Janet T. Mills
Governor

Sara Gagné-Holmes
Acting Commissioner



Maine Department of Health and Human Services
Child and Family Services
11 State House Station
2 Anthony Ave.
Augusta, Maine 04333-0011
Tel.: (207) 624-7900; Fax: (207) 287-5282
TTY: Dial 711 (Maine Relay)

Child Care Employment Award FAQs

Payments

Q: Will payments be backdated to July 1, 2024?
A: No, payments will not be backdated and are tentatively scheduled to start mid-August 2024.

Q: Can you please explain the process of how funds are distributed?
A: Funding will be sent to the child care programs where the child(ren) attend via direct deposit or paper check.

Q: As a center who provides a half off discount to our employees - if the amount that we are receiving bi-weekly is less than what we are currently receiving from the employee - are we able to charge the employee the difference? Some of our programs are still charging higher than the CCAP rates, so half of that rate would be a significant hit to our program.
A: Please review this answer carefully as there are two different types of child care employment awards.

- If the employee qualifies for CCAP and is receiving a child care subsidy, the Child Care Employment Award covers their parent fee and you may not charge the parent the difference per your provider agreement with CCAP.
- If the employee does not qualify for CCAP, the Child Care Employment Award does not cover the full cost of child care, and the provider is responsible for obtaining the remaining amount from the parent.

Q: Should we continue to have parents pay the parent fee?
A: Yes, please continue to charge parents for the parent fee until payment has started.

Q: I had to pay for summer ahead of time. If I get the Child Care Employment Award in August, can I somehow get my money back?
A: The Child Care Employment Award payments will not be back dated. If you paid for the whole summer and your award starts in August, we recommend working with the child care program where your child attends to get reimbursed for the summer weeks that the award covers.

Eligibility

Q: Would a work study qualify me for CCAP Child Care Employment Award.
A: No, individuals need to be employed at a licensed child care for at least 20 hours, 75% of the year.

Q: Does seasonal include school year programs?
A: An individual must be employed for at least 75% of the year (9 months), working at least 20 hours a week.

Q: I work in the Human Resources Department at a corporation that has a child care, do I qualify for CCAP Child Care Employment Award?
A: No, you must be employed as part of the licensed child care program in order to be eligible for CCAP Child Care Employment Award. To qualify, you need to be working at the child care program at least 20 hours a week, 75% of the year.

Q: I live in New Hampshire, but I work at a licensed child care in Maine and my children go to a licensed child care in Maine, do I qualify?
A: Yes, both where the parent works and where the children go to child care must be located in Maine. Ensure you check the box "working in child care" on the CCAP application, and your information will be forwarded to the CCAP Child Care Employment Award program.

Q: I will be going on maternity leave during my award, will I still receive it?
A: Yes, you will still receive the CCAP Child Care Employment Award while on maternity leave.

Q: I am a grandparent, and my grandchildren attend my licensed child care, am I eligible?
A: You must be the legal guardian of the children (in addition to meeting other eligibility requirements), in order to be considered for the CCAP Child Care Employment Award.

Q: If an employee is already receiving CCAP, do they need to fill out a new application?
A: No, please notify the individual that oversees your CCAP case to let them know you work in a child care program.

Q: Is there somewhere the parent fees determined by CCAP can be found?
A: This information can be found on your award letter. If you have a question, please reach out to your CCAP worker.

Q: If we assume the teacher is above 85% of the State Median Income, does she/he need to include spouse employment info in the application?
A: Yes, please complete the application in entirety. If an application is not complete, it will not be processed. Also, the CCAP program is now for families up to 125% of the State Median Income.

Q: What if you know you do not qualify for CCAP, can you skip that application or do you need a non-eligible letter?
A: Completing a full CCAP application is a requirement to be considered for the CCAP Child Care Employment Award. In a sense, it is your application for the employment award. The application can be found at:
https://www.maine.gov/dhhs/ocfs/support-for-families/child-care/paying-for-child-care

Q: If we have staff who are not participating in the Salary Supplement Program due to no direct care (administrative staff roles) - would they qualify for the CCAP Child Care Employment Award?
A: Yes, they would still qualify as long as they work for a licensed child care program.

Q: Can funds be used for summer programming? Is it possible to get funding before this summer is over and use it toward current costs? Or costs that have already been paid to cover the entire summer?
A: No, funding is to assist individuals working in a licensed child care with their child care costs. Payments will be made for the parent's child care parent fees or child care costs, depending on application results.

Q: When a staff person leaves, how do we change their eligibility?
A: Please notify the CCAP Child Care Employment Award mailbox at: ccemploymentaward@maine.gov.

Applications

Q: What is the turnaround time for applications?
A: CCAP Child Care Employment Award applications are processed in the order they are received. OCFS expects the first set of applications sent in July to be processed by the end of the month of July and awards sent out in August.

CCAP

Q: Is the only way to send an application via mail? Can they be sent via email?
A: A CCAP application may be sent via email to DHHS, CCAP at CCAP.DHHS@maine.gov. The application must be completed via handwriting.

Q: Also, confirming that attendance will not need to be submitted for employee families receiving only the Child Care Employment Award?

- If the employee qualifies for CCAP and is receiving a child care subsidy as part of their employment award, attendance will be submitted as it is for all children in CCAP.
- If the employee does not qualify for CCAP, the Child Care Employment Award does not require additional paperwork at this time.

Q: Is there a chart of the 125% of median income by county and family size?
A: This can be found at:
https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/July%206%202024%20Market%20Rates_5.pdf.