



Department of
**HEALTH &
HUMAN SERVICES**

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resource guide

NEW HAMPSHIRE



CHILDCARE
SCHOLARSHIP

PROGRAM

A Program of New Hampshire
Department of Health and
Human Services

about this guide

Welcome to the New Hampshire Child Care Scholarship Program resource guide. This guide was designed by New Hampshire Department of Health and Human Services (DHHS) to take you on a step-by-step journey of the program.

so, let's get started....



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Am I eligible?

In order to be eligible, children must be under the age of 13, or under the age of 18 if they have a disability.*

Parents must be working, looking for work, or in a training program, and the family's household income must meet current requirements (see more on page 6).

Eligibility is redetermined every 12 months and families must reapply annually. Please check with providers in your area to be sure they accept the NH Child Care Scholarship Program.



What do I need to apply?

1. About 20 to 45 minutes to apply.
2. Contact information: including current residential address, a working phone number, and active email address that you can check easily.
3. Information about you and your family: legal names, Social Security numbers, dates-of-birth, etc.
4. Household income and expenses information.

you got this!

what is the NH Child Care Scholarship Program?

The NH Child Care Scholarship Program helps eligible New Hampshire families pay for child care by providing direct payments to qualified early childhood and out-of-school time providers. In order to be eligible, children must be under the age of 13, or under the age of 18 if they have a disability.*

How do I apply?

1. You can apply for the child care scholarship through NH EASY Gateway to Services, the DHHS self-service web portal: nheasy.nh.gov
You can also apply for other family assistance programs including Medical, SNAP, Medicare Beneficiary, and Long Term Care Assistance.
2. You can also apply over-the-phone by calling 1-844-ASK-DHHS (1-844-275-3447) and schedule a follow-up appointment.
3. Or you can apply using a paper application available online or through your local DHHS District Office. To find your local DHHS District Office go to: dhhs.nh.gov/about-dhhs/locations-facilities.

Where can I go for help? When in doubt, reach out!

You can call **1-844-ASK-DHHS** (1-844-275-3447). Help is available every step of the way.

Other questions? Keep reading! Or turn to page 10 for how to connect with trained staff.

* If your child is experiencing a disability or significant special need (physical, mental, educational, emotional, or developmental) whose condition limits the child's ability to care for him or herself or he or she would cause harm to him or herself or others without supervision, eligibility requirements may be different. Please check with your child care provider or call 1-844-ASK-DHHS (1-844-275-3447) for more information.



Understand your *eligibility*

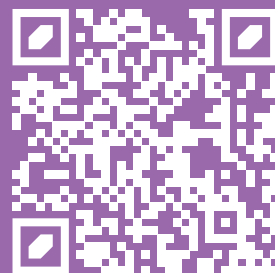
Eligibility is based on three factors:



What if you don't appear to be eligible?

Don't stop here! Eligibility for the NH Child Care Scholarship Program depends on a lot of different factors and your family may still qualify.

"When in doubt reach out" is more than just a motto. It's how Granite State families find affordable child care.



Scan here for the most current household income eligibility chart.

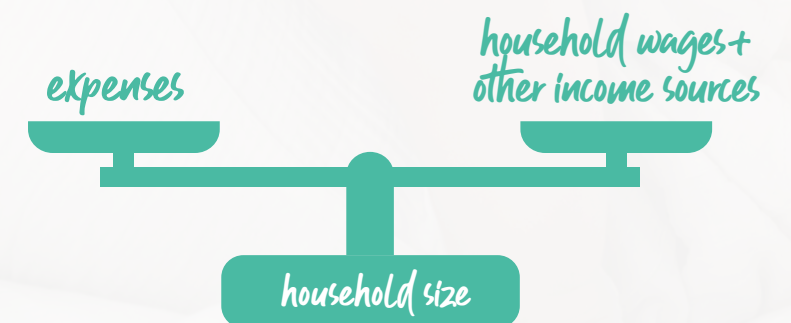


Household income calculation

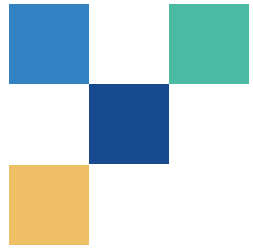
Household gross income* is one of the factors that determines your family's eligibility for the Child Care Scholarship. To figure that out, we need to consider any wages that come into your household, along with other income sources like Social Security payments, spousal/child support, unemployment, pensions, VA payments, etc. We also need to consider household resources, like your checking/savings, stocks, annuities, and potentially other possessions.

Your family's gross income and household resources are weighed against household expenses like rent or mortgage, utility bills, medical expenses and dependent care, taxes, and more. A whole host of expenses qualify, so let us help you sort it out.

Lastly, we need to know your family size. How many individuals live in your household? Two, three, four ... more?



***Gross income** is the total amount earned before taxes or other deductions.



what do I need to apply?



A computer to apply at nheasy.nh.gov, **OR** a phone to call 844-275-3447 and schedule a follow-up appointment, **OR** transportation or postage to submit the application to your local DHHS District Office.



About 20 to 45 minutes to apply (depending on application method).



Contact information: street address, phone number(s), email address, etc.



Information about you and your family: legal names, Social Security numbers, dates-of-birth, etc.



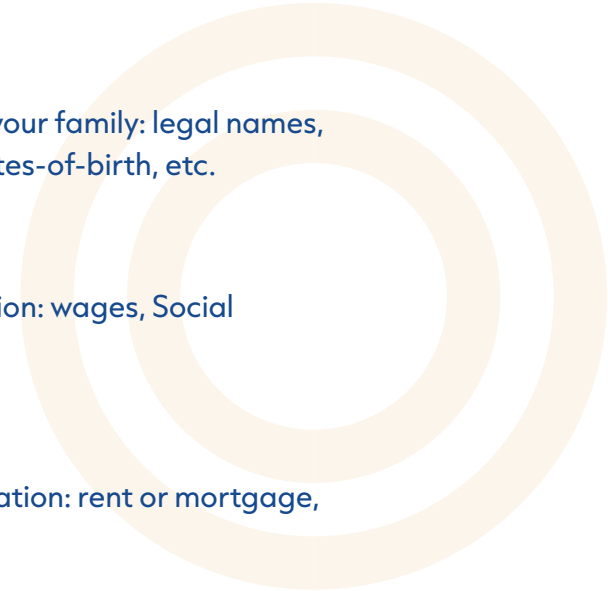
Household income information: wages, Social Security, or other.



Household expenses information: rent or mortgage, taxes, and utilities.



Household resources Information: such as savings, stocks/ bonds, annuities, and potentially other possessions.



you're almost there! next step is to start your family's application!

how do I apply?



There are many ways you can apply for the NH Child Care Scholarship Program: online, in-person/by mail, over-the-phone, or even a combination of all three. Whatever you choose, trained staff are here for you and your family.

Online: To apply online, visit nheasy.nh.gov and begin your application today. NH EASY is the one-stop-shop for all DHHS services, including but not limited to SNAP, medical, child care and more.

Over the phone: To apply over-the-phone, call **1-844-ASK-DHHS** (1-844-275-3447) and schedule a follow-up appointment.

In-person/By Mail: You can also apply in-person or by mail with a paper application at DHHS District Offices. For a list of District Office locations and the cities and towns they serve, follow the link on page 10.



"It's just me and my child, so without child care I wouldn't be able to work or provide for us in any way."

New Hampshire Parent

important message

Did you know your local Family Resource Centers (FRCs) can help you navigate the Child Care Scholarship application process? Whether it's Child Care Scholarship, food or fuel assistance, or connections to legal, medical, mental health supports, etc., NH's network of FRCs can help. To find out more, visit:

fsnh.org



where can I go for help?

District Offices

Your local DHHS District Office can provide you with the help you need to apply for all assistance programs, including the Child Care Scholarship, SNAP, medical, and more.

dhhs.nh.gov/about-dhhs/locations-facilities

Child Care Providers

Child Care providers have information about the Child Care Scholarship. Look for the "NH Child Care Scholarship Program Accepted HERE" window sticker to make sure your current or future child care provider accepts the NH Child Care Scholarship Program.

Family Resource Centers

Spread throughout New Hampshire is a network of Family Resource Centers (FRCs) that are community resource libraries. Not only do FRCs offer parenting education, direct concrete support, and other family strengthening programming, but they also help parents and caregivers navigate NH's many family resources. Find your FRC today at:

fsnh.org



For additional child care resources and referrals turn to page 13.

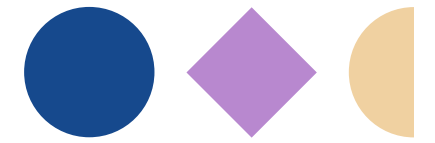


"It was hard dropping him off and knowing he's going to be there 8 hours a day without me. Now I get excited to drop him off because I do love working and I love seeing him interact with other kids."

New Hampshire Parent



what can I expect?



Below are the steps for my family's journey to affordable child care:

Apply

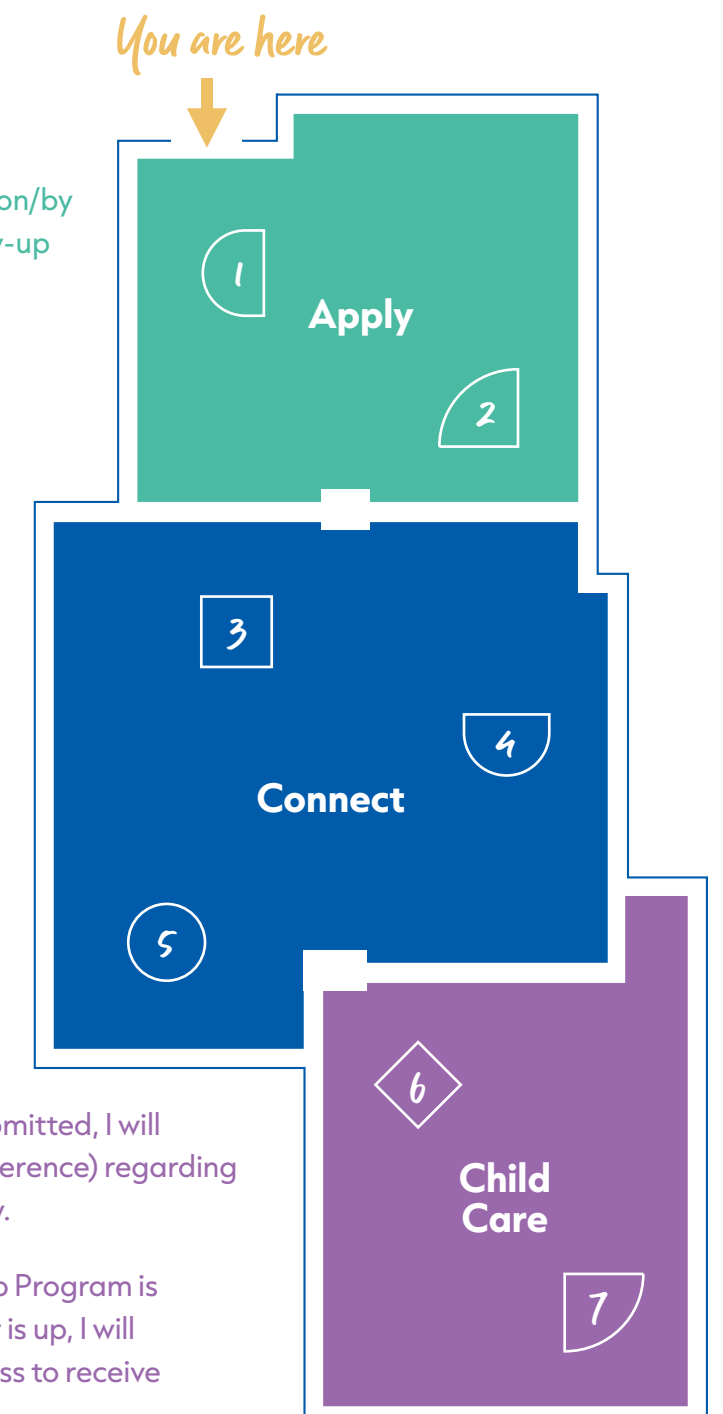
- 1 GATHER** the materials I need to fully complete my application (see page 8).
- 2 SUBMIT** my completed application in-person/by mail, over the phone (and schedule a follow-up appointment), or online at nheasy.nh.gov.

Connect

- 3 INTERVIEW** to review my application with trained staff and create a verification checklist.
- 4 COMPLETE** the provided verification checklist of additional items by my due date.
- 5 WAIT & PREPARE.** This is a good time for me to review Frequently Asked Questions (page 14-15) to understand things like cost share vs. co-pay or other items.

Child Care

- 6 RECEIVE** notification. If all paperwork is submitted, I will receive notification (via my notification preference) regarding my family's Child Care Scholarship eligibility.
- 7 CELEBRATE.** The NH Child Care Scholarship Program is valid for 12 months. 30-days before my year is up, I will need to complete a re-determination process to receive the scholarship again.



support is available

NH GOVERNMENT RESOURCES:

- NH Department of Health & Human Services dhhs.nh.gov
- NH Bureau of Family Assistance dhhs.nh.gov/bureau-family-assistance
- NH Bureau of Child Development and Head Start Collaboration dhhs.nh.gov/programs-services/childcare-parenting-childbirth/child-development-head-start-collaboration
- NH Division for Children, Youth and Families dhhs.nh.gov/dcyf
- NH EASY Gateway to Services nheasy.nh.gov

RESOURCES THAT CONNECT:

- NH Connections nh-connections.org
- NH 211 211nh.org
- NH Care Path nhcarepath.dhhs.nh.gov
- Aging and Disability Resource Center servicelink.nh.gov

CONCRETE SUPPORTS:

- Disability Rights Center—NH drcnh.org
- NH Food Bank nhfoodbank.org
- New Hampshire Homeschooling Coalition nhhomeschooling.org
- New Hampshire Housing nhhfa.org
- NH Legal Assistance nhla.org

PARENTING RESOURCES:

- Family Support New Hampshire fsnh.org
- NH Family Voices nhfv.org
- NH Foster & Adoptive Parents nhfapa.org
- Parent Information Center of NH picnh.org

KINSHIP RESOURCES:

- New Hampshire Children's Trust nhchildrenstrust.org/kinship
- GrandFamilies.org grandfamilies.org
- Step Up Parents stepupparents.org

OTHER RESOURCES:

- NH Department of Education education.nh.gov
- Granite Pathways granitepathwaysnh.org
- NH Recovery Hub to RCO Recovery Guide dhhs.nh.gov/sites/g/files/ehbemt476/files/documents2/rco-referral-guide.pdf
- The Doorway NH thedoorway.nh.gov



child care resources and referrals



We know that finding a child care arrangement that's right for your family is an important decision, so the NH DHHS Child Care Resource & Referral program (CCR&R) is here to help:



INFORMATION & CHOICE

CCR&R takes the guesswork out of choosing quality care by providing FREE referrals to local child care providers, information on state licensing requirements, availability of child care subsidies and other information.

QUALITY & IMPROVEMENT

CCR&Rs provide ongoing professional development opportunities and other important links to child care providers and staff to ensure your child receives the quality care they deserve.



PARTNERSHIP

Families are as unique as each of their members, so CCR&R works hard to both listen for your family's unique needs and communicate those needs to community partners so together we can promote the importance of quality and inclusive family support services.

SUPPORT

Need more insight into types of care, pricing, availability, quality and location?

we can help!

Begin your child care journey at: nh-connections.org under the *Families* tab.



frequently

asked questions

We understand information on child care can be overwhelming. Our hope is that this guide supports you as you learn more.

- 1. Do I need to have selected a child care provider before I apply for the NH Child Care Scholarship Program?**
No, but you will need to select one before your 30-day application expires. To find a provider who accepts Child Care Scholarship, visit nh-connections.org and click **NH Child Care Search Portal** under the **Families** tab.
- 2. What are the major steps in the application process for the Child Care Scholarship?**
Apply → Interview → Notification → Enroll
- 3. How long does it take from the time I apply to when I find out if my child is eligible?**
No more than 30 days. And the faster your verifications are submitted, the faster the process goes.
- 4. Will the state require both the child's mother and father, regardless of their relationship or custodial status, to apply and to include both incomes? Are there exceptions?**
If both parents live in the same household, they will need to count both incomes and each be in an activity (see page 6). An exception is if one of these parents has a disability and can't take care of their child, that parent will be exempt from the activity requirement. In this circumstance, a doctor's note is required.

- 5. Can legal guardians with physical custody apply for Child Care Scholarship funding?**
Yes, they can! And grandparents do not need to complete an activity requirement, nor will their income be considered.
- 6. If I am denied eligibility, can I apply again?**
Yes! And there is no time frame, so apply again anytime. Our goal is to make the NH Child Care Scholarship Program widely available. If your circumstances change, please reapply.
- 7. Once approved, do I renew the scholarship?**
Yes. When you are approved, you will have 12 months of eligibility. On month 11, you will receive notice that your redetermination is coming in the next month. You will then receive a checklist of verifications that need to be submitted by the due date provided. At this time your household income will be recalculated.
- 8. At approval, how will I know how many hours of child care my child is eligible for?**
The family's authorized service level is determined by the number of hours per week that the parent or guardian is participating in an approved activity, which has been verified by DHHS.
 - Full-time service = 31+ hours/week
 - Half-time service = 16-30 hours/week
 - Part-time service = 1-15 hours/week.

- 9. How do I find a child care provider that will take the NH Child Care Scholarship Program funding?**
Please visit nh-connections.org and click on the blue **Child Care Search** button in the middle of the page. You can also get there by clicking on **Families** in the top navigation. In the drop down menu, click **NH Child Care Search Portal** to search for providers who accept Child Care Scholarship funding.
- 10. I already have a great child care provider (maybe even a relative or friend), can they continue caring for my child?**
Yes! We want to make sure you have the child care that works for you and your family. To learn more about License Exempt providers, call 603-271-9025.
- 11. Will I have to pay some of the child care costs, too?**
Maybe. There are scenarios where you could have a co-payment or a cost share, or sometimes both.
 - A **co-payment** is the difference between what your provider charges and the NH Weekly Standard Rate paid by Child Care Scholarship. It only occurs when the provider charges more than the NH Weekly Standard Rate. Ask your child care provider if this scenario applies to you.
 - A **cost share** is the amount that DHHS has determined a family will pay their provider as a contribution toward the cost of child care. Cost share is determined based on the percentage of the family's gross income. You will know this amount when your application has been processed.

- 12. How does a child care provider get paid to care for my child once we are enrolled?**
The child care provider will be responsible for billing DHHS weekly for each eligible child in the web billing system. The provider will receive payment directly from the state each week for the week prior.
- 13. What happens if my child is absent? Does my child care provider still receive Child Care Scholarship payments?**
Yes. Child care providers enrolled to receive NH Child Care Scholarship Program payments will be paid the child's authorized service level regardless of whether the child is absent or in attendance. There are limitations on enrollment-based payments, however, so be sure to check with your provider.
- 14. What happens if my child is experiencing a disability or a significant special need?**
DHHS will pay a supplemental rate to DHHS-enrolled child care providers who care for children with a verified diagnosed disability.
- 15. Do I have to take other state benefits if I receive the Child Care Scholarship benefit?**
No, you do not. It is your discretion of what assistance program you apply for.
- 16. Is the Child Care Scholarship confidential?**
Yes, it is. Your household receiving Child Care Scholarship is between you, your provider, and the state. The rest is up to you.
- 17. If I am in a mental health or substance misuse program, am I eligible for the Child Care Scholarship?**
Yes, but you must also participate in TANF (Temporary Assistance for Needy Families) to be eligible for Child Care Scholarship.



application for assistance

To apply for New Hampshire DHHS programs and services, you must first fill out an Application for Assistance, review your application with trained staff through an interview process, and provide proof of your household circumstances.

Please review the sample application provided and if you have questions or need help in filling it out, call **1-844-ASK-DHHS** (1-844-275-3447).

Apply online or download an application from the site below!

For more detailed instructions for the application, visit:
dhhs.nh.gov/documents/bfa-form-800-application-assistance



APPLICATION FOR ASSISTANCE						
A. Please tell us about who you are and where you live.						
Full Legal Name: _____			Primary Language: _____			
Current Place of Residence: <input type="checkbox"/> Own home <input type="checkbox"/> Nursing Facility <input type="checkbox"/> Adult Family Home <input type="checkbox"/> Assisted Living <input type="checkbox"/> Rental <input type="checkbox"/> Homeless <input type="checkbox"/> Hospital <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Residential Care Facility <input type="checkbox"/> Other						
Street Address: _____			Mailing Address: _____ (if different)			
City/State/Zip: _____						
Home Phone: _____		Work Phone: _____		Cell/Message: _____		
E-Mail Address: _____						<input type="checkbox"/> I do not have an E-Mail address
Does anyone in your family have Medicare Part A or B? <input type="checkbox"/> Y <input type="checkbox"/> N						
Why do you need our help? _____						
Information Supplier: _____ (if different from applicant) Name Address Phone #						
B. Please tell us about the people you live with. Start with yourself and list ALL of the people living with you. You do not have to give the Social Security Number or citizenship status of any individual who is not applying for assistance.						
Full Legal Name	SSN	DOB	Relation to you	U.S. Citizen?	Student (Yes or No. If Yes, put grade too)	RID (BFA Use Only)
1.			SELF	<input type="checkbox"/> Y <input type="checkbox"/> N		
2.				<input type="checkbox"/> Y <input type="checkbox"/> N		
3.				<input type="checkbox"/> Y <input type="checkbox"/> N		
4.				<input type="checkbox"/> Y <input type="checkbox"/> N		
5.				<input type="checkbox"/> Y <input type="checkbox"/> N		
6.				<input type="checkbox"/> Y <input type="checkbox"/> N		
C. I want to apply for: (TYPES OF ASSISTANCE REQUESTED)						
<input type="checkbox"/> All Programs <input type="checkbox"/> Cash <input type="checkbox"/> SNAP <input type="checkbox"/> Child Care <input type="checkbox"/> Medicare Savings Programs (MSP) [QMB/QWDI/SLMB/SLMB135]						
<input type="checkbox"/> Medical Assistance – if you need Medical Assistance for a child, pregnant women, or parent/caretaker relative of a child, you must also complete the insert entitled <i>Medical Assistance for Children, Pregnant Women, and Parent/Caretaker Relatives Insert</i>						
<input type="checkbox"/> Home and Community-Based Care (HCBC) <i>Which HCBC program? use check boxes below:</i>						
<input type="checkbox"/> Acquired Brain Disorder <input type="checkbox"/> Choices For Independence <input type="checkbox"/> Developmental Disability <input type="checkbox"/> In Home Supports						
<input type="checkbox"/> Nursing Facility (NF) Services - Facility Name: _____						
D. The following information is collected to be sure that everyone is served fairly without regard to race, color, or national origin. Your answers are voluntary. The information provided will not affect your eligibility or benefit amount. For ethnicity, please select one response. For race, please select all that apply.						
Ethnicity: Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Race: Are you: White? <input type="checkbox"/> Y <input type="checkbox"/> N Asian? <input type="checkbox"/> Y <input type="checkbox"/> N Native Hawaiian or Other Pacific Islander? <input type="checkbox"/> Y <input type="checkbox"/> N Black or African American? <input type="checkbox"/> Y <input type="checkbox"/> N American Indian or Alaskan Native? <input type="checkbox"/> Y <input type="checkbox"/> N						
AGENCY USE ONLY:						
RFA#	Case #			Forms Given:	725	177
Cash:	OPEN	CLOSE	DENY	DATE:	DO:	
SNAP	OPEN	CLOSE	DENY	DATE:	DO:	
MA:	OPEN	CLOSE	DENY	DATE:	DO:	
CM/MCPW	OPEN	CLOSE	DENY	DATE:	DO:	
Child Care	OPEN	CLOSE	DENY	DATE:	DO:	
EBT Card Status:	None	Active	Bad Address	Deactivated/Cancelled	Undelivered	



Department of
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