**CCFA User Guides: 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-T, DTA-PT, Homeless referrals. For 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.**

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.”**
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 |

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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.
5. **The Temporary Change Sub Authorization will appear under the Master Authorization on both the Master Authorization Details page and Family Details page.**