



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 2, 3, and 4)
- ☐ 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 1-4) 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/quality rated 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 should contact CCAoA directly for assistance. 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 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. 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 childcare 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 document review processes. The provider file must be complete before the family's file can be approved and fee assistance amounts can be determined. Once this has been completed, a certificate packet detailing approved fee assistance amounts and duration will be sent to the parent and provider via email. 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: What is the MCCYN-PLUS Initiative, and how will it impact me?

A: The MCCYN-PLUS initiative includes community child care programs whom are unaccredited. Unaccredited providers must participate in their state's quality rating and improvement system (QRIS) in order to be eligible for military fee assistance, in addition to meeting the other program eligibility requirements. Providers will be required to demonstrate continuous improvement of their QRIS rating, and families who are not required to use accredited care will be referred to providers with higher QRIS rating. MCCYN-PLUS operates in select states- please visit <https://www.childcareaware.org/fee-assistancerespice/feeassistancerespiceproviders/qris-mccyn-plus/> for a full list.

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

Business Name: _____

Taxpayer Identification Number (TIN): _____

Type of Provider (check one): ☐ Center ☐ Group Home ☐ Family Child Care Home ☐ School

CONTACT INFORMATION

Address Where Care is Provided: For providers with multiple locations, a separate application is needed for each site.

Street Address _____ City _____ State _____ ZIP _____ County _____

Provider Billing Address: ☐ Same as Above

Street Address _____ City _____ State _____ ZIP _____ County _____

Phone #: _____ Contact Person(s): _____

Primary Email(s): _____

Remittance Email(s): All direct deposit payment remittance notices are sent by email. If you prefer remittance notices be sent to an email other than your primary contact, please list your preferred email(s) here. _____

Website: _____ Are your current rates online? ☐ Yes ☐ No

☐ Check this box if you do not wish to be listed on our approved provider website.

ELIGIBILITY INFORMATION

Are you receiving federal child care funding/subsidies? ☐ No ☐ Yes (specify): _____

Are you located on/affiliated with a military base/installation? ☐ No ☐ Yes (do not continue application)

Are you licensed by the state to provide child care? ☐ No ☐ Yes

If you are not state-licensed, you are not eligible to receive fee assistance for children under 5 years old. Before/after school programs run on school grounds by school personnel may receive before/after school fee assistance for 5-12 year olds.

Are you accredited/pursuing accreditation with one of the agencies below? ☐ No ☐ Yes (check appropriate box)

Centers

- | | |
|---|---|
| <input type="checkbox"/> Accredited Professional Preschool Learning Environment | <input type="checkbox"/> Middle States Accreditation |
| <input type="checkbox"/> American Montessori Society | <input type="checkbox"/> Maryland State Dept. of Education |
| <input type="checkbox"/> Association of Christian Schools International | <input type="checkbox"/> National Accreditation Commission |
| <input type="checkbox"/> Association Montessori International / USA | <input type="checkbox"/> National Association for the Education of Young Children |
| <input type="checkbox"/> Council on Accreditation | <input type="checkbox"/> National Early Childhood Program Accreditation |
| <input type="checkbox"/> Cognia Early Learning | |

Homes

- ☐ National Association for Family Child Care
☐ Child Development Associate Credential
☐ Early Childhood Education/Child Development Degree (or transcript listing 24+ college credits in these areas)

Most families are required to use accredited care. In some states, families can also use quality-rated care. See the link below for a list of these states. If you begin pursuing accreditation with one of the above agencies, you may be eligible upon enrollment in self-study. In areas lacking accredited/high quality care, families should contact CCAoA directly for assistance.

Are you enrolled in your state's quality rating and improvement system? ☐ No ☐ Yes (indicate level): _____
Please visit childcareaware.org/fee-assistancerespite/feeassistancerespiteproviders/qris-mccyn-plus/ to review requirements.

LICENSING INFORMATION

Licensor Phone/Email: _____ Ages Served: _____ Operating Hours: _____ to _____

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 attach a voided check or bank letter, and sign the document.

A voided check or bank letter 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; it will not be accepted. All payments are made directly to provider.

Signature: _____

Date: _____

Attach Voided Check Here

Discount Verification Form

The purpose of this form is to collect general fee and discount policy information. 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 FEE INFORMATION

REGISTRATION FEES LISTED HERE CANNOT INCLUDE DEPOSITS, SUPPLIES, ACTIVITIES, TRANSPORTATION, ETC.

Do you charge a registration fee that does not include the cost of deposits, supplies, activities, transportation, etc.?

☐ **No** (Proceed to Discount Information.)

☐ **Yes, I charge:**

Initial Fee (per **child**): _____ Annual Fee (per **child**): _____

Initial Fee (per **family**): _____ Annual Fee (per **family**): _____

Additional registration fee information, if any (summer, etc.): _____

Registration fee reimbursement policy varies by military service member's branch.

DISCOUNT INFORMATION

Do you ever offer discounts of any kind? ☐ **Yes** ☐ **No** (Proceed to Additional Subsidy Information.)

Any discounts offered to families who are paying privately must also be offered to families receiving military fee assistance, because military fee assistance is not a discount program. Assistance + family co-pay = your full rate.

I offer the following discounts (include amount/percentage details):

☐ Sibling: _____

☐ Military: _____

☐ Employee: _____

☐ Corporate: _____

☐ Promotional: _____

☐ Other: _____

Is your facility receiving any other subsidies or funding for child care? ☐ Yes (please list them below). ☐ No

Does your facility include the cost of lunch in tuition? ☐ Yes ☐ No

Does your facility include the cost of formula for infants (6 weeks – 12 months)? ☐ Yes ☐ No

I certify that all above information is correct and all discounts that I offer are listed. I understand that any changes 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 are not applied to their child care tuition, facility maintenance/supplies, or activities.

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

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