

North Carolina Department of Health and Human Services  
**DIVISION OF CHILD DEVELOPMENT**



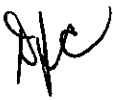
Beverly Eaves Perdue, Governor

Lanier M. Canlier, Secretary

Deborah J. Cassidy, Director

**SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #2-09**

**TO:** County Departments of Social Services  
Other Local Purchasing Agencies

**FROM:** Deborah J. Cassidy 

**SUBJECT:** Revisions to the Subsidized Child Care Services Manual

**ISSUE DATE:** June 12, 2009

The purpose of this change notice is to communicate changes in the maximum gross monthly income eligibility limits for child care subsidy services. The new income eligibility limits will be effective August 1, 2009. The changes are indicated below.

**Chapter 7 – Family Definition and Determining Income Eligibility**

A revision was made to this chapter to change Attachment 1 to update the maximum gross income eligibility limits for child care subsidy services. State law requires the eligibility limits to be updated every two years. The new income eligibility limits will apply to families that apply for services on or after August 1, 2009. In addition, the revised limits apply to families currently receiving services whose annual redetermination of eligibility occurs after August 1<sup>st</sup> and to any changes reported by families after August 1<sup>st</sup>.

**Chapter 8 – Parental Fees**

The Maximum Gross Income Eligibility Limits and Fee Percentages table in Attachment 1 have been revised to update the income limits for child care subsidy services.

**Instructions for Maintenance of Subsidized Child Care Services Manual**

Your agency must maintain at least one copy of the previous manual material for reference during single audits, state monitoring visits and fraud investigations. We recommend that staff review the changes to become familiar with the new information.

**Remove**

Attachment 1 of **Chapter 7**  
Dated August 2007

Attachment 1 of **Chapter 8**  
Dated August 2007

**Insert**

Attachment 1 of **Chapter 7**  
Dated August 2009

Attachment 1 of **Chapter 8**  
Dated August 2009

Physical Address:  
319 Chapanoke Road  
Raleigh, NC 27603



Mailing Address:  
2201 Mail Service Center  
Raleigh, NC 27699

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A copy of this **Change Notice** should be retained in your manual in **Appendix E**.

This Change Notice and revised policy is available on the Division's web site on the Home Page under the tab *What's New*. Child care staff in your agency should print and retain a copy of the revised policy in their Subsidized Child Care Services Manual. In addition, they should maintain a copy of the Change Notice in Appendix E of the manual. The manual can be accessed on-line at <http://info.dhhs.state.nc.us/olm/manuals/dcd/ccs/man/index.htm>. Questions regarding the manual materials should be directed to your Subsidy Services Consultant.

Enclosures

DJC/SY

**MAXIMUM GROSS MONTHLY INCOME ELIGIBILITY LIMITS FOR  
SUBSIDIZED CHILD CARE SERVICES EFFECTIVE AUGUST 1, 2009**

<b>Family Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Maximum Gross Monthly Income</b>	\$1,933	\$2,528	\$3,123	\$3,718	\$4,312

<b>Family Size</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Maximum Gross Monthly Income</b>	\$4,907	\$5,019	\$5,130	\$5,242	\$5,353	\$5,465	\$5,576

**MAXIMUM GROSS MONTHLY INCOME ELIGIBILITY LIMITS AND FEE PERCENTAGES FOR SUBSIDIZED CHILD CARE SERVICES EFFECTIVE AUGUST 1, 2009**

<b>Fee Percentage</b>	<b>10%</b>			<b>9%</b>	
<b>Family Size</b>	1	2	3	4	5
<b>Maximum Gross Monthly Income</b>	\$1,933	\$2,528	\$3,123	\$3,718	\$4,312

<b>Fee Percentage</b>	<b>8%</b>						
<b>Family Size</b>	6	7	8	9	10	11	12
<b>Maximum Gross Monthly Income</b>	\$4,907	\$5,019	\$5,130	\$5,242	\$5,353	\$5,465	\$5,576