PURPOSE

To process applications in the manner most beneficial to families.

POLICY

Unmarried parents who have children in common and one or more children who are the legal responsibility of only one of the adults in the household may have either a joint single subsidy file or two separate subsidy files. Determination can be based on the way most beneficial to the family as long as at least one of the children in common and the one of the other children are in child care and are eligible for subsidy. Two separate files must have two separate applications, one from each parent.

PROCEDURE

1. Figure income for the family as one complete unit.
2. Figure income as two separate files (see examples on page 2).

   a) Decide which file will have the children in common.
   b) All the parent's income in the file (file #1) with the children in common will be included in that file.
   c) Add the number of children in common, the other parent and his/her own children.
   d) Divide the income for the 2nd parent by the total number you arrived at in c.
   e) Multiply the amount you reached in d by the number of children in common and add it to the parent's income in the 1st file.   .
   f) Add the number the 2nd parent and his/her own children.
   g) Multiply the amount you reached in d by the number reached in f. This income goes in the 2nd file.
   h) Any child support received remains in total in the file with the child/ren it is intended for.
   i) There may be a family configuration where there are children in common and both parents also have their own children. When splitting the file, one parent will have the children in common and all of that parent's income is in their file. This file will also have his/her own children. The 2nd parent's income will be divided the same as in d above and their income figured as in g above.

3. If it is to the parent's benefit, notify them that they should have the other parent

also apply for child care financial assistance.

4. If a second application is received, process the two applications. If you do not receive the 2nd application in the time frame requested, then process as a single application.
5. If processed as two separate applications, make sure there are notes in CDDIS indicating the need for cross referencing.
6. Remember to refigure income for the other file if one of the files closes.
7. Files that have both biological children and children eligible to have income waived (IVE adoption of guardianship with TANF grant) can remain in one file in CDDIS.

Example #1
John Blow and Wendy Dragon have one child in common, Whistle Blow. Wendy also has two other children Puff and Magic Dragon. John earns $1,600 a month. Wendy earns $1,600 a month. In a split file situation, John would have the file with their child in common. Wendy would have a file with her own 2 children. Wendy's income would be divided by 4 (child in common, her other 2 children and herself). $1,600 divided by 4 = $400

Since there is only one child in common, $400 would be added to John's income. The family size is two monthly income is $2000.

Wendy's file will have $1,200 of her income (the share of her income from both her and her other two children). Puff and Magic also receive $400 a month in child support. The case is a family size of three with a monthly income of $1,600.

If this had been figured as a single family the family would have a total monthly income of $3,600 for a family of 5.

Example #2
June Bug and Jimmy Cricket have 3 children in common. June also has another child, Lady Bug. Jimmy earns $2000 a month. June only earns $300 because she is in school. In a split file situation Jimmy would have the file with the 3 children in common. June will have a file with her child. June's income would be divided by 5 (children in common, her own child and herself). $300 divided by 5 = $60.

With three children in common, $180 would be added to Jimmy's income ($60 x 3 =$180). As a family size of 4 the family income is $2,180.

June's file would have $120 of her income (her share along with her child's share) and the family size is two.

If this had been figured as a single family the family's total monthly income would be $2,300 for a family of 6. As Lady only uses PT care after school and her three siblings are in FT care, it is in the family's benefit to be determined as a single file.

Example #3
Volley Ball and Wicker Basket have a child in common, Base Ball. Volley Ball also has his own child, Basket Ball. Wicker has her own child, Easter Basket. Volley

earns $1,400 a month and Wicker earns $1,299 a month. In a split file situation Volley will have the child in common and his own child. Wicker would have a file with just her own child. Wicker's income would be divided by three (her child in common, herself and her own child). $1,299 divided by 3 = $433

Since there is only one child in common, $433 would be added to Volley's income. His own child also receives $150 per month in child support. Volley's monthly income is $1,983 and it is a family of three.

Wicker's file would have 2/3 of her income (her share and her child's share). Easter doesn't receive child support. Wicker's monthly income is $866 for a family of two.

If this had been figured as a single family the monthly income is $2,849 for a family of five.