



FAQs About Childcare Services

Who is eligible to obtain a DC childcare voucher through CFSA?

- Any client under protective supervision
- Foster parents or Kinship care providers working at least 20 hours per week
- Any teen parent in care that is either working or in school at least 20 hours per week

How do I apply for a voucher for a DC childcare provider?

To apply for a voucher **in the District**:

1. Locate a childcare provider by contacting the Washington Child Development Council. (See How do I locate a childcare provider?)
2. Get a referral packet on CFSA website here: <http://cfsa.dc.gov/DC/CFSA/For+Partners/Social+Workers/Social+Worker+Support+Forms> or by contacting Julian Smith at (202) 715-7796 or via email: julian.smith@dc.gov.
3. CFSA will send completed referrals to IMA. It takes up to five business days to process vouchers.

What should I do if my client is not eligible to receive a DC childcare voucher?

Social workers can request childcare services outside of DC by using the FACES Service log. Here is how to get started:

1. Locate a childcare provider using the phone listing. (See How do I locate a childcare provider?)
2. Search in FACES for the childcare provider's name and provider ID.
3. If you cannot find your childcare provider in FACES, you must contact the childcare facility to get a valid copy of their childcare license, and W9 form. (Blank W9 forms are available on CFSA website at <http://cfsa.dc.gov/DC/CFSA/For+Partners/Social+Workers/Social+Worker+Support+Forms>.)
4. Once documents are completed, fax or bring them to CFSA. (See How do I submit referrals?)
5. After the documents have been received, they will be entered into FACES, and a provider ID will be assigned. Use this provider ID to link the child to the childcare provider through the Service Log. This will provide authorization of payment.

How do I submit referrals?

Submit your completed referral via:

Fax to:

Attention: Julian Smith
(202) 727-6505

OR

Deliver to:

CFSA
400 6th St. SW
Office # 5082
Washington, DC 20024,

How do I locate a childcare provider?

Listed below are several contact numbers to assist in finding the childcare that best fits your clients' needs:

Childcare Provider Locator		
District of Columbia	Maryland	Virginia
<i>Washington Child Development Council</i> (202) 387-0002	<i>Prince George's County</i> (301) 909-7120	<i>City of Alexandria</i> (703) 838-0750
	<i>Montgomery County</i> (301) 279-1773	<i>Arlington County</i> (703) 228-5101
	<i>Charles County</i> (866) 290-0045	