



Department of Human Resources  
311 W. Saratoga St.  
Baltimore, MD. 21201-3521

**FIA ACTION TRANSMITTAL**

**Issuance Date: June 1, 1999**

**Effective Date: Immediately**

**Control Number:**

**99-50**

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

**FROM: LINDA HEISNER, EXECUTIVE DIRECTOR, CCA  
ROBERT EVERARD, EXECUTIVE DIRECTOR, FIA**

**RE: INCOME ELIGIBILITY**

**PROGRAM AFFECTED: PURCHASE OF CHILD CARE**

**ORIGINATING OFFICE: CHILD CARE ADMINISTRATION**

**SUMMARY:** This action transmittal outlines and clarifies Child Care Administration policy and procedures for the pay period required to determine eligibility. The changes contained within are designed to align the Purchase of Child Care policy and procedures in this area with those in the Family Investment Program by reducing the currently required six weeks to four weeks.

**POLICY:** To determine income eligibility for POC, an applicant must be receiving, TCA or SSI according to the definition of monthly gross income in COMAR 07.04.06.02B(22) for applicable family members.

## **CALCULATION OF STANDARD INCOME:**

1. Based on the definition of family in COMAR 07.04.06.02B(13), determine whose income needs to be counted and obtain the needed documentation.
2. For each family member, obtain income documentation to cover at least the most recent 4 weeks. The frequency of pay determines the documentation needed as follows:
  - Weekly pay requires 4 pay stubs.
  - Biweekly pay requires 2 pay stubs.
  - Monthly pay requires 2 pay stubs. The documentation of monthly income must cover the entire month.
  - If the customer is a new employee, an employer's written statement of earnings and work schedule can be accepted. The statement must include the frequency of pay and the gross income per day.
3. For income which does not fit the above descriptions refer to the specific case description listed in the procedures to calculate income in non standard situations in the CCAMIS Case Management and Invoice Processing desk guide.
4. Once income is calculated, follow CCAMIS procedures for entering income listed in CCAMIS manual.

**ACTION REQUIRED OF:** All local departments of social services administering Purchase of Child Care.

**EFFECTIVE DATE:** Immediately. Questions may be directed to Pamela A. Evans of the Child Care Administration at 410-767-7845.

cc: CCA Management Staff  
FIA Management Staff  
DHR Executive Staff  
Constituent Services