

# CHILD CARE SERVICES: VOUCHER FAQ SHEET

FROM THE OFFICE OF WELL BEING,  
DC CHILD & FAMILY SERVICES AGENCY

## WHAT IS A VOUCHER?

The District of Columbia operates a federally funded child care assistance program, via the Office of the State Superintendent (OSSE), which helps eligible families pay for child care. If a child comes into foster care, he/she is eligible to receive a **voucher**, which pays the full cost of day care. Please note that a **voucher** can only be used at child care centers or family child care homes in the District that participate in the OSSE **voucher** program.

## WHO IS ELIGIBLE FOR CFSA ASSISTANCE IN SECURING A VOUCHER?

- ✓ Birth parents with children in protective supervision (i.e. have an open court case).
- ✓ CFSA and private agency resource parents who are working at least 20 hours per week.
- ✓ Any teen parent in care who has a child, birth to 5 years old. The teen parent must be working or in school at least 20 hours per week.
- ✓ Children in a foster care placement with a resource parent who is not working but receives some form of verifiable income, such as social security or disability; the child care services must also be determined to be in the best interest of the child.
- ✓ Resource parents who are enrolled in a verified job training or education program. A voucher can be issued if it is determined that enrollment in a child care setting is in the best interest of the child.

## DOCUMENTS NEEDED TO APPLY FOR AN ADMISSION FORM (VOUCHER)

- ✓ CFSA's Child Care Referral Form.
- ✓ DC Universal Health Certificate dated within one year of application.
- ✓ If child is age 1, lead test results and proof of varicella (chicken pox) vaccine **must** be provided.
- ✓ 2 most recent paystubs (for resource/kinship families) or verification of employment on employer's letterhead.
- ✓ A teen parent or resource parent who is enrolled in an education or training program must secure a letter from the education/training program to verify employment.

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

## VOUCHER BASICS:

- **The voucher is valid for 1 year. If a child is absent more than 5 times in a month without a valid excuse (e.g. family visit, court appointment), the voucher will be terminated. The voucher allows for 15 days of absences if a child has been hospitalized.**
- **A resource parent can transfer the voucher from one center/home to another by submitting a request to the assigned social worker.**
- **Each year, if the child is still in foster care, the resource parent will need to submit updated documents to re-certify the voucher. The Office of Well Being Child Care Coordinator can assist in the process.**

## HOW DO I APPLY FOR A VOUCHER?

Gather and complete the required documents and e-mail them to the Office of Well Being Child Care Coordinator at [CFSA.childcare@dc.gov](mailto:CFSA.childcare@dc.gov). It takes 24-48 hours to secure a voucher.

## IF THE FAMILY LIVES OUTSIDE OF DC, BUT WANTS TO HAVE A CHILD ENROLLED IN A DC CENTER, CAN A VOUCHER BE SECURED?

Yes. As long as they are able to transport the child to and from the center, they can use a voucher for payment.

## WHERE CAN I FIND A LIST OF DAY CARE PROVIDERS IN DC THAT ACCEPT THE VOUCHER?

LearnDC.org is the website that is maintained by OSSE that will list all centers/family child care homes that accept vouchers. The CFSA Office of Well Being also maintains a hard copy list that can be provided, upon request.

