

Child Care Scholarship Central 2 Communication

Memo Number: CCS Central 2 #16

Effective Date: December 3, 2021

Subject: State Median Income Updates

Families may be determined to be ineligible within the minimum 12-month eligibility period if their income exceeds 85 percent of state median income (SMI). Review both instances of when the Change in Circumstance/Redetermination is Under 85% and Over.

**Under 85% of SMI**

The following process should be used when CCS Central receives a Change in Circumstance or Redetermination and the customer is now over-income, but the income is **less** than 85% of SMI.

**Change in Circumstance**

1. Enter an **interim change** into CCATS and determine eligibility

2. Once an over income determination is made:

a. Go to the income screen of the most recently approved application, document income (screen print)

b. Enter another Interim change into CCATS using the income from the screen print

c. Determine eligibility

d. Keep the existing authorization and redetermination end date

3. Issue vouchers to the authorization end date

4. Enter a note in CCATS and MDC stating: Interim Change caused an over income determination, a second interim change was completed to hold the customer harmless at the previous subsidy level.

**Redetermination**

1. Enter a **redetermination** into CCATS and determine eligibility

2. Once an over income determination is made:

a. Enter another redetermination into CCATS using Maximum Annual Income (See chart below for dollar amount to enter)

b. Determine eligibility

c. Authorization and redetermination end date should be one year from redetermination application date

3. Issue vouchers to the authorization end date

4. Enter a note in CCATS and MDC stating: Redetermination caused an over income determination, a second redetermination was completed to hold the customer harmless Maximum Annual Income.

**Note:** Hold harmless does not apply to **new** applications, so if a redetermination is received after the redetermination end date, the redetermination should be entered into CCATS as a **new** application and denied if over-income.

**Over 85% of SMI**

If CCS Central 2 receives a Change in Circumstance or Redetermination and the income is **over** 85% of SMI, the case must be closed.

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| **Maximum Annual Income** |
| **85% of Maryland State Median Income** |
| **Family Size** | **Maximum Annual Income** | **85% of SMI** |
|  | Table used for new applications | Table used for Changes/Redeterminations |
| 2 | $48,637 | $69,385.50  |
| 3 | $60,081 |  $85,711.45 |
| 4 | $71,525 |  $102,036.55 |
| 5 | $82,969 |  $118,362.50 |
| 6 | $94,913 |  $134,688.45 |
| 7 | $96,558 | $137,749.30 |