

CHILD CARE ASSISTANCE INFORMATION

Becky Mason – Child Care Caseworker

Please read this information thoroughly and carefully. Call if you need further explanation.

1. A completed application must be submitted to the child care unit to be considered for child care assistance. The CDJFS shall verify U.S. citizenship or legal alien status for children who receive child care benefits. The **caretaker shall provide at least one document showing a birthplace in the U.S. or U.S. citizenship**. "U.S. born" refers to an individual born in one of the fifty states, District of Columbia, Puerto Rico, Guam, Northern Mariana Islands, U.S. Virgin Islands, Swain Island or American Samoa. **If the child is a U.S. born citizen, a civilian birth, baptismal or church certificate displaying a U.S. birthplace may be used as verification**. If the child is a foreign-born U.S. citizen, a citizen certification, U.S. passport, consular's certification of birth or certificate of naturalization may be used as verification. If the child is an alien, his or her status may be verified by forms issued through the immigration and naturalization service, including the INS I-151, I-155 or I-94.
2. Submitting an application with incomplete and/or inaccurate information will result in a delay and/or a denial of assistance.
3. An application will not be approved until a child is accepted by a child care provider and a starting date is determined.
4. You are responsible for contacting and selecting a child care provider for your child.
5. You must notify the child care unit as soon as possible when your child is accepted by a licensed or certified child care provider.
6. This office will only assist with payment for child care services provided by state-licensed or county-certified child care providers.
7. **All child care applications must be accompanied by income verification, copies of approved class schedules and registration, a referral from a WORKS caseworker (Carol Rose or Brenda Lynch), or a protective child care referral from Child Protective Services.**
8. **Income verification must be copies of the last 30 days pay stubs and/or an approved letter from an employer.**
9. Any letter used as income verification must include: your pay rate, start date, approximate number of hours worked per week, date of letter and a supervisor signature.
10. Applications may take 3-10 days to process after all required information has been given to the child care unit. They are processed in the order they are received.
11. All applicants will be notified in writing when assistance has been approved or denied. Copayment information and eligibility dates will be included in any approval notice.
12. **You are required to notify the child care unit within 10 days of any changes in your income, employment status, address, household composition, child care requirements, etc. as a condition of your eligibility.**
13. Your assistance may be terminated at any time if your conditions of eligibility change and/or if you fail to report any changes in income and/or employment status to the child care unit. You will be given prior notice of any proposal to terminate your assistance.
14. A child care provider may refuse any child or terminate service at any time. Assistance will

be terminated if you fail to pay your copayment in a timely manner. You must pay any delinquent copayment owed to a provider, or make arrangements for payment which are satisfactory to that provider, before you can begin using a different provider.

15. Applicants may have help with completion of the child care assistance application. Any person that assists in completing an application is also required to sign that application.
16. Funding for new child care assistance is subject to end at any time. If your case closes, you are not guaranteed eligibility for assistance in the future.
17. Failure to use child care within a 31 day period may result in termination of assistance.
18. Income guidelines for eligibility are subject to change at any time.
19. Assistance is approved based on the assumption that you will use it on a regular basis and cooperate with our office and the child care provider. A provider may terminate services if not used regularly.
20. A family may be approved to use more than one provider in special cases only.
21. Child care assistance only covers the time when you are working, receiving training, or attending school. You must pay for child care services used for any other reason (except for protective child care).
22. Abuse of child care services may result in termination of assistance and/or requirement that client pay for services.
23. Any copayment you may be required to pay is based on your income and family size and is subject to change.
24. Effective 9/29/1999, you are required to complete a new application every 12 months. You may be required to complete a new application sooner if conditions of your eligibility change. You will be notified when you need to re-apply for assistance. If you have not received a notice after 11 months, you are encouraged to contact this office about the status of your assistance.
25. Your child care assistance will be terminated if you fail to submit a new application and other required information before the last day of your current eligibility period. Do not wait until the last minute! You are not guaranteed to receive assistance again after your case is closed.
26. You are encouraged to follow-up with our office on the status of your child care application. Please allow 3-5 days for processing after turning in your application. We may require additional information. It is your responsibility to make sure that your application is complete.
27. Child care assistance is not automatic. Abuse of child care assistance and/or failure to cooperate with our office and your provider may result in permanent loss of assistance. It is your responsibility to provide complete and accurate information to our office and your provider in a timely manner.

***** Our office is open from 7:00 am to 4:00 pm Monday through Friday. Child care applications, names of providers, and information handouts are available at the front desk or can be mailed upon request.**

***** If you have any questions concerning your application or eligibility, please call the child care unit at (740) 295-7549.**

***** This information is subject to change at any time without prior notice. Rev.6/11/09.**