



Military Fee Assistance Program Application Checklist

Before you submit your Military Fee Assistance Application, please review the checklist below to ensure that you have completed it in full.

- Reviewed general program FAQs (included in application)
- Filled out all pages of the Application (with signatures on pages 3, 4, and 5)
- Included a copy of your current state license
- Included a copy of your current National Accreditation
- Included a copy of your most recent inspection report
- Included a signed copy of the W-9
- Included a copy of your current child care rates for all ages served
- Included a copy of the EIN certificate (or reached out to the appropriate party to request a copy; please do not delay submission of your application if this is the only outstanding item)

When all checklist items have been completed please submit your full application (Pages 2-5) to the email, address or fax number listed below.

Provider Services Department
1515 N. Courthouse Rd.
Arlington, VA 22201
Phone: 1-800-424-2246, Option 4
Fax: 703-341-4146
providerservices@usa.childcareaware.org

If you have any questions about the program policies or required documentation, call Provider Services at 1-800-424-2246 Option 4.



Military Fee Assistance Program FAQs

Please read through the following FAQs before completing your application.

Q: Is my child care program eligible to participate and receive funding for Military families?

A: To be eligible for our program you must be state licensed, with a compliant inspection history, and nationally accredited by one of the accreditation agencies approved by the Department of Defense. Per DoD guidelines, all families are required to use an accredited provider. In areas where there is a lack of accredited high quality care, families may be approved to use non-accredited providers on a case by case basis. All providers are welcome to apply, but family eligibility is what determines the final approval of fee assistance.

Q: What if my program is based at a school?

A: Child Care programs based in schools are approved on a case by case basis for school aged care only. All programs must be located entirely on school property and staffed by school personnel. No unlicensed programs or camps held on school grounds are eligible.

Q: How much does Child Care Aware® of America pay?

A: Fee assistance provided by Child Care Aware® of America is calculated on an individual basis for each family based on family documentation. Please note that if a family is approved to receive fee assistance, Child Care Aware® of America will only be responsible for a portion of the family's monthly child care costs, and the family will be responsible for the remainder.

Q: What is the process for application and approval?

A: The family and provider have separate application and documentation review processes. The provider file must be complete before the family's file can be approved and fee assistance amounts can be determined. Once both have been completed, a certificate approval packet will be sent to both parent and provider via email. This certificate will detail approved fee assistance amounts and date range. It will also include attendance sheets required for submission during the approved period.

Q: How do payments work?

A: All fee assistance payments will be processed directly to the provider and processed at the end of the month of care dependent on submission of completed attendance sheets. Child Care Aware® of America does not guarantee any payments until a final approval certificate has been sent to both the parent and provider. It is the responsibility of both the parent and provider to review all approvals made by Child Care Aware® of America of accuracy and report any inaccuracies to Child Care Aware® of America as soon as possible.

Q: What if I have multiple centers that would like to apply?

A: All locations must submit an application for each different physical address where care is provided.

Q: Can I apply if do not have any Military families currently interested in or already attending?

A: Yes. All providers are welcome to apply to become a part of our preferred provider network. Your information will be stored in our system and any eligible families may be referred to you as needed.

Q: How often do I need to update my application/file with Child Care Aware® of America?

A: At a minimum application documentation needs to be updated annually. Dependent on state licensing schedules and rate changes Child Care Aware® of America may reach out to providers more frequently.

Q: Can I complete my provider application online?

A: You may submit an application online however, additional written documentation will be requested to verify information submitted.



Military Fee Assistance Program Child Care Provider Eligibility Application

| PROGRAM INFORMATION | | | |
|---|--|--|--|
| Provider Business Name: _____ | | | |
| Provider/Program Taxpayer Identification Number (TIN): _____ | | | |
| Regulatory Status (check one): <input type="checkbox"/> Licensed <input type="checkbox"/> Other: _____ | | | |
| Type of Provider (check one): <input type="checkbox"/> Center <input type="checkbox"/> Group Home <input type="checkbox"/> Family Child Care Home <input type="checkbox"/> School | | | |

| CONTACT INFORMATION | | | |
|--|------------|---|-----------|
| Address Where Care is Provided: <i>Providers with multiple sites: a separate application is needed for each site.</i> | | | |
| Street Address _____ | City _____ | State _____ | ZIP _____ |
| Provider Billing Address: <input type="checkbox"/> Same as Above | | | |
| Street Address _____ | City _____ | State _____ | ZIP _____ |
| County Where Care is Provided: _____ | | Phone #: _____ | |
| Contact Person(s): _____ | | Are your current rates online? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Email Address(es): _____ | | | |
| Website: _____ | | | |
| <input type="checkbox"/> Check this box if you do <u>not</u> wish to be listed as a provider on the approved provider website. | | | |

| ELIGIBILITY INFORMATION | |
|---|--|
| Is your facility receiving federal child care funding/subsidies? | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| <i>If so, please list the federal subsidies:</i> _____ | |
| Is your facility located on/affiliated with a military base/installation? | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| <i>If so, your facility is not eligible to participate in this program.</i> | |

| ACCREDITATION INFORMATION | |
|---|---|
| <i>The following are the only types of accreditation approved by the Department of Defense.</i> | |
| <input type="checkbox"/> Nationally Accredited | <input type="checkbox"/> In Accreditation Self-Study or Renewal Phase <input type="checkbox"/> Not Currently Accredited |
| Center | |
| <input type="checkbox"/> National Association for the Education of Young Children (NAEYC) | <input type="checkbox"/> Council on Accreditation (COA) |
| <input type="checkbox"/> National Accreditation Commission (NAC) | <input type="checkbox"/> Cognia (formerly AdvancED) |
| <input type="checkbox"/> National Early Childhood Program Accreditation (NECPA) | |
| Family Child Care Home | |
| <input type="checkbox"/> National Association for Family Child Care (NAFCC) | |
| <input type="checkbox"/> Child Development Associate Credential | |
| <input type="checkbox"/> Early Childhood Education or Child Development Degree (or transcript listing 24+ college credits in these areas) | |

| LICENSING INFORMATION | |
|---------------------------------|---------------------------------|
| Licensing Contact Person: _____ | Licensing Phone #: _____ |
| Licensed Capacity: _____ | Operating Hours: _____ to _____ |
| Ages Served: _____ | Date of Last Inspection: _____ |

Email: providerservices@usa.childcareaware.org | Fax: 703-341-4146 | Phone: 1-800-424-2246, option 4

DIRECT DEPOSIT ELECTION FORM

Select one of the following options.

I do not want to receive payments by direct deposit. Please pay me by check.

I would like to receive payments by direct deposit to my bank account.

- Please complete the direct deposit account information, attach a voided check, and hand sign the document.
- A voided check with a business/legal name matching the application and printed by the bank must be attached in order to successfully enroll your facility in direct deposit.
- Please do not submit family bank information as it will not be accepted – all payments must be made directly to provider.

Provider Name (as it appears on bank account): _____

Bank Name: _____

City: _____ State: _____

ACH Routing Number: _____

Account Number: _____

Checking Account

Savings Account

Signature: _____

Date: _____

Attach Voided Check Here

Registration & Discount Information

- Please note the purpose of this form is to collect all general rate information applicable to the Military families receiving care at your facility
- Specific rate and discount information for each individual family will be collected during their application or renewal process
- If any information submitted during the family's application/renewal process conflicts with the information submitted on this form, you will be contacted for clarification and/or to submit any updates needed
- Please respond to the questions below with as much detail as possible

Registration fees:

- Please note that deposits, material/supply fees, activity fees, diaper fees, transportation fees, or any additional fees are not covered by the fee assistance program and should not be listed as a registration fee.

*

Registration fee: One-Time Per **Child**: _____ One-Time Per **Family**: _____

Annual Per **Child**: _____ Annual Per **Family**: _____

Please note any additional registration fees: _____

Discount Information

Is your facility receiving any other subsidies or funding for child care? No Yes please list them here:

| Discount Type | Discount Amount | Applicable to Military Families Receiving Fee Assistance? Y/N |
|-------------------------|-----------------|---|
| Military | | |
| Multiple Sibling | | |
| Employee | | |
| Corporate | | |
| Promotional | | |
| Other | | |

**I certify that all above information is correct, and any/all discounts that are applicable to military fee assistance families are listed above. I understand that any changes made to the discounts listed on this form must be reported to Child Care Aware® of America. I certify that any registration fees listed on this form are used solely to hold the spot for a family, and does not get reapplied to their general child care costs or facilities maintenance/supplies.*

Facility Point of Contact

Signature

Date

Military Fee Assistance Child Care Provider Agreement Form

I [the Provider/Program] with assigned Provider ID Number P# _____ understand/agree that **(please check all boxes):**

The following requirements apply to providers serving families of ANY fee assistance program:

- The rates listed in this application and/or attached are the true and correct rate that I charge to **ALL** parents for the care of their child(ren).
- Provider/Program understands that they cannot charge military families a different or higher rate than private pay clients because they are receiving fee assistance.
- Provider/Program understand that if approved for the program, Child Care Aware® of America (CCAOA) Fee Assistance Program and the parent co-pay will equal the provider's current rate.
- Provider/Program understands that child care rates for the entire calendar year for all age groups served need to be submitted in order to be approved.
- Provider/program understands that all discounts, additional subsidies, waivers, grants, etc. must be declared up front when reporting the Military sponsor's rates. Incorrectly reporting rates or suspicion of incorrectly reporting rates may result in immediate termination from ALL of CCAOA's Military Fee Assistance programs.
- CCAOA reserves the right to deny approval of any and all child care providers that submit applications for CCAOA's Military Fee Assistance program for any reason.
- Due to the variation in oversight and regulation in different states and based on official guidance from the branches of U.S. Military, CCAOA reserves the right to determine which types of child care providers in each state meet the minimum eligibility requirements for participation in Military Fee Assistance Programs.
- Provider/program will provide all information requested by CCAOA, continue to meet all minimum licensing requirements set by the state and agrees to comply with all CCAOA Military Programs' policies necessary for reimbursement and must be able to receive Federal subsidy by state or federal law.
- The Service Member and Provider/Program must be determined and remain eligible to receive reduced-fee child care through CCAOA's Military Fee Assistance Programs.
- Provider/program agrees that they have read, understand, and agree to adhere to all of the payment policies necessary for reimbursement for CCAOA's Military Fee Assistance Programs. **(Please visit www.usa.childcareaware.org to read the Payment Policies for all branches.)**
- Provider/program, understands that the correct Tax Identification (TIN) Number must be provided to CCAOA. Failure to provide the correct TIN number and billing information will result in provider/program being held financially responsible for any penalties incurred from the Internal Revenue Service (IRS).
- CCAOA reserves the right to check the validity of all documentation related to a provider/program's application, payment, eligibility, child care rates, attendance records and any other information related to child care services and fee assistance at any time through such methods including but not limited to secret shopper calls, emails, phone, fax and U.S. mail.
- Provider/Program understands that their state licensing inspection/compliance history will be reviewed at the time of their initial application and at least once per year and will be used to determine eligibility.
- Provider/Program understands that probation or disqualification from CCAOA's Military Fee Assistance Programs may occur due to inspection violations (corrected or uncorrected; self-reported or filed as a complaint), complaints (substantiated or unsubstantiated), and violation of fee assistance policies. Violations of fee assistance policies or licensing violations that fall into this category include but are not limited to: corporal punishment/inappropriate discipline, lack of supervision, background check deficiencies of any kind, knowingly employing individuals with failed background checks or a criminal record, negligence, child abuse, CPS investigations, state license suspension/revocation, involvement of drugs/alcohol, training deficiencies of any kind, CPR/First Aid, SIDS, noncompliance with child-teacher ratio regulations, criminal activity, out of minimum compliance with the state, non-conformity with licensing regulations, minimum sanitation requirements, transportation violations of any kind, repeat violations of any kind, fraud of any kind (substantiated or suspected by a legal local/state/federal agency and/or CCAOA), submission of false information, unresolved complaints made by parents, failure to report changes in a timely manner, unreasonable/exorbitant child care rates for market in question, etc. (Violations or complaints not listed here specifically are also taken into consideration.)
- Provider/program(s) placed on a probationary status will remain on probation for no less than one year. Military families will be able to attend the facility and receive fee assistance but will be approved on a case-by-case basis. Provider/program(s) status will automatically be re-evaluated at the end of the probationary period to determine if status should be lifted or extended.
- Provider/program(s) that are disqualified from all Military Fee Assistance programs will be suspended from receiving fee assistance for a period of no less than one year to indefinitely. Provider/program(s) that are not disqualified indefinitely will automatically be re-evaluated at the end of the disqualification period to determine if status should be lifted or extended.
- The U.S. Military reserves the right to inspect any community-based program participating in the fee assistance program at any time.
- Provider/Program understands that CCAOA will NOT pay the entire cost of child care for approved families participating in the Military Fee Assistance programs.
- I understand that program or policy violations will result in having to repay money to CCAOA and/or suspension from future participation in the CCAOA Military Fee Assistance Programs.

Please note this section is REQUIRED in order to serve Navy/Air Force/NGA/WHS families:

- Provider/Program must provide proof that all staff and volunteers have an Advanced FBI Federal Fingerprint Background Check along with a Child Abuse Registry check conducted and adjudicated by their state agency. If care is home-based, provider must provide proof that all staff, volunteers and adults (18 years and older) residing in the family child care home have an Advanced FBI Federal Fingerprint Background Check along with a Child Abuse Registry Check conducted and adjudicated by their state agency. Provider/Program will be allowed a 75 day period to complete all outstanding background checks, with results returned to CCAOA. Failure to comply with all background check requirements will result in disqualification from the program.
- Provider/Program understands that Background Checks can include but are not limited to the following: FBI Fingerprint Criminal History, State Criminal History, State Child Abuse and Neglect Registry, State Sex Offender Registry, National Sex Offender Registry, State/County Court Records, etc.
- Provider/Program understands that ALL background checks submitted may be reviewed for program participation suitability as stated in the Department of Defense Instruction (DoDI).
- Provider/Program must maintain an accurate and current staff list to include all employees, assistants and volunteers. All changes to the staff list must be reported to CCAOA within 48 hours.
- Provider/Program is required to report to CCAOA any circumstances that would change the results of background checks for themselves, staff or household members within 48 hours of incident.
- Provider/Program understands that background checks must be completed for family child care providers, staff, and household members to participate at the time of application. Background Checks must be initiated for child care center staff and must be completed within 75 days at the time of application in order to participate.
- CCAOA reserves the right to review fee assistance eligibility, should an employee's background check results deem them unsuitable, according to U.S. Navy and U.S. Air Force standards.
- Provider/Program will not monetarily penalize military families in the event that a provider/program is determined to be ineligible to receive fee assistance as a result of a background check investigation.

I have read all of the above and understand its content. I also understand that non-compliance with any of the above may result in termination of my participation in CHILD CARE AWARE® OF AMERICA fee assistance programs.

Printed Name
(Provider/Program Owner or authorized agent of owner)

Signature

Date