CHILD CARE OPTIONS

There are a number of options to choose from when looking for a child care setting. Below you will find information to help you choose a program that best fits the needs of your child and family.

LICENSED OR REGULATED

This type of care must meet the requirements of the Office of Early Childhood Division of Licensing, Board of Education or the local town or city.

- Family Child Care – A person licensed by the Office of Early Childhood Division of Licensing to provide care in their own home. Care can be provided for up to six (6) full-time children, with only two (2) under the age of two years. There can also be up to three (3) additional school-age children before and after school (during the school year).
- Child Care Centers – Programs that provide care for children in larger group settings. Centers can be found in buildings and school settings.

UNLICENSED CARE

This type of care is informal and does not require regulation by the State. All unlicensed home providers must be a relative to the child.

- Relatives Include – the child's grandparent, great grandparent, aunt, uncle, or sibling. Care takes place either at the relative's home or the child's home.
- All relative providers must be 20 years of age or older.
- Unlicensed relative providers may only care for a total of three (3) children with no more than two (2) children under the age of two (2).

To find out how to become a Licensed Child Care Provider, contact 2-1-1 Child Care at 1-800-505-1000.

RESOURCES

2-1-1 Child Care
1-800-505-1000
Help finding a licensed child care provider
www.211childcare.org

Office of Early Childhood
1-844-365-5328
Regulatory Agency for Care 4 Kids
www.ct.gov/oec
Division of Licensing
860-509-8045 or 1-800-282-6063
Information on child care licensing
www.ct.gov/oec/licensing

Department of Social Services – Bureau of Child Support Enforcement (BCSE)
1-800-228-5437
Help for families looking for financial support from the absent parent

Department of Children and Families
Child Abuse Hotline
1-800-842-2288
To report suspected abuse or neglect

Fraud Hotline
1-800-842-2155
To report fraud in the Care 4 Kids program

2-1-1
For help with health and human services, dial 2-1-1

Informations Guide

1-888-214-KIDS (5437)
Monday-Friday
8:00am to 5:00pm
Thursday
8:00am to 6:00pm
Fax: 1-877-868-0871

To view online, visit care4kids.state.ct.us
PARENT ELIGIBILITY REQUIREMENTS
- Parent/s need to be working or in an approved training program through the Department of Labor
- No other adults are in the home available to provide child care
- Parent/s must be working or taking part in the approved training program during the hours of child care
- Family must meet income requirements – check at www.ctcare4kids.com

PROVIDER ELIGIBILITY REQUIREMENTS
- Must be providing care in an approved child care setting
- Cannot have any findings of abuse or neglect or be under investigation with Department of Children and Families
- Cannot have a criminal background
- Must complete the pre-service training requirements before becoming eligible for payment
- All providers will be required to complete orientation training and ongoing professional development. For more information please visit www.ctcare4kids.com

HOW TO APPLY
- Submit a completed Application
- Application must be signed and dated
- Submit 2 weeks of current and consecutive paystubs
- Submit a completed Parent Provider Agreement form
- Provider may require payment from the parent until Care 4 Kids approval

Note: We encourage providers and parents to make private pay arrangements until getting Care 4 Kids approval and the Child Care Certificate is received.

APPROVAL OR DENIAL
- Parent and provider will receive a Notice of Denial or a Child Care Certificate
- Payment is not guaranteed until a Child Care Certificate is issued

UNDERSTANDING YOUR CHILD CARE CERTIFICATE
A Child Care Certificate includes:
- Approved number of hours
- Care 4 Kids Maximum Payment Rate
- Parent’s Family Fee (how much the family must pay from the approved amount)
- Care 4 Kids Monthly Payment Amount
- Start and end date of the certificate

WHAT IS THE FAMILY FEE?
- Family Fee is how much of the approved child care cost is paid by the parent to the child care provider
- Family Fee is based on the household income and family size
- Family Fee is deducted from the youngest child
- The parent must pay any additional cost to their child care provider not covered by Care 4 Kids

MONTHLY CARE 4 KIDS INVOICE
- Invoices will be available to providers monthly on the first of each month
- Provider must record child’s attendance and actual charges

HOW DO PROVIDERS RECEIVE PAYMENT?
- Payments are issued to child care providers through Direct Deposit or a Prepaid Debit Card
- Providers will get a packet with instructions to register online to choose how they prefer to be paid
- Providers will submit monthly invoices through a web based portal
- Care 4 Kids processes payment within 2 weeks of receipt of the electronic invoice

ONGOING ELIGIBILITY
- Every twelve (12) months each family must recertify eligibility
- Parents and providers must report any changes listed below within ten (10) days
- Changes include:
  o Loss of a job or ending of an approved activity
  o Household income that exceeds 85% of the State Median Income guideline
  o Changes in child care arrangement
  o Change in address/phone number
  o Child receiving Care 4 Kids benefits is no longer in the home

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