

**PARENT/LEGAL GUARDIAN CERTIFICATION:** (Please read carefully; check all boxes, sign and date in designated area)

**I CERTIFY THAT:**

- I am the parent or legal guardian of the child(ren) listed and I may be required to submit proof of such in order to receive fee assistance.
- All information submitted is true and correct. Any misrepresentation of this information may result in reclaiming any money paid for child care and may result in prosecution under applicable State and Federal laws. See 18 U.S.C. § 1001.

**I UNDERSTAND THAT:**

- I must submit proof of my continued eligibility for this program when requested.
- This information is being given in connection with fee assistance funds used to reduce the cost of child care, and DoD and Child Care Aware® of America (CCAOA) officials may verify any information at any time they deem necessary.
- This program is not an entitlement program and is subject to the availability of funds, which may be discontinued at any time.
- All program policies and guidelines are set forth by the funding entity's requirements, including but not limited to sponsor status, provider eligibility, schedule of care, number of hours of care, and more. CCAoA serves only as the program administrator. If you do not meet the minimum requirements set forth by the funding entity, then you are not eligible for the program.
- Fee assistance is based on my program eligibility, income, child care tuition, age of child(ren), the provider's location, and the type of child care I select; if there are any changes to my situation, **I must make CCAoA aware of those changes immediately.**
- Both parents'/legal guardians' information must be listed unless I am a single parent with sole custody.
- I must select a **qualified** child care provider/program that meets my program's requirements in order to participate in the fee assistance program. These requirements include but are not limited to: a state license and an inspection report free of disqualifying incidents. Some programs may require a national accreditation. Programs/providers who do not meet the eligibility requirements of my program and who are not qualified for my program will not be reimbursed. For more information on provider eligibility, please visit <http://usa.childcareaware.org/>.
- For **Navy, Air Force, NGA, and WHS families**, your selected provider must have a satisfactory background check completed before you can be processed and approved for fee assistance.
- A provider/program's probation or disqualification from the fee assistance program may result due to severe non-compliances or a change in the provider/program's state licensing status. Fee assistance will not be issued to providers/programs who are disqualified. In order to continue with the fee assistance program, I must choose a new eligible provider.
- I must give CCAoA a minimum of two (2) weeks' notice prior to changing child care providers/programs by submitting a Change of Provider/Program Form. I may not change providers more than three (3) times per year.
- I may use more than one provider/program; however, CCAoA will not reimburse more than one provider/program for the same period of time, for the same child.
- If I use a back-up child care provider/program, CCAoA must reimburse the primary child care provider/program first.
- All family income of the spouse and sponsor must be reported. Any changes to the income or employment status of the spouse or sponsor must be reported to CCAoA **immediately**.
- I understand if my spouse employment/school status is part-time or changes from full time to part time, I may only be eligible for part time fee assistance.
- I must disclose any income and additional sources of fee assistance, including but not limited to: long-term disability benefits; voluntary salary deferrals; retirement or other pension income; other federal/state benefits; quarters subsistence and other allowances appropriate for the rank and status of military whether received in cash or in kind; child care/fee assistance vouchers, waivers, or subsidies; state/private child care subsidies; state/private child care scholarships; anything else of value, even if not taxable, that was received for providing services or to help pay for child care services.
- Before applying to the fee assistance programs, I must visit [www.militarychildcare.com](http://www.militarychildcare.com) to make a request for military-sponsored child care. If I do not have access to on-base care after my request, then I may apply to the fee assistance programs.
- I may not receive subsidies or fee assistance from military-sponsored child care and the Fee Assistance Programs at the same time.
- All child care rates reported to CCAoA for fee assistance calculation purposes must include any offered discounts and/or promotions. These discounts must be reported and applied up front at the time of processing.
- CCAoA will only make payments directly to the child care provider/program and not to me.
- I am responsible for any remaining child care fees after fee assistance has been issued. CCAoA will **NOT** pay the full cost of child care for approved families. Payment arrangements for the remaining fees must be made directly with my provider/program and not CCAoA.
- Attendance sheets must be completed, signed by the parent/legal guardian and child care provider, and submitted to CCAoA **within 30 days of services provided. For Marine Families it must be submitted within 15 days of services provided.** Failure to submit attendance sheets within this timeframe will result in forfeiture of payment. For more information on Payment Policies, please visit <http://usa.childcareaware.org/>.
- The first and last month payments are prorated based on the start and end date of the fee assistance approval certificate.
- Approval for monthly child care subsidy will not be backdated to any time before applying to the program, or while I am waitlisted for fee assistance. If I receive an approval with a certificate start date prior to the month of receipt, I must submit any retroactive attendance sheets within 30 days of when I was issued my approval certificate in order to be eligible for back payment.
- I must notify CCAoA (1-800-793-0324) at least fifteen (15) calendar days before ending child care services.
- If I am authorized monthly fee assistance and do not utilize the subsidy after a 90 day period my fee assistance will be deactivated.
- Navy Families ONLY:** I understand that once I apply for fee assistance, I will be placed on the waitlist for Navy Child Care Fee Assistance. Once I am eligible for fee assistance, I will be notified and asked to submit supporting documents.
- 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 immediate termination of my fee assistance and of my participation in the Fee Assistance Programs and I may be required to re-pay any money paid on my behalf.*

\_\_\_\_\_  
Parent/Legal Guardian (please print)

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date