



## Navy Child Care Fee Assistance Program



### Eligibility Information for Navy Civilians – 3/1/2016

Child Care Aware® of America is working with the U.S. Navy Child and Youth Programs to help families find and afford child care that suits their unique needs. Through the fee assistance program, eligible U.S. Navy families are authorized to receive monthly fee assistance to help offset the cost of child care in their communities. As of **3/1/2016**, the U.S. Navy will open fee assistance enrollment to qualified U.S. Navy Civilians paid through appropriated and non-appropriated funds. U.S. Navy Civilians who intend to apply for community child care fee assistance will qualify for the **Military Child Care In Your Neighborhood (MCCYN)** program, and must adhere to all program requirements before monthly child care fee assistance can be approved.

### Programs Description

**Military Child Care in Your Neighborhood (MCCYN)** provides fee assistance for U.S. Navy Active Duty and Civilian families who are unable to access on-installation child care. Families living within 15 miles or 20 minutes of on-installation child care must be on the wait list before applying for fee assistance. If a family has denied a spot within the past 12 months for either a base-sponsored Child Development Center or Child Development Home, they will not be eligible for fee assistance. Wait list verification is subject to occur at the time of the initial application, and during a change of provider request. Eligible child care providers for the MCCYN fee assistance program must have a state child care license, a state inspection report dated within the last 12 months, a complete provider fee assistance application, and must meet additional high quality accreditation standards.

### MCCYN Required Documents

- 1) A completed Parent fee assistance application must be created and submitted online. Please visit <http://usa.childcareaware.org/> to begin the application process. Once you have navigated to the website you will need to select the following:  
**Menu → Military Families → Navy → Fee Assistance → How to Apply → Apply Now.**
- 2) Copies of your Leave and Earning (LES) statement from the most recent month.
- 3) Copy of your current year SF-50, or Personnel Action Request form.
- 4) Copies of your spouse's pay stubs for the most recent month, or school schedule. The paystub(s) must include your spouse's name, gross pay, hours worked, and pay period covered. If the spouse is attending school the schedule must include your spouse's name, name of school, number of course credit hours, and period of current enrolled session.
- 5) Self-Certification form (Statement of dependency and child's age).
- 6) Provider fee assistance application documents- Applications for fee assistance will not be processed until the selected provider meets all program eligibility requirements and has submitted a complete application.

**Important Notice:** Subsidies to eligible providers shall be calculated by computing the difference between the Navy monthly fee based on TFI and the provider's rate, which shall not exceed the maximum fair market rate of \$900.00 per month for all localities. If the difference between the Navy monthly fee and your provider's rate is determined to be less than \$25 a month, then a monthly amount of child care fee assistance will not be authorized. If a family chooses a provider who charges more than the maximum fair market cap of \$900/month, then the family is responsible to pay the military childcare rate for their income category, as well as the additional provider cost beyond \$900/month.

Please direct any questions regarding the application process to Child Care Aware® of America.

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