

**IV. ASSESSING MONTHLY INCOME FOR DETERMINING ELIGIBILITY**

The computation of gross monthly income is made on the basis of an assessment of the family income that is anticipated during the twelve month period following the date of application. It includes asking questions to ascertain the client's situation, considering all sources of income and determining what income is counted for the eligibility for child care services, verifying all sources of countable income, allowing for child support payments that are paid out, and making accurate calculations.

When the family receives benefits from FNS, the child care worker's first step is to access the income information from North Carolina Families Accessing Services through Technology (NC FAST). Since the income information shown in NC FAST has been verified, it must be used to complete the [Application for Child Care Services \(DCD-0456\)](#). The child care worker cannot require the applicant to provide additional income information. However, if the parent voluntarily provides more current information, the new information must be verified following subsidized child care policy.

Upon signing the Recipient Responsibilities for Subsidized Child Care Services form ([DCD-0106](#)), the parent/responsible adult agrees to report any changes that may affect eligibility for services to the child care worker within five (5) work days. Changes that require a reassessment of the family's income include, but are not limited to, new employment, increase or decrease in the number of hours and/or days worked, different rate of pay, loss of employment, receipt of Work First or any other benefits, and changes in child support amounts.

Temporary placement changes with an employment agency are not considered a change that has to be reported unless there is a change in the rate of pay. A change from one employment agency to another, however, is considered new employment and must be reported to the child care worker.

**NOTE:**

Refer to Integrated Eligibility Manual (IEM) for information about the following:

- V. SOURCES OF INCOME**
- VI. VERIFYING GROSS FAMILY INCOME**
- VII. CHILD SUPPORT POLICY**
- VIII. CALCULATING EARNED INCOME**

**The Integrated Eligibility Manual is located at <http://www.ncwss.com/manual/index.html>.**