



**ANNOUNCEMENT: S-09 #03**  
**OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING**  
**BUREAU OF SUBSIDIZED CHILD CARE SERVICES**

**ISSUE DATE:** April 3, 2009  
**EFFECTIVE DATE:** May 4, 2009

<b>SUBJECT:</b>	2009 Income Limits and Co-payment Guidelines
<b>TO:</b>	Child Care Information Services Agencies
<b>FROM:</b>	Harriet Dichter Deputy Secretary, Office of Child Development & Early Learning

*Harriet Dichter*

**PURPOSE:**

This announcement provides the 2009 Income Limits and Co-payment Guidelines (Guidelines) for the subsidized child care program. These Guidelines reflect the 2009 Federal Poverty Income Guidelines (FPIG), which are the basis for annual revisions to income limits and co-payments. This announcement also contains instructions regarding the appropriate notice to send to parents or caretakers whose weekly co-payment changes as a result of the 2009 Guidelines.

Child Care Information Services (CCIS) agencies must implement the 2009 Guidelines for families applying for the subsidized child care program and those families already enrolled in the subsidized child care program effective May 4, 2009.

**BACKGROUND:**

The subsidized child care eligibility regulations, 55 Pa.Code Chapter 3041, require the Department of Public Welfare (DPW) to revise the Guidelines annually based on revisions to the FPIG. DPW publishes the revised Income Limits and Co-payment charts annually in the Federal Register.

**DISCUSSION:**

Impact Report

CCIS agencies will receive an Excel file containing a report that indicates the impact of the Guidelines on families receiving subsidized child care. This file will be issued the week of April 20, 2009. Please use this information to plan your workload starting Tuesday, April 28, 2009 for implementation on May 4, 2009.

Implementation Process

The CCIS must take the following steps between Tuesday, April 28, 2009 and Sunday, May 3, 2009 in order to have the new co-payments effective on Monday, May 4, 2009:

- 1) The CCIS must assess eligibility for each family whose co-payment will either increase or decrease due to the revised Guidelines. This will set the new co-payment for the family. Due to co-payment stabilization, PELICAN will not implement increased co-payments until redetermination.
- 2) The CCIS will create a new Enrollment Summary for each family whose co-payment decreases. The Enrollment Summary will be mailed centrally and will notify parents and providers of the co-payment change.
- 3) The CCIS must create a Child Care Confirmation Notice that advises parents that their co-payment has decreased.
  - All co-payment decreases are effective May 4, 2009. The text in the Child Care Confirmation Notice will be revised to reflect a decrease in co-payment due to the updated FPIG and available in PELICAN by April 28, 2009. The CCIS must issue the appropriate Child Care Confirmation Notice starting April 28, 2009, to parents or caretakers who will receive decreased co-payments beginning May 4, 2009.
  - The CCIS will not generate a Child Care Confirmation Notice or an Enrollment Summary to parents receiving an increase in co-payment due to the updated FPIG. Any co-payment increases will be applied at the family's next redetermination.
- 4) The CCIS must identify families whose annual income is close to 235% of FPIG as indicated in the 2008 Guidelines and who have a redetermination due date that falls between April 21, 2009 and May 4, 2009. If any of these families would be ineligible based on 2008 Guidelines, but eligible based on the 2009 Guidelines, the CCIS should hold off processing the redetermination until May 4, 2009. CCISs should note the following in Case Comments, "Redetermination delayed as per OCDEL Announcement S-09 #03 2009 Income Limits and Co-payment Guidelines".
- 5) The CCIS must review the applications for subsidized child care that were received April 4, 2009 through May 4, 2009. If the family is not eligible due to the 2008 Guidelines, but will be eligible using the 2009 Guidelines, the CCIS should hold off processing the application until on or after May 4, 2009.

**NEXT STEPS:**

- 1) Distribute this announcement to appropriate staff.
- 2) Revise all information that you distribute about the subsidized child care program to reflect the changes in the 2009 Guidelines.
- 3) Expect a Communique containing an Excel file the week of April 20, 2009. Review the file regarding FPIG impacts on families and plan your workload accordingly.
- 4) Process co-payment changes as described in this announcement beginning April 28, 2009 through May 3, 2009
- 5) Direct questions to your Subsidy Coordinator.