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To: Child Care Assistance Program Families and Providers

Effective November 9, 2015, the following changes are being made to the emergency rules instituted for the Child Care Assistance Program effective July 1, 2015:

- New applications (received at the CCR&R or Site program on November 9 or later) must fall **at or below 162% of the Federal Poverty Level (FPL)** (see chart below);
- Legally license-exempt child care providers who are related to the child they are caring for are **not subject to fingerprinted criminal background checks**;
- All requirements associated with cooperation and/or opening cases with **Child Support have been deleted**.

Therefore, effective November 9, 2015, the Department is modifying the priority eligibility guidelines to all new applications. A new application is defined as a request for child care assistance for a family that has not had eligibility within the last 30 days. To initially qualify for the program after November 9th an applicant must be a:

- 1) Recipients of Temporary Assistance to Needy Families (TANF); or
- 2) Teen parents enrolled full-time in elementary or high school or GED classes to obtain a high school degree or its equivalent; or
- 3) Families with a special needs child (ren); or
- 4) Working families whose monthly incomes do not exceed 162% of the most current Federal Poverty Level for their family size (see monthly income levels below).

If you have submitted an application and have not received a notice of eligibility, your application will be processed as quickly as possible. You will not need to reapply.

If you have been denied because your family income was above 50% of the Federal Poverty Level, you will need to reapply.

Cases being re-determined will continue to be eligible as long as they are within the income levels set for redeterminations and all other eligibility factors are met. If inactive for 30 days or more, all new guidelines apply. In order to process as many new applications under these revised guidelines as quickly as possible, CCR&Rs and Site programs have been instructed to process applications before any other case actions.

There have been no changes to the policies or procedures for processing redeterminations. Families that are re-determining eligibility are subject to the standard eligibility criteria as stated in the Child Care Assistance Program Manual.

Once a family is determined to meet a priority intake group, standard CCAP eligibility guidelines apply. For example, if a family is at or below 162% FPL, they must still be participating in a CCAP eligible employment activity. If a family includes a child with special needs (regardless of whether that child needs care or not) the family must be at or below 185% of FPL.

Family Size	Gross Monthly Base Income 162% FPL
2	\$2,151
3	\$2,713
4	\$3,274
5	\$3,836
6	\$4,397
7	\$4,959
8	\$5,521
9	\$6,082
10	\$6,644