California Department of Education – Child, Youth and Family Services Branch

Child Development Division

MANAGEMENT BULLETIN

Main Office Number: (916) 322-6233

Subject: Clarification of Income Derived from Temporary Work Assignments	No.: 00-06
Authority: *California Code of Regulations*, Title 5, sections 18078(a) and 18078(g)	Date: March 2000
	Expiration Date: When Rescinded

ATTENTION: CHILD DEVELOPMENT PROGRAM DIRECTORS, EXCEPT RESOURCE & REFERRAL PROGRAMS, SCHOOL-AGE PARENTING AND INFANT DEVELOPMENT PROGRAMS, AND HANDICAPPED PROGRAMS

PURPOSE

This Management Bulletin is to clarify the treatment of income resulting from temporary work assignment such as census takers.

BACKGROUND

The California Complete Count Campaign of the Census 2000 is actively recruiting workers to ensure an accurate census in hard-to-count neighborhoods. Many individuals, including CalWORKs recipients, will be employed between 20 to 40 hours per week for a period of six to eight weeks. For those families receiving state-subsidized child development services, this temporary income may exceed the income limit (i.e., 75 percent of the State Median Income) to receive state-subsidized child development services.

POLICY

Please keep in mind that *California Code of Regulations*, Title 5, section 18078(g) defines temporary income or temporary increase in income as "income fluctuation." California Code of Regulations, Title 5, section 18078(a) states that "When income fluctuations occur, the adjusted monthly income shall be computed by averaging the total adjusted income received during the twelve (12) months immediately preceding the month in which the application for services is signed." After services have been initiated, parents are required to report any changes in their income. However, if the change in income is temporary or seasonal in nature, the averaging of income is required. This would be the case with parents who may serve as

census takers. To retain eligibility, however, it is incumbent upon the parents to provide the necessary documentation to support the computation of average income. Therefore, when parents assume temporary jobs, they must provide income information for a longer period of time to demonstrate continued eligibility for state-subsidized child development services.

Questions regarding this Management Bulletin may be directed to your assigned Child Development Consultant.

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