



Child Care Works Subsidized Child Care Program – CCIS

The subsidized child care program helps low-income families pay their child care fees. The state and federal governments fund this program, which is managed by the [Early Learning Resource Center](#) (ELRC) office located in your county.

If you meet the guidelines:

- The ELRC will pay a part of your child care cost. This is called a subsidy payment.
- You will pay a part of the cost. This is called the family co-pay.
- The subsidy payment and the family co-pay go directly to the child care program.

NOTE: *If your child care subsidy does not pay the full amount that your child care program charges, the provider may ask you to pay the difference between the subsidy payment and their private charges.*

Guidelines

You must submit an [application](#) to the ELRC to see if you meet the guidelines for the subsidized child care program.

The following are the basic guidelines:

- You must live in Pennsylvania
- Have a child or children who need child care while you work or attend an education program
- Meet income guidelines for your family size
- Work 20 or more hours a week - or-
- Work 10 hours and go to school or train for 10 hours a week
- Have a promise of a job that will start within 30 days of your application for subsidized child care
- Teen parents must attend an education program
- The child who needs care must be a citizen of the United States or an alien lawfully admitted for permanent residency
- Have proof of identification for each parent or caretaker in the home.

Income Guidelines

The annual income for a family to be eligible to receive subsidy is 200 percent or less of the [Federal Poverty Income Guidelines](#):

Family Size	Maximum Yearly Family Income (May 2018)
2	\$32,920
3	\$41,560
4	\$50,200
5	\$58,840
6	\$67,480
7	\$76,120
8	\$84,760

(Note: The above information provides only general guidelines. Other conditions may apply. Please contact your county Early Learning Resource Center to apply for assistance.)

Additional Guidelines

- Each Adult family member must work at least 20 hours a week or work at least 10 hours a week and participate in an approved training program at least 10 hours a week.
- The hours that a child may receive subsidized child care must coincide with hours of work, education, or training.
- Children are eligible for care from birth until the day prior to the date of the child's 13th birthday. Children with disabilities may be eligible through age 18.
- The parent is responsible to help pay for child care. This is called co-payment. The co-payment may be as little as \$5.00 per week and varies according to your income and the number of people in your family.
- The parent may choose the provider of his or her choice. The parent may choose a child care center, a small family day care home, a group day care home or even a relative to care for his or her child.
- The parent who is receiving subsidy must choose an eligible child care provider. Relative providers must complete an Agreement with the ELRC, must comply with the participation requirements listed in the Agreement and must complete CareCheck in order to be eligible to participate in the Subsidized Child Care Program. CareCheck is the Department of Human Services's program that requires background clearances (see below).
- If funding is not available at the time that a low-income, working parent applies for subsidized child care, the child may be placed on a waiting list.

You can also apply for benefits and renew benefits by using [COMPASS](#), the online resource for cash assistance, Supplemental Nutrition Assistance Program (SNAP), child care, health care coverage, home heating assistance (LIHEAP), school meals, SelectPlan for Women and long-term living services.

For more information go to <http://www.dhs.pa.gov> or contact the local Early Learning Resource Center. Lancaster County - (717) 854-2273. York County - Phone: (717) 854-2273

