

New Jersey Child Care Assistance Program FAMILY REDETERMINATION GUIDE

Continued Eligibility

- If your income is at or below 250% of the Federal Poverty Level (FPL) at redetermination, you will remain eligible for child care assistance as long as all other eligibility requirements continue to be met.
- If your income exceeds 250% of the FPL, but remains below 85% of the State Median Income (SMI) at redetermination, you will be granted only one (1) year of additional child care assistance known as a Graduated Phase-Out Period.
- A graduated Phase-Out Period commences at the beginning of a new eligibility period and can only be granted one (1) time.
- If your income exceeds 85% of the SMI, you are no longer eligible for assistance and you are required to notify your Child Care Resource and Referral (CCR&R) agency within ten (10) days of the change in income.
- The 250% FPL income limits and the 85% of SMI income limits, according to family size, are as follows:

If Your Family Size is	1	2	3	4	5	6	7	8	9	10
Income Limits at 250% FPL	\$36,450	\$49,300	\$62,150	\$75,000	\$87,850	\$100,700	\$113,550	\$126,400	\$139,250	\$152,100
<i>These income limits are based on the 2023-2024 Federal Poverty Level</i>						<i>Note: If Your Family Size is more than 10, Each Additional = \$12,850</i>				
Income Limits at 85% of SMI	\$64,023	\$78,769	\$100,042	\$119,558	\$127,973	\$136,388	\$144,803	\$153,218	\$161,633	\$170,048
<i>These income limits are based on the 2023-2024 State Median Income</i>						<i>Note: If Your Family Size is more than 10, Each Additional = \$8,415</i>				

Payment

- The Parent/Applicant and Provider Agreement (PAPA) must first be signed by you and the provider before payments can start.
- If a provider charges more than the maximum allowable State rate, you are responsible for paying any difference in amount over the maximum State rate (available at https://www.childcarenj.gov/ChildCareNJ/media/media_library/Max_CC_Payment_Rates.pdf).
- Payments **cannot** be issued or continued to a provider whose license, Certificate of Registration, or Approval is revoked, suspended, or expired, or to a provider that poses an imminent danger to children in care.

Reporting

You must notify the CCR&R within ten (10) days of any of the following changes:

- Your income exceeds 85% of the SMI;
- Care is no longer needed;
- The child no longer lives with you; or
- A change in provider or type of care is required (you should also notify the provider within ten (10) days).

Reasons for Suspension, Termination, or Repayment of the Cost of Child Care Assistance

Your child care assistance may be suspended or terminated and/or you may be required to pay back the cost of the child care for any of the following reasons:

- Violation of program rules;
- Misrepresentation of information;
- Income exceeds program requirement limits; or
- Non-compliance with the provider's established rules and policies.

If it becomes necessary to terminate your assistance for any reason, the CCR&R will provide ten (10) days' notice before the effective date of the termination of your child care assistance. This termination notice will be submitted to you and all child care providers providing services to your family.

ADDITIONAL INFORMATION AND CONTACTS

Documentation & Transfers

- Failure to comply with a request for documentation needed for a re-determination or failure to submit documents on time can result in the termination of your child care assistance.
- If you change your child care provider without approval by the CCR&R, you are responsible for the full cost of the service until you receive your approval letter.

Filing a Complaint

- All eligible parents/guardians who receive assistance have the right to make a complaint against any provider at any time.
- The CCR&R will advise and provide parents/guardians with procedures for making complaints.
- If you have reasonable cause to believe that a child has been or is being subjected to any form of hitting, physical punishment, profane, indecent or obscene language, sexual abuse, physical restraint, or any other kind of child abuse or neglect (including lack of medical care, insufficient food or clothing, an unclean environment, lack of adult supervision and lack of school attendance), as well as exploitation by an adult, you are required to report such allegations to the Division of Child Protection and Permanency, Office of Child Abuse Control at 1-877-NJ-Abuse (1-877-652-2873).

Rights and Appeal

- All families whose child care services are adversely impacted as a result of an action by the CCR&R may request a case review and/or an administrative review. Adverse actions may include, but are not limited to: denial of benefits, termination from the program, or being required to repay the cost of child care services.
- You must request a case review within **ten (10)** calendar days of any adverse action through the CCR&R. If requesting an administrative review from DFD, you must do so, in writing, within **ninety (90)** days of any adverse action. The timely request must be made to the Bureau of Administrative Review and Appeals (BARA):

Bureau of Administrative Review & Appeals
 Division of Family Development
 P.O. Box 716
 Trenton, NJ 08625-0716
 1-800-792-9774

- If child care services to your family are terminated, payments to your child care providers will cease on the effective date of the termination and the payments will not continue during the appeal and review process.
- If the outcome of the case/administrative review is in your favor, services will be initiated or reinstated to the appropriate level as local, state, and federal funds permit.

Contact and Additional Information

Call the Child Care Helpline at 1-800-332-9227 or visit www.ChildCareNJ.gov.

I (we) have received a copy of the Family Redetermination Guide and understand the following:

- Acceptance of child care financial assistance is not for my personal use or expenses. Federal, state, and local public funds, such as this assistance, must be used as payment for costs that are directly associated with services rendered by an eligible child care provider.
- It is a violation of program policy to obtain financial assistance for child care services by providing false or misleading information.
- As this information is being given in connection with federal, state, and local public funds, computer matching programs will be utilized to confirm the accuracy of my statements and verify my income, resources, and need for child care assistance.
- If I receive financial assistance as a result of false or misleading information, I may be responsible to repay the costs of child care and may be subject to civil and/or criminal penalties.

I understand that in order to verify my income and service need, an agency representative may need to contact my employer(s). I hereby authorize my employer(s) to release information regarding my income, pay scale, hours and schedule of work to the agency representative.

Applicant Signature: _____

Date: _____

Co-Applicant Signature: _____

Date: _____