

## How Often Do I Apply?

An approval letter will tell you when your eligibility for Child Care Assistance will begin and end. You must reapply for Child Care Assistance during the last month of your eligibility in order for your services to continue without interruption. To reapply, contact your Eligibility Specialist thirty (30) days before your eligibility ends. You must cooperate with the child care worker in determining your continued eligibility.

## What Are My Hearing Rights?

If you have applied for or are receiving Child Care Assistance and:

- the county office refused to take your application, or takes your application but decides you are not eligible and you think you are;
- you think your sliding fee is wrong;
- the county office does not act promptly on your request for help; or
- you disagree with any action taken on your Child Care case,

you may request a hearing in person, by mail, or by phone. You have ninety (90) days from the date of the agency's action to request a hearing.

When you disagree with any action taken or to be taken by the county office that directly affects you, you may arrange a conference with your Eligibility Specialist and his/her supervisor to help resolve any

misunderstandings. This does not take the place of nor does it prevent your right to a state hearing. Note: Co-payments are not grounds for an Administrative Hearing.

## What If I Am Discriminated Against?

If you feel you were discriminated against in the handling of a child care matter because of age, race, color, handicap, sex, religious creed, national origin, or political beliefs, you may file a complaint under the Civil Rights Act of 1964 with the state agency:

Office for Civil Rights  
DSS Broadway State Office Building, 3<sup>rd</sup> floor  
P.O. Box 1527  
Jefferson City, MO 65102-1527

or the federal agency:  
Office for Civil Rights  
U.S. Department of Health & Human Services  
601 E 12<sup>th</sup> Street, Room 248  
Kansas City, MO 64106

or both the state and federal agencies.



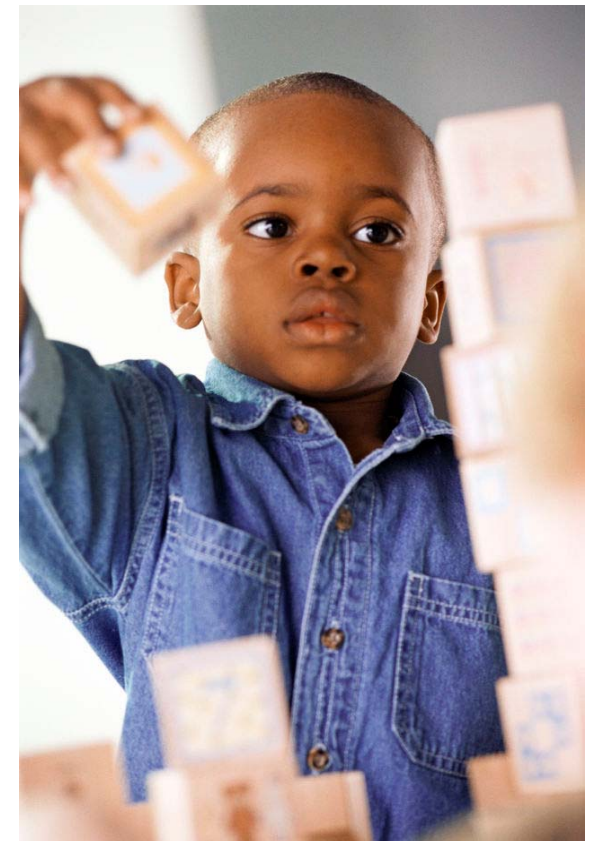
Missouri Department of Social Services  
Children's Division  
P.O. Box 88  
Jefferson City, MO 65103-0088  
[www.dss.mo.gov/cd/](http://www.dss.mo.gov/cd/)  
TDD: 800-735-2966  
VOICE: 800-735-2466

\*\*An Equal Opportunity Employer, services provided on a nondiscriminatory basis\*\*



Information about the

## Child Care Assistance Program



## What Is The Child Care Assistance Program?

The Missouri Child Care Assistance program provides assistance with payment for child care on a sliding fee basis for eligible parents/guardians. The purpose of the Child Care Assistance program is to enable families to gain employment and remain employed.

## Can I Receive Child Care Assistance?

If you need child care because you have a child under age thirteen, or age thirteen or older with a special need **and:**

- are working;
- attend school;
- are in job training;
- are disabled;
- are being evaluated for training and/or employment;
- have a child with special needs and/or;
- are receiving child welfare services from the Department of Social Services (DSS), Children's Division (CD).

you may contact your local Family Support Division (FSD) office to apply for Child Care Assistance.

## Who Provides Eligible Care?

Depending on your child care needs and eligibility, care may be provided by:

- a licensed provider;
- a license exempt provider inspected and in compliance with the Department of Health and Senior Services, Section for Child Care Regulations and registered with DSS; or
- a provider registered with DSS who is caring for four or less unrelated children. A Child Care Provider Application packet, including a background screening, must be completed and approved before becoming eligible to register and receive payment.

If you need help locating a child care provider, you may contact the Missouri Child Care Resource and Referral Network at: **1-800-200-9017 or [www.moccrn.org](http://www.moccrn.org)**.

## How Much Will DSS Assist With Payments?

DSS provides assistance with child care through payment assistance. Eligibility for Child Care Assistance is based on the following:

- reason care is needed;
- family's gross monthly income (less health insurance premiums) and;
- family size.

There is a maximum amount that can be paid for each day of care provided. This is referred to as the state rate. This amount varies depending on your county of residence.

The sliding fee is the portion of the state rate that you pay based on your family's income before taxes (less health insurance premiums) and your family size. You are responsible for payment of the sliding fee to the child care provider. If you have a child with special needs the sliding fee will be waived.

If the child care provider charges more than the state rate for your area, the difference between the provider's rate and the state rate is called a co-payment. You are responsible for paying any co-payment to the provider.

Ask your Eligibility Specialist for information on the state rate for your area and the sliding fee scale. The rate and sliding fee information can be found at:

**[www.dss.mo.gov/cd/childcare/index](http://www.dss.mo.gov/cd/childcare/index)**.

## How Is the Child Care Provider Paid?

Child care providers receive payment directly from DSS for payment of the state rate, less any sliding fee. You are responsible for paying the sliding fee and any co-payment charges to the child care provider (except for Children's Division families child care assistance). Parents/guardians can lose their child care assistance for failure to pay their sliding fee.