

Child Care Assistance Program: Financial Eligibility

Use this guide to help calculate the **Gross Monthly Income** for each person aged 18 or older in your household.

NEW YORK STATE
Office of Children and Family Services
Child Care Assistance Eligibility Questionnaire

The next questions have to do with how much money you and the person(s) in your household receive. We know that money is a very private matter, but we need to ask about it to see if you might be able to receive help paying for child care.

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Gross Monthly Income

Take the amount of money you earn each year before taxes and deductions. Divide this amount by 12 (months in a year) to get your gross monthly income.

Example A: Annual Income

Annual Income is \$12,000
 $\$12,000 / 12 = \$1,000$ a month

Example B: Weekly Income

Weekly paycheck is \$500 (52 weeks per year)
 $\$500 \times 52 = \$26,000$
 $\$26,000 / 12 = \$2,167$

Child Care Assistance Eligibility Questionnaire

Provide the total number of people living in your household (including yourself).

Total:

Provide the *Gross Monthly Income* for each persons age 18 or older in your household (including yourself). Include income from work and other *Additional Income*.

Person 1 Gross Monthly Income:

+ Add Person

Click the Help Text Icon for more information.

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Example C: Hourly Wage

\$15 hourly rate, 40 hours per week worked (52 weeks per year)
 $\$15 \times 40 = \600
 $\$600 \times 52 = \$31,200$
 $\$31,200 / 12 = \$2,600$

Repeat for each adult in your household

Click on the **+ Add Person** button to include the Gross Monthly Income for each adult over 18 years of age in your household.

Use the **Red Remove** button if a person was added in error.

Person 1 Gross Monthly Income:

Person 2 Gross Monthly Income: Remove

+ Add Person



Eligibility Questionnaire

<https://hs.ocfs.ny.gov/CCAPeligibility>



Office of Children and Family Services