

APPLICATION FOR CHILD CARE SERVICES

New

Redetermination

Update

Applicant's Name:	Telephone Number:
Case Name:	Case Number:
Address:	

I. Have you ever been disqualified from the Subsidized Child Care Program in another county?

II. Reason Child Day Care Services are Needed: Type of Action:

III. Citizenship Status: (Illegal Non-citizens may not apply for child day care services unless the child needing care is in foster care or receiving Child Protective Services)

IV. Members of Income Unit:

Name	Req. Child Care?	Relationship to Applicant	Date of Birth	SS Number	Race	Gender	Spec Need	Parent Fee	Fee Effective Date

V. Income Unit Size:

VI. Child Care Transportation Needed:

VII. Type of Income (all sources)	Gross Monthly Amount	Method of Verification (if applicable)
Child Support Paid Out:	()	
Total Countable Monthly Income:	\$	

VIII. Child Care Benefit/Discount: Employee benefit/discount received for child care:

IX. Certification of Applicant/Authorized Representative: I certify that I have read or had read to me the Applicant's Statement attached to this form and that my child care social worker has explained the information and that the information provided, as reflected on this form, is accurate and complete to the best of my knowledge.

Signature of Applicant/Authorized Representative _____ Date _____ Witness _____

X. Approval: Approved from _____

Comments: _____

Signature of Worker _____ Date of Decision _____

To:

This form is being sent to notify you of action taken regarding the request/receipt of child day care services for those designated on the front of this form. The action taken is outlined in **Section X** of this form.

This form also serves as your record of the information provided by you and used in determining eligibility for child day care services.

Your signature in **Section IX** of the form certifies that you have been made aware of and agree to the rights and responsibilities contained in the following statement. Do not return this letter, keep it for your records.

APPLICANT'S STATEMENT

I understand that I am responsible for providing my child care social worker of the local purchasing agency with certain information necessary to determine eligibility for the services requested. I also understand that if I am disqualified from the subsidy program due to fraudulent acts (see Child Care Fraud in the next section) that I may not be eligible for child care subsidy in any county. The information provided by me is reflected on this form and represents a true and complete statement of facts according to my best knowledge. I also understand that the information provided by me may be subject to verification and that I may be asked, at this time or at a later date, to provide documentation which supports the information I provide to my child care social worker. I agree to notify my child care social worker of the local purchasing agency within five (5) workdays of any change in address, employment, income, school schedule (if applicable), living arrangements, or family size of those for whom the services are requested. Also, I will provide a copy of my grades, within five (5) workdays of receipt, to my child care social worker, if applicable.

I understand that the information I provide will be held in strict confidence and will not be revealed to anyone without my written consent except for information necessary to establish eligibility and information that may be revealed in the course of agency audits and monitoring. I hereby authorize the release of any information, reports, and any information by the Social Security Administration to my child care social worker that is needed to determine my eligibility for child care subsidy services.

I understand that I may be asked to pay a fee for child care services based on my gross family income.

I understand that I have a right to request and obtain a fair hearing if the local purchasing agency does not act upon my request with reasonable promptness (i.e. within thirty (30) days of the date services are requested) and/or if I disagree with the local purchasing agency's action in response to my request. I understand that the agency's decision in no way affects Medicaid, WFFA, Food Stamps or any other service assistance or income. If eligible, I understand that services will be provided or arranged within fifteen (15) days of notification, if such service is available.

CHILD CARE FRAUD

Fraud is a criminal offense. I understand that it is against the law for me to make false statements or to withhold information affecting eligibility and that I am subject to prosecution if I do make false statements or withhold information. The North Carolina General Statute 110-107 states that a recipient of child care subsidies commits the offense of fraudulent misrepresentation when that person, with the intent to deceive, makes a false statement or representation regarding a material fact, or fails to disclose a material fact, and as a result obtains, attempts to obtain, or continues to receive child care subsidy. If it is determined that there is a first incident of fraudulent misrepresentation, you must repay the amount of child care subsidy for which you were not eligible to receive and may not be eligible to receive subsidized child care services for 12 months. Also, if there is a second incident of fraudulent misrepresentation determined, you must repay the amount of the child care subsidy for which you were not eligible and you may permanently be ineligible to receive child care services.

HOW TO GET A FAIR HEARING

If you wish to request a fair hearing, you must contact the child care supervisor/coordinator of the local purchasing agency within sixty (60) days after this letter was mailed. A hearing will be scheduled for you with an official of the county department of social services. If you are dissatisfied with the decision made at the hearing, you may have a hearing with an official from the NC Department of Health and Human Resources.

At either of these hearings, you may have someone such as a relative or friend represent you. You may have an attorney represent you, but you must pay for his services yourself, unless free legal services are available in your community. If you are interested in free legal services, contact your worker.

If your request for services was denied and you wish to request a fair hearing, you must contact the child care supervisor/coordinator of the local purchasing agency within sixty (60) days after this letter was sent.

If you have any questions or want further information, please contact your child care social worker as soon as possible.

TYPES OF INCOME TO REPORT ON FRONT OF FORM

Wages or salary; adjusted gross income from self-employment; social security; dividends, interest, income from estates, trusts, or royalties; adjusted gross rental income; public assistance or welfare payments; pensions; annuities; retirement benefits; unemployment compensation or strike benefits; workmen's compensation; alimony; child support; veterans benefits; OTJ training benefits; Armed Forces pay; Work Supplemental programs; child care subsidies.

Do you need financial assistance for child care?

The Child Care Subsidy program assists eligible families with the cost of child care. Families receiving financial assistance may choose the child care program that best meets their needs.

In order to qualify for financial assistance for child care, families must:

- Have a **need for child care**. For most parents, the need for child care is that they are working full-time (at least 30 hours per week) or are enrolled in school full-time; and
- Must meet the **income guidelines**.

Income Guidelines for the Child Care Subsidy Program:	
<i>Family Size</i>	<i>Maximum Gross Monthly Income (before taxes):</i>
	\$1,892
	\$2,475
	\$3,057
	\$3,639
	\$4,221

How to Apply:

Due to limited funds, DSS maintains a waiting list for families in need of financial assistance for child care. Families interested in being placed on the financial assistance waiting list will need to do the following:

- Complete a short intake form (name, address, phone, etc). This form is available at DSS.
- Bring a copy of your most recent paycheck stub and a copy of your school schedule (if applicable)

If you are interested in placing your name on the waiting list for financial assistance for child care, come to DSS. When you arrive in the lobby, take a number. A Child Care Social Worker will assist you shortly. The Social Worker will explain the Child Care Subsidy program to you and will make sure your family meets the eligibility guidelines. *You must currently meet the Child Care Subsidy program's guidelines to place your name on the waiting list.*

DSS will contact families by mail when their name comes up on the waiting list. The length of time families must wait for assistance depends on several factors. The typical wait may be several months.

Other resources for financial assistance for child care:

If you need help finding a child care program that offers other kinds of financial assistance, such as scholarships or sliding fee scales, you may call Buncombe County Child Care Services (250-6700) or may ask a DSS Child Care Social Worker for more information.