

## How to Avoid Denial of My Child Care Services

### ***Income Eligibility for child care services:***

On the chart below, find your family size and then your pay frequency. If your gross pay exceeds what is shown on the chart, you must immediately report the change to Child Care Services so a review of your case can be completed.

Maximum Gross Income Eligibility for Child Care Services October 1, 2018 – September 30, 2019				
Family Size	Weekly	Bi-Weekly	Bi-Monthly	Monthly
2	\$ 833	\$1,666	\$1,804	\$ 3,607
3	\$ 1,029	\$2,058	\$2,228	\$ 4,456
4	\$1,225	\$2,450	\$2,653	\$ 5,305
5	\$1,421	\$2,842	\$3,077	\$ 6,154
6	\$1,617	\$3,235	\$3,502	\$ 7,003

For example, if you are a family size of 4 and you are paid biweekly, and the total gross income on your check is more than \$2,450 your income could now be exceeding 85 percent SMI. You must now report this change.

### ***Permanent change in work, job training or education:***

Examples of Permanent changes in work, job training, or education that need to be reported:

- Voluntary or involuntary termination of employment
- Withdrawing from a job training or educational program

### ***A failure to report one of the changes above within 14 calendar days of the occurrence may result in fact-finding for suspected fraud.***

You may also report the following changes:

- A reduction in income or an increase in family size, which may lower your parent share of cost
- A change in work, job training, or education program participation that may result in an increase in the level of child care services needed

### ***Automated Attendance Card:***

Ensure you are recording your attendance daily. If you do not, any day that has not had attendance recorded will result in an unexplained absence. Once your child reaches 40 unexplained absences, this will result in denial of your childcare.

### ***Failure to Pay Your Parent Share of Cost:***

Your assigned monthly Parent Share of Cost (PSOC) is due to be paid to your child care provider at the beginning of each month. If you fail to pay the assigned PSOC, this may result in denial of your childcare. You must contact CCS to discuss your PSOC if you are unable to pay it.

Report Changes: [www.dfwjobs.com/child-care/child-care-parents/report-a-change](http://www.dfwjobs.com/child-care/child-care-parents/report-a-change) or contact your Child Care Advisor at 800-234-9306.

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