



Practice Alert

It is important for an Eligibility Specialist to create a reminder in FAMIS for future alerts to be worked on all Child Care Subsidy cases per manual section [1230.045.05 Priority Reviews](#). A process will be developed for future alerts in the ALREMIND/FM7N screen to be worked. A list of possible alerts an eligibility specialist should create, but is not limited to creating are:

- Request a work schedule when a parent states their work hours will change in a future month;
- Request the following semester's schedule 30 days before the end of the current semester; or
- Set a reminder to authorize a school aged child to receive fulltime units of care over the summer if the child attends a child care provider fulltime over the summer.

Many of these reminders can be set after the Child Care Subsidy case is approved. An eligibility specialist should discover particular dates to set the reminders during the interview of the Child Care Subsidy application or reapplication.

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Submitted October 9, 2014