

Subsidized Child Care Assistance Program Policy Manual

Chapter 7. Family Definition and Determining Income Eligibility

Revised 11/12/2025

If the \$0 pay is not representative, then do not use that pay period and thoroughly document the reason the income is not representative in the case notes.

The following formula is used to convert average incomes to a monthly amount:

- If received weekly, multiply by 4.3
- If received biweekly, multiply by 2.15
- If received semi-monthly, multiply by 2
- If received quarterly, divide by 3
- If received monthly, use the monthly gross
- If received semi-annually, divide by 6
- If received annually, divide by 12

The monthly income amount is entered on the application in NC FAST.

3. Calculating Terminated income:

Income the household has previously received that has terminated or will terminate during the certification period.

If terminated income is reported prior to the receipt of the last pay, the last pay received is counted and the end date shall reflect the date the **change was reported**.

For example:

Recipient reports terminated employment on 03/13/2024. The recipient's last paycheck is expected on 03/29/2024. **The income is end-dated 03/13/2024, to reflect the date the change was reported.**

If terminated income is reported after the last pay has been received,

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the income shall be end dated the date the recipient reports the terminated income.

For example:

Recipient reports terminated employment on 04/15/2024. The recipient's last paycheck is expected on 03/29/2024. The last pay received on 03/29/2024 is counted and the income is end dated on 04/15/2024.

Client statement regarding terminated income is accepted unless it is questionable, **except for terminated child support. See section VI.A.3.** If client statement is questionable, child care workers should request verification and must document why verification of terminated income has been requested.

IX. VERIFICATIONS

Verifications are used to support evidence in the determination of SCCA program eligibility. The purpose for verification is designed to prevent and/or identify fraudulent misrepresentation and under/overpayments. Income verification must be completed before a case can be opened.

Adequate verification requires that the applicant/recipient presents sufficient information so the child care worker can make accurate calculations that reflect the applicant/recipient's current income or to accurately determine an average monthly income in those cases where income fluctuates significantly.

It is important for the applicants/recipients to understand they are certifying the accuracy of the information when they sign the application. The child care worker must assist the applicant or household in obtaining verification as needed. The child care worker must have every check stub received during the base period month. If every check stub is not available, the child care worker must accept any reasonable documentary evidence if the verification