



CHILD CARE IN YOUR HOME FEE ASSISTANCE FREQUENTLY ASKED QUESTIONS (FAQs)

1. What is the Child Care in Your Home (CCYH) Fee Assistance Pilot Program?

ANSWER: CCYH is a provider fee assistance pilot program for families receiving child care within their own home, from a provider such as a nanny. Similar to other subsidy programs, the CCYH program will offer fee assistance towards child care costs when families are using a minimum of 30 hours of child care weekly. Parents are responsible for their copay, child care costs exceeding program limits, as well as fees in excess of 60 hours of care weekly. Care is not limited to Monday through Friday or time of day. Parents are the employer of their provider.

2. What are the common misconceptions of the CCYH Fee Assistance Pilot Program?

ANSWER: The CCYH pilot program is not fee assistance for child care in a Family Child Care home (FCC) or the provider's own home. Care must be provided within the family's home. CCYH Fee Assistance is meant to offset the cost of child care for eligible military families in their own home, and will not cover the entire cost of care. The cost is subsidized in accordance with each family's Total Family Income (TFI) category and families are responsible for paying their provider any additional costs that fee assistance does not cover. CCYH is also not an in-home child care or nanny recruiter, parents are responsible for finding and hiring their own child care providers. As the employer, families should discuss a written child care agreement with their provider to cover job duties, pay rate, and all applicable tax requirements as set by state and federal law.

3. Where is the program available?

ANSWER: The following locations are currently eligible for the CCYH Fee Assistance Pilot Program:

1. Colorado Springs, CO
2. Fayetteville, NC
3. Fort Walton Beach, FL
4. Hawaii
5. Jacksonville/Mayport, FL
6. Las Vegas, NV
7. National Capital Region
8. Norfolk, VA
9. San Antonio, TX
10. San Diego, CA
11. Seattle/Tacoma, WA

4. Does my family qualify for the program?

ANSWER: Sponsor Eligibility: Army, Navy, Air Force, Marine Corps, and Space Force single active duty, dual active duty, and Guard/Reserve service members on active duty, must be assigned to and living in one of the eligible locations listed above.

Spouse/Second Parent Eligibility (*applies to unmarried parents living in the same household, or parents sharing custody of the children*): Full-time working spouse, or spouse enrolled full-time in a postsecondary institution.

- Employed Full-time: 30 hours per week
- School Full-time: Undergrad 12+ credit hours, Graduate 9+ credit hours



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- A Spouse working part-time and in school part-time may also be eligible if they meet the associated hour requirements below and upon review by Child Care Aware® of America (CCAoA).
 - o Employed Part-time and School: Undergrad 6+ credit hours and working on a regularly scheduled part-day basis for fewer than 6 hours per day, usually fewer than 4 days a week, Graduate 3+ credit hours and working on a regularly scheduled part-day basis for fewer than 6 hours per day, usually fewer than 4 days a week.

Child(ren): Must reside in the same home as the Service Member (unless deployed or on temporary assignment) and require full-time CCYH child care. School-aged children up to 12 years of age requiring part-time care, before and after school, will only be eligible when a younger sibling requiring full-time care is also in the home. Children who age up to school-age and no longer have a younger eligible sibling enrolled in the CCYH Fee Assistance Program, may remain in the program until the oldest school-age sibling turns 13 years old and at this time the fee assistance will conclude.

5. What do families receive through CCYH?

ANSWER: Eligible families who are offered a space in CCYH through MilitaryChildCare.com may receive fee assistance/subsidy to offset the costs of child care in their own home if they qualify in accordance with established DoD policies. Families and their selected/hired CCYH child care provider will receive instruction and consumer education on the application process from the CCYH team at CCAoA. If approved, the family's CCYH provider will receive monthly subsidy payments directly, upon receipt of completed attendance sheets signed by the family and their provider. The family is responsible for any amount remaining outside of approved fee assistance. The provider rates are inclusive of child care services only and may not include housekeeping related duties outside what is necessary for child care.

6. How do I enroll?

ANSWER: Interested military families must create a household profile on MilitaryChildCare.com (MCC). All eligible service members located in the identified regions will be provided an option within MilitaryChildCare.com to request installation sponsored child care and CCYH Fee Assistance. To request the program, please select the CCYH Fee Assistance option and follow the directions outlined on MilitaryChildCare.com. Once a request through MilitaryChildCare.com has been made, you may receive follow up emails providing additional information about the program. It is important families keep their email address up-to-date in their MilitaryChildCare.com Household Profile so they do not miss important notifications.

7. How long is the waitlist? Can I check where I am on the list?

ANSWER: The program adheres to the Department of Defense's requirement to serve the most mission-critical families first. As such, offers for fee assistance will be made in sequential order based on the sponsor's priority and the date the family requested CCYH Fee Assistance. Therefore, we are unable to provide a date for when an offer might be made for each family. If a space is offered for this program, offers will be issued via email through MilitaryChildCare.com.



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8. What do I do once I get an email saying that I've been offered a space?

ANSWER: Families have 48 hours to accept their offer from MilitaryChildCare.com. After accepting their offer, they must complete an application in the CCAoA fee assistance enrollment portal and submit family supporting documents no later than 10 business days of offer being sent.

Applications can and should be submitted even if the family is still looking for their child care provider. They will have additional time to find and hire their CCYH provider. Families must provide CCAoA with their provider's contact information once hired. CCAoA will reach out to the provider to initiate the provider enrollment requirements.

9. Can my school-aged child participate?

ANSWER: Children eligible for fee assistance must be living in the same household of the service member and be listed as a legal dependent in the service member's DEERS. The CCYH Fee Assistance pilot program is provided for children two weeks through five years of age requiring full-time care, but may also serve older sibling children ages 6 through 12 years. School-aged children requiring part-time care before and after school will only be eligible if a younger sibling requiring full-time care is also in the home. Children who age up to school-age and no longer have a younger eligible sibling enrolled in the CCYH Fee Assistance program, may remain in the program until the oldest school-age sibling turns 13 years old and at this time the fee assistance will conclude.

10. If the service member is a single parent and deploys, can they be enrolled? Does the guardian receive CCYH Fee Assistance in place of service member?

ANSWER: Yes, a single service member can be enrolled and the child's guardian can receive CCYH Fee Assistance during deployment if the custodial parent (the service member) leaves the children with his/her ex-spouse or other legal guardian who resides within the offered regions. Please note the service member must be the custodial parent and the CCYH provider must be approved by CCAoA. Proper guardianship paperwork must be submitted for any guardian other than the child's legal parent.

11. How long do family and providers have to complete the process after accepting an offer?

ANSWER: Offer must be accepted within 48 hours;
Application with family supporting documents must be received within 10 business days (even if they do not yet have a CCYH provider selected/hired);
Provider must be selected within 30 days;
Provider must be completed (all documents, initial training and background checks received) as soon as possible, but NTE 90 days allowing time for background check processing; and
Fee assistance cannot start until both family and provider are approved by CCAoA.

12. How can I search for a CCYH provider? What are provider requirements?

ANSWER: Families who are offered placement into the program are responsible for finding their own CCYH provider. The CCYH Fee Assistance pilot program will provide fee assistance to subsidize part of the costs for full-time, CCYH providers and nannies. Child care for the CCYH Fee Assistance program is administered within the family's own home. Families may use the [expanded child care](#)



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[service available](#) at no cost through Military OneSource, or other traditional search methods, to search for local providers.

Providers must:

- Must be a US Citizen or Legal Permanent Resident who is able to work in the US (when this individual obtains a Green Card or meets the substantial presence test for the calendar year. These lawful legal permanent residents are entitled to limited rights and benefits as compared to U.S. citizens. The sponsor who hires an individual with a green card must ensure they are following all employment laws).
- Be at least 18 years of age.
- Hold a high school diploma or equivalent.
- Have the ability to read, speak, and write English.
- Comply with applicable employment laws, to include income tax regulations.
- May be a family member so long as they are not the child's parent or guardian (which includes a parent, step-parent or legal guardian).
- Successfully complete and maintain a series of backgrounds checks.
- Complete required initial training to include Pediatric CPR and First Aid, as well as other self-paced courses.
- Commit to semi-annual monitoring after the initial orientation.

Fee Assistance cannot begin until the provider meets all of the associated requirements, or unless the family requests Provisional Approval for their CCYH provider who meets the necessary requirements (full details provided upon request from CCYH team). Providers should start their application as soon as possible to lessen any delay in approval.

The CCYH staff at CCAoA are available to assist providers with any questions on the provider requirements.

13. Can I hire a family member as my CCYH provider?

ANSWER: Yes, a family member may participate as the CCYH provider if they meet the following requirements.

A family member is defined as a person who is related to each child by blood, marriage, or adoption such as: an aunt, uncle, grandparent, great-grandparent, great-great grandparent, first cousin, niece, nephew, grandniece, grandnephew, great aunt, or great uncle or an older sibling who is at least 18 years of age.

A family member who serves as the CCYH provider **may not** be the parent, step-parent, or legal guardian of the child or children in care.

Sponsors, spouses, and legal guardians **may not** serve as the CCYH provider for their child.

All providers, even those pre-selected by or related to the family, must complete all training and background check requirements.

Provider rates must be inclusive of child care services only and **may not** include housekeeping related duties outside of what is necessary for child care.



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14. Can I have my CCYH provider/nanny live with me?

ANSWER: CCYH providers related to or not related to the family may reside with the family when hired to provide child care services. Service members and employers must follow the labor and tax laws when employing their live-in provider. CCYH fee assistance only covers a portion of the child care fee and will not encompass the costs related to the provider residing at the Service member's home/residence.

15. Can I join a Nanny Share with another family?

ANSWER: A nanny share is when two or more families enter into an agreement to hire an in-home child care provider to deliver child care services to their child(ren) under a co-arrangement. The families agree to share the cost of the child care provider.

To participate in the Child Care in Your Home pilot, families must agree to and ensure they are following all local, county, and/or state government regulations established to operate a shared provider program within their residential community. CCAoA will not be responsible for developing nanny share agreements. This responsibility falls on the families entering into the sharing agreement.

Eligible families participating in a sharing agreement will manage all matters regarding the agreement with their provider and will not involve the Department or CCAoA. Fee Assistance will be provided to all eligible families in care. Fee assistance will cover only a portion of the cost of child care.

A family may enter into an arrangement with another family not participating in military fee assistance. If both families are interested in military fee assistance, they must each qualify on their own (receiving an offer, meeting eligibility, receiving approval). Families will not receive preferential removal from the waitlist based on working with another eligible family. Eligible families will be responsible for all fees the CCYH fee assistance does not cover.

When a family decides to end the sharing agreement, all families are responsible for notifying CCAoA of the change in child care arrangement. The eligible family continuing to employ the provider is responsible for covering child care costs not covered by the CCYH Fee Assistance pilot program.

For the health, safety, and well-being of the children in care, under the sharing agreement the child care ratio may not exceed six children to one adult. This may include no more than two infants or children considered incapable of self-preservation.

16. If my CCYH provider is not a U.S. citizen, can they still participate?

ANSWER: CCYH providers must be eligible to work as a child care provider in the United States (e.g., U.S. citizens, Legal Permanent Residents,) and comply with applicable employment laws, to include income tax regulations.

Legal Permanent Resident who is a foreign-born person residing in the United States but not yet an U.S. citizen, who may permanently live and work in the United States, may be hired as a CCYH child care provider when this individual obtains a Green Card or meets the substantial presence test for the calendar year. These lawful legal permanent residents are entitled to limited rights and benefits as compared to U.S. citizens. The sponsor who hires an individual with a green card must ensure they are following all employment laws. The rules for filing income tax returns and paying estimated



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tax are generally the same for legal permanent resident as they are for U.S. citizens. The worldwide income of a legal permanent resident is subject to U.S. income tax the same way as a U.S. citizen. If, at the end of the year, a legal permanent resident is married to a U.S. citizen or U.S. resident and files a married filing jointly tax return, the legal permanent resident may be treated as a U.S. resident for tax purposes. For more information on how to make this election, see, <https://www.irs.gov/individuals/international-taxpayers/nonresident-spouse>

An individual working as an au pair does not meet the CCYH provider requirements as a legal permanent resident. Au Pairs may not be considered or hired as a CCYH provider.

17. Who employs my CCYH provider?

ANSWER: Families will be considered the employer of their selected CCYH provider and should review both [The Importance of Creating Your Child Care Agreement](#) and the related [tax considerations resource](#) for household employees. It is important for families to understand any additional requirements set by their state regarding a household employee. Military parents who employ providers in their home may reach out to [Military OneSource tax consultants](#) any time, if they have questions about these tax implications.

Child Care Aware of America does not withhold any employment taxes as part of CCYH Fee Assistance. Fee assistance payments for CCYH are required to be paid directly to your in-home provider. Therefore, CCAoA is required to provide CCYH providers with 1099s at the end of each year to report how much fee assistance was provided. Accounting for this in your research or tax consultations will help prepare for future tax reporting.

18. Who sets the CCYH provider rates?

ANSWER: Families and providers will negotiate and determine the rates amongst themselves based on the child care needs. The rates should only apply to the costs of conducting the work of child care in the family home. Any additional costs for other required duties, like housekeeping, are the family's responsibility. Once determined, the child care rates are submitted to CCAoA on a completed CCYH Provider Cost Verification Form, in the form of weekly, monthly, or annual rates so they may be used to determine fee assistance.

19. What does it mean when it says CCYH provider rates are capped?

ANSWER: The CCYH Fee Assistance pilot program does not determine, nor cap the child care fees the child care provider charges a family because the family is the employer of their provider and they negotiate the child care fee with their selected provider. The provider rate cap **ONLY** applies to the calculation used to determine fee assistance. The provider rate cap is \$1800 a month for full-time care per child and \$900 a month for school-age care per child. The family is responsible for paying for all the fees that exceed the provider rate cap (such as, costs over \$1800/900, overtime, additional hours, etc.) in addition to the family's copay.

The monthly fee assistance amount paid for each child is based on the family's Total Family Income (TFI) category and will not cover the entire cost of child care.



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20. How will I know what amount I am eligible for?

ANSWER: It is important for each family interested in participating in the CCYH Fee Assistance program to evaluate the dynamics of this and other programs in order to determine the child care program that best meets their needs. Often the cost to employ an in-home child care provider is higher than the cost of facility-based or Family Child Care and should be a consideration in your provider search.

Families must review [Understanding CCYH Fee Assistance](#) for more information on what goes into the fee assistance calculation and review provided examples. The final amount a family is approved for will be included in their Certificate of Approval.

21. What if I have specific questions about employment and taxes?

ANSWER: Employment and tax related questions should be directed to professionals in their respective fields. Military parents who employ providers in their home may reach out to [Military OneSource tax consultants](#) any time, if they have questions about these tax implications.

All fee assistance payments for CCYH are required to be paid directly to the in-home provider. Therefore, CCAoA is required to provide CCYH providers with 1099s at the end of each year to report how much fee assistance was provided. Accounting for this in initial research or tax consultations will help prepare for future tax reporting.

22. What types of documents are families responsible for submitting?

ANSWER: Supporting documentation for proof of eligibility may vary by family. Below is a list of commonly required documentation:

[Self-Certification Form](#) for children listed on the application (*The CCYH Fee Assistance program is provided for children two weeks through 5 years of age, but may also serve sibling children ages 6 through 12 years*).

LES within 90 days of approval for all service members activated to full-time duty.

Military Orders for all service members activated to full-time duty from the National Guard or Reserves for a period of 30 days or more.

Spouse/Non-Military Parent Information (*applies to unmarried parents living in the same household, or parents sharing custody of the children*) one month's worth of pay stubs or school schedule listing the student name, institution, semester dates and credit hours. May use the [Employment Verification Form](#) for a 60 day approval period, if recently employed.

[Child Care in Your Home Fee Assistance Parent User Agreement](#) initialed and signed by both parents.

[Understanding CCYH Fee Assistance](#) – All families must read the information provided carefully, sign the form, and submit with your family CCYH application.



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[CCYH Provider Cost Verification Form](#) (To be completed when provider is selected) – CCYH Fee Assistance collects all required information about the child care rates your family will be charged by the child care provider. This includes effective dates, rate frequency, and the schedule of care. This form will be used to process your fee assistance application and ensure that no over-payments occur. You will be required to submit this form with your family application after it has been confirmed that your child care provider is eligible to participate in the fee assistance programs.

23. How can I check the status of my file/account? What documents are still needed for my application?

ANSWER: Families may contact the CCYH team for a status update on their application by emailing CCYH@usa.childcareaware.org or calling 1-800-424-2246 x312 and speaking with a specialist. Families SHOULD NOT submit an application or supporting documents until they receive an offer.

24. How are fee assistance payments made?

ANSWER: The fee assistance payment will be paid directly to the CCYH provider on a monthly basis after receipt of a completed attendance sheet. The service member and family will pay the CCYH provider their portion of the child care costs as determined by the fee assistance calculation and specified in the *Certificate of Approval*. The provider has the option of receiving the payment from CCAoA via mailed check or direct deposit.

25. How can I contact the CCYH team with my questions?

ANSWER: The CCYH team can be reached via email at CCYH@usa.childcareaware.org and by phone at 1-800-424-2246 x312. Please allow up to two business days for email and voicemail return.

26. Where can I find more information?

ANSWER: More information can be found on the CCYH website at <https://www.childcareaware.org/fee-assistancerespite/dod-families/dod-fee-assistance/>.

27. How do a provider and family know when they can start care?

ANSWER: A family may have their hired CCYH provider begin child care at any time at their own expense. Fee assistance will not begin until authorized by CCAoA. A family is authorized when the family and their hired CCYH provider complete all required pre-service criteria, the application is reviewed for accuracy, and is processed by CCAoA. Once approved, each family and provider receive a "*Certificate of Approval*" (notating when fee assistance is authorized) and an attendance sheet per child via email.

The "*Certificates of Approval*" are issued for periods no longer than one year, but the period can be shorter. The approved start date for fee assistance is based on when the family completes their application and provides required supporting documentation (NTE 90 days prior to final approval). Families will have 30 days after approval to send in attendance sheets for any previously approved months care was administered. It is important for families and their providers to review the certificate information and dates; fee assistance is only authorized during the listed certificate period. Annual recertification for each family is in the month of their fee assistance start date as indicated in their approval.



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28. How often are site visits completed for CCYH monitoring?

ANSWER: Child Care Aware® of America subcontracts with local partner agencies in each region to conduct semi-annual monitoring of child care in your family's home. Once approved for fee assistance under the CCYH program, the local agency will be made aware of your family's approval. They will reach out to introduce themselves, provide a copy of the site visit form, and begin scheduling their first CCYH child care visit. The monitor will visit the military family home when child care is taking place, complete the required form, and supply the provider with the completed form to sign. Completed, signed forms are then shared with the family and sent to CCAoA for record. The first visit must be conducted within 45-60 days of approval in CCYH Fee Assistance.

29. What if a Service Member retires? Can the family receive care through the end of the certificate date?

ANSWER: CCYH Fee Assistance is for Active Duty service members. CCYH is a stand-alone program through the DoD and is not available after retirement, as other services families might receive as retirees, e.g., Tricare. As soon as a Service Member has an identified retirement date, CCAoA must be notified of a Service Member's retirement immediately so the family file may be updated and last date of approved fee assistance is confirmed.

30. What happens if a family receives PCS orders while enrolled in CCYH?

ANSWER: As with other services offered by DoD Child & Youth Programs, the family must re-enroll in the new location which includes placing a new Request For Care in MilitaryChildCare.com to be on the wait list, when applicable. If a family receives PCS orders, fee assistance in their current location ends once the family leaves the area. However, once a family knows they are relocating, they should place a new Request For Care through MilitaryChildCare.com to get on the waiting list for their next duty location.

31. What happens if a family exceeds their 60 hours of child care per week?

ANSWER: Fee assistance is calculated and determined by using consistent variables, such as income, full-time care schedules, and established child care costs per week/month. The family is responsible to pay their provider whenever their provider charges fees for additional care given outside the established schedule, or whenever overtime costs are incurred. The family is responsible for overtime costs in accordance with state/federal laws, therefore the family will be solely responsible for these additional fees.

32. May my provider start CCYH Fee Assistance before all the background checks are returned and adjudicated?

Answer: Yes, Provisional Approval is an option that your provider and you may select to get started with the CCYH Fee Assistance pilot program. Provision Approval is when the sponsor agrees in writing to allow their CCYH provider to start caring for their child(ren) once the FBI Fingerprint Check is completed and favorably adjudicated by CCAoA. The remaining background checks (State Criminal History Repository Check, State Child Abuse and Neglect Repository, and State Sex Offender Registry) must be initiated upon the provider's application submission. The CCYH provider must also agree in writing to submit and successfully complete all documents, required background checks and training. They are also required to complete successfully the required initial training courses for consideration for Provisional Approval. CCAoA can provide more information on the Provisional Approval option.