

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 9. 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., proof of citizenship, child support order). Originals may be returned upon request.
- 5. Send your application, along with required documents and forms, to your local Child Care Support Agency (see *list on bottom of next page*). 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 eligible, assistance may begin on the date your fully completed application was received.

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 إلى 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၍ အင်္ဂလိပ်စကားသည် သင့်မိခင်ဘာသာစကား မဟုတ်သဖြင့် ဤသတင်းအချက်အလက်ကို နားလည်ရန်အတွက် အကူအညီလိုပါက သင့်ဒေသနံရုံးကို 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 तपाईंको मुख्य भाषा होइन र तपाईंलाई यो बुझ्न सहयोग चाहिएमा, तपाईंको स्थानीय कार्यालयम भन्न्होस्।

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.

Ikiwa 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.

Citizenship: Send proof of citizenship for any parent/caregiver who is not a US citizen. 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. Review this list and make sure you send all the required documents & forms.

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.

Α			C	A	NΙ
A	ע	וט	J	U	IV

Child Care Services at Mary Johnson Children's Center 81 Water Street Middlebury, VT 05753 (802) 388-4304

BENNINGTON

Sunrise Family Resource Center 238 Union Street Bennington, VT 05201 (802) 442-0052

CALEDONIA/ESSEX SOUTH

Kingdom Child Care Connection at Umbrella 1216 Railroad Street, Suite C St. Johnsbury, VT 05819 (802) 748-1992, 1-800-916-8645

CHITTENDEN

Child Care Resource 300 Cornerstone Drive, Suite 128 Williston, VT 05495 (802) 863-3367

FRANKLIN/GRAND ISLE

Family Center of Northwestern Counseling & Support Services 130 Fisher Pond Road St. Albans, VT 05478 (802) 524-6554

LAMOILLE

Lamoille Family Center 480 Cady's Falls Road Morrisville, VT 05661 (802) 888-5229

ORANGE/WINDSOR NORTH

The Family Place 319 US Route 5 South Norwich, VT 05055 (802) 649-3268, 1-800-639-0039

ORLEANS/ESSEX NORTH

Kingdom Child Care Connection 95 E Main Street Newport, VT 05855 (802) 487-9041

RUTLAND

Vermont Achievement Center 88 Park Street Rutland, VT 05701 (802) 773-4365 (child care subsidy) (802) 747-0033 (child care referral)

WASHINGTON

Family Center of Washington County 383 Sherwood Drive Montpelier, VT 05602 (802) 262-3292

WINDHAM

Winston Prouty 209 Austine Drive, Vermont Hall Brattleboro, VT 05301 (802) 257-7852

WINDSOR S. / WINDHAM N.

Springfield Area Parent Child Center 6 Main Street North Springfield, VT 05150 (802) 886-5242, 1-800-808-4442

CHILD CARE FINANCIAL ASSISTANCE APPLICATION

Please print clearly. Answer all questions completely. Thank you!

1. TELL US ABOUT YOU, THE APPLICANT.

RELATIONSHIP TO CHILDREN IN 1	THIS APPLICATION:	☐ Mother ☐ F	ather 🗆 Lega	I Guard	lian □ Other
First name, middle name, last n	ame & suffix (Jr., Sr.	, III, etc.)			
Other names (e.g., maiden nam	e, nicknames or ali	ases)	Primary lang	guage	
Date of birth (mm/dd/yyyy)	Date of birth (mm/dd/yyyy) Social Security number* Email address				
Physical address (street address,	city, state, zip code)				
Mailing address (if different from	physical address)				
Phone numbers: ☐ Home (Check ✓ preferred one)	(with area code)	□ Work (with	area code)	□ Cell	(with area code)
Race (check ✓all that apply): ☐ American Indian/Alaska Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian/Pacific Islander ☐ White ☐ Non-Hispanic					
Citizenship: Gender: □ U.S. citizen □ Asylee □ Immigrant □ Permanent Resident □ Refugee □ Male □ Other (explain) □ Female					
Marital Status: ☐ Married ☐ Civil Union ☐ Legally Separated ☐ Separated ☐ Divorced ☐ Single ☐ Domestic Partner ☐ Widowed Vermont resident: ☐ Yes ☐ No				S	
2. ANSWER THE QUESTIONS BELOW ABOUT YOU & YOUR HOUSEHOLD.					
a. Are you a single-parent household? □ Yes □ No					□ Yes □ No
b. Is your family homeless? □ Yes □ No					□ Yes □ No
c. Do you have a million dollars or more in assets? ☐ Yes ☐ No				□ Yes □ No	
d. Do you put money into a qualified education savings account (e.g., Vermont Higher Education Investment Plan, other 529 Plan)? □ Yes □ No					
e. Does anyone in the home pay child support? ☐ Yes ☐ No				□ Yes □ No	
f. Is any parent/caregiver currently on active duty in the U.S. Military or a member of a National Guard or Military Reserve unit?					
If yes, which one: □ Active Military □ National Guard/Military Reserve					

^{*} You are not required to provide your Social security number. However, not providing it might delay the processing of your application.

3. TELL US YOUR SERVICE NEED (REASON) FOR CHILD CARE.

Check the reason you need child care below.

- Provide any information required in the corresponding section.
- ⇒ Get a copy of any form you need to complete from your local child care support agency or at https://dcf.vermont.gov/cdd/forms.

REASON CARE IS NEEDED	INFORMATION REQUIRED			
☐ Self employed	 Send a completed Self-Employment Business Plan form. If self-employed: 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 Special Health Needs (Adult) form.			
☐ Looking for work	Send a completed Seeking Employment Plan form.			
☐ Attending school or	Send a completed <i>Training Plan</i> form and copy of your current registration form/class schedule.			
training	Bachelor's Degree? Yes No If you already have a Bachelor's Degree, this cannot be the reason you need child care.			
□ Working	 Send two consecutive pay stubs from the last 30 days for each job you have. If your job is new and you don't have paystubs yet, send a completed <i>Verification of Employment</i> form. If your employer does not withhold taxes for you, follow the instructions for self employment above. 			
Work hours (circle AM or PM):	SUNDAY Startam / p Endam / pr			TUESDAY Startam / pm Endam / pm
WEDNESDAY Startam / pm Endam / pm	THURSDAY FRIDAY Startam / pm Startam / pm Endam / pm Endam / pm			SATURDAY Startam / pm Endam / pm
Employer info Name:			Phone:	
Full address:				
	exible schedule? Yes 🗆 No	Does your employer contribute towards child care costs? ☐ Yes ☐ No		
☐ Child with special health needs	Send a completed Special Health Needs (Child) form.			
☐ Family support	If your family is experiencing extreme short term stress (e.g., shelter, safety, emotional stability, substance abuse or children's behaviors), contact your loca CIS Child Care Coordinator (https://dcf.vermont.gov/partners/scc).			viors), contact your local
☐ Protective services	Discuss your need for child care with your Family Services worker.			es worker.

4. 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 & suffix (Jr., Sr., III, etc.) Relationship to applicant					o applicant
DOB (mm/dd/yyyy) S	ocial Security numbe	cial Security number* Primary language Gender: □ Male □ Fem			
Race: □ Native Hav	e: American Indian/Alaska Native Asian Black/African American Native Hawaiian/Pacific Islander White Hispanic				
Citizensnin:	n □ Asylee □ Immig □ Other (explain)	rant 🗆 Perman	ent Resident		□ Non-Hispanic
 Check the reason they need child care below. Provide any information required in the corresponding section. Get a copy of any form you need to complete from your local child care support agency or at https://dcf.vermont.gov/cdd/forms. 					gency or at
REASON CARE IS NEEDED	INFORMATION RE	QUIRED			
☐ Self employed	More than a yea including all sch	 Send a completed Self-Employment Business Plan form. If self-employed: 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	Medically unable Send a completed Special Health Needs (Adult) form.				
☐ Looking for work	Looking for work Send a completed Seeking Employment Plan form.				
☐ Attending school or	Send a completed <i>Training Plan</i> form and copy of their current registration form/class schedule.				
training Bachelor's Degree? Yes No If they already have a Bachelor's Determinent this cannot be the reason they need child care.			elor's Degree,		
□ 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 Verification of Employment form. If their employer does not withhold taxes, follow the instructions for self employment above. 				
Work hours (circle AM or PM):		SUNDAY Startam / pm Startam / pm Endam / pm Endam / pm		Star	SDAY tam / pm am / pm
WEDNESDAY Startam / pm Endam / pm				JRDAY tam / pm am / pm	
Employer info Name	e:		Phone:		
Full address:					
	· · ·			care costs?	

^{*} You are not required to provide their Social security number. Not providing it could delay processing of your application.

5. 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, r	First name, middle name, last name & suffix (Jr., Sr., III, etc.) Relationship to applicant					
DOB (mm/dd	/уууу)	Social Security number*	Primary lang	uage	Gender: ☐ Male ☐ Female	
Race:	American Indian/Alaska Native Asian Black/African American Native Hawaiian/Pacific Islander White			Ethnicity:		
Citizenship:	□ II S citizen □ Asylee □ Immigrant □ Permanent Resident			•		
		d under 19 who has special heal d and you get Act 166 funds for t		requires child ca	are.	
First name, r	middle nam	ne, last name & suffix (Jr., Sr., III,	etc.)	Relationship t	o applicant	
DOB (mm/dd	/уууу)	Social Security number*	Primary lang	uage	Gender: ☐ Male ☐ Female	
Race:	☐ American Indian/Alaska Native ☐ Asian ☐ Black/African American ☐ Native Hawaijan/Pacific Islander ☐ White ☐ White			•		
Citizenship:		izen □ Asylee □ Immigrant □ F e □ Other (explain)	ermanent Re	sident	☐ Hispanic ☐ Non-Hispanic	
 □ Check if this is a child under 19 who has special health needs and requires child care. □ Check if this is a child and you get Act 166 funds for them. 						
First name, middle name, last name & suffix (Jr., Sr., III, etc.) Relationship to applicant						
DOB (mm/dd	/уууу)	Social Security number*	Primary lang	uage	Gender: ☐ Male ☐ Female	
Race: American Indian/Alaska Native Asian Black/African American Native Hawaiian/Pacific Islander White Ethnicity: Hispania						
Citizenship:	 ☐ U.S. citizen ☐ Asylee ☐ Immigrant ☐ Permanent Resident ☐ Refugee ☐ Other (explain) ☐ Hispanic ☐ Non-Hispanic			☐ Non-Hispanic		
□ Check if this is a child under 19 who has special health needs and requires child care.□ Check if this is a child and you get Act 166 funds for them.						
First name, middle name, last name & suffix (Jr., Sr., III, etc.) Relationship to applicant						
DOB (mm/dd	/уууу)	Social Security number*	Primary lang	uage	Gender: ☐ Male ☐ Female	
Race:	☐ American Indian/Alaska Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian/Pacific Islander ☐ White ☐ Ethnicity:			•		
Citizenship:	☐ II S citizen ☐ Asylee ☐ Immigrant ☐ Permanent Resident			•		
 □ Check if this is a child under 19 who has special health needs and requires child care. □ Check if this is a child and you get Act 166 funds for them. 						

^{*} You are not required to provide Social security numbers. However, not providing them could delay the processing of your application.

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6. 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 toam/pm	
Name:		Monday am	/pm to am/pm	
Phone:			Tuesday am	/pm toam/pm
			Wednesday am	/pm toam/pm
Location:				/pm toam/pm
Relationship to c	hild:		_	/pm toam/pm
Child care start of	late:		Saturday am	/pm toam/pm
Child's name:			Indicate hours nee	ded, circle AM or PM:
Child care provi	der information:		Sunday am	/pm toam/pm
Name:			Monday am	/pm toam/pm
Phone:			Tuesday am	/pm toam/pm
			Wednesday am	/pm toam/pm
Location:			Thursday am	/pm toam/pm
Relationship to child:			Friday am	/pm toam/pm
Child care start date:		Saturday am	/pm toam/pm	
Child's name:			Indicate hours nee	ded, circle AM or PM:
Child care provider information:				
Child care provi	der information:		Sunday am	/pm toam/pm
Child care provi	der information:		Monday am	/pm toam/pm
-	der information:		Monday am Tuesday am	/pm to am/pm /pm to am/pm
Name:	der information:		Monday am Tuesday am Wednesday am	/pm toam/pm /pm toam/pm /pm toam/pm
Name: Phone: Location:			Monday am Tuesday am Wednesday am Thursday am	/pm toam/pm /pm toam/pm /pm toam/pm /pm toam/pm
Name: Phone:	hild:		Monday am Tuesday am Wednesday am Thursday am Friday am	/pm toam/pm /pm toam/pm /pm toam/pm
Name: Phone: Location: Relationship to c Child care start c 7. TELL US AE parents. If you Child Support	hild:	er, provide a cop rt is paid in goo	Monday am Tuesday am Wednesday am Thursday am Friday am Saturday am de the information below of it or a payment hids (e.g., diapers, wipe	/pm to am/pm ow for all absent story from the Office of s, clothes) or payments
Name: Phone: Location: Relationship to c Child care start c 7. TELL US AE parents. If you Child Support	hild: late: SOUT ANY ABSENT PART HAVE a child support order for each child. If support	er, provide a cop rt is paid in goo	Monday am Tuesday am Wednesday am Thursday am Friday am Saturday am de the information below of it or a payment hids (e.g., diapers, wipe	/pm to am/pm ow for all absent story from the Office of s, clothes) or payments

☐ Yes ☐ No

☐ Yes ☐ No

\$_____ per month

\$_____ per month

8. TELL US ABOUT YOUR HOUSEHOLD INCOME. If they live in the home, you must include the income for your spouse, civil union partner or legal parent of your child(ren).

Gross Monthly Income (before deductions such as taxes)	Applicant	Other Parent/Caregiver
EARNED INCOME		
☐ Military pay (active or reserve)	\$	\$
☐ Salaries, wages, tips, etc.	\$	\$
☐ Self-employment (e.g., farming, carpentry, lawn care, logging)	\$	\$
☐ Vista or Americorps stipend	\$	\$
UNEARNED INCOME		
☐ Alimony		
☐ Child support	\$	\$
☐ Dividend, interest or trust fund income	\$	\$
☐ Pension	\$	\$
☐ Rental Income	\$	\$
☐ Retirement benefits		
☐ Social Security (SSA)	\$	\$
☐ Unemployment compensation	\$	\$
☐ Veteran's benefits	\$	\$
☐ Worker's compensation		
PUBLIC BENEFITS		
☐ PSE Education	\$	\$
☐ Reach Up	\$	\$
Reach Up Child Only		
Supplement Security Income (SSI)	\$	\$
OTHER INCOME		
☐ Explain:		
☐ Explain:		
☐ Explain:		
TOTAL INCOME	\$	\$

9. PROVIDE YOUR CONSENT TO EXCHANGE INFORMATION

I authorize my local child care support agency eligibility for assistance with any of the agenc	to exchange information needed to determine my ies checked below.		
 Economic Services Division — Department for Children and Families Family Services Division — Department for Children and Families Office of Child Support — Department for Children and Families Vermont Department of Labor Vocational Rehabilitation Division — Department of Disabilities, Aging and Independent Living 	 □ Child care provider: □ Child's school: □ Employer: □ Family Support Team □ Essential Early Education (EEE) □ Visiting Nurses Association (VNA) □ Children's Integrated Services (CIS) □ Other 		
 10. 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. While 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 & DATE YOUR APPLICATION BELOW. USE 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. 			
Signature of Applicant	Date		

ADDITIONAL RESOURCES FOR FAMILIES

ASSISTANCE & REFERRAL

Vermont 2-1-1:

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

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/childcare/parents

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-regs/childcare

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 Parents:

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

- Child Care Financial Assistance Program describes the program, how it works & your rights & responsibilities if you get help.
- Using Regulated Child Care in Vermont provides an overview of the health & 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 EPSDT — a Dr. Dynasaur/Medicaid benefit that helps keep children and youth under 21 healthy. greenmountaincare.org/health-plans/medicaid

CHILD DEVELOPMENT

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 with behavioral challenges? CIS may be able to help. Services available at low or no cost to families (e.g.,early intervention, home visits, parenting support and speech/language/vision services). dcf.vermont.gov/child-development/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. helpmegrowvt.org

ECONOMIC HELP

Benefits Available From:

- DCF dcf.vermont.gov/benefits
- Other Organizations dcf.vermont.gov/ benefits-other

Community Action Agencies:

If you have low income, your local agency can help you meet your basic needs (e.g., emergency food help, fuel and utility assistance and housing assistance). dcf.vermont.gov/partners/caps

PARENTING SUPPORT

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 & support and information & referral. dcf.vermont.gov/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/resources/topic