



# Public Assistance Transitional Benefits

## Public Benefits Resource Center

A program of  
The Community Service Society

**Community  
Service  
Society** Fighting Poverty  
Strengthening  
New York



The Community Service Society of New York, a non-partisan social services agency, has been in the forefront of the fight against poverty for over 150 years. It has pioneered programs for school children, low-income tenants, health care patients, immigrants and poor people of every color and race throughout its history. At the midway point of its second century, CSS continues to do research on the causes and solutions to poverty-induced problems and to provide needy people with direct emergency help. Using advocacy and court challenges, CSS works to effect societal changes to improve the lives of those in poverty and empower them to provide better conditions for their children and communities.

Part of CSS, the Public Benefits Resource Center (PBRC) is a single source for social service providers for information, training, and expert case assistance on the full range of government benefit programs. The Center provides training on government benefits, telephone consultations to service providers, direct assistance to the general public and publications, including the *PBRC Manual*, a comprehensive guide to government benefit programs.

**Community Service Society of New York**  
**105 East 22<sup>nd</sup> Street**  
**New York, NY 10010**  
[www.cssny.org](http://www.cssny.org)

# Public Assistance Transitional Benefits

## PUBLIC BENEFITS RESOURCE CENTER

A PROGRAM OF THE COMMUNITY SERVICE SOCIETY

**Written by Diane Wenzler, Director of PBRC and  
Yvette Rennie, ACES Project Coordinator**

*Can be copied without CSS permission*

**Publication of this brochure was made possible with funding from  
the Booth Ferris Foundation**



**Last Updated: July 2007**

## Public Assistance Transitional Benefits

### What are Transitional Benefits?

When a family loses Public Assistance because their earnings from work make them ineligible for a cash grant, they become eligible for transitional benefits. There are two types of transitional benefits available, transitional child care and transitional Medicaid.

**TRANSITIONAL  
CHILDCARE  
AND MEDICAID**

### *What is Transitional Child Care?*

When your Public Assistance case closes because of your earnings, the City can reimburse you for your child care costs for up to 12 months.

### *What is Transitional Medicaid?*

When your Public Assistance case closes because of earnings, the City can provide you and your family with Medicaid coverage for up to 12 months.

### Who Can Get Transitional Benefits?

You can get transitional benefits if you pass certain eligibility tests, called eligibility criteria. These criteria are explained below.

### *What are the eligibility criteria for transitional child care?*



- You must have a child under 13 years old, or a child who is physically or mentally unable to care for his or her self, up to the age of 17.
- You must have been on Public Assistance for at least three of the previous six months.
- You must need child care in order to work. If you are not working you are not eligible for transitional child care.

- Either your income from work made you ineligible for Public Assistance, or you voluntarily closed your case, or you have an increase in child support.
- Your household income must be below 200% of the federal poverty level (FPL). See the chart below.

There are no resource limits.

### **Eligibility Chart for Transitional Child Care 2007**

<b>Household Size</b>	<b>200% FPL</b>	<b>Household Size</b>	<b>200% FPL</b>
1 Monthly Annual	1,702 20,420	5 Monthly Annual	4,022 48,260
2 Monthly Annual	2,282 27,380	6 Monthly Annual	4,602 55,220
3 Monthly Annual	2,862 34,340	7 Monthly Annual	5,182 62,180
4 Monthly Annual	3,442 41,300	8 Monthly Annual	5,762 69,140

#### *What are the eligibility criteria for transitional Medicaid?*

- You must have a dependent child under the age of 21 living in the household.
- You must have been on Public Assistance for at least three months of the previous six months.
- Your income from work made you ineligible for Public Assistance, and you must continue to work.
- There are no income requirements for the first 6 months. For months 7 through 12 your household income must be below 185% FPL. See chart below.

There are no resource tests.

### Eligibility Chart for Transitional Medicaid 2007

Household Size	185% FPL	Household Size	185% FPL
1 Monthly Annual	1,574 18,889	5 Monthly Annual	3,720 44,641
2 Monthly Annual	2,111 25,327	6 Monthly Annual	4,257 51,079
3 Monthly Annual	2,647 31,765	7 Monthly Annual	4,793 57,517
4 Monthly Annual	3,184 38,203	8 Monthly Annual	5,330 63,955

*If I do not have any children under 21 living in my household, can I get transitional Medicaid?*

No, this benefit is only for families with children under 21.

#### Where Must I Live?

You must be a resident of New York State to qualify for transitional benefits.



#### How Can I Apply for Transitional Child Care?

When you begin to work you must report your income to the Job Center (JC) within 10 days after receiving your first paycheck. Make sure you receive a copy of a **Notification of Employment**, or another document from your case worker. This document will be proof that you have reported your income in a timely manner and you were not trying to conceal income from the agency.

### *What happens next?*

The case worker should rebudget your Public Assistance case. If you are still eligible for a cash grant you will receive child care assistance but it will not be transitional child care. For more information on child care assistance see the brochure *Child Care Assistance for Public Assistance Recipients*.



If you are no longer eligible for a cash grant the JC will send you a notice stating that your case is closed due to employment income. The JC should then refer your case to the Work Related Benefits (WRB) unit. The WRB unit will process you for both transitional child care and transitional Medicaid.

Transitional Medicaid will continue automatically for 6 months. You must complete the reports WRB sends you to receive transitional Medicaid beyond the first 6 months. Transitional child care should also be given, if you meet all the rules, and the information about the child care provider is in the system. WRB will send you the information they have and if it is wrong, you should fix it and send it back to them. If WRB does not have your income or child care provider information, WRB will contact you to get this information. You must send in the missing information in order to get transitional child care.

*What if I receive a notice from the JC stating my case is closed for reasons other than employment?*

While it is important that your case is closed for employment in order to receive transitional Medicaid, see below, your case does not have to be closed for employment reasons to receive transitional child care. You can go directly to the WRB unit and they will process transitional child care for you. You must however, be working and need child care in order to work, to receive transitional child care.

**YOUR CASE  
MUST BE  
CLOSED**

*How will I know if I was accepted?*

Once the forms are submitted, you will receive a notice from the WRB unit in two to four weeks. The notice will tell you whether you have been accepted or not.

## NEW RULES

### *How do I get my transitional child care benefits?*

The City pays all providers, whether they are licensed, registered, informal or in-home providers directly. The provider must fill out an attendance sheet for all the children they look after and submit it to the WRB unit. WRB then issues a payment (in check form, or direct deposit) to the provider.

### *When will transitional child care start?*

When a parent's Public Assistance case is closed for employment reasons, they should continue to receive childcare automatically for 60 days. This gives them enough time to file the application for transitional childcare and receive notice of approval or denial. If they are approved, they will be transferred to TCC in the computer system and their benefits should not be interrupted. If they are not approved, they should explore other options such as publicly funded childcare with the Agency for Child Development (ACD). However, most families that apply for TCC are approved.

### *Do I have to pay for any part of child care costs?*

Yes, you are required to pay a monthly co-payment toward your child care expenses. The amount is based on family income size, ages of your children and the type of care you are using, and whether the child care is full time or part time. You will have to pay at least \$1 a week, but no more than \$105 a week.



### *What if I was never referred to the WRB unit and I applied for transitional child care several months after my Public Assistance case closed?*

Transitional child care is available for up to 12 months after your Public Assistance case is closed. You can, however, receive back benefits for all the months you were eligible, but did not apply.

### *What if I waited 12 months or more to apply for transitional child care?*

If you wait longer than 12 months after your PA case closes to apply for transitional child care you will not be eligible.



*How do I apply for my back benefits?*

You should go the WRB unit and give them documentation about when your PA case closed, when you started to pay for child care, and how much you have been paying your child care provider.

*What if I don't have any money to pay my provider when my PA case closes?*

If your PA case was closed because you found a job, you should receive 60 days of TCC payment automatically, even if you haven't applied for TCC yet. During this 60 day period you should receive a TCC application. There should be no gap in coverage if you apply promptly. You will be sent a TCC application during this time, and since WRB pays providers at the end of the month, the provider will probably be paid on time if you file the application immediately.

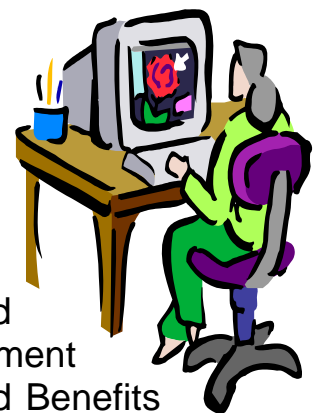
### **How Do I Apply for Transitional Medicaid?**

When you begin to work you must report your income to the Job Center (JC) within 10 days after receiving your first paycheck. Make sure you receive a copy of a *Notification of Employment*, or another document from your case worker. This document will be proof that you have reported your income in a timely manner and you were not trying to conceal income from the agency.

*What happens next?*

The caseworker should rebudget your Public Assistance case. If you are still eligible for a cash grant you and your family will continue to receive Medicaid.

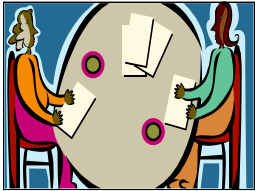
If you are no longer eligible for a cash grant the JC will send you a notice stating that your case is closed due to employment income. The JC should refer your case to the Work Related Benefits (WRB) unit. You will automatically receive transitional Medicaid for six months without completing any application.



*What if I receive a notice from JC stating my case is closed for reasons other than employment?*

It is important your case is closed for employment in order to receive transitional Medicaid. If your case is closed for any other reason, you and your family will not receive transitional Medicaid.

*What should I do if this happens?*



You should ask for a conference. At the conference ask them to change the closing code. You only have 30 days from the date of your notice to ask the local center to change your closing code.

*What if it is more than 30 days since the date on my notice?*

You can request a fair hearing within 60 days of the date on your notice.

*When will transitional Medicaid start?*

Transitional Medicaid should start the first month after your cash benefits stop. For example, if your Public Assistance case closed because of earnings on January 18<sup>th</sup>, you would be eligible for transitional Medicaid beginning in February.

*What if my new job has health insurance benefits?*

If your new job has health insurance you may have to pay a part of your premium. If you do, you can receive reimbursement for this.



*How do I receive my reimbursement?*

You should submit proof that you paid for your premiums to the WRB unit to get reimbursed.

## **Will Transitional Child Care and Medicaid Run Out After A Certain Amount Of Time?**

Yes, both transitional Child Care and transitional Medicaid are available up to only 12 months. You need to plan for when the benefits will end. It is important that you apply for other types of subsidized child care and health insurance as soon as your benefit is coming to an end.

## **How Do I Keep Transitional Child Care and Medicaid?**

You must keep your job for both transitional Child Care and Medicaid. In addition, you must need child care in order to work to continue receiving transitional child care.

*Must I recertify for transitional child care?*

There is no formal recertification process for transitional child care. You must, however, inform your case worker of any changes in your income or household size, including an increase in salary, if you change how much you pay your provider, if you change your provider, or if you have another baby that your provider is caring for.

*Must I recertify for transitional Medicaid?*

Yes, you must recertify. For the first six months you automatically receive transitional Medicaid without applying. After about 3 months, the WRB unit will send you a questionnaire asking for information on your earnings and child care expenses. You must return the form before the fourth month to make sure your Medicaid continues without interruption. Based on the information and documentation you give, the WRB unit will determine whether you continue to be eligible for transitional Medicaid for months 7 through 9. After 7 months, the WRB unit will send you another questionnaire asking you the same type of information they asked you in the first questionnaire. Based on the information and documentation you give, the WRB unit will determine if you are eligible for months 10 through 12.

You must  
**Recertify**

## What Are My Rights?

You should know that if your case is closed, you will receive a written notice in the mail explaining why. You have the right to appeal this decision through a fair hearing. You also have the right to appeal an inappropriate case closing. You have 60 days to call, write or fax for a fair hearing.

To request a fair hearing call: **(800) 342-3334**

For adjournments call: **(877) 209-1134**

To write for a fair hearing:

New York State OTDA  
Office of Administrative Hearings  
P.O. Box 1930  
Albany, New York 12201



To Fax for a fair hearing: FAX Number: **(518) 473-6735**

For online fair hearing request forms or to make a request online go to:  
[www.otda.state.ny.us/oah/oahforms/erequestform.asp](http://www.otda.state.ny.us/oah/oahforms/erequestform.asp)

You also have the right to request an informal conference to get the problem resolved before a fair hearing is necessary. A conference can resolve your problem. However, to protect your rights to a fair hearing, always request a hearing at the same time you request a conference.

## Where Can I Turn For Help?

Work Related Benefit Unit  
109 East 16<sup>th</sup> Street, 6<sup>th</sup> Floor  
New York, New York 10003  
**(212) 835-7681**

Provider Payment Issues  
**(212) 835-7610**  
Monday to Friday 9:00 - 5:00, Saturdays from 9 - 4:30

Child Care Inc.  
322 Eighth Avenue, 4<sup>th</sup> Flr.  
New York, New York 10001  
**(212) 929-7604**

Day Care Council  
12 West 21<sup>st</sup> Street, 3<sup>rd</sup> Flr.  
New York, NY 10010  
**(212) 206-7818**

ACD Information and Referral  
**(718) FOR-KIDS (367-5437)**

PBRC's Entitlement Counselors  
**(212) 614-5552**