

Application for Child Care Financial Assistance

To Be Eligible for Assistance, Your Family Must

- Have an accepted service need (reason) for child care.
- Meet the income guidelines.
- Live in Vermont.

How to Apply

- 1. Fully complete this application. Incomplete applications will be returned.
- 2. Sign at the bottom of page 10. Use a pen.
- 3. Complete any additional forms that are required (e.g., Verification of Employment Form).
- 4. Gather copies of required verification documents (e.g., child support order). Originals may be returned upon request.
- 5. Send your application, along with required documents and forms, to your local Community Child Care Support Agency (see list on bottom of page 2). They can help you apply.

Note: If you get Reach Up, ask your case manager if they can authorize Child Care Financial Assistance for you. If they can, you DO NOT have to complete this application.

What Happens Next

- 1. Your local agency will determine your eligibility for assistance based on your need for child care, household income, and family size.
- 2. If you are eligible, assistance may begin immediately.

If English is not your primary language and you need help understanding this information, tell your local office.

إذا لم تكن اللغة الإنجليزية لغتك الأولى وتحتاج إلي الحصول على المساعدة قم بإبلاغ المكتب الفرعي القريب منك.

Ako engleski jezik nije Vaš primarni jezik i ako Vam je potrebna pomoć da razumijete ovu informaciju, obavijestite svoj lokalni ured.

အကယ်၍ အင်္ဂလိစ်စကားဆည် သင့်မိခင်ဘာသာစကား ဓဟုတ်သဖြင့် ဤသတင်းအချက်အလက်ကို နားလည်မှန်အတွက် အကူအညီလိုပါက သင့်ဒေသခံရုံးကို အကြောင်းကြားပါ။

Si vous n'êtes pas anglais de langue maternelle et que vous avez besoin d'aide pour comprendre ces informations, dites-le à votre bureau local.

Mugihe icongereza atari ururimi rw'awe rw'amavukiro ukaba ushaka impfashanyo y'ugusobanukirwa iy'inkenuzo, egera ibiro vyaho uba.

यदि अङ्ग्रेजी तपाईको मुख्य भाषा होइन र तपाईलाई यो बुझ्न सहयोग चाहिएमा तपाईको स्थानीय कार्यालयम भन्नुहोस्।

Haddii luuqada Ingiriisiga aysan ahayn luuqadaada asaasiga ah aadna u baahan tahay caawimaad ah fahanka macluumaadka, u sheeg xafiiska deegaankaaga.

Si su idioma materno no es el inglés y necesita ayuda para comprender esta información, infórmelo a su oficina local.

lkiwa Kiingereza sio lugha yako ya msingi na unahitaji msaada wa kufahamu maelezo haya, waeleze ofisi yako ya mtaa.

Nếu tiếng Anh không phải là ngôn ngữ chánh của quý vị và quý vị cần trợ giúp để hiểu thông tin này, hãy cho văn phòng tại địa phương quý vị biết.

Document Checklist

Review this list and make sure you send all the required documents and forms.

- □ Education savings account: Send proof of any contributions to a qualified account.
- □ **Reason for child care:** Complete the required forms and gather the documents required to verify the service need for child care.
- □ **Child support:** Send a copy of any child support order. If you're not getting or paying the amount on the order, send a 6-12 month payment history from the Office of Child Support.
- □ **Household income:** Include all documents required to verify all sources of income.
- □ State adoption: If you have an adoption assistance agreement with the State of Vermont, send a copy. Income limits may be waived, but you'll still need to provide income information and verification and have a service need (reason) for child care.

Community Child Care Support Agencies

Staff in your local agency can:

- Answer your questions about assistance and help you apply.
- Provide copies of any additional forms you need to fill out.
- Help you find a child care provider if you don't already have one.

Addison Child Care Services at Mary Johnson Children's Center 81 Water Street Middlebury, VT 05753 (802) 388-4304	Franklin/Grand Isle Family Center of Northwestern Counseling & Support Services 130 Fisher Pond Road St. Albans, VT 05478 (802) 524-6554	Rutland Vermont Achievement Center 88 Park Street Rutland, VT 05701 (802) 773-4365 (child care subsidy) (802) 747-0033 (child care referral)
Bennington Sunrise Family Resource Center 238 Union Street Bennington, VT 05201 (802) 442-0052	Lamoille Lamoille Family Center 480 Cady's Falls Road Morrisville, VT 05661 (802) 888-5229	Washington Family Center of Washington County 383 Sherwood Drive Montpelier, VT 05602 (802) 262-3292
Caledonia/Essex South Kingdom Child Care Connection at Umbrella 1330 Main Street St. Johnsbury, VT 05819 (802) 748-1992 (option 3)	Orange/Windsor North The Family Place 319 US Route 5 South Norwich, VT 05055 (802) 649-3268, 1-800-639-0039	Windham South Winston Prouty 209 Austine Drive, Vermont Hall Brattleboro, VT 05301 (802) 257-7852
Chittenden Child Care Resource 300 Cornerstone Drive, Suite 128 Williston, VT 05495 (802) 863-3367	Orleans/Essex North Kingdom Child Care Connection at Umbrella 79 Coventry Street, Suite 3 Newport, VT 05855 (802) 624-4157	Windsor South/ Windham North Springfield Area Parent Child Center 80 Jack & Jill Lane North Springfield, VT 05150 (802) 886-5242, 1-800-808-4442

Child Care Financial Assistance Application

Please print clearly and answer all questions completely.

1. Tell Us About Yourself (the applicant).

First name, middle na	me, last n	ame, and si	uffix (Jr.,	Sr., III, etc.)			
Other names (e.g., maiden name, nicknames, or aliases) Date of birth (mm/					ı (mm/	dd/yyyy)	
Social Security numbe	Security number* Email address						
Phone numbers: (Check preferred one)	□Cell (v	with area code)		□ Work (with area code)			
Physical address (stree	et address,	city, state, z	ip code)				
Mailing address (if diffe	erent from	physical add	lress)				
Primary Language:			Ethnicit	y: anic □ Non-Hi	spanic		
Race (check all that ap □ American Indian/Alas □ White □ Prefer to se	skan Nativ] Black//	African Ameri	can 🗆 Native		an/Pacific Islander refer not to answer
Gender: □ Female □ Male □ N □ Prefer to self-describ	-		t to ansv	ver		Pron	ouns (optional):
Marital Status: Verr Married Civil Union Legally Separated Separated Divorced Single Yes							
□ Married □ Civil Unior		y Separated	□ Separ	rated 🗆 Divor	ced 🗆 Single	Verm □ Ye □ No	
□ Married □ Civil Unior	Widowed			rated 🗆 Divor	ced □Single	🗆 Ye	S
□ Married □ Civil Unior □ Domestic Partner □	Widowed dollars or a qualifie	more in asse	ets? savings	account		🗆 Ye	S)
 Married Civil Unior Domestic Partner Do you have a million Do you put money into 	Widowed dollars or a qualifie Education	more in asse d education Investment	ets? savings Plan, oth	account		🗆 Ye	s D Yes 🗆 No
 Married Civil Unior Domestic Partner Do you have a million Do you put money into (e.g., Vermont Higher I 	Widowed dollars or a qualifie Education me pay ch er currently	more in asse d education Investment hild support? y on active d	ets? savings Plan, oth	account ner 529 Plan)'	?	□ Ye □ No	s
 Married Civil Unior Domestic Partner Do you have a million Do you put money into (e.g., Vermont Higher I Does anyone in the ho Is any parent/caregive 	Widowed dollars or a qualifie Education me pay ch er currently ilitary Res	more in asse d education Investment nild support? on active d erve unit?	ets? savings Plan, oth uty in the	account her 529 Plan)' e U.S. military	? v or a member	□ Ye □ No	s Yes No Yes No Yes No
 Married Civil Unior Domestic Partner Do you have a million Do you put money into (e.g., Vermont Higher I Does anyone in the hor Is any parent/caregiver a National Guard or M 	Widowed dollars or a qualifie Education me pay ch er currently ilitary Res Active Mi	more in asse d education Investment hild support? on active d erve unit?	ets? savings Plan, oth uty in the tional Gu	account her 529 Plan)' e U.S. military	? v or a member	□ Ye □ No	s Yes No Yes No Yes No

*You are not required to provide your social security number. However, not providing it might delay the process of your application.

2. Tell Us Why You Need Child Care. (What Is Your Service Need?)

To complete section 2 and 3:

- 1. Check the reason you need child care.
- 2. Provide other required information or forms.
- 3. Contact your local child care support agency or visit <u>dcf.vermont.gov/cdd/families/forms</u> for forms.

Reason for Care	Required Information	and Forms				
Self-employed	 Send a completed Self-Employment Business Plan form. If you have been self-employed for: More than a year, send a copy of your individual and business taxes, including all schedules. Less than a year, send a profit and loss statement. 					
Medically unable	Send a completed Speci	Send a completed Special Health Needs (Adult) form.				
Looking for work	Send a completed Seeki	ng Employment Plan form.				
Attending school or training	Send a completed Traini form/class schedule.	Send a completed Training Plan form and copy of your current registration				
Working	 If your job is new and Verification of Employ If your employer does self-employment abov Employer name: Employer phone: Employer address: 	 Employer phone: Employer address: Does your employer contribute towards child care costs? Yes No 				
	Sunday Startam / pm Endam / pm	Monday Startam / pm Endam / pm	Tuesday Startam / pm Endam / pm			
	Wednesday Startam / pm Endam / pm	Thursday Startam / pm Endam / pm	Friday Startam / pm Endam / pm			
	Saturday Startam / pm Endam / pm	Flexible schedule? □Yes □No	Scheduled hours per week			
Child with special health needs	Send a completed Speci	Send a completed Special Health Needs (Child) form.				
Family support	emotional stability, subst	If your family is experiencing extreme short-term stress (e.g., shelter, safety, emotional stability, substance abuse, or children's behaviors), contact your local CIS Child Care Coordinator (<u>dcf.vermont.gov/contacts/partners/scc</u>).				
Protective services	Discuss your need for chi	ld care with your Family Ser	rvices worker.			

3. Tell Us About Any Other Parent/Caregiver in the Home. You MUST list your spouse, civil union partner, or legal parent of your child(ren).

First name, middle name, last name, and suffix (Jr., Sr., III, etc.) Relationship to applicant					
Primary language	y) Social S	ocial Security number*			
Race: American Indian/Alaskan Native Asian Black/African American Native Hawaiian/Pacific Islander White Prefer to self-describe (explain)Prefer not to answer					
Ethnicity: 🗆 Hispanic 🗆 Non-Hispa	anic				
Gender: Female Male Non-Binary Prefer not to answer Pronouns (optional): Prefer to self-describe (explain) Prefer not to answer Pronouns (optional):					
Reason for Care	Required Information	and Forms			
Self-employed	 Send a completed Self-Employment Business Plan form. If you have been self-employed for: More than a year, send a copy of their individual and business taxes, including all schedules. Less than a year, send a profit and loss statement. 				
Medically unable	Send a completed Speci	al Health Needs (Ad	dult) form.		
Looking for work	Send a completed Seeking Employment Plan form.				
Attending school or training	Send a completed <i>Training Plan</i> form and copy of their current registration form/class schedule.				
Working	 Send two consecutive pay stubs from the last 30 days for each job. If their job is new and they don't have paystubs yet, send a completed <i>Verification of Employment</i> form. If their employer does not withhold taxes, follow the instructions for self-employment above. Employer name: Employer phone: Employer address: Does the employer contribute towards child care costs? Yes No Work hours (circle AM or PM) 				
	Sunday Startam / pm Endam / pm	Monday Startam / Endam /			
	Wednesday Startam / pm Endam / pm	Thursday Startam / Endam /			
	Saturday Flexible schedule? Scheduled hours per week Startam / pm PM Pres INO No				

4. Tell Us About Other Household Members. Include your children and anyone else you claim as a dependent on your taxes. Use extra paper if needed.

First name, middle name, last name, and suffix (Jr., Sr., III, etc.) Relationship to applic						
Primary language DOB (mm/dd/yyyy) Social Security number*						
Race: 🗆 American Indian/Alaskan Native 🗆 Asian 🗆 Black/African American 🗆 Native Hawaiian/Pacific						
Islander 🗆 White 🗆 Prefer to self-describe (explain) 🗆 Prefer not to answ						
Ethnicity: Hispanic Citizenship (required only for a child accessing child care):						
□ Non-Hispanic		n 🗆 Qualified Immigrant* 🗆	None	of the above		
Gender: □ Female □ Male □ Prefer to self-describe (Prefer not to answer				
· · · · · · · · · · · · · · · · · · ·	. ,	nealth needs and requires chi	ld car	e?	□Yes□No	
Is this a child you get Act 16	· ·					
Are both parents present in		d?				
Physical address (or last	known addres	ss) of the absent parent:				
· · · · · · · · · · · · · · · · · · ·		arried to the absent parent?	∃Yes	□ No		
		ast 12 months? □Yes □No				
		pport/other goods from the al	osent	parent? 🗆 Yes 🗆 No		
		for this child?		·		
Are you paying child supp	port for this ch	ild? □Yes □No				
First name middle name la	ast name and	suffix (Ir Sr III etc.)		Relationship to applic	ant	
First name, middle name, la	ast name, and	suffix (Jr., Sr., III, etc.)		Relationship to applic	ant	
First name, middle name, la Primary language	ast name, and	suffix (Jr., Sr., III, etc.) DOB (mm/dd/yyyy)	Socia	Relationship to applic al Security number*	ant	
Primary language				al Security number*		
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* A child is a qualified immigrant if they have one of the following immigration statuses: lawful permanent resident, asylee, refugee, paroled into the U.S. for at least one year, granted withholding of removal, victim of abuse or trafficking.

4. Tell Us About Other Household Members (Continued). Include your children and anyone else you claim as a dependent on your taxes. Use extra paper if needed.

First name, middle name, l	ast name, and	suffix (Jr., Sr., III, etc.)		Relationship to applic	ant	
Primary language						
Race: American Indian/Alaskan Native Asian Black/African American Native Hawaiian/Pacific						
Islander White Prefer to self-describe (explain)						
Ethnicity:HispanicCitizenship (required only for a child accessing child care): \Box Non-Hispanic \Box U.S. citizen \Box Qualified Immigrant* \Box None of the above						
□ Non-Hispanic Gender: □ Female □ Male			vone (
□ Prefer to self-describe (-					
Is this a child under 19 wh	o has special h	nealth needs and requires chi	ld care	e?	□ Yes □ No	
Is this a child you get Act 1	66 funds for?				□Yes □No	
Are both parents present in					□Yes □No	
If no, name of the abser	nt parent:					
Physical address (or las		ss) of the absent parent:				
Are you, or were you (the	e applicant), m	arried to the absent parent? [∃Yes	□No		
lf yes, were you sepa	arated in the la	ast 12 months? 🗆 Yes 🗆 No				
Do you (the applicant) re	eceive child su	pport/other goods from the at	osent	parent? 🗆 Yes 🗆 No		
Is there a child support of	order in place f	for this child? 🗆 Yes 🗆 No				
Are you paying child sup	port for this ch	ild? □Yes □No				
First name, middle name, l	ast name, and	suffix (Jr., Sr., III, etc.)		Relationship to applic	ant	
First name, middle name, l	ast name, and	suffix (Jr., Sr., III, etc.)		Relationship to applic	ant	
First name, middle name, l Primary language	ast name, and	suffix (Jr., Sr., III, etc.) DOB (mm/dd/yyyy)	Socia	Relationship to applic	ant	
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* A child is a qualified immigrant if they have one of the following immigration statuses: lawful permanent resident, asylee, refugee, paroled into the U.S. for at least one year, granted withholding of removal, victim of abuse or trafficking.

5. Tell Us About Your Child Care Provider(s). To receive payments, the provider you use must be registered, licensed, or certified by the Child Development Division.

Child's name:	Indicate hours needed, circle AM or PM:		
Child care provider information:	Sunday	am/pm to	_am/pm
Name:	Monday	am/pm to	_am/pm
Phone:	Tuesday	am/pm to	_am/pm
	-	am/pm_to	
Location:	Thursday	am/pm to	_am/pm
Relationship to child:	-	am/pm to	
Child care start date:	Saturday	am/pm_to	_am/pm
Will the child use the same child care program for the summe	r months? $\Box Y_{0}$	es 🗆 No	
Child's name:	Indicate	hours needed, circle A	M or PM:
Child care provider information:	Sunday	am/pm to	am/pm
Name:	Monday	am/pm to	am/pm
Phone:	Tuesday	am/pm to	am/pm
	Wednesday	am/pm to	am/pm
Location:	Thursday	am/pm to	
Relationship to child:	Friday	am/pm to	am/pm
Child care start date:	Saturday	am/pm to	am/pm
Will the child use the same child care program for the summe	r months? \Box Y	es 🗆 No	
Child's name:	Indicate	hours needed, circle A	M or PM:
Child care provider information:	Sunday	am/pm to	am/pm
Name:	Monday	am/pm to	am/pm
Phone:	Tuesday	am/pm to	am/pm
	Wednesday		
Location:	Thursday	am/pm to	
Relationship to child:	Friday	am/pm to	
Child care start date:	Saturday	am/pm to	am/pm
Will the child use the same child care program for the summe	r months? \Box Y	es 🗆 No	
Child's name:	Indicate	hours needed, circle A	M or PM:
Child care provider information:	Sunday	am/pm to	am/pm
Name:	Monday	am/pm to	am/pm
Phone:	Tuesday	am/pm to	
	Wednesday	/ 1	
Location:	Thursday	am/pm to	
Relationship to child:	Friday	am/pm to	
Child care start date:	Saturday	am/pm to	am/pm
Will the child use the same child care program for the summe	r months? \Box Y	es 🗆 No	

6. Tell Us About Your Household Income and Expenses. You must include your spouse, civil union partner, or legal parent of your child(ren) if they live with you.

Check this box if your household has no income, benefits	-	
Gross Monthly Income (before deductions such as taxes) Earned Income	Applicant	Other Parent/Caregiver
□ Salaries, wages, tips, etc.	\$	\$
Bonuses (ongoing)	\$	\$
Military pay (active, reserve, deployed)	\$	\$
Self-employment	\$	\$
□ Vista or AmeriCorps stipend	\$	\$
Unearned Income	1	
Alimony	\$	\$
Child support	\$	\$
Dividend, interest, or trust fund income	\$	\$
Rental Income	\$	\$
Retirement benefits	\$	\$
Pension	\$	\$
Social Security Benefits	\$	\$
Unemployment compensation	\$	\$
Veteran's benefits	\$	\$
Worker's compensation	\$	\$
Public Benefits		
PSE Education/Reach Up	\$	\$
Reach Up Child Only	\$	\$
□ 3SquaresVT (EBT Cash Only)	\$	\$
Housing Assistance	\$	\$
Supplement Security Income (SSI)	\$	\$
Other Income		
Explain:	\$	\$
Explain:	\$	\$
Monthly Expenses	Applicant	Other Parent/Caregiver
Child Support Paid	\$	\$
U VHEIP/529 College Savings Plan	\$	\$

7. Provide Your Consent to Exchange Information

I authorize my local child care support agency to exchange information needed to determine my eligibility for assistance with any of the agencies checked below.

- □ Economic Services Division Department for Children and Families (DCF)
- \Box Office of Child Support DCF
- □ Family Services Division DCF
- □ Vermont Department of Labor
- □ Vocational Rehabilitation Division Department of Disabilities, Aging and Independent Living
- Child care provider: ______
- Child's school: ______
- Employer: ______
- □ Family Support Team
- □ Early Childhood Special Education (ECSE)
- □ Visiting Nurses Association (VNA)
- □ Home Health and Hospice
- □ Children's Integrated Services (CIS)
- □ Other

8. Sign and Certify Your Application

By signing below, I certify that I understand that:

- I will be notified in writing about the decision on my application.
- I must report any changes that may affect my eligibility within 10 business days (e.g., changes in my household size, marital status, employment or training status, address, and income).
- I could be prosecuted for fraud if I don't report changes within 10 business days of the change or I provide incorrect or misleading information.
- If I get assistance, I am responsible for paying the difference between the child care financial assistance I receive and what my provider charges. During the time I am not eligible for assistance, I am responsible for paying for any child care costs incurred.
- Failing to provide the required documents may result in denial of this application.

Sign and date your application using a pen. Unsigned applications will be returned.

I certify that the information provided on this application is true and complete to the best of my knowledge.

Additional Resources for Families

Assistance and Referral

Vermont 2-1-1:

Dial 2-1-1 toll free from anywhere in Vermont. Discover hundreds of local, regional and statewide programs, services, and resources. <u>vermont211.org</u>

Child Care

Child Care Consumer Line:

Get information about specific child care providers and state licensing requirements; voice a concern or make a formal complaint. Call 1-800-649-2642 (press 3).

dcf.vermont.gov/cdd/families/reach-out

Child Care Licensing Regulations:

Read the rules established to protect the health and safety of children in out-of-home care. dcf.vermont.gov/cdd/laws-rules/licensing

Child Care Referral:

Your local child care support agency can help you find a provider and answer your questions. See the list of agencies on page 2.

Publications for Families:

Get a copy of the booklets below from your local child care support agency or online at <u>dcf.vermont.</u> <u>gov/cdd/families/publications.</u>

- Child Care Financial Assistance Program: describes the program, how it works and your rights and responsibilities if you get help.
- Using Regulated Child Care in Vermont: provides an overview of the health and safety requirements that regulated child care programs must follow.

Health Care

Early and Periodic Screening, Diagnostic, and Treatment Service

Call 1-800-250-8427 to find out about this Dr. Dynasaur/Medicaid benefit that helps keep children and youth under 21 healthy.

greenmountaincare.org/health-plans/medicaid

Economic Help

Benefits Available From:

• DCF - dcf.vermont.gov/benefits

 Other Organizations - <u>dcf.vermont.gov/benefits/</u> <u>other</u>

Community Action Agencies:

Based on your income, your local agency can help you meet your basic needs (e.g., emergency food help, fuel and utility assistance and housing assistance). <u>vermontcap.org</u>

Parenting/Child Development Support

Children's Integrated Services (CIS):

Are you pregnant and have a condition that may impact your baby? Have a baby or toddler with a developmental delay? Child up to age 6 that may need additional support around behaviors? Trouble accessing or finding child care due to your child's specialized needs? Services are available at low or no cost to families. Call your CIS Coordinator. dcf.vermont.gov/services/cis

Help Me Grow Phone Line:

Dial 2-1-1 to talk to a child development specialist who can answer questions about your child's development and connect you to resources in your community. <u>helpmegrowvt.org</u>

Parent Child Centers:

Contact your local center to ask about services that can help your children get off to a healthy start. This may include early childhood services, home visits, playgroups, parent education and support and information and referral.

dcf.vermont.gov/contacts/partners/pcc

Resources for Families:

Find resources on topics such as child development, child trauma, domestic violence, early childhood, education, health/mental health, legal, LGBTQ, parenting, and pregnancy.

dcf.vermont.gov/divisions

Education

VT529 (Formally VHEIP)

A college savings account that can help you pay for college/training for you or your family in the future. Account qualifies for 10% VT state income tax credit on annual contributions or gifts to your account. <u>vheip.org</u>