DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

What's Inside: Increase in CC Income Eligibility Guidelines

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: TIM DECKER, DIRECTOR, CHILDREN'S DIVISION
                  ALYSON CAMPBELL, DIRECTOR
                  FAMILY SUPPORT DIVISION

SUBJECT: INCREASE IN CHILD CARE INCOME ELIGIBILITY GUIDELINES

REFERENCE: CHILDREN'S DIVISION
                  FAMILY SUPPORT DIVISION

DISCUSSION:

Effective April 1, 2015, child care income eligibility guidelines will be increased based on changes to the Federal Poverty Level (FPL) for initial child care applications and for Transitional Child Care (TCC) eligibility. The IM-4 CC Attachment has been updated to reflect the new income guidelines for child care assistance. The new traditional and transitional child care income guidelines can be viewed on the Family Support Division Intranet. System changes were completed to reflect the new income eligibility guidelines on March 14, 2015. Staff should begin using the new income guidelines for applications taken for April 2015 services.

Applications taken for March 2015 services will have income evaluated in FAMIS based on the current income guidelines in effect since July 2014. When an applying household's income exceeds the income limit for March 2015, but does not exceed the income limit for April 2015, FAMIS will recommend rejecting the application for March 2015 benefit month, and approving the application for April 2015 benefit month.

Active cases with pending adverse actions (PAAP/AACL) based on income exceeding the current maximum (reason MAX) with a proposed closing for April 2015 benefit month or later were evaluated over the weekend of March 14, 2015. Staff were notified by email of cases whose net income does not exceed the **new** income maximum for April 2015.

Each case should be evaluated to determine if the countable income is less than or equal to the income guidelines in effect   April 1, 2105, to determine if the family remains eligible for child care benefits. If the family remains eligible, void the pending action (PAAP/AACL). Refer to the FAMIS User Guide "Voiding an Adverse Action" for

instructions. Once the adverse action is voided, complete a new eligibility determination (EDRES). FAMIS will recommend a no change (NOCH) action or a benefit reduction (PAAP/AABR) using the new income guidelines.

These cases should all be resolved by the date the adverse action status will change from Authorization Pending (AUP) to Authorization Complete (AUC). Once an adverse action status is changed to AUC, the case action has been taken, which results in the closing of the Eligibility Unit (EU) and the child's authorization to the child care provider.

If it is discovered that the EU was eligible using the April 2015 income guidelines <u>after</u> the AUC action is completed, staff must cancel close the EU **and reauthorize the child(ren) to the provider.**

NECESSARY ACTION

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. *Review revised Child Care Subsidy sections as indicated below.*
3. All questions should be cleared through normal supervisory channels and directed to:

PDS/MAS II CONTACT Lisa M Schroeder 573-751-4031 Lisa.M.Schroeder@dss.mo.gov	**PROGRAM MANAGER** Marianne A Dawson 573-751-6793 Marianne.A.Dawson@dss.mo.gov

CHILD CARE ASSISTANCE PROGRAM MANUAL REVISIONS
IM-4CC Attachments Child Care Income Eligibility Guidelines and Sliding Fee Chart.
Transitional Child Care Income Guidelines Level 1
Transitional Child Care Income Guidelines Level 2
Child Care Income Guidelines

FORMS AND INSTRUCTIONS
N/A

REFERENCE DOCUMENTS AND RESOURCES
N/A

RELATED STATUTE
N/A

ADMINISTRATIVE RULE
N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS
N/A

CHILD AND FAMILY SERVICES REVIEW (CFSR)
N/A

PROTECTIVE FACTORS
Parental Resilience N/A
Social Connections N/A
Knowledge of Parenting and Child Development N/A
Concrete Support in Times of Need N/A
Social and Emotional Competence of Children N/A
FACES REQUIREMENTS
N/A