



## 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> Income Eligibility and Copayment Schedules for the Child Care Assistance Program, Effective March 1, 2025	
<b>ISSUE DATE:</b> February 25, 2025	<b>DFDI No.:</b> 25-02-04
<b>IMPACTED PROGRAMS:</b> Child Care Assistance Program	
<b>HISTORY:</b> Rescinds DFDI No.: 24-02-03	

### I. PURPOSE

The purpose of this Instruction is to provide the annual updates to the income eligibility and copayment schedules for the New Jersey Department of Human Services, Division of Family Development's Child Care Assistance Program (CCAP).

This DFDI rescinds and replaces DFDI No.: 24-02-03.

### II. AUTHORITY

The "Child Care and Development Block Grant Act of 1990" (CCDBG Act), 42 U.S.C. §§ 9857 et seq.; 45 C.F.R. Part 98; N.J.A.C. 10:15-2.2; 10:15-5.3; 10:15-9.1.

### III. OVERVIEW

The income eligibility and copayment criteria for CCAP are based upon the Federal Poverty Levels (FPL) issued annually by the United States Department of Health and Human Services. This Instruction shares the CCAP income eligibility and copayment schedules that go into effect on March 1, 2025 based upon the 2025 update to the FPL.

The new income eligibility schedules also contain the updated income eligibility limits for required exit from CCAP. These limits are based on the most recent State median income data from the United States Census Bureau.

### IV. DEFINITIONS

N/A

## **V. POLICY**

- A.** Effective March 1, 2025, income eligibility for CCAP shall be established according to the CC-229: Income Eligibility Schedules for Publicly Subsidized Child Care Assistance (2025-2026). The schedules in the CC-229 provide the current FPL percentage of a family's income according to family size.
- B.** Effective March 1, 2025, copayments for CCAP shall be established according to the CC-229. Effective the same date, the CC-236: Copayment Schedule for Subsidized Child Care Assistance (2025-2026) shall be used to provide examples of copayment amounts at different family incomes.

## **VI. PROCEDURES**

- A.** Effective March 1, 2025, the Child Care Resource and Referral agencies (CCR&Rs) shall use the CC-229 (2025-2026) when determining:
  - 1)** Eligibility for all new child care applications, redeterminations, and continued eligibility for already approved families; and
  - 2)** Copayments based upon the FPL percentage of a family's income according to family size.
- B.** Effective March 1, 2025, CCR&Rs shall use the CC-236 (2025-2026) to provide examples of copayment amounts at different family incomes to families seeking or receiving CCAP assistance.
- C.** CCR&Rs shall immediately post the updated CC-229 (2025-2026) and CC-236 (2025-2026) to their agency websites.

## **VII. FISCAL**

N/A

## **VIII. SYSTEMS**

The Child Care Automated Resource and Eligibility System (CARES) has been modified to utilize the updated income eligibility and copayment schedules as of March 1, 2025.

## **IX. FORMS AND ATTACHMENTS**

- Income Eligibility Schedules for Publicly Subsidized Child Care Assistance (CC-229)
- Copayment Schedule for Subsidized Child Care Assistance (CC-236)

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