



The Maine Department of Health and Human Services Office of Child and Family Services Maine Child Care Subsidy Program (CCSP) Consumer Education Statement

The Department of Health and Human Services (DHHS), is the Lead Agency responsible to plan and administer child care subsidies funded by the Child Care and Development Block Grant (CCDBG). This work is done by the Child Care Subsidy Program (CCSP) in the Office of Child and Family Services (OCFS).

The Child Care and Development Block Grant (CCDBG) Act of 2014 enhanced the statutory development and school success; and support parents who work or are in training or education. One purpose of the CCDBG Act is to support parent and family member involvement in the development of their children in child care settings. Lead Agencies assist in this effort by sharing consumer education details about child care services to parents and families to help them make informed choices.

What is the Child Care Subsidy Program (CCSP)?

- ❖ The CCSP is a statewide program supporting eligible families with paying child care.

What does the CCSP do?

- ❖ Helps eligible families to pay for child care if they work, go to school, attend a job training program, or are retired and the legal guardian of a child;
- ❖ Ensures the health and safety of children in child care;
- ❖ Provides equal access to high quality child care for families with low income; and
- ❖ Enhances the quality of child care and the early childhood workforce.

To learn more about the CCSP, you may:

1. Call 1-877-680-5866 or 207-624-7999; or
2. Email CCSP.DHHS@maine.gov; or
3. Go online to <https://www.maine.gov/dhhs/ocfs/ed/occhs/step.htm>; or
4. Fax your request to 207-287-6308; or
5. Write to
Office of Child and Family Services:
2 Anthony Avenue, 11 State House Station
Augusta, ME 04333



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To apply for Maine's CCSP, you may:

1. Complete the application online. Refer to www.maine.gov/dhhs/ocfs/ec/occhs/step.htm; **or**
2. Call 1-877-680-5866 or 207-624-7999, Monday-Friday, 8:00am-5:00pm; **or**
3. Visit a DHHS Office to receive a printed application. To find a DHHS office, refer to www.maine.gov/dhhs/dhhs-addresses.

Then you need to return your completed application to the OCFS by:

1. Fax: 207-287-6308; **or**
2. Email: CCSP.DHHS@maine.gov; **or**
3. Mail: OCFS, 2 Anthony Avenue, State House Station 11, Augusta, ME 04333

OCFS will review your CCSP application to:

- ❖ Determine if you are eligible for the program; and
- ❖ Approve the child care provider you chose.

Important CCSP Income and Eligibility Guidelines

- ❖ All families must meet income guidelines at or below eighty-five percent (85%) of the State Median Income.
- ❖ For families with more than one (1) child in care, the youngest child is always considered the first child enrolled.
- ❖ Parent(s) enrolled in Job Training or Educational Program must prove enrollment the first time they fill out an application and when redetermined. They must attend classes in person or online.
- ❖ If a parent is income eligible and provides documents from the Social Security Administration (SSA) or the MaineCare Medical Review Team, identifying a disability that makes them 1) unable to take care of the child(ren), 2) unable to work and the other parent is working, attending an Educational or Job Training Program, the family may be eligible for the CCSP.
- ❖ If a child is home-schooled, the parent is not eligible to receive Child Care Subsidy during regular school hours, as defined within their school district.



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- ❖ If funding available, DHHS may waive Employment, Job Training or Educational Program requirements and approve CCSP for no longer than twelve (12) months, for:
 - o At-risk Children;
 - o A Child involved in an Open Child Protective Case;
 - o A Child in Care and Custody; or
 - o A child placed under the legal guardianship of a person who is at retirement age.
- ❖ If you receive benefits like Maine Supplemental Nutrition Assistance Program (SNAP), ASPIRE or MaineCare, the process for applying for and renewing these benefits through the Office for Family Independence (OFI) is the same.

FAMILY SIZE (Effective 10/03/2020 until further notice)	ANNUAL INCOME	MONTHLY INCOME (ANNUAL/12)	WEEKLY INCOME (ANNUAL/52)
1	\$ 39,854.26	\$3321.19	\$ 766.43
2	\$ 52,117.10	\$4343.09	\$1002.25
3	\$ 64,379.95	\$5365.00	\$1238.08
4	\$ 76,642.80	\$6386.90	\$1473.90
5	\$ 88,905.65	\$7408.80	\$1709.72
6	\$101,168.50	\$8430.71	\$1945.55
7	\$103,467.78	\$8622.32	\$1989.77
8	\$105,767.06	\$8813.92	\$2033.98
9	\$108,066.35	\$9005.53	\$2078.20
10	\$110,364.63	\$9197.14	\$2122.40

- ❖ All Parents are assessed a Parent Fee that is determined by the:
 - o Number of individuals in the family;
 - o Gross Income or Allowable Net Income; and
 - o Quality Rating and Improvement System (QRIS) level of the child care program.
- ❖ The Parent Fee does not vary with the:
 - o Number of children receiving child care services;
 - o Amount of child care services they need; or
 - o Type of child care services the parent chooses to use.



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Background Checks and Child Care Providers

To meet federal and state requirements for all child care providers delivering direct care services, OCFS conducts a criminal background check, which includes fingerprinting. There is no cost to providers for this process.

Child Care Providers are required to request background checks with the use of fingerprinting for themselves and their staff to include:

- ❖ All licensed child care facilities,
- ❖ Licensed family child care providers, and
- ❖ Child Care Subsidy Program (CCSP) license-exempt child care providers (excluding CCSP relative child care providers).

Per Federal law (45 C.F.R. § 98.43), all adults (18 years and older) residing in the location where child care services are being provided, any individuals whose activities involve the care or supervision of children or who have unsupervised access to children, and the child care provider him/herself, must submit to background checks with the use of fingerprinting as described below.

The following registries, repositories, and databases are checked for each individual for whom a background check is requested, with the mandatory use of fingerprints described below:

1. National Crime Information Center National Sex Offender Registry <https://www.fbi.gov/services/cjis/ncic#File-Types> and Federal Bureau of Investigation fingerprint check (using Next Generation Identification).
2. In the State where the individual resides: State child abuse and neglect registry/database, State Bureau of Identification (SBI) <https://www.maine.gov/dps/Sbi/> crime repository with fingerprints, and State Sex Offender Registry <https://www.nsopw.gov/>.
3. In each State where the individual has resided at any time during the previous five (5) years: State child abuse and neglect registry/ database, SBI or comparable State agency's crime repository (with or without fingerprints), and State Sex Offender Registry.



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Individuals are required to schedule an appointment for fingerprinting. All required individuals must complete the above every five (5) years. Once completed, individuals will receive letters from OCFS stating whether the individual is eligible or ineligible. Individuals will also receive a letter to provide to current or prospective employers.

Refer to: [Instructions for Fingerprint-based Background Checks for Child Care Providers \(PDF\)](#)

- To schedule your appointment for Fingerprint-based Background Checks for Child Care Providers, go to: <https://www.identogo.com/>

For important reminders regarding fingerprint background checks for Child Care Providers, [refer to: https://www.maine.gov/dhhs/ocfs/ec/occhs/child-care/Background%20Check%20reminders%2012.2020.pdf](https://www.maine.gov/dhhs/ocfs/ec/occhs/child-care/Background%20Check%20reminders%2012.2020.pdf)

Contact Information:

- ❖ Individuals who have not received their letters of eligibility by mail within twenty-one (21) calendar days of your completed fingerprint appointment, contact Timothy Dickey at (207) 626-8658 or Timothy.Dickey@maine.gov. You will need to provide your name, date of birth, and your Transaction ID number from your appointment.
- ❖ For information on out of state check requirements for individuals living out of the State of Maine in the past five years, please contact Timothy Dickey at (207) 626-8658 or Timothy.Dickey@maine.gov.
- ❖ For information on disqualifying criminal convictions, go to: <https://www.maine.gov/dhhs/ocfs/documents/Matrix%20of%20Disqualifying%20Criminal%20Convictions%20for%20Child%20Care%20Providers.pdf>
- ❖ For information on criminal background check appeal rights, go to: <https://www.maine.gov/dhhs/ocfs/documents/Criminal%20Background%20Check%20Appeal%20Rights.pdf>
- ❖ For information on substantiation of child abuse and neglect appeal rights, go to: <https://www.maine.gov/dhhs/ocfs/documents/Substantiation%20of%20Child%20Abuse%20and%20Neglect%20Appeals%20Rights.pdf>
- ❖ For information on conviction of misdemeanor as specified by the Department and within the preceding 10 years appeal rights, refer to: <https://www.maine.gov/dhhs/ocfs/documents/Notice%20Appeal%20Misdemeanor%20Preceding%2010%20yrs.pdf>



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Rules

- To read the Child Care Provider Background Check Licensing Rule, go to <https://www.maine.gov/dhhs/ocfs/child-care-background-check.shtml>



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Child Care in Maine

Maine's Child Care Choices helps you find child care providers in Maine. Find a provider in one (1) of three (3) ways:

1. Give full address including the city and zip code; or
2. Give just the city; or
3. Give just the zip code.

Go to: <https://search.childcarechoices.me/>. Choose other filter options based on your needs.

Who can be a child care provider?

- ❖ Licensed child care centers
- ❖ Licensed family child care homes
- ❖ An adult who provides care in their own home
- ❖ An adult who come to your home to provide care
- ❖ A relative over 18 years of age

The Process for Licensing Child Care Providers

The OCFS Children's Licensing and Investigation Services (CLIS) ensures child care provider programs are safe and healthy environments, provide care and supervision, and are developmentally appropriate activities to meet each child's physical and emotional needs. The CLIS monitors compliance with regulations set by the DHHS under direction of the Maine Legislature. The CLIS licenses and monitors: Family Child Care Homes, Child Care Centers, and Nursery Schools. Refer to: <https://www.maine.gov/dhhs/ocfs/ec/occhs/cclicensing.htm>

Monitoring and Inspecting Child Care Providers

The OCFS Children's Licensing and Investigation Services (CLIS) provides monitoring inspection reports for each on-site visit to a *licensed* child care program. This report outlines any health and safety violations and includes action step(s) the child care program took to correct the violation(s).

The CLIS provides monitoring inspection reports for each on-site visit to a *license-exempt* child care program. This report outlines any health and safety violations and includes action step(s) the child care program took to correct the violation(s).

To find the licensing history and inspection reports of a child care program, refer to: <https://search.childcarechoices.me/>.



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Health and Safety Requirements for Child Care Subsidy Providers

All licensed programs and license exempt providers who have an agreement to accept children on the CCSP must meet health and safety training requirements. To learn what the health and safety requirements and trainings are, refer to:

<http://muskie.usm.maine.edu/maineroads/healthsafety.html>.

Quality for ME – Maine’s Quality Rating and Improvement System (QRIS)

Maine’s Quality for ME provides parents a way to easily identify high quality childhood and education programs. QRIS is based on four (4) steps, each step leading to higher quality. Step 4 is the highest step a program/provider can achieve. All licensed child care programs in Maine, (family child care, child care centers, school age programs) are eligible to take part after being in operation for one year. Families can use QRIS to guide their choices for quality child care. CCSP Licensed Providers must be at least a Step 1 on the QRIS. Refer to

<https://childcarechoices.me/index.php/quality-rating-and-improvement-system/>.

Resources and Services for Individuals, Children and Families

❖ <https://childcare.gov/>

This national website helps parents find safe and quality child care services in their communities 24 hours a day. ChildCare.gov provides the widest possible access to services for families who speak languages different than English.

❖ <https://www.maine.gov/dhhs/programs-services/human-services>

DHHS programs and services including information about food, money, housing, employment, and insurance are found here.

❖ <https://www.maine.gov/dhhs/ofi/hope/>

The Higher Opportunity for Pathways to Employment (HOPE) Program helps Maine families pursue training and education beyond high school and achieve their career plans by addressing barriers to success. HOPE helps cover costs related to school and provides the tools and resources whether you are seeking a short-term training certificate, or an associate or bachelor's degree.

❖ <https://www1.maine.gov/benefits/account/login.html>

Information about DHHS benefits to help individuals and families find and receive assistance like financial, food stamps, medical, child care, nutrition, and community services. DHHS will



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assist you to apply for benefits and renew benefits for cash assistance, Supplemental Nutrition Assistance Program (SNAP) health care coverage, and home heating assistance (LIHEAP).

- ❖ <https://www.childcarechoices.me/index.php/resources/>

Information to help choose the best child care for you and your child. Includes steps to choosing safe and healthy child care, high quality child care for a child with special needs, matching your infant's or toddler's style to the right child care setting and more.

- ❖ <https://www.cdc.gov/ncbddd/childdevelopment/screening.html>

Developmental Monitoring (watching how your child grows and changes over time) and Developmental Screening (a closer look at how your child is developing) is described.

- ❖ <https://www.childcarechoices.me/index/php/mainedata/>

An overview of the deaths and serious injuries in child care settings in Maine.

- ❖ <https://www.maine.gov/dhhs/mecdc/population-health/wic/>

Maine Women, Infants, and Children Nutrition Program (WIC) serves all Maine families with free nutrition advice, tips for staying healthy, and resources for growing families.

- ❖ <https://www.maine.gov/dhhs/ocfs/cw/abuse.shtml>

Maine Child Protection Services receives complaints called into the statewide Child Protective Services Intake hotline. Child Care Licensing Specialists are assigned to the daily complaint intake. Calls come in to the main number for Child Care Licensing and transferred to the Child Care Licensing Specialist. Any parental complaints can be reported to the DHHS by phone, fax, or email. **To make a complaint call: 1-800-452-1999**

- ❖ <https://www.maine.gov/dhhs/ocfs/mandated-reporters.shtml>

Mandated Reporters are a critical early warning network to identify suspected child abuse and neglect; quickly enough to avoid serious and long-term damage to a child. Professionals who frequently meet children in their work are in the best position to recognize and report suspected child abuse and neglect. They are required by law to do so. The OCFS runs the statewide hotline for child abuse and neglect. Mandated Reporters call this hotline to make a report. Staff guide callers through the process of making a report of suspected abuse and neglect. The hotline is available 24 hours a day, 7 days a week. Call 1-800-452-1999 to report child abuse or neglect.

- ❖ <https://www.maine.gov/dhhs/update-051719.shtml>

The Office of Constituent Services helps individuals with questions or concerns about any DHHS programs and services. Acting as a liaison, Constituent Services coordinates with the Commissioner's office, the Maine congressional delegation, the Office of the Governor, State legislators and members of the public to resolve problems and answer informational inquiries.



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Individuals can ask for help online, by phone at (207) 287-5846, or by email to scott.perkins@maine.gov. **NOTE:** Constituent Services must not be used in an emergency or to report abuse or neglect of any kind.