



State of New Jersey


DEPARTMENT OF HUMAN SERVICES  
DIVISION OF FAMILY DEVELOPMENT  
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 <b>DIVISION OF FAMILY DEVELOPMENT</b>	
<b>PROGRAM INSTRUCTION</b>	
<b>SUBJECT:</b> Family Redetermination Guide	
<b>ISSUE DATE:</b> August 29, 2022	<b>DFDI No.:</b> 22-08-02
<b>IMPACTED PROGRAMS:</b> Child Care Program	
<b>HISTORY:</b> Rescinds DFDI No.: 17-09-01	

**I. PURPOSE**

The purpose of this Instruction is to provide the Child Care Resource and Referral Agencies (CCR&Rs) with an updated “Family Redetermination Guide” and inform the CCR&Rs of the process for distributing the guide at redetermination.

This DFDI rescinds DFDI No.: 17-09-01.

**II. AUTHORITY**

The “Child Care and Development Block Grant Act of 1990,” 42 U.S.C. §§ 9857 et seq.; 45 C.F.R. Part 98; N.J.S.A. 30:5B-31.

**III. OVERVIEW**

To assist applicants with redetermination, the Child Care Assistance Program has made available the “Family Redetermination Guide,” which must be distributed to families at an annual redetermination. The “Family Redetermination Guide” has been updated to reflect the current co-payment waiver, enrollment-based payment, and Graduated Phase-Out Period policies. The Guide has also been updated with new income limits, according to family size, based on the 2022-2023 State Median Income amounts.

**IV. POLICY**

Effective immediately, at an annual redetermination, CCR&Rs shall distribute the updated “Family Redetermination Guide” (CC-207 (7/22)) provided with this Instruction.

**V. PROCEDURES**

- A. CCR&Rs shall include the new “Family Redetermination Guide” with a family’s annual redetermination packet.
- B. CCR&Rs shall instruct the parent/applicant to sign Page 3 of the “Family Redetermination Guide” and return it to the CCR&R. Upon receipt, the signed document shall be placed in the case file.
- C. CCR&Rs shall post the updated version of the “Family Redetermination Guide” to their agency websites.

**VI. FISCAL**

N/A

**VII. SYSTEMS**

N/A

**VIII. FORMS AND ATTACHMENTS**

- Family Redetermination Guide (CC-207 (7/22))

Please bring this information to the attention of appropriate staff at your agency. If you need additional guidance, please contact your Child Care Supervisor assigned to your county.

Sincerely,  
*Natasha Johnson*  
Natasha Johnson  
Assistant Commissioner