



Installation Child Care Request Form

All families residing within 15 miles or 20 minutes of installation sponsored child care must have an active request for care at the program for their child(ren) before enrolling in fee assistance. To make your requests for care at an installation Child Development Center or Child Development Home, please visit <http://militarychildcare.com/> to begin the process. If you have denied, or not responded to, an offered child care space at a Child Development Center or Child Development Home within the past 12 months, you will not be eligible for monthly child care fee assistance. Please be advised that making a request for care is a requirement of all families applying for the first time, or changing providers, who live within 15 miles or 20 minutes of an installation child care program, regardless of the Sponsor's active duty/employment status, or the installation's potential inability to accommodate your family's specific child care needs. All child care placement concerns related to hours of operation, commuting obstacles, school age transportation, as well as any special needs must be reported at the time of your online request in the "Comment" or "Inclusion Action Team" section. Reporting your child care placement concerns in your request for care will assist the programs in determining whether they can offer your family a viable child care option.

Your file will not be complete until the following information on this form has been filled out and returned to Child Care Aware of America.

Name of Sponsor: _____ Branch/Agency: _____

Name of Spouse: _____ Sponsor's Grade: _____

Installation Stationed: _____

Child(ren) Name and DOB: _____

City and State of Residence: _____

Installation programs where your child(ren) is/are waitlisted: _____

Child Care Aware® of America

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www.childcareaware.org