
Care 4 Kids Program

POLICY TRANSMITTAL



DIVISION OF FAMILY SERVICES-CHILD CARE TEAM

Transmittal Number: C4K-POL-12-01

Date: April 24, 2012

To: Sherri Sutera, Program Director
Care 4 Kids Program

From: Peter Palermino, Program Manager
Department of Social Services

CC: Policy Distribution List

Subject: SFY 2012-13 State Median Income Standards

Program Issue: The Department of Health and Human Services (HHS) published the revised state median income (SMI) standards for 2012. This transmittal serves as notification of changes in the SMI standards and provides guidance for implementing the revised standards in the Care 4 Kids program.

Background: In Connecticut, the SMI standards are used to determine income eligibility and parent fees for applicants and recipients of the Care 4 Kids program. DSS updates the standards annually. Changes take effect beginning on July 1 of each year and remain in effect until June 30 of the following year.

Income Eligibility for New Applicants

Rules pertaining to changes in the income standards are located in Section 17b-749-05 (a)(4) of the Child Care Assistance Program Regulations. The regulation requires DSS to update the SMI levels annually and specifies that the revised standards take effect beginning with applications received on or after July 1 of each year. Therefore, eligibility for families applying on or after July 1, 2012 must be determined using the revised income standards. For applications received prior to July 1, 2012, the SMI standard that was in effect as of the date of application must be used regardless of when the application is processed. This method assures that applications received on the same day are subject to identical income standards.

Recipients

For active recipients, the regulation specifies that the updated SMI standards take effect no later than the first redetermination completed on or after July 1 of each calendar year. DSS has opted to implement the revised standards effective with the first eligibility determination completed on or after July 1 for both redeterminations and interim changes that require income eligibility to be reassessed.

Parent Fees

The requirements for implementing changes in parent fees are discussed in Section 17b-74-13 (f)(6) of the regulations. The regulations state that the parent fee is determined at the time of application and remains in effect until the next redetermination unless there is an ongoing decrease in family income. Accordingly, changes in the SMI tables do not require a mass modification of parent fees. Fees established prior to July 1, 2012 remain in effect until the next redetermination or until a decrease in family income causes the fee to be recalculated.

Actions: You are instructed to update the Child Care Management Information System (CCMIS) administrative tables with revised SMI standards (attached) and implement the standards in accordance with the requirements described in this transmittal. DSS will confirm the accuracy of system tables once you advise DSS that the changes have been entered into CCMIS.

Informational materials and brochures that contain the fee schedule must be updated for future distribution, including the Care 4 Kids website.

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attachments