

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 1, 2015

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
JULIE GIBSON, DIRECTOR, FAMILY SUPPORT DIVISION

SUBJECT: INCREASE IN CHILD CARE INCOME ELIGIBILITY GUIDELINES

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

DISCUSSION:

Effective August 1, 2015, Child Care Subsidy income guidelines were increased. Income guidelines for initial Child Care Subsidy applications will be determined using income up to 138% of the Federal Poverty Level (FPL). Transitional Child Care Level 1 (TCC1) income guidelines will increase to 139% to 165% of the FPL while Transitional Child Care Level 2 (TCC2) income guidelines will increase to 166% to 190% of the FPL.

The IM-4 CC Attachment and the Transitional Child Care Sliding Fee Charts have been updated to reflect the new income guidelines.. The new income guidelines for all three levels of child care may be viewed on the Family Support Division Intranet at <http://dssweb/fsd/programs/childcare/index.htm>. System changes were completed to reflect the new income eligibility guidelines on August 14, 2015. Staff should begin using the new income guidelines for applications taken for August 2015 services.

Applications taken for July 2015 services will have income evaluated in FAMIS based on the income guidelines in effect since March 2015. When an applying household's income exceeds the income limit for July 2015, but does not exceed the income limit for August 2015, FAMIS will recommend rejecting the application for the July 2015 benefit month and approving the application for the August 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 August 2015 benefit month or later were evaluated over the weekend of August 14, 2015. Staff was notified by email of cases whose net income does not exceed the **new** income maximum for August 2015.

Each case should be evaluated to determine if the countable income is less than or equal to the income guidelines in effect beginning August 2015 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 August 2015 income guidelines after the AUC action is completed, staff must cancel close the EU **and reauthorize the child(ren) to the provider.**

NECESSARY ACTION	
<ol style="list-style-type: none"> 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