

Change Summary for Caretaker Supplement Policy Handbook

Release 25-02

Release Date: 12/10/2025

This coversheet contains a summary of the changes included in this release and the redline edit changes that were made in the handbook.

Policy Changes

TOPIC	SUMMARY	SECTIONS	SOURCE
Application	Update that the applicant can file their application through ACCESS even if they are not applying for health care or FoodShare benefits.	<ul style="list-style-type: none">2.1 Application Introduction	Online Application for CTS project (released in October 2025)

Clarifications and Corrections

TOPIC	SUMMARY	SECTIONS
Providing the Child Support Cooperation & Good Cause Notice	Update to provide a single list of the individuals who must receive the notice.	<ul style="list-style-type: none">2.1 Application Introduction

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2.1 Application Introduction

Anyone has the right to apply for CTS. However, individuals younger than 18 years old must have a parent or a legal guardian apply for CTS on their behalf unless they are living independently.

The applicant may be assisted by any person they choose in completing an application.

Anyone who expresses interest in applying should be encouraged to file an application as soon as possible. When an application is requested, the Income Maintenance (IM) agency staff must do one of the following:

1. Suggest the applicant file their application through ACCESS ~~if they are also applying for health care or FoodShare benefits.~~
2. Complete or schedule a telephone or face-to-face interview.
3. Suggest the applicant mail in their application using the Caretaker Supplement Application ([E-22571](#)). Provide the application (if requested), along with any other information, instruction, and materials needed to complete the application process.

The IM agency must provide the Child Support Cooperation & Good Cause notice ([DCF-P-5600-1](#)) to ~~all~~:

- All applicants ~~applying~~ for CTS who have a child with an absent parent at application or when a new request for CTS is made on an existing case. ~~The IM agency must also send this document to the member~~
- Members in situations where a parent leaves the home, resulting in a child on the case now having an absent parent.
- ~~The IM agency must also provide this document to anyone~~ Anyone who requests it.

Refer requests for applications and other outreach materials from groups and persons involved in outreach efforts to the [DHS Data Collection \(Forms\) Library](#).