

SAMPLE LETTER FOR CHANGES TO SUBSIDIZED CHILD CARE POLICY

(date)

Parent
1234 Alphabet Lane
Any Town, NC 11111

Dear Parent:

The purpose of this letter is to provide you with information about changes to the Subsidized Child Care Program as required by the General Assembly for State Fiscal Year 2014-2015.

Maximum Income Eligibility Limits

Effective October 1, 2014 the income eligibility requirements for children served in the Subsidized Child Care Program will change. For children ages 0-5 and for children with special needs, the maximum income limit for families will change from 75% of State Median Income (SMI) to 200% of the Federal Poverty Level (FPL). In addition, the maximum income limits for families who need assistance for children ages 6-12 will change from 75% of SMI to 133% of FPL.

The maximum gross monthly income amount used to qualify for assistance may be less than the current maximum. This could mean that some parents may be eligible for assistance for their children ages 0-5, but not for their children ages 6-12.

Parental Fees

Effective October 1, 2014 all parental fees will be assessed at 10% of gross monthly income for all families who are required to pay a fee, regardless of family size. Families who receive assistance to support Child Welfare Services, Child Protective Services and children in foster care who are in the custody of the department of social services (DSS) will continue to be served without regard to income

Prorated Parental Fees

Effective October 1, 2014, the proration of parental fees for part-time care is eliminated. Families who need part-time care will be assessed the full fee amount based on 10% of the gross monthly income. The increased parental fees will reduce the amount paid to child care providers by the Subsidized Child Care Program.

Definition of Income Unit

Effective January 1, 2015 the definition of income unit will change to also include the following:

1. a stepparent and the stepparents child, if applicable
2. a non-parent relative caretaker and the caretakers spouse and child, if applicable, when the parent of the child receiving subsidized child care does not live in the home with the child.

In order to verify all income unit members as well as all countable income for your household, you must provide the following information to your child care worker by December 15, 2014:

1. Name of any stepparent of the child receiving subsidized care, name of stepparent's minor child(ren), if applicable
2. Names of any non-parent relative caretaker of the child receiving subsidized child care, caretaker's spouse and minor children, if applicable.
3. Verification of all countable income for any stepparent, stepparents' minor children, non-parent relative caretaker, caretakers' spouse and minor children, if applicable.

Please call your child care worker if you have any questions regarding the information provided in this letter.

Sincerely,

Child Care Worker
Telephone #: