

Starting July 9th 2007, CYS implemented its new reject policy, outlined in a [CYS Memo](#) (dated July 3rd from Kenneth McGhee, Deputy Commissioner) related to required documentation need to apply for child care.

“Delegate agencies are responsible for determining child care eligibility and must exercise due diligence in providing all of the required documentation for client case files.”

TOP FIVE REASONS FOR CYS REJECTING CASES

1. No co-pay worksheet attached to case file
2. No current or consecutive paychecks
3. Nothing scanned in the case file
4. Scanned documents aren't readable
5. 3455 Application not signed

CHILD CARE FORMS

1. [Co-Pay Worksheet](#)
2. [Self-Employment Record](#)
3. [Change of Information Form](#)
4. [Shared Case Forms](#)

CYS is hosting on August 1-3 2007, a 101 Head Start & Early Head Start 101: Basic Conference. To be held at Third Baptist Life Center located 1515 W. 95th St. Chicago. Registration is available on COPA.

Regular monthly COPA, CCMIS, IMEDGE classes will be offered and registration will be posted on COPA.

Do we know your correct Delegate Agency [Program Director](#)?

Click the link to find out. If the correct program director is not identified for your agency, please email Rose Matthews at Rose.Matthews@cityofchicago.org

In the subject line of the email, please put Program Director.

We appreciate your cooperation. Should you have any questions, please contact either Daryl Hobbs at (773) 375-0700 and email at daryl.hobbs@cityofchicago.org or

Bryant Askew, Supervisor of Accounting at 312-743-3641 and email at bryan.askew@cityofchicago.org

Upcoming System Enhancements

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CYS is moving toward incorporating CCMIS into COPA, where billings will be based off of attendance taken for the child.

IMEDGE enhancements are also forthcoming which include new queues to manage cases, efficiently.

CYS will give each agency an email account that CYC will utilize to communicate issues, reports, and memorandums.

CYS will begin sending, via email, an eligibility report of children listed in CCMIS for each agency.

CYS is moving towards having electronic versions of IDHS child care forms.

Tips & How to do's

Child Care case files must be submitted on a timely basis e.g., applications within 10 days of Parent Signature, redeterminations up to 30 days before they expire and that all Child Care case files are routed in IMEDGE on or before the last business day of each month.

Submitting Child Care case files on a timely basis will ensure that you maximize reimbursement on your regular monthly billing.

Important

Agencies should access and manage the REJECT queue in IMEDGE daily to address any issues with cases files in a timely manner. The REJECT queue is where an Agency will find all of the cases that have a request for additional information. (RAI's)

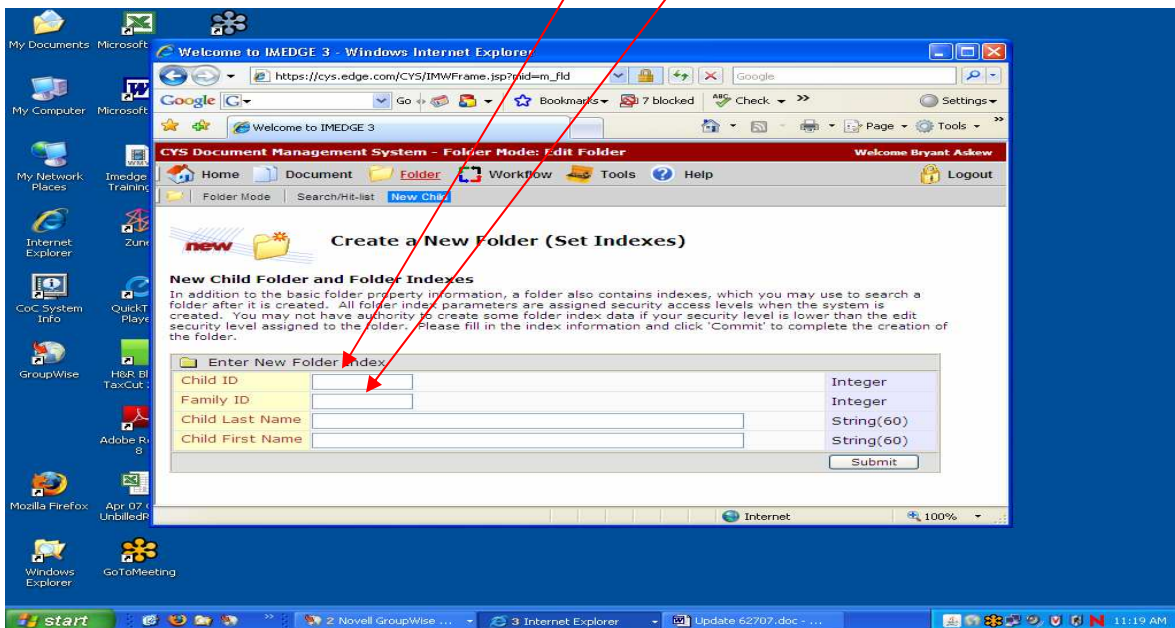
Child Care eligibility is based on the Family. Agencies should not submit multiple case files for the same family. Agencies should submit one (1) 3455 for the family and submit 3456 (Change of Information) to add siblings to the program.

Delegate Agencies when forwarding a case for review, in IMEDGE, can add a NOTE to the case with important information you would like for CYC to know about.

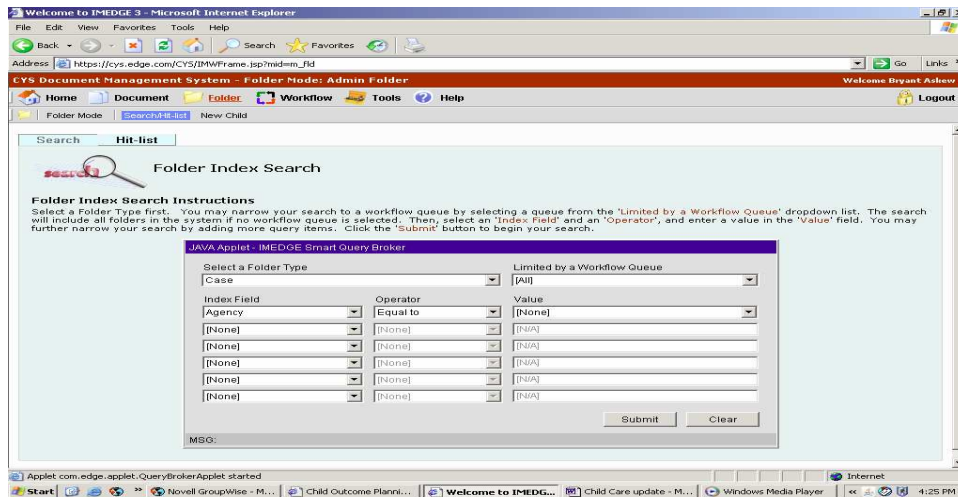
Question & Answers

1. For self-employed cases, is the FEIN or SSN# of the employer(s) needed?
Answer: Yes, IDHS requires that we check to verify if the applicant is working.
2. Are we suppose to re-scan the original HSEV at Re-determination for collaboration children?
Answer: No, provided you follow IMEDGE re-determination procedure.
3. Are we suppose to re-scan the child birth certificates at Re-determination, for collaboration and child care only pre-school children?
Answer: No, provided you follow IMEDGE re-determination procedure.
4. If we have used a birth certificate for proof of a family member, does this need to be re-scanned at Re-determination? For all types of cases?
Answer: No, provided you follow IMEDGE re-determination procedure.
5. Can a Change of Information (COI) form be used to change the guardianship of a child.
Answer: No, change in guardianship will result in another application and eligibility determination.

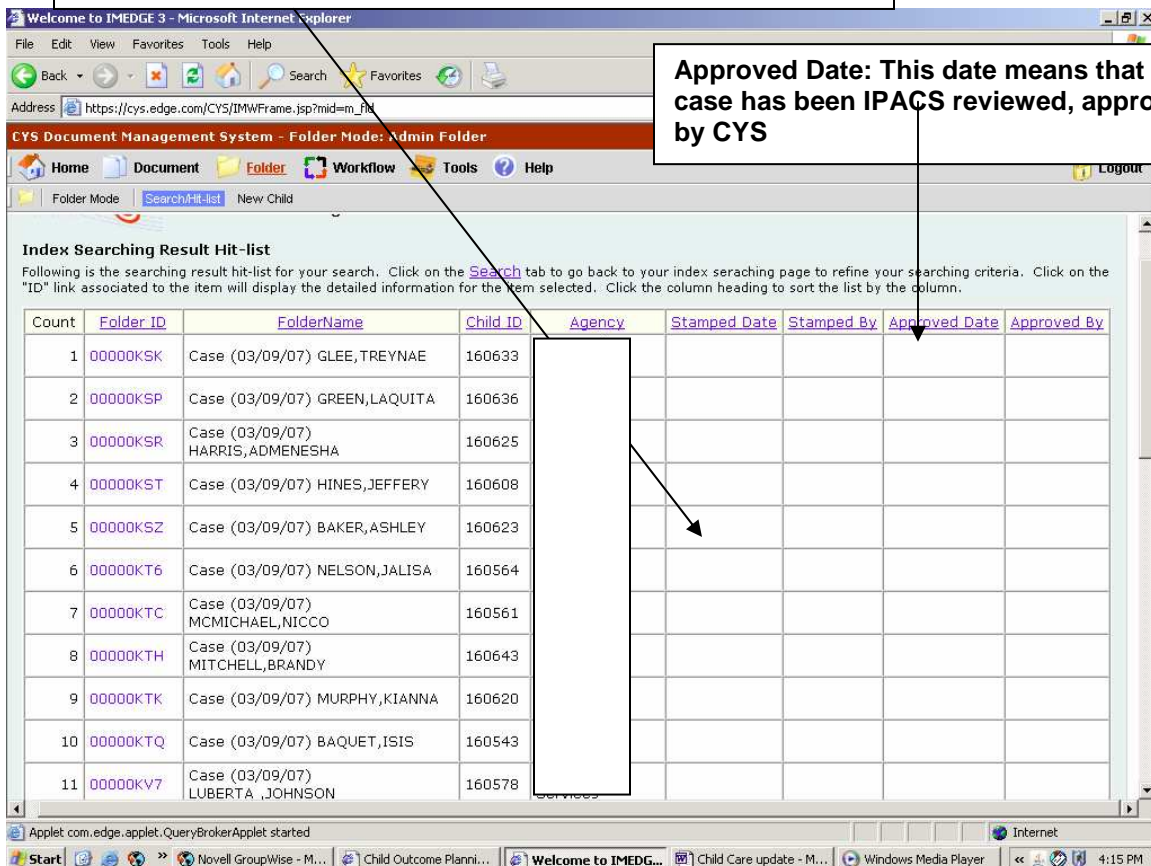
To alleviate duplicates cases in IMEDGE, agencies should always SEARCH in folder mode first. If a user has inputted the **Child ID, Family ID** with the child's first and last name, you have created a cases file in IMEDGE. There is no need to create the cases again.



To quickly assess all your agency cases that are in IMEGDE, the agency should do a folder view search based on their agency



Stamp Date: If this column has a stamp date for the case, then you have forwarded the case to CYs for review. If there is no date in the column you have not forwarded this case to CYs.



Approved Date: This date means that the case has been IPACS reviewed, approved by CYs

IMEDGE Re-determination Procedure

How to Re-Determine a Case using IMEDGE

1. Search for the Child folder.
 - a. Click Folder on the Main Menu (you may need to click Close on the Function Menu first, if a Case folder is currently opened).
 - b. IMEDGE displays the Folder Operating Modes window.
 - c. Click Edit Folder.
 - d. IMEDGE displays the Folder Index Search window.
 - e. Build the following search statement.
Folder type = Child
Index Field = Child ID
Operator = Equal to
Value = the Child ID as given on the 3455 form
 - f. Click Submit.
 - g. IMEDGE Web displays a Hit-list of your search results.
 - h. Click the Folder ID link, if the Hit-list includes the desired folder; otherwise, click on the Search tab to refine your search query.
 - i. IMEDGE opens the folder in the Folder View window.
2. Create another Case folder, by Click the “Add a Case” button.
3. Scan documents into the Case Folder. (refer to the page 14 of the IMEDGE manual for instructions on how to do so).
4. Route the redetermination case to Clerk Review.