



CHILD CARE SUBSIDY SERVICES

Who is Eligible?

In addition to helping income-eligible, working families, the Child Care Subsidy Program also serves:

- Families who are receiving **Temporary Assistance for Needy Families (TANF)** and participating in education and training in accordance with their **Individual Responsibility Plan (IRP)**;
- Teen parents seeking a high school degree or its equivalent; and/or
- Families not receiving TANF, who are pursuing additional education to improve employment opportunities and prospects.

How Do I Apply?

During the COVID-19 Epidemic, customers can apply via Drop-Box by coming into the **Child Care Services Division (CCSD)** between the hours of 7:30 am to 4:45 pm, Monday thru Friday. Documents can also be scanned & emailed to Eric Calhoun and Linda Logan directly. Please see their email addresses below. If receiving (TANF) benefits, customers can also apply through a **Training Employment Provider (TEP)** or **The Office of Work Opportunity (OWO)** to obtain a child care referral form and/or an **IRP**. The CCSD locations are:

- **The Congress Heights Service Center** - 4049 South Capitol Street, SW Washington DC 20032.
- **The Taylor Street Service Center** - 1207 Taylor Street, NW Washington DC 20011.

Drop-Off Applications - Any customer who chooses can come in and drop off their subsidy applications or recertification documentation. They are asked to complete a childcare packet (located at the CCSD reception desk), and submit all required documents into the provided envelope. Before placing the sealed envelope into the drop-box, customers are required to place their full name and contact number on the front of the envelope. The submitted documents are then collected and assigned to a CCSD case worker to follow up and complete the intake or review process through telephone and email communication with the customer.

Child Care Referral Applications - If being referred through a TEP Provider or OWO, the assigned case manager will submit the application packet including the child care referral form and/or IRP on the customer's behalf. (The IRP will be needed if being referred by OWO.) The TEP provider representative will be notified of all approved or denied applications via email correspondence.

- **Approved Applications** – Once applications are approved, the assigned CCSD Case Worker will inform the customer with the start date of the subsidized care and with any associated parent fee(s) for the child(ren). The CCSD worker will then send the chosen child care provider the completed child care admission form (“voucher”) via email.



- **Denied Applications** – If the application is denied, it must be re-submitted the following week along with all required updated documentation for the customer. The TEP provider representative or assigned case manager is also responsible for notifying the customer of the denied status.

Center Changes or Adding New Children - Customers who require center changes and/or want to add a new or existing child or children to their case can email their requests to the email box of: ESA.Childcare@dc.gov. Once received, CCSD Management will assign a child care worker to each request to be processed via telephone and email communication with the customer.

Non-Traditional Services – Non-Traditional Services are also available and can be provided if the chosen center/provider offers these services and has available slots. Child care will be determined upon the required activity schedules provided by the applicants. Customers should indicate the need for Non-Traditional Services upon the initial request.



How do I get more information about the child care subsidy program?

For more information about Subsidized Child Care, please call **202.727.0284** or contact CCSD Management at:

Program Manager, Ms. Carmelita Johnson – carmelita.johnson@dc.gov

Section Chief, Ms. Linda Logan – linda.logan@dc.gov

Supervisor, Mr. Eric Calhoun – eric.calhoun@dc.gov

If assistance is required with locating a Child Care Provider, you may contact **OSSE Child Care Connections** at **202.829.2500** or by visiting <https://childcareconnections.osse.dc.gov/MyChildCare/home>.