employment  New Employment  Self Employment  New Self Employment  Job Search  Education/Training/GED (Approved)  Education/High School/College Coursework (Approved)  Travel Time |
| 3R – Retirement | Activity not required for SR Guardian/Relative |
| 3H – Homeless | Homeless |
| 6B – Seeking Approved Activity | Seeking Approved Activity |

* 1. See Appendix A for a list of services needs associated with other funding sources

1. **Add the income.**
   1. See the CCFA User Guide on Income Detail for more information on adding income to authorizations.
2. **Click “next” to go to the Review and Submit page.**
3. **Review the information entered before submitting to the rules engine.**
4. **The Sub Authorization Details with the result will show.**
   1. If applicable, the base co-pay will recalculate.
      1. Note: The co-pay will never be higher than the co-pay on the Master Authorization.
5. **The Non-Temporary Change Sub Authorization will appear under the Master Authorization on both the Master Authorization Details page and Family Details page.**

# Appendix A: Service Needs and Activities

DTA

|  |  |
| --- | --- |
| **Service Need** | **Activities** |
| SAA – Seeking Approved Activity | Seeking Activity/ Employment Planning |
| ESP – Approved ESP Activity | Approved ESP Activity |
| RC – Relative Caregiver | Relative Caregiver |

DTA-T

|  |  |
| --- | --- |
| **Service Need** | **Activities** |
| 2A – Transitional | Employment  New Employment  Self Employment  New Self Employment  Job Search  Education/Training/GED (Approved)  Education/High School/College Coursework (Approved)  Travel Time |
| 3H – Homeless | Homeless |
| Change of Household Composition | No Service Need |

DTA-PT

|  |  |
| --- | --- |
| **Service Need** | **Activities** |
| 3A – Post Transitional Employed Consumer (DTA Funded) | Employment  New Employment  Self Employment  New Self Employment  Job Search  Education/Training/GED (Approved)  Education/High School/College Coursework (Approved)  Travel Time |
| 3H – Homeless | Homeless |
| Change of Household Composition | No Service Need |

Income Eligible: Refer to page 5