
**DEPARTMENT
POLICY**

For income eligible CDC determinations, the income of all program group members must be considered. Some types of income are excluded.

See BEM 500-504 for a detailed description of income types, exclusions, treatment of income including lump sums, and required verifications.

**Computation of
Income**

Use the gross (before deductions) countable, monthly income to determine the amount the department will pay towards the group's child care costs.

Note: When income eligibility is established in the first pay period of an application *and* a change in income is reported, the income change is not required to be verified for approval of subsequent pay periods.

See BEM 505 for details on when a budget is needed, income and benefit month definitions, and the conversion of income to a monthly figure.

**When a Budget is
Required**

Complete a CDC budget at application and redetermination or when the client reports an increase in income that exceeds the eligibility income scale for the group size; see RFT 270. This amount will be printed on the DHS-1605, Notice of Case Action, at application and redetermination.

Note: In order to enter the CDC program, the family's gross monthly income cannot exceed the \$15.00 flat-rate family contribution for their family group size. Flat-rate family contributions are per child per biweekly pay period. See RFT 270.

Bridges determines eligibility for CDC and addresses such questions as:

- Is a separate income determination required?
- What portion of the cost of care will the department pay?
- Is a particular need reason covered?

Client Notices

- What eligibility and need reasons should be entered?
- If a child is aged 13-18, is an age exception appropriate?

Bridges is the primary means of producing CDC client and provider notices for case actions; see BAM 220 for more details.

LEGAL BASE

Child Care and Development Block Grant of 1990, as amended,
Public Act 6 of 2014
45 CFR, Part 98 and 99
Social Security Act, as amended, Titles IV A, IV E, XX