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# Child Care Workforce Assistance Program (CCWAP) Overview

Vendor: Pyramid Model Consortium

*January 9, 2025*

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# Child Care Scholarship Income Requirement Ex

Family Size	Income Limit for All Scholarship Applicants (85% of State Media Income)	Income Limit for Child Care Professionals (100% of State Median Income)
1	\$58,985	\$69,394
2	\$77,134	\$90,746
3	\$95,283	\$112,098
4	\$113,432	\$133,449
5	\$131,581	\$154,801
6	\$149,731	\$176,154
7	\$153,133	\$180,156
8	\$156,536	\$184,160

<https://www.nh-connections.org/families/child-care-scholarship/>

For more information regarding updates to this project please continue to visit  
NH Connections

# Child Care Scholarship Income Requirement

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<b>Family Size</b>	<b>CCS for Child Care Personnel (100% SMI) Monthly</b>	<b>CCS for Child Care Personnel (100% SMI) Yearly</b>	<b>100% Weekly Cost Share Capped at 7% MAX</b>	<b>100% SMI Annual Cost Share Capped at 7% MAX</b>
1	\$5,783	\$69,394	\$93	\$4,858
2	\$7,562	\$90,746	\$122	\$6,352
3	\$9,342	\$112,098	\$151	\$7,847
4	\$11,121	\$133,449	\$180	\$9,341
5	\$12,900	\$154,801	\$208	\$10,836
6	\$14,680	\$176,154	\$237	\$12,331
7	\$15,013	\$180,156	\$243	\$12,611
8	\$15,347	\$184,160	\$248	\$12,891

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# Cost Share and CCWAP Benefit Example

## Description

- Family of 4 with a household income of \$130,000.00 annually
- 2 adults with a 14 year old and 20 month old

## Determine Weekly Cost Share (amount family is required to cover)

- 7% of \$130,000 = \$9,100/52 weeks in a year = **\$175.00 weekly cost share**

## Determine the CCWAP benefit (amount paid directly to child care program)

- **Maximum Standard Rate - Cost Share = CCWAP benefit amount**
- 20 month old child in a licensed child care center full time
- Maximum full time standard rate is \$317.26/week
- $\$317.26 - \$175.00 = \mathbf{\$142.26 \text{ CCWAP weekly benefit amount}}$

## Possible total amount family pays

- The published tuition rate for toddler care for the provider is \$320 weekly
- Possible cost to applicant = Cost share + Copay (if any)
- $\$175 + \$2.74 = \mathbf{\$177.74 \text{ total (possible) weekly cost to family}}$

# Before Child Care Staff Apply

1. Apply for NH Child Care Scholarship on NH EASY

↳ If approved for NH Child Care Scholarship you **DO NOT** qualify for this project



↳ If you are found ineligible for NH Child Care Scholarship please keep your Notice of Decision Letter to provide with CCWAP application

*Please note: Ineligibility from NH Child Care Scholarship is not an automatic acceptance into CCWAP*

# Additional CCWAP Eligibility Requirements

[Bill Text SB404](#)

IV. Households with at least one verified New Hampshire child care professional employed at a qualified child care center, may automatically be eligible for a child care workforce child care assistance pilot, provided the following provisions are met:

(a) Each child in the household meets the same eligibility requirements of the current federal Child Care Scholarship program, specifically that each child shall be:

(1) A resident of New Hampshire ; (2) A U.S. citizen or qualified immigrant ; and

(3) Thirteen years of age or under at the time of application or recertification ; or through 17 years of age for children with disabilities who are enrolled before the age of 13. (4) Any other federal eligibility criteria .

(b) Each eligible child resides with a verified New Hampshire child care professional . A verified New Hampshire child care professional means an individual who:

(1) Is a resident of New Hampshire ;

(2) Is employed by a certified child care center and works a minimum of 25 hours per week; and

(3) Whose employment and eligibility is verified by the child care center at which the child care professional is employed .

(c) A certified child care center is a New Hampshire based, licensed child care center, licensed home child care center, or licensed-exempt center, that is registered and enrolled to accept child care scholarships with the state of New Hampshire .

# Steps to Apply for CCWAP

1. **A SurveyMonkey Link** will be available on NH Connections as well as emailed to Directors to share with staff. *This step is important because we need basic contact information (names and email addresses) in order to send DocuSign application to all parties.*
  
1. Once the completed SurveyMonkey is received, **an application via a DocuSign** will be emailed to all parties - listed on the completed SurveyMonkey (Applicant, Employer, and Provider).
  - a. Section 1: To be completed by Employee/Applicant (parent/guardian of child in need of care)
  - b. Section 2: To be completed by Employer
  - c. Section 3: To be completed by Child Care Provider (may be the same as the Employer)

# Decision Letters and Notification Timeline

Once a completed application is received, Applicants will be notified via email with a Notification Letter within 8 days of application submission.

Three different Notification Letters:

## **Award Letter - Notice of Approval**

- a. Applicant has been approved for CCWAP and their child's program will begin receiving payments as outlined on the letter.

## **Notice of Incomplete Application**

- a. Application is missing information
- b. Applicants have 15 days from date of letter to provide any missing information to the review team
- c. If we do not receive this information in the timeline required, a new application is required.

## **Notice of Ineligibility**

- a. Applicant is found ineligible for CCWAP
- b. The reason for denial will be listed in the letter for applicant to review
- c. Applicant has the right to formally appeal any decision made within 15 days of receipt.
- d. Applicant can re-apply for CCWAP if anything changes



# Invoicing and Payment Process

Program Directors will be notified of employees' award status via email for their records. This email will also contain a secure link that will be sent by Bill.com to create a profile to receive payment. **This information along with a W9 will be required to receive monthly payments.**

Payments will follow a weekly schedule based on applicant's award date (from January 6, 2025 - June 30, 2025).

Payment amount information can be found in applicant's award letters, including **date that the payment will begin, the weekly payment amount, and the total payment amount paid over the 6 month period.**

- a. A provider has the opportunity to receive up to 25 weeks of payment.
- b. Payment will be dispersed over 6 monthly payments beginning in February 2025 and ending June 30, 2025.
  - i. Please note: Payments are calculated weekly but will be paid monthly.
  - ii. Invoices will be generated at the end of the month and paid out the first week of the following month.
  - iii. Pyramid Model Consortium staff will invoice on behalf of providers.
  - iv. If Providers have multiple employees receiving benefit: All employees will be listed on one invoice/program.

# 25 Week Invoice Schedule

*All providers who apply in January and found eligible, will be awarded starting from week #1 (January 6, 2025).*

**Week 1** January 6, 2025

**Week 2** January 13, 2025

**Week 3** January 20, 2025

**Week 4** January 27, 2025

**Week 5** February 3, 2025

**Week 6** February 10, 2025

**Week 7** February 17, 2025

**Week 8** February 24, 2025

**Week 9** March 3, 2025

**Week 10** March 10, 2025

**Week 11** March 17, 2025

**Week 12** March 24, 2025

**Week 13** March 31, 2025

**Week 14** April 7, 2025

**Week 15** April 14, 2025

**Week 16** April 21, 2025

**Week 17** April 28, 2025

**Week 18** May 5, 2025

**Week 19** May 12, 2025

**Week 20** May 19, 2025

**Week 21** May 26, 2025

**Week 22** June 2, 2025

**Week 23** June 9, 2025

**Week 24** June 16, 2025

**Week 25** June 23, 2025

# Technical Assistance/ Support

## Bi-weekly Office Hours:

Every other Tuesday

January 14th-May 6th 12:30-1:30

Topic: CCWAP Office Biweekly Hours

Time: Jan 14, 2025 12:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87539256394?pwd=KUEVdgVJSbQb7CLQ7Pad8nalj0W8bH.1>

Meeting ID: 875 3925 6394

Passcode: 633300

## Monthly Evening Zoom Calls:

The third Wednesday of each Month from 7:30 -8:30pm

Topic: CCWAP Evening Office Hours

Time: Feb 19, 2025 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87225367548?pwd=XiNuoHhDdJXwJaYDXcVoRRFfKa64sJ.1>

Meeting ID: 872 2536 7548

Passcode: 241924

# Contact for Support

CCWAP Support:

Sarah Henry, Emma Salerni, Heidi Hammell

[CCWAP@Pyramidmodel.org](mailto:CCWAP@Pyramidmodel.org)

Child Care Scholarship Application Support:

[NH Easy](#)

[NH Connections](#)

Thank you!