**Start and End Dates of Authorizations**

Recently, we had a lot of questions about how to properly end an authorization that ends at the beginning of a month or how to write an initial authorization that starts at the end of a month so that it meets the requirements of the short-term auth policy of being at least seven (7) calendar days.

**Regular Authorizations**

Regular authorizations:

* Are authorizations that meet the regular child care needs of the child based on the parent’s regular approved activity schedule;
* Should be written beginning with the RFA date to the next expected change and consecutively throughout the 12-month eligibility period;
* Can start and end any day of the week and any day in the month and can cross over into the next month; and
* Does not have to follow the requirements of the short-term policy of seven (7) consecutive calendar days.

**Example 1:** A worker writes an auth at initial eligibility based on the RFA date of 4/26. The auth should be written to the next expected change, which is the end of the school year on 6/6. This is a regular authorization and should be written exactly for those dates 4/26—6/6. The worker should not back date the start of the auth beyond the RFA date because this is not a short-term auth. Similarly, the worker should not extend the auth seven days into June (6/7 instead of 6/6) or write a short term auth for 6/1—6/7 because this is not a short-term auth. The subsequent summer auth should begin the day after the last day of the previous auth (6/7) and go until the next expected change. Regular auths should always be written to the next expected change and the subsequent auth should begin the day right after, with no gaps in authorizations.

**Short-Term Authorizations**

Short-term authorizations:

* Are authorizations in addition to the regular authorization;
* Are written to cover a short period of time, usually for when a situation suddenly comes up or when there is a change to the regular authorization that requires a separate short-term authorization;
* Must be no less than seven (7) consecutive calendar days (systematically, it is 8 consecutive calendar days);
* Can start and end any day of the week and any day in the same month so long as it does not cross over into the next month; and
* If written to the same provider, may not overlap the same days. If the short-term auth must include days from the regular auth in order for it to be seven (7) consecutive calendar days, then end the regular auth the day before the start of the short-term auth. Write the short-term auth for seven consecutive days and choose a one week schedule with the hours of child care need indicated for each day.

**Example 2:** An authorization is written from 1/1—6/6. In February, Lara learns that the school will be closed for three days from 3/27—3/29 for teacher training. Her daughter, Mia needs a short term auth to cover those three days. The worker ends the current auth as of 3/23 and writes the short-term auth to the same provider beginning 3/24 through 3/31. She chooses a one week schedule with 3/25 and 3/26 reflecting only the after school child care need and 3/27—3/29 reflecting the full-day child care need. The next auth should be written from 4/1—6/6 to reflect the rest of the regular child care need.

**Example 3:** Sharee called to report that her provider would be closed for spring break, April 1 through April 12. Sharee needs child care for her 4-year-old daughter on Monday April 2, Tuesday April 3, and Friday April 6 to a different provider. The authorization should be written for April 2 through April 8. The Child Care Need schedule in CSAW should reflect that care is only needed on Monday, Tuesday, and Friday.

**Example 4:** Mike called to report that his provider is going on vacation August 30 through September 8. Mike needs a new authorization for child care at a second child care provider for Thursday August 30, Friday August 31, Monday September 3, and Tuesday September 4. Two (2) authorizations would need to be written to the second provider to meet Mike’s needs. One (1) authorization would be written for August 25 through August 31. The second authorization would be written from September 1 through September 7. The Child Care Need schedule in CSAW should reflect that care is only needed for the days of August 30 and 31 on the first authorization. The Child Care Need schedule in CSAW should reflect that care is only needed for the days of September 3 and September 4 on the second authorization.

**Example 5:** Josh has a zero (0) hour authorization in place for his 6-year-old son Tony from September 1 through December 31 to cover school closed hours. When entering the school closed hours for Tony’s authorization, the child reaches the school closed cap for September. No funds were loaded onto the card for October. Because of that, on Thursday October 4, Josh called to report that the elementary school his son attends recently had a pipe burst and the school is going to be closed October 5 to October 12. Josh needs care for his son while he is at work on Friday October 5, Monday October 8, and Thursday October 11. He is using the same provider as his zero (0) hour authorization. The current zero (0) hour authorization should be ended on October 4. A short-term authorization should be written for October 5 through October 11. The Child Care Need schedule in CSAW should reflect that care is only needed for the days of October 5, October 8, and October 11. If Josh needs additional school closed hours for October, another short-term authorization can be written. A new zero (0) hour authorization can be entered as of November 1 when school closed allotments restart (refer to page 48 in the CSAW Authorizations User Guide).