



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
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DIVISION OF FAMILY DEVELOPMENT INFORMATIONAL TRANSMITTAL

DATE: December 17, 2025

SUBJECT: Updated Notification of Change Form (CC-198/198s)

IT NO.: 25-31

HISTORY:

The purpose of this Informational Transmittal is to provide the Child Care Resource and Referral Agencies (CCR&Rs) with an updated CC-198: Notification of Change Form (CC-198s for the Spanish version). The CC-198/198s has been updated with the new income limits based on the State Median Income (SMI) figures for 2025-2026.

Effectively immediately, CCR&Rs shall provide the updated CC-198/198s to parent/applicants for reporting changes within their eligibility period, and shall discontinue the use of any prior version of the CC-198/198s.

A parent/applicant may use the CC-198/198s to report the following changes during an eligibility period:

- Family income exceeds 85% of the SMI for the family size (excluding irregular fluctuations in income);
- The family is no longer using child care;
- Change of provider;
- Change of Hours of Care (full-time to part-time or part-time to full-time);
- The child no longer lives with the parent/applicant;
- The family moved out of County; or
- The family moved out of the State.

A parent/applicant must use the CC-198/198s, with supporting documentation establishing their current income and/or family size, to add a child or request a waiver or reduction of their copayment during an eligibility period.

The CCR&Rs shall also immediately post the updated version of the CC-198/198s to their agency websites.

FORMS AND ATTACHMENTS

- Notification of Change Form (CC-198) (English)
- Notification of Change Form (CC-198s) (Spanish)

Please bring this information to the attention of appropriate staff at your agency. If you need additional guidance, please contact your Child Care Supervisor assigned to your county.

Sincerely,

Natasha Johnson

Natasha Johnson

Assistant Commissioner