



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

**Control Number: #01-41**  
**Supercedes 99-50**

**Effective Date: July 1, 2001**

**Issuance Date: May 22, 2001**

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF  
PURCHASE OF CHILD CARE PROGRAM ADMINISTRATORS**

**FROM: CHARLES HENRY, EXECUTIVE DIRECTOR, FIA  
LINDA HEISNER, EXECUTIVE DIRECTOR, CCA**

**RE: POC INCOME ELIGIBILITY**

**PROGRAM AFFECTED: PURCHASE OF CHILD CARE**

**ORIGINATING OFFICE: CHILD CARE ADMINISTRATION**

**SUMMARY:** This action transmittal clarifies Child Care Administration policy and procedures for determining income eligibility.

**ACTION REQUIRED:** If a family is NOT receiving either TCA or SSI, total family income must be within the eligibility limits for the appropriate family size.

### **CALCULATION OF INCOME**

1. Determine which household member's income is counted.
2. Request documentation for each household member with income so the 4 most recent weeks of pay are verified. The frequency of pay determines the necessary documentation required:
  - Weekly pay requires 4 pay stubs.
  - Biweekly pay requires 2 pay stubs.
  - Monthly pay requires 1 pay stub. (You may request 2 pay stubs to determine if monthly income is consistent.)

- Less than 12 months of annual income requires either a tax return or a written statement of earnings from the employer that defines the annual pay. The income is to be averaged for a 12-month period. Examples include: a teacher or a school bus driver.
  - An employer's written statement of earnings and work schedule can be accepted for a new employee. The statement must include the gross income and the frequency of pay.
3. Descriptions of non-standard income which do not fit the above categories are found in the Purchase of Care Desk Guide (2001 Revision).

**CCAMIS PROCEDURES:** For each household member with income, indicate on the INCOME WORKSHEET to whom the income belongs, the type of income, the dollar amount, the frequency of receipt and whether or not the income has been verified.

**ACTION DUE:** July 1, 2001

**INQUIRIES:** Direct policy or procedures inquiries to Betsy Blair at 410-767-7845 or [bblair@dhr.state.md.us](mailto:bblair@dhr.state.md.us). Direct CCAMIS inquiries to Anne Webster at 410-767-7815 or [awebster@dhr.state.md.us](mailto:awebster@dhr.state.md.us).

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