

Subsidized Child Care Program Overview

Subsidized child care helps low-income families pay child care costs, based on family size and income. You must live in Pennsylvania, apply in the county where you live and have a child or children who need child care while you are working or attending an education program. The child who needs care must be a citizen of the United States or an alien lawfully admitted for permanent residency.

Child Care Information Services (CCIS) is a network of 42 grantee agencies that manage state and federal subsidized child care funds, determine eligibility for local families and make payments to participating child care providers.

Meet Income Guidelines: Income Guidelines change every year based on the Federal Poverty Income Guidelines (FPIG) published annually by the federal government. Some family expenses may be deductible. The annual income for a family to be eligible to access subsidy funding is 200 percent or less of the FPIG. A family does not lose eligibility until the family's income reaches 235% of FPIG. For 2016: Family size/ 200% Poverty = 2/\$32,040; 3/\$48,600; 4/\$56,880.

Basic Requirements	Questions	Subsidized Child Care
Residency	Do I have to live in Pennsylvania?	YES
Age of Child	Does my child have to be a certain age?	YES Birth to age 13 Or special needs from 13 – age 19
Employment/Training or Education Program	Do I have to work or train a certain number of hours per week? I am a teen parent; do I have to be enrolled in school?	YES At least 20 hours per week, which can include 10 hours of work and 10 hours of training If you are a teen parent, you must be enrolled in school full-time
Income	Are there income guidelines?	YES - See FPIG chart
Cost	Do I have to pay for child care service?	YES The co-pay is based on your income and family size

Proof of address can be a lease, utility bill, a deed, rental agreement, State Photo ID, Driver's License, a voter's registration card or mail that you have received showing your address.

Proof of family composition can include a birth certificate, a custody order, a medical record or a written statement from a physician, a school record. If you are a foster parent, you must submit a letter from the county Department of Human Service or Children Youth and Families that approves the foster child to be in care.

Proof of employment/education or training must include a letter or a form that shows the name of your employer, school or training program. It should state your actual days and daily schedule (such as Monday - Friday 9am – 5pm) and your total number of hours weekly. If you are employed, the form should also include how often you are paid: weekly, bi-weekly (26 pays), twice a month (24 pays), monthly or annually. The letter or form must be signed and dated by your employer or authorized school representative. Hours of care are determined by the documentation presented.

Proof of income may include pay stubs showing your gross earnings, an employer statement showing gross earnings and how often you are paid, a letter from the government agency for SSI or Social Security Benefits, unemployment compensation letter, child support or alimony letter showing the amount and how often it is paid and if you are self-employed you may submit your tax returns for the previous year and all supporting documentation.

Proof of expenses paid out may include medical bills for the last three month period, a court-order for child support payments paid for a child not living with you or alimony payments.

Parent choice -subsidized child care is a parent choice system. The parent may choose a certified child care center, family child care care home, group child care home or a relative provider to care for his or her child. The parent must choose an eligible child care provider who has entered into a provider agreement with the local CCIS office.

NOTE: If child care subsidy does not pay the full amount charged by the child care program, the provider may charge the parent/caretaker the difference between the subsidy payment and the provider's private charges.

Funding: Low Income – Temporary Assistance for Needy Families (TANF) - Former TANF

Low Income funding provides child care to families that have not recently received TANF funding and have household income 200 percent or less to enter. Families remain eligible until income reaches 235 percent of the FPIG. If funding is not available at the time that a low income, working parent applies for subsidized child care, the child may be placed on a waiting list.

TANF child care funding is earmarked for current TANF recipients in approved employment and training programs or working and transitioning off of TANF benefits. Eligibility for this funding is determined by the local County Assistance Office, while child care services are managed by the local CCIS.

Former TANF funding is automatically available to a TANF recipient whose cash benefit closed within the past 183 days due to earned income and who meets the requirements for subsidy eligibility. The Former TANF family will never go to a waiting list.