

Subsidized Child Care Assistance Program Policy Manual

Chapter 11. Responding to Changes and Recertification

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- If the income increases as a result of this change but remains at or below 85% SMI, do not key this change in NC FAST; document in case notes only; parent fee cannot increase during 12-month certification period due to change in income.
 - If the income increases as a result of this change and is above 85% SMI, enter new income into NC FAST and generate a 10 business day termination notice.
- c) If the income decreases as a result of this change, enter new income into NC FAST and decrease the parent fee.
- d) When adding a child to an active case, determine the child's initial eligibility by comparing income to the child's FPL limit. If the child is income-eligible, allow 12 months of eligibility for the child by extending the existing case eligibility for another 12-month certification period. If the household's income initially exceeds the child's FPL limit, the child is determined to be ineligible.
- e) If a child is added to an active case in Graduated Phase Out, compare the household income to the new child's FPL limit to determine the child's initial eligibility. If the child is income-eligible, allow 12 months of eligibility for the new child by extending the existing case eligibility for another 12-month certification period. The Graduated Phase Out period will also be extended by 12 months for any child remaining in Graduated Phase Out. If adding a new child causes all children to no longer be in Graduated Phase Out, all children will receive regular subsidy for the next 12 months and a recertification packet will be sent for all children. Refer to section VI.F. below for more information on Graduated Phase Out.