

are not limited to mileage, medical, per diem, phone calls, travel and lodging. Reimbursements for educational expenses such as tuition, fees, books and educational supplies are also not countable. The deductions for expenses from the gross income must be documented in the case record. Refer to the [Application for Child Care Services and Instructions \(DCD-0456\)](#) for more information.

VI. VERIFYING GROSS FAMILY INCOME

When income is a condition of eligibility, the amount of income must be verified.

The family size must be determined for the same period of time over which monthly gross income is calculated. An applicant's statement of family size is acceptable unless there is some reason to suspect that the statement is not correct. Family size can be verified by birth certificates, baptismal certificates, and contacts with schools or other objective sources of verification if necessary.

The source and amount of gross family income is verified and documented in the family's case record by **one** of the following:

- A copy of a source document (pay stub, award letter, pages 1-2 of FSIS, etc.);
- A statement from the employer verifying gross wages or salary paid to an individual;
- A written statement by the child care worker describing either the source document that was reviewed to verify that income or a telephone conversation with the employer that confirmed the required information; or
- Information in an existing agency record.

NOTE: Income that is anticipated by someone who is newly employed is based on an employer's statement (either by telephone, written statement or a wage verification form) that indicates the rate of pay and the number of hours each pay period that the client is scheduled to work. This income is then verified after the client has been paid so that income based on the actual hours the client worked can be calculated and the parental fee adjusted if necessary. Parental fee adjustments are necessary when the family's countable income increases or decreases by \$100 or more. Refer to [Chapter 8: Parental Fees](#) for additional information.

The client is responsible for providing documentation of income; however, if the client is unable to furnish source documents, the local purchasing agency must have the client's written permission authorizing the child care worker to contact the necessary individuals, employers or agencies to verify income. The child care worker documents on the application which verification method was used.

Adequate verification does not require that the child care worker verify every check or payment received by the client during the period being considered; but it does require that the client present sufficient information so that the child care

worker is able to make accurate calculations that reflect the client's current income or to accurately determine an average monthly income in those cases where income fluctuates significantly. It is important for the client to understand that she is certifying the accuracy of the information when she signs the Application for Child Care Services ([DCD-0456](#)).

If the purchasing agency establishes local procedures for verifying a client's employment/income that call for information in addition to that required in this chapter, these procedures must be in writing, approved by the agency director, and posted where clients can read them.

VII. CHILD SUPPORT POLICY

All child support received or disbursed must be considered for initial and new applications and at redetermination. The child care worker determines if the child support payments are included in the family's total countable monthly income. The following situations will help the child care worker to determine income when child support is considered.

A. Child Support Deducted From Income

When a parent whose income is used in determining eligibility for child care services pays [child support](#), that amount is deducted from their countable monthly income. The amount must be verified through online verification, Automated Collections and Tracking System (ACTS), the clerk of court, a pay document/stub that shows wages garnished for child support, or a written, signed statement from the recipient. This policy does not include alimony payments.

B. Child Support Payments Received

When child support payments are received by a parent or responsible adult, the payments are included in the family's total countable monthly income. However, these payments may not be regular nor of identical amounts. The child care worker will use the amounts that the parent actually receives to determine an average amount received over a period of time. When calculating child support, the amount indicated in a court order or written agreement is not considered.

Verification of direct child support for families receiving FNS benefits must be obtained from FSIS. Information and verification of direct child support for families who do not receive FNS benefits can be obtained through online verification, ACTS, the clerk of court, check stubs provided by the client, or a statement signed by the absent parent. When the absent parent's statement cannot be obtained, the child care worker must document the reason in the family's case narrative. The child care worker must verify child support