

# MILITARY CHILD CARE IN YOUR NEIGHBORHOOD

## Army Fee Assistance Program Frequently Asked Questions

### 1) What is the MCCYN - Army Fee Assistance (AFA) Program?

The Military Child Care in Your Neighborhood (MCCYN) program supports eligible Families with childcare if they cannot access military-based care due to distance or wait list. The Army Fee Assistance (AFA) program under the MCCYN program provides fee assistance to eligible Army Families to offset the cost of community-based care

### 2) Who administers the AFA program?

The Army Fee Assistance (AFA) program is administered by a third-party contractor, Child Care Aware of America (CCAA), on behalf of the Army Child & Youth Services.

### 3) Who is eligible for the AFA program?

The MCCYN AFA program is available to Army Active-Duty Soldiers, Army National Guard and Army Reservists activated on title 10 or title 32 orders for more than 30 consecutive days, Army civilian employees and Army Gold Star spouses who are stationed at an installation that has been pre-identified as fee assistance eligible or live outside a 15 miles radius of an DoD installation with a Child & Youth program. If married or having a domestic partner, the spouse/partner must be employed, actively seeking employment or be a student. In the case of divorced/unmarried couples, the child must live with the sponsor at least 25% of the time of the month that childcare is provided.

### 4) How do I apply for AFA Program?

Effective 17 April 2023, Army families must have an account and a household profile on MilitaryChildCare.com (MCC.com) to request fee assistance for their child(ren).



More information is available at:  
<https://public.militarychildcare.com/sd.disa.mil/mcc-central/mcchome/mccyn>

### 5) What supporting documents does the Sponsor need to provide?

- The Self Certification Form or birth certificate for children listed on the application (Children eligible for fee assistance must be living in the same household of the Army Sponsor and be listed as a legal dependent in the sponsor's DEERS. Fee assistance programs are provided for children ages 6 weeks through 12 years).
- A current copy of the Sponsor's LES dated within the past 90 days.
- Military Orders for all Army Sponsors activated to full-time duty from the Army National Guard or Army Reserve.
- Military Orders for Active Army sponsors if deployed.
- Current year SF-50 / DA 3434 and Civilian LES if sponsor is Army civilian employee.
- Retiree Account Statement (RAS), VA benefit letter, other retirement, or disability income for civilian sponsor (if applicable).

### 6) What supporting documents does the spouse/domestic partner need to provide?

- Working Spouse: Spouse/domestic partner must submit one month's worth of pay stubs with verification of the number of hours worked per week. If they are unable to provide pay stubs due to recent employment, an Employment Verification Form can be submitted until paystubs are available.
- Student Spouse: If the spouse/domestic partner is enrolled in school, a school schedule verifying enrollment with a minimum of 12 credit hours for undergraduate, or 9 credit hours at a graduate level. If the school has non-traditional scheduling (e.g., quarter schedules, block schedules) the documentation must clearly state that the student is enrolled full-time. The school schedule must include the student's name, the school's name, the number of enrolled credits, and the period of the current semester.

- **Self-Employed Spouse:** Self-employment is defined as being directly engaged in an income producing trade or business started and carried on in good faith for the purpose of making a living and presented to the general public as being engaged in selling goods and/or services regularly with repetition and continuity of operation as one's occupation. This can be as an independent contractor or business owner. More information on self-employment eligibility can be found at: <https://www.childcareaware.org/fee-assistancerespite/military-families/army/afa-program/policy-updates/>

### **7) What happens after I create a household profile on MCC and submit a request for care (RFC) for the MCCYN Fee Assistance Program?**

After you submit a RFC for the MCCYN Army Fee Assistance program on MCC.com you may be extended an offer for community child care fee assistance. This offer will be issued through MilitaryChildCare.com. The offer email will provide instructions on how to accept the space, as well as a link to the CCAoA fee assistance enrollment portal. Offers are time sensitive and MUST be accepted within 2 business days.

### **8) How do I find military childcare in my area?**

A list with community childcare providers already approved for the military fee assistance program will be available on MCC.com once you submit a request for MCCYN Fee Assistance through MCC.com.

### **9) I need assistance finding a provider who has space for my child.**

CCAoA can also assist in finding an eligible provider. An enhanced referral specialist can conduct a customized childcare search considering your home and work address, transportation routes to and from work, hours of care needed, ages of the children, and childcare providers eligibility and availability.

### **10) My selected provider is new to the Military Fee Assistance program?**

If you selected a provider who is new to the Military Fee Assistance program, please verify the providers' eligibility by contacting CCAoA at 1-800-424-2246. New providers must apply via the CCAoA website.

### **11) What information do I need from my provider?**

Families must submit a Provider Cost Verification Form (PCFV) signed by the sponsor and provider. The form is available to download on MCC.com. The PCFV collects all required information about the childcare rates that your family will be charged by the childcare provider. This includes discounts, effective dates, rate changes, rate frequency, and the schedule of care. This form will be used to process your fee assistance application. You will be required to submit this form with your family application after it has been confirmed that your childcare provider is eligible to participate in the fee assistance programs.

### **12) How is the fee assistance calculated?**

For DoD MCCYN programs, your fee assistance benefit varies based on the rate your provider charges, your Total Family Income (TFI), and if you live in a high cost area. The benefit amount is the difference between the rate your community-based provider charges and your parent fee. In addition, the benefit amount cannot be more than the DoD-established provider rate cap. Note: Your parent fee or provider cap might be different as a result of the meal allowance pilot, which began April 1, 2024.

**\*\* Please be advised that the Army Fee Assistance Program is not an entitlement program and is subject to the availability of funds.**

### **FOR ANY ADDITIONAL INFORMATION PLEASE CONTACT:**



#### **Military Child Care (MCC)**

Toll Free Phone Number: 855.696.2934 and select Option 1 for Family Support  
[FamilySupport@MilitaryChildCare.com](mailto:FamilySupport@MilitaryChildCare.com)



#### **Child Care Aware of America (CCAoA)**

Toll Free Number: 800.424.2246  
[militaryinfo@childcareaware.org](mailto:militaryinfo@childcareaware.org)



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