

MONTGOMERY COUNTY – SCHOOL-AGE CHILD CARE SUPPLEMENT

INSTRUCTIONS FOR PARENTS AND PROVIDERS

PARENT(S)/GUARDIAN(S) - REQUIREMENTS

- Must be Montgomery County resident and your child must be enrolled in an MCPS school.
- Confirm your licensed child care provider is participating in the COVID-19 School-Age Subsidy Program (CSSP). Keep in mind that this program is only for licensed providers in Montgomery County.
- Based on your income (please see the table below) you may be eligible to apply for assistance from three different sources. You will be required to apply for existing subsidy programs before you can be enrolled in the CSSP.

YEARY INCOME CATEGORIES AND REQUIEMENTS

Household/Family Size	(1) Income Range (Must Apply for State Childcare Scholarship Program – must have confirmation or case number to continue with application)		(2) Income Range (Must Apply for Working Parents Assistance Program – need confirmation or case number to continue with application)		(3) Income Range (Must Apply for COVID-19 School-age Subsidy Program (CSSP))	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
2	\$0	\$48,637	\$48,638	\$58,185	\$58,186	\$68,960
3	\$0	\$60,081	\$60,082	\$74,655	\$74,656	\$86,880
4	\$0	\$71,525	\$71,526	\$90,125	\$90,126	\$104,800
5	\$0	\$82,969	\$82,970	\$105,595	\$105,596	\$122,720
6	\$0	\$94,413	\$94,414	\$121,065	\$121,066	\$140,640
7	\$0	\$96,558	\$96,559	\$136,535	\$138,536	\$158,560
8 or more	\$0	\$98,704	\$98,705	\$152,005	\$152,006	\$176,480

(1) – Parent(s)/guardian(s) in this category must complete an [application](#) with the Maryland Childcare Scholarship Program (CCS). For more detailed criteria for the CCS and application process visit the Maryland Childcare Scholarship Program [website](#). The parent(s) /guardian(s) should submit confirmation of the state application to SchoolAgeGrant@MontgomeryCountyMD.gov.

- Parent must apply to the [COVID-19 School Age Subsidy Program](#).

- Confirm the application has been filed with the State or the child is enrolled in before and after school care – with State and/or case number.
- Confirm provider information.
- Confirm demographic information and household information.
- After the application is reviewed both parent (must provide valid email) and provider (must provide accurate provider email address) will be emailed a confirmation and voucher.
- Provider will be instructed to send an invoice to the [program](#).

(2) – Parent(s)/guardian(s) in this category must initiate an application with the Montgomery County Working Parents Assistance program (WPA). Visit the Working Parents Assistance (WPA) program [website](#) for criteria and more information on the program.

- Parent must apply to the [COVID-19 School Age Subsidy Program](#).
 - Confirm the application has been filed with the State or the child is enrolled in B/A for the State – with WPA case number.
 - Confirm provider information.
 - Confirm demographic information and household information.
 - After the application is reviewed both parent (must provide valid email) and provider (must provide accurate provider email address) will be emailed a confirmation and voucher.
 - Provider will be instructed to send an invoice to the [program](#).

(3) Parent(s)/guardian(s) in this category (and children that are undocumented) must complete an application for the COVID-19 School-Age Subsidy Program. Please note that this application contains a disclosure that the parent understands that funds for this income range are limited and that they do not meet any of the priority designations.

- Parent must apply to the [COVID-19 School Age Subsidy Program](#).
- Confirm provider information
- Confirm demographic information and household information
- After the application is reviewed both parent (must provide valid email) and provider (must provide accurate provider email address) will be emailed a confirmation and voucher
- Provider will be instructed to send an invoice to the [program](#).

EMERGENCY COVID-19 SCHOOL-AGE SUBSIDY PROGRAM – PAYMENT PROCESS FOR PROVIDERS

Determination of Rates

- Reimbursement for services is based on the Maryland Family Network average rate for 5-year-olds in Montgomery County for FY2020.
- Eligibility for this tuition assistance will be determined separately and differently from existing subsidy programs.
- The rates for this program will be reimbursed as follows:

- State Child Care Scholarship income range – 100% of applied rate
- WPA Program income range – 90% of applied rate
- Over-income for existing programs – 80% of applied rate

If a provider has a child already in before and after care or full day care and are already enrolled in the State program:

- Have the parent go online complete the new DHHS form in the [portal](#).
- Indicate your child is in care in the State Child Care Scholarship Program.
- Enter the provider name on the application.
- Enter the State case number or application number.
- We will issue a voucher that will be mailed to both the parent and provider.
- The provider will provide their rate through an online link or via email.
- The provider will bill us when they bill the State using a new online invoice form.
- If the family is new to the subsidy program and in the income range for SCCSP, they must apply to State program and give us proof of application confirmation number. The first month of tuition will be guaranteed to the provider if the family provides this information. Child care can begin as soon as notification from the DHHS/CSSP team happens.

If a provider has a child already in before and after care or full day care and are already enrolled in the County Working Parents Assistance (WPA) program:

- Have the parent go online complete the new DHHS form in the [portal](#).
- Indicate your child is in care in the County WPA program.
- Enter the provider name on the application.
- Enter the WPA case number.
- We will not need to re-verify income.
- We will issue a voucher that will be mailed to both the parent and provider.
- The provider will provide their rate through an online link or via email.
- The provider will bill us when they invoice the County using a new online invoice form.
 - If the family is new to the subsidy program and in the income range for WPA, they must apply to County WPA program and give us proof of application confirmation number. The first month of tuition will be guaranteed to the provider if the family provides this information. Child care can begin as soon as notification from the DHHS/CSSP team happens.

If a child's family is in the 350%-400% FPL group or they are a new applicant:

- Parent should complete the new DHHS form in the [portal](#).

- If the family is new to the subsidy program and in the income range for SCCSP, they must apply to State program and give us proof of application confirmation number. The first month of tuition will be guaranteed to the provider if the family provides this information. Child care can begin as soon as notification from the DHHS/CSSP team happens.
- The family must submit proof that an application was filed in order to receive a first month benefit. The family must provide documentation to the State to support their application and not be denied for that reason.
- We will not need to re-verify income.
- Provider or another partner agency directs the parent to the portal.
- Parent completes a full application and provides proof of income, child information, registration in MCPS using the online portal.
- Application is processed by DHHS; the process may take up to 10 days.
- Once approved, DHHS issues a voucher and mails it to parent and provider (gives us their rate?).
- The provider will provide their rate through an online link or via email.
- We instruct provider to bill us using the new online invoice form.

How do providers submit an invoice to be paid?

- The invoicing process starts with an agreement sent to parent and provider from DHHS that the application has been approved.
- The provider will sign and return a copy of the agreement with the rate charged indicated.
- The County will not reimburse more than the provider charges for this program.
- If all procedures for applying are followed, the provider will be guaranteed payment for the first month while applications are being considered by State and WPA programs.
- This program pays the difference between the State or WPA rate and the rates assigned under this special program.
- The provider will be asked to submit an electronic invoice to the [program](#). The invoice should include:

Child(ren) names

Child(ren) date of birth

Child(ren) ID (provided on previous invoice to the WPA program)

Number of days the child is present at the provider

- The program will compensate for 10 absences for the month.
- If the child is in attendance for 10 days or less – the program will only pay for 10 days.
- The provider will be compensated for full month if the child is in attendance for more than 10 days.

Visit the [CCSP website](#) for more information and the application link.

Visit the [WPA program website](#) for more information and the application link.