



PROGRAM AREA: Economic Security Division	EFFECTIVE DATE: 12/1/14 REVISION DATE:
TITLE: <b>OVERRIDES - CCCAP &amp; CO WORKS</b>	AUTHORIZING SIGNATURE: 

**Reference:** CDHS 3.913 (PP)

**In accordance with State staff Manual Volume III regulation 3.913 (PP),**

Counties shall establish controls over which county staff have the authority to override eligibility in the Child Care Automated Tracking System (CHATS). Any overrides of eligibility must be accompanied by documentation in CHATS.

**Purpose:**

The Garfield County Department of Human Services shall have procedures for overrides that are performed on cases in the Colorado Child Care Automated Tracking system (CHATS).

**Policy:**

It is the policy of Garfield County that any eligibility overrides performed other than the five specific examples listed below must be staffed with the CCCAP program supervisor. Detailed case notes for all overrides must be entered into the CHATS system regarding why the override was performed.

**Example:** Client leaving the Colorado Works Program and is transferring to Low Income Child Care. Override completed due to client being on two different programs at one time due to proper noticing guidelines.

**Example:** Child is active on two different cases due to custody arrangements between parents. Override completed due to child showing active on two different cases, parents have split custody.

**Example:** Child Welfare cases are to be re-evaluated every 90 days so an override would be necessary to set the redetermination date from 12 months to 3 months.

**Example:** Redetermination dates in CHATS set out for 13 months automatically and should be for 12 months. Override is necessary to set these cases at 12 months.

**Example:** An override will be necessary for clients eligible for a 90 day or 6 month extension where the ineligibility reason is "over income". The override is necessary in order to extends the child care benefit.