

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 30, 2009

What's Inside:

**Increase in Child
Care income
eligibility
guidelines**

MEMORANDUM

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: PAULA NEESE, 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

Effective December 1, 2009, child care income eligibility guidelines are increased to maintain eligibility at 127% of the Federal Poverty Level (FPL) for initial child care applications and 139% for transitional child care eligibility. Form IM 4 CC attachment has been updated to reflect the new income guidelines for initial child care applications. The new transitional child care income guidelines can be viewed online at "Transitional Child Care Income Guidelines". System changes will be completed to reflect the income eligibility guidelines the weekend of December 6, 2009. Staff should begin using the new income guidelines for applications taken for December 2009 services.

Applications taken for November services will have their income evaluated in FAMIS based on the current November 2009 income guidelines. When an applying household's income exceeds the November 2009, income limit, but does not exceed the December, 2009 income limit, FAMIS will recommend rejecting the application for November 2009 benefit month, and approving the application for December 2009 benefit month.

Active cases with pending adverse actions (PAAP/AACL) based on income exceeding the current November 2009 maximum (reason MAX) with a proposed closing for December 2009 benefit month or later will be evaluated over the weekend of December 6, 2009. Staff will be notified of cases in PAAP status, whose net income does not exceed the **new** income maximum for December 2009.

Staff should evaluate each case to determine if the countable income is less than or equal to the income guidelines in effect on December 1, 2009, 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 either recommend a no change (NOCH) action or a benefit reduction (PAAP/AABR) depending on the previous case eligibility.

These actions should 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 December 2009 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. All questions should be cleared through normal supervisory channels and directed to: 	
MAS II CONTACT: Lora Brown 573-526-3011 Lora.K.Brown@dss.mo.gov	PROGRAM MANAGER: Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS and RESOURCES Form IM 4 CC attachment Transitional Child Care Income Guidelines FAMIS User Guide "Voiding an Adverse Action"	
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 – YES

Social Connections – YES

Knowledge of Parenting and Child Development – N/A

Concrete Support in Times of Need – YES

Social and Emotional Competence of Children – N/A

FACES REQUIREMENTS

N/A