

## **North Carolina Infant-Toddler Program Financial Data Collection Form: Instructions**

**Purpose:** The **Financial Data Collection Form** is used by the service coordinator to collect client and family unit information and to inform the family of the reasons the ITP is required to request the Social Security number of the financially responsible adult. The **Financial Data Collection Form** is also used by Children's Developmental Services Agency (CDSA) business office staff to collect information for income and family size verification. Family unit size and income information verified on this form is used to apply the NC ITP Sliding Fee Scale (SFS) and determine the family's SFS percentage and monthly maximum cost cap for ITP services. The **Financial Data Collection Form** is used whenever updating family unit or income information. The family notification for reasons the ITP must request the Social Security Number of the financially responsible adult is required to be provided prior to requesting this information.

**Communication:** Family information collected on the **Financial Data Collection Form** is used to determine SFS percentage and monthly maximum cap for ITP services and should not be distributed except when the family has agreed to the disclosure. In order to provide informed consent, the **Financial Data Collection Form** is used to communicate the determined SFS percentage and maximum monthly cap for ITP services to the family.

**Instructions:** Complete the following information for each section and have family sign the form to complete.

**A. Child and Family Information:**

- Enter the child's full name. Include the middle name or initial, plus Jr. or any appropriate suffix. Do not use nicknames or abbreviated versions of the name.
- Enter the child's date of birth and check the appropriate box to indicate the child's gender
- Enter the identified financially responsible parent or guardian's full name. Include the middle name or initial, plus Jr. or any appropriate suffix. Do not use nicknames or abbreviated versions of the name.
- Enter the child and family's primary address, county of residence and contact numbers.

**B. Other Program Contact Information:**

- Enter the name and contact number for any relevant program participation or any other possible funding source.

**C. Family Notification of Reason for ITP Requesting Social Security Number:**

- Inform the family of the bulleted information on why the ITP must request the social security number of the financially responsible adult.
- Note: Surrogate Parents are not required to provide their social security number, as they are not the financially responsible adult for a child referred to or enrolled in the ITP.

**D. Family Unit Information:**

- Enter the names, relationships, and ages of those included in family unit based on ITP definition of family unit.
- Enter adults with income first.

**E. For CDSA Business Office Use Only:**

- Enter the social security number of the financially responsible parent or guardian.
- Enter verification documents used and amounts for gross income and AGI; check any verified programs as relevant.
- Enter verified Family Unit Total, Family Annual Gross Total, and Family Annual AGI Total.
- Enter determined monthly gross max cap and SFS percentage as well as the date SFS information was verified.
- The Financial Officer must mail/provide a completed copy of the Financial Data Collection Form to the family once it is completed to share written information on SFS determination and established Monthly Maximum Cap level with the family.

**Disposition:** Infant-Toddler Program records, including financial and automated information, must be maintained based upon the Infant-Toddler Program's record retention policy. Records must be archived in accordance with state requirements to ensure their preservation for the required length of time.