

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 may have to submit proof of such to receive fee assistance.
- All information given is true and correct. Any misrepresentation of this information may result in reclaiming any money paid for childcare and may result in prosecution under applicable State and Federal laws. See 18 U.S.C. § 1001.
- Before applying for fee assistance with Child Care Aware® of America (CCAoA) fee assistance programs, I must visit www.militarychildcare.com to make a request for military-sponsored child care.

I UNDERSTAND THAT:

- I must send proof of my continued eligibility for this program when requested.
- This information required in connection with fee assistance funds used to reduce the cost of childcare, and DoD (Department of Defense) and Child Care Aware® of America (CCAoA) officials may verify any information at any time they consider 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 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, childcare tuition, age of child(ren), the provider's location, and the type of childcare I select; if there are any changes to my situation, I must make CCAoA aware of those changes **immediately**.
- All adults who are legally responsible for the child(ren) welfare in the home/legal guardians' information must be listed on the application for fee assistance.
- I must select a **qualified** childcare provider/program that meets my program's requirements to participate in the fee assistance program. These requirements include a state license and necessary paperwork to enroll under the new provider/program (MCCYN-plus), an inspection report free of disqualifying incidents, and some programs may require national accreditation. Programs/providers who do not meet the eligibility requirements of the fee assistance program and who are not qualified for the program will not be reimbursed. For more information on provider eligibility, please visit <http://usa.childcareaware.org/>.
- For USMC and Air Force, 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. To continue with the fee assistance program, I must choose a new eligible provider.
- I must give CCAoA a minimum of two (2) weeks' **notices** prior to changing childcare providers
- I may use more than one provider/program; however, CCAoA will not reimburse more than one provider/program for the same period, for the same child.
- If I use a back-up childcare provider/program, CCAoA must reimburse the primary childcare 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's employment/school status is 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.

- I may not receive subsidies or fee assistance from military-sponsored childcare and the Fee Assistance Programs at the same time.
- All childcare 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 childcare provider/program and not to me.
- I am responsible for any remaining childcare fees after fee assistance has been issued. CCAoA will NOT pay the full cost of childcare 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 childcare provider, and submitted to CCAoA within 30 days of services provided. Failure to submit attendance sheets within this time limit 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 assistance is only authorized when I am issued an approval certificate from CCAoA. Approval for monthly childcare subsidy **will not be back dated 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 to be eligible for back payment.
- I must notify CCAoA (1-800-793-0324) at least fifteen (15) calendar days before ending childcare 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.

I have read 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