Child Care Subsidy Program Application Guide

What is the DC Child Care Subsidy Program?

The Child Care Subsidy Program, also known as child care vouchers or child care assistance, helps qualifying families pay for child care. DC's Child Care Subsidy Program pays all or part of the cost of child care for eligible families. Payments are made directly from the program to the child care provider. The family may be required to pay a portion of the child care cost, depending on their household income.

Figure out if you're eligible:

Most families qualify for child care subsidies by meeting **income requirements** *(see below)* and **showing a need for care** while working, attending school or job training, or seeking work through the Dept. of Employment Services or the Dept. of Human Services. Eligibility might also include those who receive TANF, SNAP, or unemployment benefits. Children may also qualify if they have a disability, need protective services, are experiencing homelessness or domestic violence, have a teen or disabled parent, live with an elder caregiver, or have a parent in an addiction recovery program

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You are income-eligible if your income is this amount or less			
Family size		**Family size**	
2	$61,320 or less ✅	4	$93,600 or less ✅
3	$77,640 or less ✅	5	$109,740 or less ✅

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How to apply for a child care subsidy:

There are three ways to apply for the DC Child Care Subsidy Program (see table below)—families can choose the best method for them. Families will need documents confirming their identity, the child's eligibility, and DC residency to apply. *Accepted paperwork includes government-issued ID, proof of income, your child's birth certificate or passport, pay stubs, school enrollment, public benefit letters, lease agreements, and legal records showing your relationship to the child. Digital copies are allowed.* A complete list of paperwork can be found at bit.ly/SubsidyPaperwork (page 15)

Method	More info about this method	
Online	• Scan QR code to create an account & submit online application • You will need to collect & upload / scan in your paperwork • DHS or the designated child care provider will review the application and follow up if any paperwork is missing • Complete applications will be reviewed for eligibility within 10 business days	**Online Application**
In-person at DHS	• Families can apply at a DHS service center (see below for locations) • Scan QR code below to print & complete paper application • You will need to collect & print your paperwork in advance • Free printing services are available at DC Public Libraries with a library card • DHS will review the application and follow up if any paperwork is missing • Complete applications will be reviewed for eligibility within 10 business days	**Paper Application**
In-person at a designated child care provider	• Visit a designated child care provider that is authorized to complete the child care subsidy intake process and can support you in filling out the application & collecting your paperwork (scan QR code for list of designated child care providers) • If you choose this method, you must enroll your child at the child care provider that is processing your application (if they have space available)	**List of Designated Child Care Providers**

In-Person DHS Application Locations:

Congress Heights Service Center
4049 South Capitol St. SW
Walk-in: Mon-Wed, 7:30 AM – 3 PM
Appts. : Thu-Fri, 7:30 AM – 3:30 PM
(202) 727-0284

Virginia Williams Family Resource Center
64 New York Ave. NE
For families experiencing homelessness:
Mon & Wed, 8:30 AM – 4:30 PM
(202) 727-7659

Taylor Street Service Center
1207 Taylor St. NW
Appt. only: Mon-Fri,
7:30 AM – 4:45 PM
(202) 576-8776

After you submit your application:

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If your application is incomplete, an eligibility worker will request more information. Families have 30 days to submit the required documents. *If more than 30 days pass, families have to start the process over.*

If the submitted application is complete, including all necessary supporting paperwork, a DHS eligibility worker will review and determine the family's eligibility within 10 business days.

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Once your subsidy has been approved:

If you did not work with a designated child care provider,

- Visit mychildcare.dc.gov or
- Work with **DC Child Care Connections -** 202-829-2500 or osse.dcchildcareconnections@dc.gov