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| *North Carolina Infant-Toddler Program* |       |

*Family Notification for Verification of Income*

**Verification of Income**

To determine a family’s share of costs for Infant-Toddler Program services, the CDSA must verify your family income and family size. The primary way to determine the family adjusted gross income is to obtain a copy of needed federal income tax returns. This amount is then calculated on a sliding fee scale to determine the ability to pay.

You must provide the CDSA business office the following information **before** your child enrolls in the Infant-Toddler Program and again each year:

**Primary Method:**

[ ]  Federal Income Tax Form

Copy of most recent federal income tax form. Tax returns from two family members can be used, if filed separately.

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| *If tax forms are not available, an alternate method may be used to determine family unit income for use with the sliding fee scale. The alternate method will allow for a set 3% deduction from the verified gross income. If check/pay stubs are not available, or in instances when income may not be accurately assessed by the most recent pay stubs (i.e. seasonal worker, farm income, families with supplemental income), a signed statement from the employer can be provided.* |

**Alternative Methods:**

[ ]  Check Stub or Pay Stub

 Copy of check stubs or pay stubs from the two most recent months of pay

 **OR**

[ ]  Statement Signed by Employer

 The statement should indicate an annualized wage based on the current level of gross income

**Insurance Information**

To determine if early intervention services can be billed to insurance, the CDSA must identify your insurance plan coverage.

If you consent to the use of your insurance, the following information must be provided to the CDSA business office as soon as possible. It must be updated with the CDSA whenever this information changes.

[ ]  Insurance Card

 Copy of front and back of insurance card(s)

**Timeline for Submitting Required Documents:**

The information needed for verification of income must be provided to the CDSA business office by mail, fax, or hand delivery by       *[CDSA must enter date information as required]*

If required income information is not received by the date of your child’s IFSP, your sliding fee scale percentage will be set at 100% until it is received. If the insurance card is not received and your insurance cannot be verified, the Infant-Toddler Program Rate (which is the Medicaid rate) will be used as your base charge for applying your sliding fee scale percentage for chargeable services on the IFSP. Contact the CDSA business office using the contact information below if you have any questions:

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| **CDSA Contact Information:** |       | *Mailing Address* |       |
| *CDSA Name* |       |       |
| *Business Office Contact* |       | *Phone Number* |       |
|       | *Fax Number* |       |