Appendix B: Air Force FCC Subsidy Program Registration Checklist

Air Force FCC Subsidy Registration Checklist

CHILD'S NAME			DOB	
Last	*First*	*Middle*	DD/MM/YY	**AGE**
#1				
Last	*First*	*Middle*	DD/MM/YY	**AGE**
#2				
Last	*First*	*Middle*	DD/MM/YY	**AGE**
#3				

SPONSOR NAME (Last, First)		
DUTY PHONE	**Area Code ( )**	
SPONSOR BRANCH OF SERVICE		
SPONSOR GRADE and RANK		
HOME PHONE	**Area Code ( )**	
HOME ADDRESS		City/Zip Code
SPOUSE NAME		
SPOUSE DUTY PHONE	**Area Code ( )**	
OTHER PHONE (if applicable)	**Area Code ( )**	
EMAIL ADDRESS		

START DATE (Child #1)	
START DATE (Child #2)	
START DATE (Child #3)	

REGISTRATION CHECKLIST *(all items must be completed prior to receiving subsidy):*

- ☐ Enrollment documentation with Provider completed
- ☐ Income documentation provided and verified
- ☐ DD Form 2652 completed
- ☐ Full-time student status verified (if applicable)
- ☐ FCC Coordinator Parent Briefing conducted

Printed Name of FCC Representative:		
Position Title:		
Email Address:		
Office Phone Number:	**Area Code ( )**	

Signature of FCC Representative: **Date:**

Appendix C: Air Force FCC Subsidy Program Parent Agreement

Purpose: The Air Force (AF) Family Child Care (FCC) Subsidy Program is a program that partially subsidizes the weekly childcare fee for parents using selected family childcare spaces on or near selected AF bases. Program participation is voluntary for Providers and parents. The goals of the program are to increase the availability of affordable care for parents and to provide incentive to FCC Providers to improve the quality of the care they offer by seeking accreditation. The program seeks to reduce the shortage of some types of care, including care for young infants, toddlers, and children with special needs, as well as during swing and midnight shifts.

General Guidelines:

1. Parents enrolling in FCC homes are subject to the contractual terms of the Provider including, but not limited to policies on: enrollment, withdrawal, late payment charges, late pickup fees, insufficient funds checks, termination, etc.

2. Children must be enrolled for full-time care for space to be subsidized. Full-time is defined as 35-50 hours per week on a continuing basis.

3. School Age Children through age 12 will be subsidized during summer vacations only. Short term school holidays such as Christmas or Spring Break are not subsidized. During summer, school age children may only receive subsidy if there is no space available at installation SAP or if the child was enrolled with the provider at conclusion of school year.

4. School Age Children who meet the definition of special needs care may receive subsidy at a reduced rate during the school year.

5. Parents must pay a portion of the cost of care based on current Air Force fee policy for total family income. The AF will provide payment to the Provider for the remaining portion (subsidy).

6. Parents will pay the same rate for their subsidized space as they would if their child was enrolled in the base Child Development Center (CDC)/School Age Program (SAP). Each year when the CDC/SAP reviews parent incomes and sets their annual fees, the FCC Subsidy Program will do likewise.

7. Subsidy is paid in whole week increments and covers up to 50 hours of care per week during the home's operating hours. Excess care must be paid for by the parent as contracted with the Provider.

8. Parents enrolling children with a mid-week start date are responsible for the cost of care for that partial week. No subsidy will be paid until the first full week of care.

9. Fees are collected from parents regardless of illness, TDYs, etc. unless the Provider grants credit for these situations. If so, the Provider will not receive subsidy for weeks parent fees are not collected.

10. The FCC Office must be notified of parents who fail to pay their weekly fees within 7 calendar days of the due date. After 2 weeks of non-payment, parents will be temporarily suspended from the AF Subsidy Program until payment has been made. Repeated issues of non-payment will be cause for permanent dis-enrollment from the FCC Subsidy program.

11. Parents who choose to select a different Provider acknowledge that subsidy may not be available if the parent selects another Provider not currently participating in the FCC Subsidy program.

12. If a working spouse becomes unemployed (or a student is no longer attending full-time), the sponsor must notify the FCC Office within seven (7) calendar days of non-employment/change of full-time status. Subsidy may continue for a period of no more than sixty (60) days while the parent is seeking re-employment/re-enrollment. If employment/re-enrollment is not verified after the 60 days, the child will be dis-enrolled from the AF Subsidy Program. Parents will then be responsible for the full cost of care if they choose to continue enrollment in the FCC home.

13. Enrollment in the AF Subsidy Program and corresponding parent fee category must be renewed annually. This enrollment must be accompanied by a re-verification of Total Family Income (e.g. submission of LES, pay stub to the base FCC Office.) All records subject to the Privacy Act will be maintained at the Family Child Care office in accordance with all applicable regulations.

14. A reduction in fees for financial hardships is possible if approved by the base Mission Support Group Commander. Parents requesting a financial hardship waiver must submit supporting documentation to the base FCC Office. If a waiver is approved, the FCC Coordinator will notify the Provider of the new parent fee and corresponding subsidy.

15. Participation in the Subsidy Program is not an entitlement and is provided based on availability of funds and FCC Providers. Parents will be notified should program availability be impacted.

PARENT INCOME FEE CATEGORY:_____ WEEKLY FEE (per child): _____

Type of Care Requested:_____ Typical Shift (Days/Hours):_____

Sponsor Signature:_____ Date: _____

******A copy of this form is to be given to the Subsidy Provider with the original maintained in the FCC Office. A copy is also to be provided to the parent.******