

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 19, 2013

**What's Inside:**

**Increase in Child  
Care income  
eligibility  
guidelines**

**MEMORANDUM**

**TO:** ALL REGIONAL AND COUNTY CD AND FSD STAFF

**FROM:** CANDACE A. SHIVELY, 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 July 1, 2013, child care income eligibility guidelines were increased based on changes to the Federal Poverty Level (FPL) for initial child care applications and for Transitional Child Care (TCC) eligibility. Form IM 4 CC attachment has been updated to reflect the new income guidelines for initial child care applications. 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 June 23, 2013. Staff should begin using the new income guidelines for applications taken for July 2013 services.

Applications taken for June 2013 services will have income evaluated in FAMIS based on the current income guidelines in effect since December 2009. When an applying household's income exceeds the income limit for June 2013, but does not exceed the income limit for July 2013, FAMIS will recommend rejecting the application for June 2013 benefit month, and approving the application for July 2013 benefit month.

Active cases with pending adverse actions (PAAP/AACL) based on income exceeding the current maximum (reason MAX) with a proposed closing for June 2013 benefit month or later were evaluated over the weekend of June 23, 2013. Staff will be notified of cases in PAAP status, whose net income does not exceed the **new** income maximum for July 2013.

Staff should evaluate each case to determine if the countable income is less than or equal to the income guidelines in effect on July 1, 2013, 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 July 2013 income guidelines after the AUC action is completed, staff must cancel close the EU and reauthorize the child (ren) to the provider.

<b>NECESSARY ACTION:</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division and Family Support Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT:</b> Lisa Schroeder 573-751-4031 <a href="mailto:Lisa.M.Schroeder@dss.mo.gov">Lisa.M.Schroeder@dss.mo.gov</a>	<b>PROGRAM MANAGER:</b> Marianne Dawson 573-522-2294 <a href="mailto:Marianne.A.Dawson@dss.mo.gov">Marianne.A.Dawson@dss.mo.gov</a>
<b>CHILD CARE MANUAL REVISIONS</b> <a href="#">1210.025.00 INCOME ELIGIBILITY GUIDELINES</a> <a href="#">1210.025.05 BUDGETING PROCESS</a> <a href="#">1230.045.00 REDETERMINATIONS</a>	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS and RESOURCES</b> CURRENT INCOME GUIDELINES: <a href="http://dssweb/fsd/programs/childcare/index.htm">http://dssweb/fsd/programs/childcare/index.htm</a> <a href="http://dssweb/cs/early_childhood/child_care_subsidy/index.htm">http://dssweb/cs/early_childhood/child_care_subsidy/index.htm</a> CURRENT TCC INCOME GUIDELINES: <a href="http://dssweb/fsd/programs/childcare/index.htm">http://dssweb/fsd/programs/childcare/index.htm</a> <a href="http://dssweb/cs/early_childhood/child_care_subsidy/index.htm">http://dssweb/cs/early_childhood/child_care_subsidy/index.htm</a> FAMIS User Guide <a href="#">Changing an Adverse Action Status</a>	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> 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