



Army Fee Assistance

Army Fee Assistance HOPS Transition Webinar June 20, 2017



Agenda

- ▶ Welcome and Introductions
- ▶ Army Fee Assistance Program
- ▶ Provider Programs
- ▶ Application Process
- ▶ Supporting Documents
- ▶ Provider Approval
- ▶ Approval Certificates
- ▶ Attendance Sheets
- ▶ Contact Information



Army Fee Assistance

What is the Army Fee Assistance Program?

- ▶ The program provides authorized Reserve and Active Duty personnel assistance in locating, selecting, and offsetting the cost of civilian child care when on-base care is not available.
- ▶ The Army Fee Assistance program provides subsidies for eligible military dependents enrolled in quality child care programs, supplying monthly payments directly to the child care provider.



Army Fee Assistance

Who is Child Care Aware of America?

- ▶ Child Care Aware of America (CCAoA) is the nation's most respected hub of child care information for parents and child care providers. They help families learn more about the elements of quality child care and how to locate programs in their communities.
- ▶ CCAoA serves as the Third Party Administrator for the Army's Fee Assistance program. The Army provides funding and oversight in order to provide subsidies for eligible military dependents enrolled in quality child care programs.



Application Process

Child Care Aware of America will:

1. Determine Your Eligibility using Army Guidance and Policy
2. Collect Supporting Documents
3. Apply & Submit Your Documents
4. Receive Approval



Provider Programs

- ▶ **Military Child Care in Your Neighborhood (MCCYN)**
 - ▶ Provides fee assistance for families of Active Duty Sponsors, Department of the Army Civilians, and Guard/Reserve Sponsors unable to access on-post care
 - ▶ Must be state licensed AND nationally accredited

- ▶ **Operation Military Child Care (OMCC)**
 - ▶ Provides fee assistance for families of Service Members who are deployed or serving as an Army recruiter
 - ▶ Must be state licensed



Provider Supporting Documents

- ▶ Provider Fee Assistance Application
- ▶ State license
- ▶ State licensing inspection report
- ▶ W-9 Form
- ▶ Employer Identification Number (EIN) certificate
- ▶ Rate Sheet
- ▶ Provider Rate Verification Form
- ▶ Provider User Agreement Form
- ▶ National Accreditation (if applicable)



Fee Assistance Application

- ▶ The provider application includes 5 pages
 - ▶ General information
 - ▶ Direct Deposit Form
 - ▶ Facility/Home hours & closing schedule
 - ▶ Program rates & rate verification form
 - ▶ Additional fee assistance information



State License & Inspection

- ▶ State License
 - Minimum eligibility requirement
 - Confirms that the provider meets the health, safety, and program standards for child care in that state

- ▶ Licensing Inspection Report
 - Report issued by the state indicating whether or not the provider has met the required licensing standards



W-9 Form

- ▶ The W-9 is used to get information needed for tax purposes, including name, business name, address, and Taxpayer ID Number (TIN).
- ▶ The form is available on Child Care Aware® of America's website and must be filled out as part of the application process.



EIN Certificate

- ▶ Employer Identification Number
 - Used to establish business credit, identify your business for tax purposes, and hire employees

- ▶ Obtaining the EIN certificate
 - You may obtain the EIN certificate from the IRS. Full instructions are available on Child Care Aware® of America's website.



Rate Sheet

- ▶ The rate sheet is the sheet the provider would give to parents or potential clients, detailing all rates for the facility by age and category.
- ▶ If only the weekly provider rate is provided, it will be multiplied by 4.33 to determine the monthly rate.
- ▶ Late fees, early withdrawal fees, transportation fees, activity fees, snack fees, and all other miscellaneous fees are NOT included in fee assistance calculations.
- ▶ Rate changes should be reported as soon as they occur to ensure accurate calculation of certificate. Rate increases will not be honored until a family recertifies.



Rate Verification Form

- ▶ The Rate Verification Form confirms registration fees, discounts, or additional fee assistance that the provider may have.
- ▶ This form is included on pages 4-5 of the Provider Fee Assistance Application.



Provider User Agreement

- ▶ The User Licensing Agreement form outlines all terms the provider agrees to by participating in CCAoA's military fee assistance program.
- ▶ The form can be found on our website as part of the application documents.



National Accreditation

- One of the below approved National Accreditations is required if you wish to serve Active Duty Army families and be approved for the MCCYN program:
 - Child Development Associate (CDA) credential awarded by the Council for Professional Recognition
 - National Association of Family Child Care (NAFCC) Accreditation Certificate
 - Associate's degree or higher in Early Childhood Education or Child Development
 - North Carolina 4/5 Star License
 - Oklahoma 3 Star License



Apply & Submit Documents

- ▶ Complete all pages of the application and gather all supporting documents.
 - ▶ The application and documents can be found on our website at <http://usa.childcareaware.org/feeassistancerespiteproviders/fee-assistance/>.

- ▶ Submit your application and supporting documents via email, mail, or fax.
 - ▶ Email: providerservices@usa.childcareaware.org
 - ▶ Mail: 1515 N. Courthouse Rd.
2nd Floor
Arlington, VA 22201
Attn: Provider Services
 - ▶ Fax: 703-341-4146



Provider Approval

- ▶ Once all documentation is received, CCAoA will process applications within 7-10 business days.
- ▶ If documents are missing, CCAoA will notify you via email so that you may submit them in a timely manner to complete your application.
- ▶ Once all documents are received and verified, you will receive an approval email from CCAoA and may begin serving fee assistance families.



Family Eligibility

- ▶ Existing Families in your care at the time of your transition to Child Care Aware® of America will be eligible to participate in the Army Fee Assistance Program for provider who qualify for OMCC/MCCYN programs.
 - ▶ Eligibility for new families will be determined based on family status and the provider program.

- ▶ You will be designated a Child Care Coordinator who will be responsible for completing applications for families in your care.
 - ▶ The Child Care Coordinator will contact you once you have been transitioned.
 - ▶ Child care Coordinators will be able to assist families in your care with the application process.
 - ▶ Providers can direct families to their Child Care Coordinator.



Family Approval Certificates

- ▶ Once the family is approved for fee assistance with the provider, the family and provider will both receive an Approval Certificate with the fee assistance amount.
- ▶ The Fee Assistance rate listed on the Approval Certificate is the amount that will be paid monthly to the child care provider by Child Care Aware® of America.
 - ▶ The Sponsor Rate will be paid by the family. The Sponsor Rate plus the Fee Assistance rate added together should equal the total rate that the provider charges to the family.
- ▶ Families are only eligible for payment based on the dates listed on the Approval Certificate.
 - In cases where the first and last month of care are not a full month of service, the fee assistance amount will be prorated.



Attendance Sheets

- ▶ You will receive an attendance sheet included with the Approval Certificate each time a child is approved for fee assistance.
- ▶ Make copies of the blank attendance sheet for each child for each month the child is approved for care.
- ▶ One attendance sheet must be used per child per month. This includes the signature and calendar page per child.



Completing Attendance Sheets

- ▶ The month and year of attendance must be indicated on the attendance sheet. Attendance records with no month and year will delay payment.
- ▶ Enter the attendance codes on the calendar page of the attendance sheets.
 - Each day of the month should have the appropriate code. The codes are listed on the calendar page.
- ▶ Sign the attendance sheet.
 - Both the parent/guardian AND provider must provide an original signature on the attendance sheet.
 - Copied signatures will NOT be accepted.



30-Day Deadline

- ▶ All attendance sheets must be submitted within 30 days of services provided.
- ▶ The earliest date attendance sheets may be submitted is the 25th of the month for the same month of care.
- ▶ The latest attendance sheets may be submitted is 30 days after the last day of service is provided.



Contact Information

Please contact Child Care Aware® of America's Provider Services Department via the following methods with any questions or concerns.

- **Email:** providerservices@usa.childcareaware.org
- **Phone:** 1-800-424-2246, option 7
- **Mail:** 1515 N. Courthouse Rd., 2nd Floor, Arlington, VA 22201
- **Fax:** 703-341-4146