

King County Veteran Student Child Care Subsidy Program

This program receives funding from the King County Veterans, Seniors and Human Services Levy

The King County Veterans, Seniors and Human Services Levy has designated funding to support veteran students with the costs of their child care while they pursue their post-secondary education or training program. Child Care Resources is administering the program in partnership with the County.

We are committed to making a difference for children and families in our community. Our goal is to assist veteran families in securing stable, quality child care for their children by providing partial child care payments.

Program Eligibility Requirements

To be eligible for the King County Veteran Student Child Care Subsidy Program, a person must meet all below criteria:

1. Live in King County;
2. Have served at least one day, as either active duty or a reservist member in any of the armed forces recognized by the [United States Department of Defense](#) (any discharge type);
3. Be currently and actively enrolled in an [accredited post-secondary education program](#) or an [accredited employment program](#) such as apprenticeships and journey-level certification programs; *If you are not register yet, but planning on starting school on the next quarter, please let us know.*
4. Have children needing childcare between the ages of 0-12;
5. Fall below 100% of King County Area Median Income

<i>Income Guidelines:</i>	
<i>Household Size</i>	<i>Gross Monthly Income Limit</i>
2	\$7960
3	\$8955
4	\$9950
5	\$10,746
6	\$11,542
7	\$12,338
8	\$13,134

**GI Bill Benefits are not included in the income calculation*

Child Care Providers Eligible to Receive Subsidy

For licensed child care providers, subsidies will be paid directly to the child care provider on behalf of the student veteran. For Family, Friend, or Neighbor (FFN) providers, the child care financial assistance will be paid directly to the parent. The child care subsidy may be used to pay for any of the following types of child care:

Licensed Child Care Center (CCC) or Family Child Care (FCC):

- Providers must be licensed and in good standing with the State of Washington

- Families may call 1-800-446-1114 or visit <https://www.findchildcarewa.org/> to determine whether a provider is appropriately licensed.

School-Age Only Programs (SA):

- For providers serving only school-aged children (6 years and older), they must be [operating legally](#).

How do I apply?

Step One: Complete an application online, by email/fax, or over the phone.

1. **Online Application :** [Apply here](#)
2. **Fillable PDF form:** Download [fillable PDF here](#). Email completed form to subsidy@childcare.org or fax to 206-336-7877
3. **Over the phone:** Call us at 206-338-7570 - Monday through Friday, 8:30am to 4:30pm. Language interpretation available

Step Two: Submit below Verification Documents: The information and documentation provide by you and your household is confidential and will be used only for the purposes of determining eligibility and verifying the information that you submit.

- ✓ Proof of Military Service
- ✓ Student Enrollment Verification
- ✓ Household Income Verification
- ✓ Residency Verification

Pictures or screenshots of documents are fine.

1. Proof of service: Please submit your DD214 form. [How to request your military records](#)

or any of the documents below:

- DD Form 215
- Certificate of Discharge (if prior to 1950)
- NA Form 13038 Certification of Military Service
- NA Form 13041 Statement of Military Service
- NG Form 22
- Retired Military ID
- VA BDN Screen Printout
- VA ID
- VA Statement of Service
- VA Vista Screen Printout

2. Student Verification: Please submit a copy of the below documents.

- School Registration or Verification of Enrollment
- Class Schedule for the quarter you intend to apply for the subsidy.

If you are not register yet, but planning on starting school on the next quarter, please just let us know. We will still accept and review your application.

3. Income Verification: Submit **ONE** of these options. Submit documentation for **all** income your household receives.

- Paystubs: two full months of recent paystubs and/or other proof of income for all adults in your household (including child support, unemployment insurance, SSI/SSD, etc).
 - Letter from any employer that includes start date, hours worked, wage.
 - Self-Employed: Request a self-employment form at subsidy@childcare.org
- Feel free to black-out any personally identifying information (SSN, bank account info etc.) other than full name, employer, employee home address, payment amount and date of statement.

If you have any concerns about verifying your income, please just let us know.

4. Residency Verification:

If your home address is listed on the paystub, or any other documentation you are providing, no additional proof of residency is required; otherwise, families will need to submit the following to demonstrate residence in King County.

- If you are experiencing homelessness or otherwise unable to verify your home address, please let us know and we will provide alternative means of verification.
 - Documentation must be no more than 3 months old, include the name of the applicant, and cannot be envelopes or personal correspondence.
- Submit **ONE** from this list:
- Utility Bill (Gas, Water/Garbage, Light/Electrical, Cable, Landline phone)
 - Home/Renter's Insurance
 - Mortgage Document

OR

- **TWO** from this list from different sources:
- Insurance document (health, car, etc.)
 - Benefits document (DSHS, SSI, paystub, etc.)
 - Financial document (Bank Statement, retirement, credit card statement)
 - Other bills
 - Driver's License
 - Lease or Housing Agency letter

Step Three: Choose a childcare provider.

If you are looking for a childcare provider, please contact our *Family Resources Center* at **1-800-446-1114** for a list of referrals of licensed childcare providers.

Please see section for **Child Care Providers Eligible to Receive Subsidy**

- Licensed Child Care Center (CCC) or Family Child Care (FCC)
- School-Age Only Programs (SA)

Once you have **selected your childcare provider**, please provide the information below:

- Child Care provider Business Name,
- Contact Name
- Phone Number
- Email Address

- Address
- Child Start date
- Monthly fee you pay per child \$

Learn about the types of child care and what to look for when you visit and look for child care provider here https://childcareawarewa.org/wp-content/uploads/2019/10/CCA-of-WA-Parent-Brochure_FINAL.pdf

Amount and Duration of Child Care Subsidy

The monthly amount of the child care subsidy is determined by the following factors: gross monthly income, household size, age category of the child (infant, toddler, preschool, school age), type of child care provider (Child Care Center, Family Child Care), and the monthly hours of care required for eligible activities (classes, study and travel time, work). Students can continue to receive subsidy as long as they remain completely eligible. Evidence of active enrollment in an eligible program will be required before each new quarter.

If applicable, we can also cover four months of a family's copayments for Working Connection, the City of Seattle Child Care Assistance Program (CCAP), Seattle Preschool Program or Seattle Parks and Rec. **We will pay the child care provider for the committed amount of the voucher, as long as the child attends at least one day during the month they are enrolled.**

What happens after I apply?

You will receive a notification of approval via email within the next **5 business days** of the completion of your application. Please note, you will need to have selected a child care provider in order to issue you a voucher. If you submit your application without an approved provider, we will put a hold on your application packet until you are able to select an approved provider that works with your schedule and has availability for your child(ren).

What happens after I get approved?

Once you have been approved for the childcare financial assistance, a **Payment Authorization** will be sent to you and your child care provider via DocuSign to fill out, date, and sign. Your chosen and approved childcare provider will also have to fill out their portion on this agreement form. This serves as a contract between your family, Child Care Resources and your childcare provider.

When will my provider get paid?

Your provider is paid the first 2 weeks of the month after care was provided for the number of days of attendance of that month. For example: You provider gets paid in May for the days your child attended care in April.

Child Care Resources sends a **Payment Request** to your childcare provider at the end of the month of care, typically the last week of the month. The voucher amount will be paid directly to your childcare provider, within three weeks after they have returned the Payment Request to the Child Care Resources Billing Specialist.



Can I backdate my subsidy to help cover childcare expenses from past months?

We will be able to backdate within the quarter. For example, if a family enrolls in the middle of spring quarter and have been using care since the begin of the quarter, we will be able to cover the full quarter. Reimbursement or credit process will be up to the agreement between Family and Child Care provider.

What if I need to change providers or no longer need care?

Please email subsidy@childcare.org as soon as possible about the change. We will need to know your last day of care at your previous provider and information about your new provider and start date, if applicable. If you enroll in another provider, the subsidy amount will be prorated depending on enrollment.