

# The following Policy Update has been implemented by the State of New Jersey

## Subject and DFDI

Child Care Development Fund (CCDF) Eligibility Requirements  
DFDI: 17-04-02

## Effective Date

December 1<sup>st</sup>, 2016

## Affected Childcare Programs

CCAP, CCVC, and TCC Childcare Programs

## Summary

Children will remain eligible for subsidized child care for a period not less than 12 months before the family is redetermined for continued eligibility of subsidized child care regardless of a **temporary** change in:

- Employment
- Training/School Status
- Family Income (If the family's income does not exceed 85% of the State Median Income). See chart below.

## Questions and Answers

- What is a temporary change?
  - A temporary change refers to a change in family circumstances (not to exceed 3 months) due to:
    - A Medical Leave from work
    - Reductions in hours from work
    - Break in seasonal work
    - Break in Training/School
- What if the temporary change exceeds 3 months?
  - A change that exceeds 3 months is considered a **permanent** change. The family may still be eligible for an additional 3 months if the temporary change is a result from loss of employment. In this case, a family must:
    - Fill out the Notification of Status Change Form
    - Participate in a Job Search
    - Show proof of participation in Job Search

- When does the temporary change go into effect?
  - The temporary goes into effect the first day of the following month.
    - Example: A family calls our office on April 7<sup>th</sup> and states she was laid off on April 4<sup>th</sup>. The family's temporary change would begin May 1<sup>st</sup> and end July 31<sup>st</sup>.
  - The family will receive a notice at the beginning of their temporary change as well as 45 days prior to the temporary change end date notifying them what needs to be completed to remain eligible on the program.
  
- What if the family has a temporary change and needs a reduction in co-pay?
  - The family may contact our office and submit the Notification of Status Change Form within 10 business days of the date the temporary change began.

<b>Annual State Median Income (SMI)</b>	
<b>Family Size</b>	<b>Income</b>
2	\$61,677
3	\$75,600
4	\$93,555
5	\$100,962
6	\$107,514
7	\$113,863
8	\$120,626
9	\$128,393
10	\$135,238