



CFSA CHILD CARE SERVICES: SUBSIDY FAQ SHEET

CHILD CARE ELIGIBILITY

✓ WHAT IS A CFSA CHILD CARE SUBSIDY?

A **subsidy** is the pre-determined rate that CFSA will pay to a licensed child care provider to defray the cost of child care. The subsidy rates vary depending on the age, location and type of facility. If the rate offered does not cover the full cost of child care, the resource family will need to make up the difference.

✓ WHO CAN APPLY FOR A CFSA SUBSIDY FOR CHILD CARE?

- Birth parent with children in protective supervision via an open court case
- Teen parents
- CFSA and private agency resource parents

✓ WHICH CHILD CARE PROVIDERS/PROGRAMS ARE ELIGIBLE FOR A SUBSIDY PAYMENT?

- Licensed child care centers/family child care homes located outside of DC
- A before and after care program located outside of DC
- A child care program in DC that does not participate in the Office of the State Superintendent of Education (OSSE) voucher program



QUESTIONS? Contact **Sabine Campbell**, Early Education Specialist, at 202-727-7511 or Sabine.Campbell@dc.gov or **Tia Clarke**, Child Care Coordinator, at 202-442-6144 or Tia.Clarke@dc.gov.

STEPS TO APPLY FOR A SUBSIDY:

Step 1: IDENTIFY A QUALIFYING PROVIDER/PROGRAM

Make sure the program identified meets the criteria listed above. If they have not received a CFSA child care subsidy in the past, contact the OWB Early Education Specialist for information about how to proceed.

Step 2: SEARCH FOR THE PROVIDER ID IN FACES AND LINK CHILD TO THE PROVIDER IF FOUND

Providers can be found using the FACES Service Log. Once a provider is located, search in FACES to see if there is an existing Provider ID for that program. If there is, link the child to that program to begin services.

Step 3: IF THE PROVIDER IS NOT IN FACES, CONTACT THE OFFICE OF WELL BEING FOR ASSISTANCE

You will need to secure a copy of the provider's W-9 and daycare license. Forward the information to CFSA.childcare@dc.gov and the OWB Child Care Coordinator will create a new provider ID in FACES. Once the profile is completed, you can link the child in FACES to begin services.

SUBSIDY FREQUENTLY ASKED QUESTIONS

ONCE THE CHILD IS LINKED TO THE PROVIDER, WHAT ARE THE NEXT STEPS TO ENROLL THE CHILD IN THE DAYCARE CENTER?

The social worker and/or resource family will need to complete and submit the enrollment package of the provider/program. That package must include a copy of the child's immunization record and proof of a physical examination conducted within the last year. A copy of the DC Health certificate, dated within one year of admission, will usually suffice to meet these requirements.

WHAT HAPPENS AFTER A CHILD IS LINKED TO THE PROVIDER IN FACES?

Once the child is linked, the request is sent to the supervisor for approval. The supervisor's approval triggers a message to the finance department to generate an invoice on the 21st of each month. The invoice is then mailed to the provider during the last week of each month. The provider should complete the invoice, detailing all the dates that the child was in daycare. The invoice is returned to the agency and approximately 2-3 weeks later, the provider will receive a payment.

WHO IS RESPONSIBLE FOR PAYING ANY DAYCARE COSTS THE SUBSIDY DOES NOT COVER?

If the subsidy does not cover the full cost of daycare, the resource parent is responsible for paying and can use their monthly stipend to cover any overages.

HOW IS THE SUBSIDY PAID TO THE PROVIDER EACH MONTH?

The provider will receive a payment for services by mail, via check, each month.

WHAT HAPPENS IF THE PROVIDER DOESN'T GET AN INVOICE? WHAT IF THERE ARE QUESTIONS ABOUT STATUS OF PAYMENT?

If an invoice was not generated, the assigned social worker should secure an invoice from the provider. The social worker can then request a demand payment (in FACES) to cover the subsidy due to the provider. If there are questions regarding the status of the payments, the provider can contact the CFSA Accounts Payable Supervisor Sandra Jordan at sandra.jordan@dc.gov or 202-671-4321.

HOW DO I STOP THE INVOICES FROM BEING SENT TO THE PROVIDER ONCE THE CHILD LEAVES THE CENTER/FAMILY DAY CARE?

The social worker is responsible for end dating the entry in the FACES service log as soon as the child stops receiving service from the day care provider.

HOW IS THE SUBSIDY AMOUNT DETERMINED?

CFSA's rates are based on the payment scale used by the Office of the State Superintendent (OSSE). The rates are outlined in the chart below:

	Center in DC Daily/Weekly	Center out of State Daily/Weekly	Home DC Daily/Weekly	Home out of State Daily/Weekly
Infant (Full Day)	\$54.41/\$272.05	\$39.00/\$195.00	\$35.00/\$175.00	\$30.58/\$152.90
Infant (P/T)	\$32.65/\$163.25	\$19.50/\$97.50	\$21.00/\$105.00	\$15.29/\$76.45
Pre-School (Full Day)	\$42.00/\$210.00	\$24.59/\$122.95	\$28.00/\$140.00	\$22.63/\$113.15
Pre-School (P/T)	\$25.20/\$126.00	\$14.29/\$71.45	\$16.80/\$84.00	\$11.31/\$56.55
School Age (Full Day)	\$32.00/\$160.00	\$17.56/\$87.80	\$25.80/\$129.00	\$16.16/\$80.80
School Age (Before)	\$14.40/\$72.00	\$10.54/\$52.70	\$10.54/\$52.70	\$9.70/\$48.50
School Age (After)	\$14.40/\$72.00	\$10.54/\$52.70	\$10.54/\$52.70	\$9.70/\$48.50
School Age (Before & After)	\$19.20/\$96.00	\$14.05/\$70.25	\$15.48/\$77.40	\$14.05/\$70.25