

Child care reimbursement

You may be eligible for reimbursement for the costs of child care during your hours of employment, education, or training.

Child care reimbursement is available for your child age 12 and younger if your application has been pre-approved and adheres to program requirements. A child age 13 or 14 **may** be eligible for child care reimbursement; if your child needs child care and is 13 or 14, you will need to request a continuation of child care reimbursement. Child care reimbursement will only occur upon approval; retroactive payments are not available prior to the approval date.

Child care reimbursement is not available after your child's 15 birthday.

- You first apply for child care funding through the county in which you live. The [“Child Care Assistance Form”](#) must be completed by the county where you live and returned to the Adoption Assistance Program.
- If you move to a different county, you must re-apply for child care funding through that county.
- If determined eligible for child care through the county but are assessed a co-payment, the Adoption Assistance Program will reimburse you for the amount of the co-payment.
- If you are not eligible for the child care fund, and you meet Adoption Assistance Program requirements, the Adoption Assistance Program will reimburse you for the cost of child care.
- If you are on a waiting list for the child care fund, you must follow county guidelines and inform the Adoption Assistance Program when you receive child care services through the county. The Adoption Assistance Program may reimburse your child care costs until you are off the waiting list.
- If you seek reimbursement for child care through the Adoption Assistance Program the department requires that you complete and return the enclosed form entitled [“Family's Child Care Needs Assessment”](#).
- Once all documentation is received you will receive an approval notification within 30 days of DHS receiving the completed documentation.