



CHILD CARE AWARE® of AMERICA MILITARY FEE ASSISTANCE
PROVIDER CHANGE REQUEST FORM

* REASON FOR CHANGE OF PROVIDER (PLEASE SELECT ALL THAT APPLY)

Permanent Change of Station

Change Of Home Address Due To A Recent In!State Move

New Provider Closer To Sponsor/Spouse Place Of Employment

New Provider Has Space Available For Each Child In The Family

Unsatisfied With Previous Childcare Provider/Previous Provider Closed Down

New Provider Meets High Quality Accredited Child Care Standards

* CHILD CARE AWARE® Of AMERICA Military : Requires Notification Fifteen Days Prior To Ending Child Care Services, regardless of who initiates the termination. When a must be terminated sooner, please contact CHILD CARE AWARE® of AMERICA Military Program immediately. For assistance in completing this form, please call 1-800-793-0324.

* Services Received Prior To The Completion And Approval Of The Change Of Provider Request Will Not Be Reimbursed. Reimbursements will begin once CHILD CARE AWARE® of AMERICA Military Program receives and approves all required forms and supporting documents. This includes confirming the new provider qualifications and rates and finalizing reimbursements to the former provider.

* If The New Provider Does Not Meet The Eligibility Requirements Of Your Designated Fee Assistance Program (OMCC or MCCYN), Then You (The Sponsor) Are Responsible For Child Care Fees Incurred Until You Secure An Eligible Provider.

* A Completed Provider Fee Assistance Application must be submitted, along with all supporting documents for the new provider.

TODAY'S DATE: _____

SPONSOR INFORMATION:

Family Identification Number: _____

Name: _____

Sponsor/Spouse Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Check If New Address/Phone Number

CHANGE OF PROVIDER APPLIES TO FOLLOWING CHILD(REN):

Child's Name:

Date of Birth

_____	_____
_____	_____
_____	_____
_____	_____

FORMER PROVIDER INFORMATION:

NEW PROVIDER INFORMATION:

Name: _____

Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

City: _____ State: _____ Zip Code: _____

LAST DAY OF CARE: _____

FIRST DAY OF CARE: _____

NEW PROVIDER SCHEDULE OF CARE INFORMATION: (Please identify the days and hours a week each child will need child care)

Name of Child	Days Child Is In Care (Check all that apply)							Hours Child Is In Care	
	SUN	MON	TUE	WED	THU	FRI	SAT	From	To
1.									
2.									
3.									
4.									

Please Fax or Email to:
CHILD CARE AWARE® of AMERICA
1515 N. Courthouse Rd, 2nd Floor
Arlington, VA 22201
Fax: (703) 341-4103
[msp@usa.childcareaware.org](mailto:mSP@usa.childcareaware.org)