

## 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.*



www.ctcare4kids.com

## RESOURCES

**2-1-1 Child Care**  
**1-800-505-1000**

Help finding a licensed child care provider  
[www.211childcare.org](http://www.211childcare.org)

**Office of Early Childhood**  
**1-844-365-5328**

Regulatory Agency for Care 4 Kids  
[www.ct.gov/oec](http://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](http://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



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**care4kids**  
MAKING CHILD CARE AFFORDABLE

# INFORMATION GUIDE

**1-888-214-KIDS (5437)**

**Monday-Friday**  
8:00am to 5:00pm

**Thursday**  
8:00am to 6:00pm

Fax: 1-877-868-0871



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## 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](http://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](http://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.*



[www.ctcare4kids.com](http://www.ctcare4kids.com)

## 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:
  - Loss of a job or ending of an approved activity
  - Household income that exceeds 85% of the State Median Income guideline
  - Changes in child care arrangement
  - Change in address/phone number
  - Child receiving Care 4 Kids benefits is no longer in the home



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