



## State of New Jersey

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DEPARTMENT OF HUMAN SERVICES  
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SARAH ADELMAN  
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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