



1303 Hospital Ground, STE. 1
 St. Thomas, VI 00802-6722
 Phone: (340)774-0930 Ext: 4189 & 4186
 Fax: (340)774-4673

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
Department of Human Services
Office of Child Care & Regulatory Services



3011 Golden Rock
 Christiansted
 St. Croix, VI 00820-4355
 Phone: (340)773-2323 Ext: 2115 & 2138
 Fax: (340)773-6121

COVID-19

INFORMAL PROVIDER/FFN Parent Applicant

Thank you for your interest in the Family, Friends, and Neighbor program. The following documents are required from all applicants.

1. **Proof of Citizenship/U.S. Residency** (e.g. Birth Certificate, or U.S. Passport, or Permanent Resident Card)
2. **Government Issued Picture I.D.** (e.g. Driver's License, or U.S. Passport, or Permanent Resident Card, or V.I. Voter's Registration Card)
3. **If married, or living together, both incomes must be submitted.**

Parent Information

Parent(s) Name: _____ **Contact Number:** _____

_____ Married _____ Single

Mailing Address: _____

Email Address: _____

Physical Address: _____

Place of Employment: _____

Employer's Mailing Address: _____

Employer's Telephone Number: _____

Employment Status: Permanent _____ Part-time _____ Temporary _____

Informal Provider/FFN Information

FFN Provider Name: _____

Physical Address: _____

Mailing Address: _____

Email Address: _____

Relationship: _____

(Family, Friend, or Neighbor)

Home Phone: _____ Cell Phone: _____

Child(ren) Information

Required Documents for Child(ren):

- 1. Birth Certificate(s)**
- 2. If the Applicant is Guardian- Legal Court Order or other Legal Document Naming Applicant as Guardian**
- 3. Immunization Card(s) or Exempt Letter (child/ren receiving assistance)**
- 4. Social Security Cards**

Married applicants not living with their spouses must submit a notarized letter stating this fact, in addition to proof of child support. Applicants receiving assistance through Paternity and Child Support must have current documents (updated status of the case). However, parents who are not receiving support for their child/ren; must establish a case at Paternity and Child Support.

Does the Child(ren) have a disability? Yes _____ No _____

Note: If a child or children has disabilities or special needs care, increased child care subsidies/assistance is possible

PARENT CHILD CARE SUBSIDY AWARD

Date:

NOTICE is hereby provided that:

I have been awarded child care assistance in the form of a voucher for child care services under the Virgin Islands Department of Human Services (“DHS”) Subsidy, Resource & Referral Program (also referred to in this document as “Child Care Subsidy”). This Award is to assist eligible families with the cost of licensed child care or Family, Friends, or Neighbors (FFN) approved to care for children ages 0 to 12 years. To be eligible for child care financial subsidies, families are required to agree and follow the terms outlined in this Parent-Child Care Subsidy Award along with the policies of the Virgin Islands licensed Child Care Provider/Center selected by the parents.

By signing below, the parents/guardians accept the terms and conditions of this Subsidy Award.

I. PROGRAM REQUIREMENTS

A. Reason for Child Care Subsidy

Parents/Guardians are determined to be eligible for Child Care Subsidy Awards based on one or more of the following criteria:

1. Working (part-time or full-time).
2. Going to school or a training program (part-time or full-time).
3. One or both parents/guardians have an illness, disability or exceptional circumstance verified by a physician or other relevant professional; and/or,
4. The child(ren) have social or special needs requirements.

B. Annual Assessment

I understand that the Subsidy my child/children are eligible to receive is based on (1) my income, (2) family size, and (3) type of child care provider I select to care for my child(ren). The amount of subsidy is based on the current maximum rates established by the DHS Subsidy, Resource & Referral Program. I understand that I will be notified of any changes to these amounts.

I understand that I am eligible to receive child care vouchers for each child for a period of 12 months or less. I also understand that my eligibility will be assessed every twelve (12) months. If I do not keep my scheduled recertification appointments, provide proof of continued eligibility, notify my child care provider and the DHS Subsidy, Resource & Referral Program of any child care changes within the period of service, and failure to submit requested documents may result in the termination of this Child Care Subsidy Award.

I authorize DHS to make payments for child care services to the following DHS approved Informal Provider/FFN child care provider of my choice:

Informal Provider/ FFN Name: _____

Informal Provider/FFN Mailing Address: _____

ERP Vendor Number: _____
 (To Be Filled in by DHS Staff)

I understand that if at any time the child care provider identified above is no longer caring for my child(ren), they will immediately notify DHS Subsidy, Resource & Referral Program of this change, and payments will be discontinued.

C. Subsidy Payment

The vouchers will be printed in the name of the Child Care Provider for my child(ren) and in the amount of each child’s eligibility. I understand the child’s parent(s)/guardian(s) will not be paid as caregivers for their own child(ren). In addition, the Subsidy, Resource & Referral Program will not provide payments to Informal Providers who reside in the same household with the parent(s)/guardian(s) and child(ren). An Informal Provider is a Family, Friend, or Neighbor (FFN) who provides care for children in their own home or in-home of the parents/guardians, and they must be registered with the Office of Child Care and Regulatory Services.

I am responsible for paying the established co-payment (cost-sharing) fees each month per child to the Child Care Provider. Furthermore, I understand that as the parent/guardian, I will also be responsible for any other child care provider costs that exceed the maximum subsidy indicated in this Parent-Child Care Subsidy Award.

I understand that this subsidy and any future child care assistance pursuant to this Award, for which I may be eligible, is contingent on the availability of federal funds.

Child’s Name	FFN Rate	Subsidy Fee	Co-Payment	Difference between Provider’s rate and subsidy to be paid by Parent/Guardian	Total

I understand that this subsidy and any future child care assistance pursuant to this Award, for which I may be eligible, is contingent on the availability of federal funds.

I understand that notification must be provided to the DHS Subsidy, Resource & Referral Program of any changes in my family circumstances within ten (10) business days of the occurrence. It is understood that failure to report income increases within ten (10) business days may result in an overpayment in subsidies and that if an overpayment occurs, the subsidized amount will be adjusted the following month.

I understand that the DHS Subsidy, Resource & Referral Program, is authorized to issue vouchers to only one provider for a specific period. However, I may choose a different provider to care for my child within the period of eligibility; it is understood and agreed that there will be no overlapping and double payments to providers for the same dates of care.

I read this Agreement, understand, and accept the terms. I also understand that failure to comply with the terms of this Parent-Child Care Subsidy Award may result in delay, suspension, or termination of my child care assistance.

II. APPEAL PROCESS

I received a copy of this Parent-Child Care Subsidy Award and understand that if I disagree with a decision that affects my Parent Child Care Subsidy Award that I have the right to appeal and request a Fair Hearing by providing a written request to the Commissioner of the Department of Human Services.

DONE this _____ day of _____ 2020

By: _____
Kimberley Causey-Gomez
Commissioner

ACCEPTANCE OF AWARD BY PARENT(S)/GUARDIAN(S)

By applying for Child Care Fee Subsidy, and signing this Parent-Child Care Subsidy Award, we acknowledge and agree that:

- a) We understand and accept all of the terms that I am required to comply with while receiving child care subsidies;
- b) Child care fee subsidy is being provided to you on behalf of your child(ren) on the condition that you comply with these terms; and,
- c) That my failure to comply with these terms could result in termination of the subsidy, and We will have to repay any subsidy issued for which I am not eligible, and this may result in legal action.

Date: _____
APPLICANT: Signature of Parent(s)/Guardians

Date: _____
APPLICANT: Signature of Parent(s)/Guardians