

DIVISION OF CHILD DEVELOPMENT

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Beverly Eaves Perdue, Governor

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Deborah J. Cassidy, Director

MEMORANDUM

TO: Directors of County Departments of Social Services
Directors of Local Purchasing Agencies
Child Care Coordinators

FROM: Deborah J. Cassidy 

DATE: July 13, 2009

SUBJECT: Countable Income for Temporary Census Workers

The Division of Child Development previously issued a policy statement to count the income of a parent or responsible adult employed by the Census Bureau when determining eligibility for the Subsidized Child Care Program. This income was countable after the last census was completed because the parent was no longer considered a temporary census worker. The Census Bureau has begun recruitment of workers to conduct the 2010 census. The temporary policy below will be effective immediately.

If a parent or responsible adult applies for subsidized child care and is a temporary worker with the Census Bureau, these earnings **will not** be counted when determining eligibility. If the parent or responsible adult of a child currently receiving subsidized child care is a temporary worker with Census Bureau, the following steps should be taken:

1. Contact the family regarding this income to determine current employment status with the Bureau.
2. Verify wages to determine eligibility.
3. Send the appropriate notice to the family informing them of any change in eligibility or fee amount.

The Division will notify local purchasing agencies when this policy is no longer in effect. If you have any questions regarding this policy, please contact your Subsidy Services Consultant.

DJC/SY

cc: Subsidy Services Consultants
Program Compliance Consultants