



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 fee assistance pilot program for families receiving child care within their own home, from a provider whom they employ (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. In accordance with DoD policy, families are approved for the CCYH Fee Assistance pilot program when they meet all eligibility requirements, are offered a space in the program and their CCYH child care provider meets and completes all eligibility requirements.

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 the remaining costs not covered by fee assistance. Child Care Aware® of America (CCAOA) is not the employer of the child care provider. Families and Providers should discuss a child care agreement to cover job duties, pay rate, and all applicable tax requirements as set by state and federal law.

3. What are the requirements to be a child care provider in CCYH?

ANSWER: Providers in the CCYH Fee Assistance program MUST meet the following criteria:

- Must be at least 18 years of age
- Must hold a high school diploma or equivalent
- Must read, speak, and write English
- 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)
- Must be a US Citizen or a Legal Permanent Resident (legally able to work in the US as a Green Card holder or meets the substantial presence test for the calendar year)
- Must be willing to be employed by the family and accept all related tax implications
- Must be willing to complete required initial trainings, including Pediatric CPR and First Aid, and additional trainings as assigned (*Additional training is self-paced and provided through the Department of Defense*)
- Commit to semi-annual monitoring after the initial orientation
- Must be willing to complete and maintain favorable background checks (*adverse information must be adjudicated*)
 - Fingerprint-Based FBI Criminal History Background Check
 - State Criminal History Repository Check
 - State Child Abuse and Neglect Repository Check
 - State/National Sex Offender Registry Check



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4. If I am not a US citizen, what requirements must I meet?

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 an in-home 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 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.

5. If I am a family member/relative of the military family I am working for, can I still participate?

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.

Family members serving as CCYH providers **may only** care for their own children in the service member's home if there is a written agreement in place. For the health, safety, and well-being of the children in care, under this agreement the child care ratio may not exceed six children to one



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adult. This may include no more than two infants or children considered incapable of self-preservation.

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.

6. How do I apply to be a CCYH provider?

ANSWER: After the eligible military family informs CCAoA of their provider selection, a specialist will reach out to discuss enrollment, and assist the provider with the application process and requirements (such as background check requirements, training, etc.). Providers will need to turn in the following documents.

- Child Care in Your Home Provider Fee Assistance Application
- Child Care in Your Home Provider Agreement
- W-9 Form
- If applicable, copy of Employer Identification Number Certificate
- Child Care in Your Home Provider Cost Verification Form
- Pediatric CPR and First Aid Certification (*if current – if you don't have a certification or it is expired, please let our team know so we can help you find a qualified trainer*)

Additionally, providers will need to complete a series of background checks as well as required initial Department of Defense provided training through an online portal. Instructions will be provided for background checks based on the provider's residence as they can vary by state.

7. I am not yet working with an eligibility military family who has received an offer for CCYH. Can I still apply to be a CCYH provider?

ANSWER: Families are responsible for finding and hiring their own child care provider. If you are working with a military family that has not yet received an offer for the CCYH Fee Assistance pilot program, you may begin to complete select enrollment requirements. It is important to understand this early completion will not impact the time when the family is offered a space in the CCYH Fee Assistance program. Also, the early completion does not guarantee approval for participation in the program. Providers may begin their CPR/First Aid certification and background checks, but should be aware that they would do so fully at their own expense and with no guarantee of approval for the CCYH Fee Assistance program.

Providers will not be able to access the training portal until CCAoA is working with their eligible military family. Additionally, CCAoA may not be able to provide guidance to these providers on the requirements until an offer is made.

8. How do I get my background check done?

ANSWER: Background check steps vary by state. CCYH providers who are working with families who have been offered a space in the program will be sent background check instructions that pertain to



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their state of residence along with their provider application. If the provider has a previous background check done within the past 5 years, they can send the CCYH team the results to determine if it would meet some or all of the background check requirements.

For those CCYH providers working with families waiting to be offered a space in CCYH Fee Assistance, but want to go ahead and get their background checks started, they may do so on their own accord. Please note, families and their CCYH providers who have not officially been offered a space in CCYH Fee Assistance through MCC and choose to initiate the required background checks must do so without the specific guidance/instruction from the CCYH team at CCAoA.

FBI Fingerprint Criminal History Check - <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

State Criminal History Repository Check – Please reach out to the appropriate state agency where you live in order to receive instruction on conducting a criminal background check on yourself.

State Child Abuse and Neglect (CAN) Registry Check – Please reach out to the appropriate state agency where you live in order to receive instruction on conducting a CAN check on yourself.

9. Do I need to wait for approval before working with the family?

ANSWER: CCYH providers are hired by the military family they are working for and the military family determines when child care will begin in their home. The application, enrollment, and approval process for the CCYH Fee Assistance pilot program is only a determination of potential fee assistance for the military family. Start and end dates only apply to fee assistance eligibility and are independent from employment and work with the family. Families and providers may begin child care before approval for CCYH Fee Assistance, but the family will be entirely responsible for all related child care costs.

10. What training is required and how do I start?

ANSWER: The following required trainings are provided through the Department of Defense (DoD) for Child Care in Your Home (CCYH) Fee Assistance.

Initial Training Courses (*Must be completed before fee assistance can be approved*)

- Child Abuse Identification & Reporting
- Child Abuse Prevention
- If caring for infants – Safe Sleep Practices
- *If caring for children with special needs* – Working with Families of Children with Special Needs

Continued Training – (*Must be completed within the first 90 days of fee assistance approval, but may be completed immediately/sooner if preferred*)

- Family Engagement
- Learning Environments
- Positive Guidance
- Safe Environments
- Healthy Environments



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Pediatric CPR/First Aid – Training class should be in-person or include an in-person skills assessment if a blended course. Courses completed fully online would not meet the requirement.

Access to the trainings through the self-paced platform is currently limited to those providers who are working with military families who have been offered a space in CCYH Fee Assistance. Once identified, access and instruction will be provided by the CCYH team at CCAoA. Child care providers who have completed similar or the same trainings through other platforms for prior employment may submit those for review by CCAoA.

11. May I start receiving fee assistance before all the background checks are returned and adjudicated?

Answer: Yes, Provisional Approval is an option that your employer (the military family) and you may agree upon and select to get started with the CCYH Fee Assistance pilot program. Provision Approval is when your sponsor agrees in writing to allow you 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 required background checks and training. CCAoA can provide more information on the Provisional Approval option. You are also required to complete successfully the required initial training courses for consideration for provisional approval.

12. Can I work with multiple military families?

ANSWER: CCYH providers may work with multiple military families under a nanny share agreement. 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 providers participating in a sharing agreement will manage all matters regarding the agreement with the families and will not involve the Department or CCAoA. Fee Assistance will be provided to all families in care no matter the location where care is provided. Fee assistance will cover only a portion of the cost of child care.

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.

13. Can I bring my own children to care?

ANSWER: If the CCYH provider and the family have a written agreement stating the provider may care for their own children during the child care hours, then you (as the CCYH provider) may care for your



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own children in your employers' home during child care under the CCYH Fee Assistance Program. For the health, safety, and well-being of the children in care, under this 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.

14. Can I reside with the military family?

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 are the employers and must follow the labor and tax laws when employing their live-in provider. CCYH fee assistance only covers 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 also be paid to do housework along with child care?

ANSWER: CCYH providers may be paid to do housework for the family, but these payments MUST be kept separate from the child care costs. When calculating fee assistance for CCYH, the rates charged to families are for child care services only and may not include services such as housekeeping or other such duties required by the family. That work and their accompanying rates will remain outside the purview of this program.

16. How do provider taxes work?

ANSWER: Providers are considered the employee of the military family and should speak with them regarding any questions on compensation or tax requirements. Child Care Aware® of America does not withhold any taxes but must provide a 1099 form covering the fee assistance payments provided to child care providers to use for their own taxes.

17. Are there any specific rules for child care that I have to follow for the program?

ANSWER: Providers should discuss care specifications with the family and ensure they comply with local state and federal laws. Additional care requirements set forth for the CCYH Fee Assistance program can be found in the [CCYH Provider Agreement](#).

18. Should I establish a written agreement with the military family?

ANSWER: It is highly recommended that the military family and their selected child care provider have a written agreement/contract regarding the child care services the CCYH provider will conduct. This may include, but is not limited to, hours and days of work, children in care, job duties, pay, benefits, etc.

19. What is the pay rate for CCYH providers?

ANSWER: The military family is considered the employer of their CCYH provider. The rate of pay is determined between the military family and their selected provider. This rate is then reported to CCAoA to be factored into fee assistance. CCAoA does not determine the rate a provider can charge or withhold any taxes as part of employment.



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20. Does my rate have to be capped at \$1800 or \$900 per month for each respective child?

ANSWER: Each provider will determine the fee charged to their family for the child care services provided. The provider's fee charged is agreed between the military family and you, the provider. The provider rate cap ONLY applies to the calculation used to determine fee assistance. 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.

21. How do CCYH providers get paid fee assistance?

ANSWER: After being approved for the CCYH Fee Assistance pilot program, both the family and provider will receive a packet that includes a blank copy of an attendance sheet. This sheet should be filled out each month, for each child and signed by both the provider and parent. The completed form is turned into the payment department after that month's care is administered in order for the fee assistance to be dispersed.

The fee assistance amount is paid directly to the provider via check or direct deposit after receipt of complete attendance sheets. The service member and family will pay the CCYH provider their portion of the provider's fee as determined by the fee assistance calculation.

22. Do I need to get a new Pediatric CPR/First Aid certificate if the certificate I have is current?

ANSWER: No, if your Pediatric CPR and/or First Aid certificate is current, you can submit it during your application process. Pediatric CPR and First Aid certification must be maintained so renewal is required upon expiration of the current certification period. Pediatric CPR and First Aid may be completed through any organization; however, you must complete a class that is in-person or includes an in-person skills assessment.

Please note that the certificate must be specifically for Pediatric CPR and First Aid. A Basic Life Support (BLS) course may meet the CPR requirements, but would not be a replacement for a First Aid course.

23. Where do I go to get a Pediatric CPR/First Aid certificate?

ANSWER: If you need to be trained in Pediatric CPR and/or First Aid and are unsure where to go, or how to obtain a certificate, the below resources will assist you in getting started on finding a local class. When selecting a class, ensure the class offered is conducted in-person or includes an in-person skills assessment. The resources offered below are not an exhaustive list of options, and providers may use organizations outside this list.

[American Red Cross](#)

[American Heart Association](#)

24. How does the program monitoring work?

ANSWER: Child Care Aware® of America subcontracts with local partner agencies in each region to conduct semi-annual monitoring of CCYH child care in the 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



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will reach out to introduce themselves to the family, 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 provide you (the provider) with the completed form to sign. Completed, signed forms are then shared with the family and sent to CCAoA for record.

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.