**Eligibility for the Child Care Subsidy Program: Am I Eligible?**

Child care assistance is available to more families in Virginia. This well help parents afford child care and secure or maintain stable employment while supporting school readiness for young children across the Commonwealth.

There are two categories of expanded eligibility: one based on [**job search**](#_Eligibility_based_on_1) and the other based on [**income for parents of young children**](#_Eligibility_based_on)**.**

# **Eligibility based on job search**

* **WHO CAN APPLY?** Parents **searching for employment** may apply for assistance paying for child care. Parents must meet current [i](https://www.dss.virginia.gov/files/division/cc/assistance/parents_guardians/program_guidance/Child_Care_Subsidy_Guidance_Manual.pdf)[ncome eligibility requirements](#_State_Income_Eligibility) if they have a child ages 12 or younger. Families with at least one child age 5 or younger may be eligible under [expanded income eligibility requirements](#_Eligibility_based_on).
* **HOW DO I APPLY?** You can submit your application [online](https://commonhelp.virginia.gov/access/), by mail, or in-person at your [Local Department of Social Services](https://www.dss.virginia.gov/localagency/index.cgi). Applications are available in [English](https://www.dss.virginia.gov/files/division/cc/assistance/parents_guardians/applications/Service_Application_and_Redetermination.pdf), [Spanish](https://www.dss.virginia.gov/files/division/cc/assistance/parents_guardians/applications/Service_Application_and_Redetermination_Spanish.pdf), and other languages upon request.
* **HOW DO I PROVE I AM LOOKING FOR A JOB?** When you apply for assistance, you will do a brief phone interview with a caseworker in your Local Department of Social Services. During the interview, you will be asked to verbally certify that you are looking for employment. No other proof or verification is required.
* **ARE THERE OTHER ELIGIBILITY REQUIREMENTS?** All other eligibility requirements for the Child Care Subsidy Program apply. You can find more information [here](https://www.dss.virginia.gov/cc/parents/index.html?pageID=4).
* **HOW LONG CAN I RECEIVE HELP PAYING FOR CHILD CARE?** You are eligible for a minimum of 12 months or until your income exceeds [85 percent of the state median income](#_What_is_85%).
* **HOW SOON CAN I GET HELP?** Once you submit your application, caseworkers in your Local Department of Social Services have 30 days to process your application, including a short phone interview and asking you for documents to verify certain information.
* **HOW DO I CHOOSE A CHILD CARE PROVIDER?** Virginia will help you pay for child care from an approved subsidy vendor. If you already have a child care provider and they are not an approved vendor, they may apply to become one. You can use the [child care search tool](https://www.dss.virginia.gov/facility/search/cc2.cgi) to find an approved subsidy vendor near you. If you are looking for more personalized guidance, [Child Care Aware of Virginia](https://vachildcare.com/) can help you find the right child care provider for you.

# **Eligibility based on income for parents of young children**

* **WHO CAN APPLY?** Parents with children ages 5 or younger (not yet in kindergarten) are eligible for assistance if your household income exceeds income eligibility requirements for your locality but is below [85 percent of the state median income](#_What_is_85%). You must be employed, [looking for a job](#_Eligibility_based_on_1), or participating in an education or training program.
* **HOW DO I APPLY?** You can submit your application [online](https://commonhelp.virginia.gov/access/), by mail, or in-person at your [Local Department of Social Services](https://www.dss.virginia.gov/localagency/index.cgi). Applications are available in [English](https://www.dss.virginia.gov/files/division/cc/assistance/parents_guardians/applications/Service_Application_and_Redetermination.pdf), [Spanish](https://www.dss.virginia.gov/files/division/cc/assistance/parents_guardians/applications/Service_Application_and_Redetermination_Spanish.pdf), and other languages upon request.
* **ARE THERE OTHER ELIGIBILITY REQUIREMENTS?** All other eligibility requirements for the Child Care Subsidy Program apply. You can find more information [here](https://www.dss.virginia.gov/cc/parents/index.html?pageID=4).
* **I HAVE SCHOOL-AGE CHILDREN TOO. CAN I APPLY FOR HELP?** If you have at least **one young child** and meet other eligibility requirements, you can get help paying for child care for all children ages 12 and younger in your family.
* **HOW LONG CAN I RECEIVE HELP PAYING FOR CHILD CARE?** You are eligible for a minimum of 12 months or until your income exceeds [85 percent of the state median income](#_What_is_85%).
* **HOW SOON CAN I GET HELP?** Once you submit your application, caseworkers in your Local Department of Social Services have 30 days to process your application, including a short phone interview and asking you for documents to verify certain information.
* **HOW DO I CHOOSE A CHILD CARE PROVIDER?** Virginia will help you pay for child care from an approved subsidy vendor. If you already have a child care provider and they are not an approved vendor, they may apply to become one. You can use the [child care search tool](https://www.dss.virginia.gov/facility/search/cc2.cgi) to find an approved subsidy vendor near you. If you are looking for more personalized guidance, [Child Care Aware of Virginia](https://vachildcare.com/) can help you find the right child care provider for you.

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# **What is 85% State Median Income?\***

|  |  |
| --- | --- |
| **Family size** | **Monthly income** |
| 1 | $4,201 |
| 2 | $5,494 |
| 3 | $6,787 |
| 4 | $8,080 |
| 5 | $9,372 |
| 6 | $10,665 |
| 7 | $10,908 |
| 8 | $11,151 |
| 9 | $11,393 |
| 10 | $11,635 |

**Note:** Some types of income are not counted in your monthly income when determining your eligibility for assistance. For example, tax credits--including the Child Tax Credit and Earned Income Tax Credit--and stimulus payments do not count as income. Your caseworker at your Local Department of Social Services can help you calculate your monthly income.

*\*Income guidelines are updated annually. This scale is effective 10/1/2022.*

# **State Income Eligibility Scale for Child Care Subsidy**

Excerpted from Appendix A of [Virginia’s Child Care Subsidy Program Guidance Manual](https://doe.virginia.gov/cc/files/t222-child-care-subsidy-program-manual.pdf) (updated October 2022). The manual provides detailed information about policies and procedures for parents and child care providers in the Child Care Subsidy Program.

Maximum Monthly Income Level Effective 10/1/2022

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Family Size** | **Group I\* 150% of Federal Poverty Guidelines (monthly)** | **Group II\* 160% of Federal Poverty Guidelines (monthly)** | **Group III\* 185% of Federal Poverty Guidelines (monthly)** | **85% of Monthly State Median Income** |
| **1** | $1,700 | $1,813 | $2,097 | $4,202 |
| **2** | $2,289 | $2,442 | $2,824 | $5,494 |
| **3** | $2,879 | $3,071 | $3,551 | $6,787 |
| **4** | $3,470 | $3,701 | $4,280 | $8,080 |
| **5** | $4,059 | $4,330 | $5,007 | $9,373 |
| **6** | $4,649 | $4,959 | $5,734 | $10,666 |
| **7** | $5,240 | $5,589 | $6,463 | $10,909 |
| **8** | $5,829 | $6,218 | $7,190 | $11,151 |
| **9** | $6,419 | $6,847 | $7,917 | $11,393 |
| **10** | $7,010 | $7,477 | $8,646 | $11,636 |

Note: Income cap groups\* (group I, II, and III) are set by locality. Your caseworker at your Local Department of Social Services can help you understand which group applies to you. Groups can also be found in Appendix Z: Metropolitan Statistical Area Groupings of [Virginia’s Child Care Subsidy Program Guidance Manual](https://doe.virginia.gov/cc/files/t222-child-care-subsidy-program-manual.pdf).