



**North Carolina Department of Health and Human Services  
Division of Child Development and Early Education**


Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS

Robert W. Kindsvatter  
Director

**SUBSIDIZED CHILD CARE SERVICES MANUAL~ CHANGE NOTICE # 1-15**

TO: County Departments of Social Services  
Other Local Purchasing Agencies

FROM: Robert W. Kindsvatter 

SUBJECT: Revisions to the Subsidized Child Care Service Manual

ISSUE DATE: March 31, 2015

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 become effective April 1, 2015 and will be used to determine eligibility for families applying for services on or after April 1<sup>st</sup>. In addition, the revised limits apply to families currently receiving services whose annual redetermination of eligibility occurs on or after April 1, 2015. The new limits will also apply to families who report changes on or after April 1<sup>st</sup>. These changes are summarized below.

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

A change was made to this chapter to change Attachment 1 to update the maximum gross monthly income eligibility limits for child care subsidy services.

**Chapter 8 – Parental Fees**

Attachment 1 in this chapter was revised to update the Maximum Gross Monthly Income Eligibility Limits and Fee Percentages table.

**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. Child care staff should review the changes to become familiar with the new information.

**Remove**

Attachment 1 of Chapter 7  
Dated October 1, 2014

Attachment 1 of Chapter 8  
Dated October 1, 2014

**Insert**

Attachment 1 of Chapter 7  
Dated April 1, 2015

Attachment 1 of Chapter 8  
Dated April 1, 2015

This Change Notice and revised policy is available in the on-line manual on the Division's web site at <http://info.dhhs.state.nc.us/olm/manuals/dcd/ccs/man/index.htm>. 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, child care staff should maintain a copy of the Change Notice in Appendix E of the manual. If you have questions regarding your county's the income eligibility limits, please address those questions to [DCDEE.Subsidy.Policy.Help@dhhs.nc.gov](mailto:DCDEE.Subsidy.Policy.Help@dhhs.nc.gov).

Enclosures

RWK/DL

www.ncdhhs.gov • www.ncchildcare.nc.gov  
Tel 919-527-6335 • Fax 919-715-1012

Location: 820 South Boylan Avenue • Raleigh, NC 27603  
Mailing Address: 2201 Mail Service Center • Raleigh, NC 27699-2201  
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PARENTAL FEES

REVISED 04/01/15

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

**APRIL 1, 2015**

**200% Federal Poverty Level**

**(All children ages 0-5, and All special needs children)**

|                                     |            |         |         |         |         |       |
|-------------------------------------|------------|---------|---------|---------|---------|-------|
| <b>Fee Percentage</b>               | <b>10%</b> |         |         |         |         |       |
| <b>Family Size</b>                  | 1          | 2       | 3       | 4       | 5       | 6     |
| <b>Maximum Gross Monthly Income</b> | \$1,962    | \$2,655 | \$3,348 | \$4,042 | \$4,735 | 5,428 |

|                                     |            |         |         |         |         |         |
|-------------------------------------|------------|---------|---------|---------|---------|---------|
| <b>Fee Percentage</b>               | <b>10%</b> |         |         |         |         |         |
| <b>Family Size</b>                  | 7          | 8       | 9       | 10      | 11      | 12      |
| <b>Maximum Gross Monthly Income</b> | \$6,122    | \$6,815 | \$7,508 | \$8,202 | \$8,895 | \$9,588 |

|                                     |            |          |          |          |          |          |
|-------------------------------------|------------|----------|----------|----------|----------|----------|
| <b>Fee Percentage</b>               | <b>10%</b> |          |          |          |          |          |
| <b>Family Size</b>                  | 13         | 14       | 15       | 16       | 17       | 18       |
| <b>Maximum Gross Monthly Income</b> | \$10,282   | \$10,975 | \$11,668 | \$12,362 | \$13,055 | \$13,748 |

**133% Federal Poverty Level**

**(All children ages 6-12, No special needs)**

|                                     |            |         |         |         |         |         |
|-------------------------------------|------------|---------|---------|---------|---------|---------|
| <b>Fee Percentage</b>               | <b>10%</b> |         |         |         |         |         |
| <b>Family Size</b>                  | 1          | 2       | 3       | 4       | 5       | 6       |
| <b>Maximum Gross Monthly Income</b> | \$1,305    | \$1,766 | \$2,227 | \$2,688 | \$3,149 | \$3,610 |

|                                     |            |         |         |         |         |         |
|-------------------------------------|------------|---------|---------|---------|---------|---------|
| <b>Fee Percentage</b>               | <b>10%</b> |         |         |         |         |         |
| <b>Family Size</b>                  | 7          | 8       | 9       | 10      | 11      | 12      |
| <b>Maximum Gross Monthly Income</b> | \$4,071    | \$4,532 | \$4,993 | \$5,454 | \$5,915 | \$6,376 |

|                                     |            |         |         |         |         |         |
|-------------------------------------|------------|---------|---------|---------|---------|---------|
| <b>Fee Percentage</b>               | <b>10%</b> |         |         |         |         |         |
| <b>Family Size</b>                  | 13         | 14      | 15      | 16      | 17      | 18      |
| <b>Maximum Gross Monthly Income</b> | \$6,837    | \$7,298 | \$7,759 | \$8,221 | \$8,682 | \$9,143 |

FAMILY DEFINITION AND DETERMINING INCOME ELIGIBILITY REVISED 04/01/15

**MAXIMUM GROSS MONTHLY INCOME ELIGIBILITY LIMITS FOR  
SUBSIDIZED CHILD CARE SERVICES EFFECTIVE APRIL 1, 2015**

**200% Federal Poverty Level  
(All children ages 0-5, and All special needs children)**

|                                     |         |         |         |         |         |         |         |         |         |
|-------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| <b>Family Size</b>                  | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       |
| <b>Maximum Gross Monthly Income</b> | \$1,962 | \$2,655 | \$3,348 | \$4,042 | \$4,735 | \$5,428 | \$6,122 | \$6,815 | \$7,508 |

|                                     |         |         |         |          |          |          |          |          |          |
|-------------------------------------|---------|---------|---------|----------|----------|----------|----------|----------|----------|
| <b>Family Size</b>                  | 10      | 11      | 12      | 13       | 14       | 15       | 16       | 17       | 18       |
| <b>Maximum Gross Monthly Income</b> | \$8,202 | \$8,895 | \$9,588 | \$10,282 | \$10,975 | \$11,668 | \$12,362 | \$13,055 | \$13,748 |

**133% Federal Poverty Level  
(All children ages 6-12, No special needs)**

|                                     |         |         |         |         |         |         |         |         |         |
|-------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| <b>Family Size</b>                  | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       |
| <b>Maximum Gross Monthly Income</b> | \$1,305 | \$1,766 | \$2,227 | \$2,688 | \$3,149 | \$3,610 | \$4,071 | \$4,532 | \$4,993 |

|                                     |         |         |         |         |         |         |         |         |         |
|-------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| <b>Family Size</b>                  | 10      | 11      | 12      | 13      | 14      | 15      | 16      | 17      | 18      |
| <b>Maximum Gross Monthly Income</b> | \$5,454 | \$5,915 | \$6,376 | \$6,837 | \$7,298 | \$7,759 | \$8,221 | \$8,682 | \$9,143 |

**NOTE:** If the child turns 6 on the first day of a month, the child is served as a 5 yr. old through the end of the previous month. If the child's 6<sup>th</sup> birthday occurs after the first day of the month, the child will be served as a 5 yr. old through the end of the birthday month.