

Child Care Up date 1/17/2007

NEW

CYS Delegate Agency Transfer to another CYC Delegate Agency

Currently, COPA does not allow access to a family file if child/ren are still enrolled at another agency. Agencies who are enrolling children and find that the family is already in COPA, must first obtain approval from the Children Services and Finance Divisions in order to gain access to the family file. CYC must first determine if the family will be a shared case or transfer case before releasing access to the file.

Agencies may not be required to submit a new Child Care application 3455, if the family has current CYC eligibility. Agencies can verify CYC family eligibility and enrollment status by calling Martha Rashedi, Finance at 312-743-1633. Should you have any questions regarding access to COPA family files, please contact Craig Zemke at 312-743-1446.

IMEDGE/COPA Reminders

CYC no longer accepts hard copies or manual Child Care applications packets from your agency. Child Care applications **must** be generated from COPA. Handwritten Child Care applications will be rejected even if they are scanned.

Agencies are required to create IMEDGE case files. Should agencies experience problems with the IMEDGE system, CYC has a scanning station available for delegate agency use in the Finance Division, located on the fourth floor. Agencies with multi-sites should develop alternative plans if one of their sites has problems. Agencies should designate an alternative site for immediate assistance and/or cross training.

To report problems with IMEDGE, scanners or scanning process, email problems to Chandra Cannon cysimedge@cityofchicago.org or call 312-743-2085

To report problems with Activity numbers and Program models in COPA, email La Tasha White-Grey at cy00515@cityofchicago.org or call 312-743-2084. To report problems with COPA System call the Help Desk at 866-647-2489 or email cysmis@cityofchicago.org.

CYC Delegate agency with multiple sites:

Agencies must always record enrollment changes on COPA first prior to transferring children to a new site/program into CCMIS via a "Change of Information Form". Children transferring from one site/program to another, must

submit a Change of Information Form to CYS via IMEDGE and must send a hard copy of the case file to the new site if an IMEDGE file does not exist.

Children transitioning between a Early Head Start Collaboration program into a Head Start Collaboration program within the same delegate agency, need not submit a new Child Care application 3455 if the child/family has more than 60 days of eligibility remaining. Children can be enrolled via a Change of Information Form indicating the change from one program activity to another. Should you have any questions please call Martha Rashedi at 312-743-1633.