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| **At Application** | **At Change Report** | **At Review** |
| When applicable, income must be at or below 185% of Federal Poverty Level (see KEESM 7540). | For all child care cases, income must be no greater than 85% of State Median Income. | For all child care cases, income must be no greater than 85% of State Median Income. |
| When applicable, all adults on the case must be employed at least 28 hours per week or participating in an approved education/training plan and working at least 15 hours per week. (see KEESM 2835) | At least one adult must be participating in employment or education/training, but minimum hours required at initial eligibility is not applicable. If no adult is employed or in training, allow 3-month continuation of care unless client specifically says they do not intend to try to regain participation in an employment or training activity or if the client is NOT using child care. | When applicable, all adults must be employed at least 28 hours per week or participating in an approved education/training plan and working at least 15 hours per week. (See KEESM 2835) |
| When applicable, countable resources cannot exceed $10,000. (See KEESM 5140) | Change in countable resources does not impact eligibility until next review. | When applicable, countable resources cannot exceed $10,000. (See KEESM 5140) |
|  | Client must report the following:* earned income changes of $100 or more
* unearned income changes of $50 or more
* address change,
* change in household composition,
* change in provider
* change in hours of care needed/used, including if child care is no longer being used or has not been used for an entire calendar month for any or all children receiving child care assistance.

Although not required, client may report other changes, and EES staff will only act on reported changes as below. |  |
| Eligibility and benefit calculation made based on circumstances at time of application processing. | Hours of care may not be decreased (unless household is not using care) and family share deduction may not be increased. Benefits may decrease if due to provider change, a child’s age change or if family indicates that child care will not be used, either for an individual child or for all children. An indication that they’re using less hours of care will not be acted on. Other than that, only changes that positively affect the household (increased hours or decreased family share deduction) are acted on, as long as income does not exceed 85% of SMI for household size. | Eligibility and benefit calculation made based on circumstances at time of review application processing. |
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