

## New Jersey Child Care Assistance Program FAMILY REDETERMINATION GUIDE

### Payment

- The Parent/Applicant Agreement must first be signed by you and the provider before payments can start.
- If a provider charges more than the maximum allowable State rate, you are responsible for any amount over the maximum State rate.
- Payments **cannot** be issued or continued to a provider whose license, Certificate of Registration, or Approval is revoked, suspended or expired or to a provider that poses an imminent danger to children in care.

### Continued Eligibility and Reporting

- If your income exceeds 250% of the Federal Poverty Level (FPL), but remains below 85% of the State Median Income (SMI) at redetermination, you will be granted only one (1) year of additional child care assistance known as a Graduated Phase-Out Period.
- A graduated Phase-Out Period commences at the beginning of a new eligibility period and can only be granted one (1) time.
- If your income exceeds 85% of the SMI – you are no longer eligible for assistance and you are required to notify the CCR&R immediately. The 250% FPL income limits at Graduated Phase-Out and the 85% of SMI income limits, according to family size, are as follows:

Family Size is	⇒	1	2	3	4	5	6	7	8	9	10	11	12
Income Limits at 250% FPL	⇒	\$33,975	\$45,775	\$57,575	\$69,375	\$81,175	\$92,975	\$104,775	\$116,575	\$128,375	\$140,175	\$151,975	\$163,775
<i>These income limits are based on 2022 - 2023 Federal Poverty Index.</i>													<i>Note: If Your Family Size is more than 12, Each Additional = \$11,800</i>
Income Limits at 85% of SMI	⇒	\$61,150	\$75,234	\$95,554	\$114,193	\$121,843	\$129,493	\$137,143	\$144,793	\$152,443	\$160,093	\$167,743	\$175,393
<i>These income limits are based on 2022 - 2023 State Median Income amounts.</i>													<i>Note: If Your Family Size is more than 12, Each Additional = \$7,650</i>

- You must notify the CCR&R immediately (within 72 hours) if the child no longer lives with you.
- The provider and CCR&R should be notified at a minimum of ten (10) days in advance if a provider change is required.
- You should notify the CCR&R immediately (within 72 hours) when child care is no longer needed.

### Reasons for Suspension, Termination, or Repayment of the Cost of Child Care Assistance

Your Child Care Services may be suspended or terminated and/or you may be required to pay back the cost of the child care for the following reasons:

- Violation of program rules.
- Misrepresentation of information.
- Income exceeds program requirement limits.
- Non-compliance with the provider's established rules and policies.

**If it becomes necessary to terminate your assistance for a reason listed above or another reason, the CCR&R will provide notice ten (10) days before the effective date of the termination of your child care assistance. This termination notice will be submitted to you and all child care providers providing services to your family.**

## ADDITIONAL INFORMATION AND CONTACTS

### Documentation & Transfers

- Failure to comply with a request for documentation needed for a re-determination or failure to submit documents on time can result in the termination of your child care assistance.
- If you transfer child care services without approval from the CCR&R, you are responsible for the full cost of the service until you receive your approval letter.

### Filing a Complaint

- The CCR&R will advise and provide parents/guardians with procedures for making complaints.
- If you have reasonable cause to believe that a child has been or is being subjected to any form of hitting, physical punishment, profane, indecent or obscene language, sexual abuse, physical restraint, or any other kind of child abuse or neglect (including lack of medical care, insufficient food or clothing, an unclean environment, lack of adult supervision and lack of school attendance), as well as exploitation by an adult, you are required to report such allegations to the Division of Child Protection and Permanency (formerly DYFS), Office of Child Abuse Control at 1-877-NJ-Abuse (1-877-652-2873).

### Rights and Appeal

- All eligible parents/guardians who receive assistance have the right to make a complaint against any provider at any time.
- All families whose child care services are adversely impacted as a result of an action by the CCR&R may request a case and/or an administrative review. Adverse actions may include, but are not limited to: denial of benefits, termination from the program, or being required to repay the cost of child care services.
- You must request a case review within **ten (10)** calendar days of any adverse action through the CCR&R. If requesting an administrative review from DFD, you must do so, in writing, within **ninety (90)** days of any adverse action. The timely request must be made to the Bureau of Administrative Review and Appeals (BARA):

Bureau of Administrative Review & Appeals  
 Division of Family Development  
 P.O. Box 716  
 Trenton, NJ 08625-071  
 1-800-792-9774

- If child care services to your family are terminated, payments to your child care providers will cease on the effective date of the termination and the payments will not continue during the appeal and review process.
- If the outcome of the case/administrative review is in your favor, services will be initiated or reinstated to the appropriate level as local, state, and federal funds permit.

### Contacts and Numbers

- Child Care Helpline 1-800-332-9227
- Child Care Services and Resources: <http://www.childcarenj.gov/Parents/SubsidyProgram>

**I (we) have received a copy of the Family Redetermination Guide and understand the following:**

- Acceptance of child care financial assistance is not for my personal use or expenses. Federal, state, and local public funds, such as this assistance, must be used as payment for costs that are directly associated with services rendered by an eligible child care provider.
- It is a violation of program policy to obtain financial assistance for child care services by providing false or misleading information.
- As this information is being given in connection with federal, state, and local public funds, computer matching programs will be utilized to confirm the accuracy of my statements and verify my income, resources, and need for child care assistance.
- If I receive financial assistance as a result of false or misleading information, I may be responsible to repay the costs of child care and may be subject to a civil fine and/or possible criminal prosecution.

I understand that in order to verify my income and service need, an agency representative may need to contact my employer(s). I hereby authorize my employer(s) to release information regarding my income, pay scale, hours and schedule of work to the agency representative.

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**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_