
Care 4 Kids Program



Program Operations TRANSMITTAL

Transmittal Number: C4K-POL- 16-11

Date: September 16, 2016

To: Sherri Sutera, Program Director
Care 4 Kids Program

From: Harriet Feldlaufer, Director of Early Care and Education
Office of Early Childhood

CC: Distribution List

Subject: **FY 2016-2017 State Median Income Standards**

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Program Issue: The Department of Health and Human Services (DHHS) has published the revised state median income (SMI) standards for 2016. 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. The Office of Early Childhood (OEC) updates the SMI standards annually. Changes in past years took effect beginning on or after July 1 of each year, and remain in effect until June 30 of the following year. However, because the SMI standards were not published in the Federal Register until August 23, 2016, the SMI standards published for FY 2015-2016 will remain in effect for applications received on or after July 1, 2016 through September 30, 2016. And, FY 2016-2017 SMI standards will be implemented by the Care 4 Kids Program starting on October 1, 2016 and will remain in effect through September 30, 2017.

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, and in accordance with Public Act 14-39. The regulation requires the OEC 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. However, because the SMI standards were not published in the Federal Register until August 23, 2016, the eligibility for families applying on or after July 1, 2016 through September 30, 2016, must be determined using the SMI standards that were in effect for FY 2015-2016, regardless of when the application is processed.

For applications received on or after October 1, 2016 through September 30, 2017, the eligibility for families must be determined using the revised income standards for FY 2016-2017, as published in the Federal Register, Vol. 81, pages 57589-57591, August 23, 2016.

For applications received on or before September 30, 2016, 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. The OEC has opted to implement the revised standards effective with the first eligibility determination completed on or after October 1, 2016, 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, and in accordance with Public Act 14-39. 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 October 1, 2016 remain in effect until the next redetermination or until a decrease in family income causes the fee to be recalculated.

Implementation

Care 4 Kids is 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.

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

Questions concerning this transmittal can be referred to the Office of Early Childhood at 860-713-6422

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