

How to Avoid Denial of Child Care Services

Income Eligibility for child care services:

On the chart below, find your family size and then your pay frequency. If your gross pay exceeds what is shown on the chart, you must immediately report the change to Child Care Services so a review of your case can be completed.

Maximum Gross Income Eligibility for Child Care Services October 1, 2022 – September 30, 2023				
Family Size	Weekly	Bi-Weekly	Bi-Monthly	Monthly
2	\$ 987	\$1,973	\$2,138	\$4,276
3	\$1,219	\$2,438	\$2,641	\$5,283
4	\$1,451	\$2,903	\$3,144	\$6,289
5	\$1,683	\$3,363	\$3,648	\$7,295
6	\$1,916	\$3,831	\$4,151	\$8,301

For example, if you are a family size of 4 and you are paid biweekly, and the total gross income on your check is more than \$2,903 your income could now be exceeding the allowable gross income limit and you must report this change.

Permanent change in work, job training or education:

Examples of Permanent changes in work, job training, or education that need to be reported:

- Voluntary or involuntary termination of employment
- Withdrawing from a job training or educational program

A failure to report one of the changes above within 14 calendar days of the occurrence may result in fact-finding for suspected fraud.

You may also report the following changes:

- -A reduction in income or an increase in family size, which may lower your parent share of cost
- -A change in work, job training, or education program participation that may result in an increase in the level of child care services needed

Attendance:

Ensure you are following your Early Learning Program's sign-in or attendance reporting process daily. Once your child reaches 40 unexplained absences within your eligibility period, this will result in denial of your childcare services.

Failure to Pay Your Parent Share of Cost:

Your assigned monthly Parent Share of Cost (PSOC) is due to be paid to your child care provider at the beginning of each month. If you fail to pay the assigned PSOC, this may result in denial of your childcare. You must contact CCS to discuss your PSOC if you are unable to pay it.

Report Changes: www.dfwjobs.com/child-care/child-care-parents/report-eligibility-change or contact your Child Care Advisor at 800-234-9306.