



July 31, 2019

Policy Memorandum OCCRS 106-FY 2019 –Reporting Changes

Issuing Authority: *Michal Rhymmer-Browne*
Assistant Commissioner

Purpose: To facilitate the Reporting of Changes by Parent/Guardians to Lead Agency in times of temporary fluctuation of employment, reduction in pay or income which may reduce the family co-pay or increase the family's subsidy or increase of compensation which will put their income above the 85% State Median Income

- To ensure the reporting of changes is not burdensome, the Lead Agency will allow for parents/guardians reporting changes to be able to submit the information via phone, email, fax, or in person
- Families are encouraged to report changes that increase the amount of care authorized, such an increase in work hours or temporary fluctuation of hours worked. They may also report changes that decrease the copayment, such as a job loss.
- Families are encouraged to voluntarily report changes but must be informed that they will not receive a decrease in subsidy if their increase of compensation will not push their income above 85% of the V.I. Territorial Median Income.