

Child Care Workforce Assistance Project

Frequently Asked Questions

Terms and Definitions:

1. Who is considered the “Applicant” on the application?
 - a. For the purpose of the Child Care Workforce Assistance Project, an “Applicant” is defined as the individual completing Section 1 of the application (Employee). This person is the parent of the child AND the individual working in a child care program.

2. Who is considered the “Employer”* on the application
 - a. For the purpose of the Child Care Workforce Assistance Project, an “Employer” is defined as the individual completing Section 2 of the application. This person is the employer of the Applicant.
*Who is considered the “Applicant” on this application?

3. What is defined as a “Provider”* on this application?
 - a. For the purpose of the Child Care Workforce Assistance Project, a “Provider” is defined as the individual completing Section 3 of the application. This person is the Child Care Provider where the Applicant’s child is enrolled.

*The Employer and the Provider will be the same individual if the Applicant works at the same program that their child attends.

General FAQ:

4. Who do I email in regards to the Child Care Workforce Assistance Project?
 - a. You can email Sarah Henry, Emma Salerni, and Heidi Hammell at ccwap@pyramidmodel.org

5. Are there technical assistance opportunities for this application process?
 - a. Yes! We are offering weekly office hours during lunch time and monthly evening office hours.
 - b. **Bi-weekly Office Hours:**
Every other Tuesday from 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
 - c. **Monthly evening Zoom Calls available on the third Wednesday of each Month at 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

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6. What are the prerequisites to apply for the Child Care Workforce Assistance Project?
 - You are a NH resident
 - You have applied for NH Child Care Scholarship within the last 3 months and were found not eligible based on your reported income and household size
 - You have reviewed the [Child Care Scholarship Income Eligibility Chart](#) and believe that you currently earn between 85-100% of the state median based on your family size
 - You have reviewed NH Connections webpage and available resources
 - You have completed the Survey Monkey *Intent to Apply*
 - You have verified that both your place of employment and your child's child care program are licensed and enrolled in the NH Child Care Scholarship program.

7. What documentation do I need to have prepared in order to complete the CCWAP Application?
 - a. The only required documentation outside of the application itself is the Notification of Decision Letter from New Hampshire Child Care Scholarship. In order to process your application we need the entire letter that you will receive once you are found ineligible for Child Care Scholarship. This is a 5-6 page document and can be uploaded directly into your CCWAP application on page 4 of the Employee section.
 - b. Your application will be marked as "incomplete" until we receive the correct documentation.

8. Where do I apply for this project?
 - a. Once you complete the Intent to apply survey using the [Survey Monkey Link Here](#), an email will be sent to you (the applicant), your employer, and your child care provider via DocuSign.

9. Docusign is not letting me complete every section of the application, what do I do?
 - a. This is because it is individualized for each signing party involved in the application. As the employee you are only responsible for Section A. Once you have completed your section, the application will automatically be emailed to your employer and then to the provider of your child. If your child is enrolled in the same program where you work, then the employer and provider will be the same individual.

10. How do I know what the Child Care Scholarship Income Eligibility is in 2025?
 - a. Please view the updated chart as of 2024 [here](#)

11. I have not applied for Child Care Scholarship within the last three months... Do I need to reapply for Child Care Scholarship first before I can apply for this project?
 - a. Yes. Please reapply at [NH EASY](#) before applying for this project. You will be notified of your enrollment status after application. Please keep any provided documentation if denied services; this is required upon application for the Child Care Workforce Assistance Project.
 - b. You can utilize the [pre-screening tool](#) on NH EASY before you complete the Child Care Scholarship application if you desire. PLEASE NOTE: This is just a tool, you will still need to apply for Child Care Scholarship even if the screening tool says denied.

12. What types of programs can my child be enrolled in in order to qualify for CCWAP funding?

- a. This project's funding can be used for care at licensed child care centers, licensed home child care centers, and licensed-exempt programs that are registered with the state and enrolled to accept the state's existing child care scholarships.

13. My child attends the same child care that I am currently employed, is this okay?

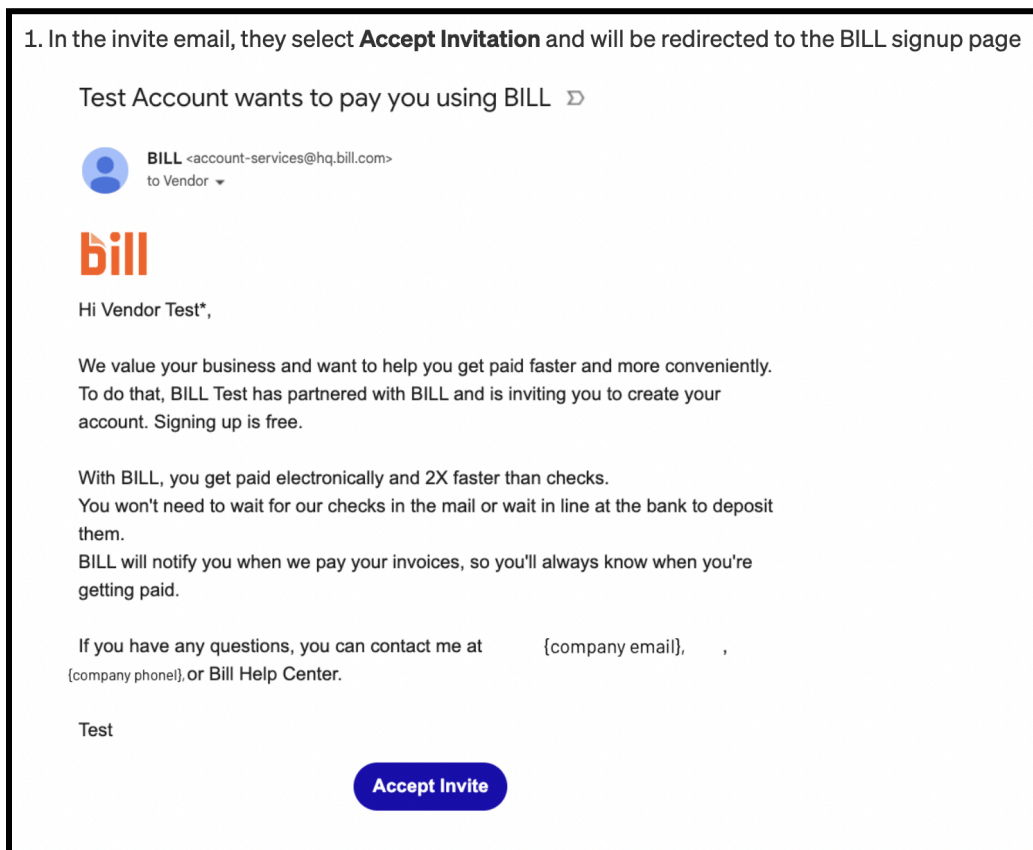
- a. Yes! This does not void any qualifications for the project.
- b. The same individual would act as both the employer and the provider in this case.

14. I am ready to apply but the application is not yet available. Will my payment be delayed?

- a. To honor your early application efforts, all individuals who apply in the month of January 2025, will be awarded starting with the first possible week of payment: Week 1: January 1, 2025.

15. How will payment be sent to the child care provider on behalf of the applicant?

- a. Providers will receive an email with instructions on how to receive monthly payments. Including a link from Bill.com to input financial information and an email from finance@pyramidmodel.org with instructions to submit a W9.
- b. Bill.com link example:



- c. Once awarded, payments will follow a weekly schedule from January 1, 2025-June 30, 2025. Upon award, applicants will receive an award letter explaining when the payment will begin, the weekly payment amount, and the total payment amount over the 6 month period. You can view the chart below for reference (this also lives in the award letter).
- d. A provider has the opportunity to receive 25 weeks of payment if awarded from week 1. Payment will be dispersed over 6 monthly payments beginning in February 2025 and ending June 30, 2025.

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- e. Please note if awarded in January/ February the total payment on the award letter will include three extra days of payment (January 1, January 2, and June 30, 2025). All applicants will receive the one day June 30th payment included in their final award amount.

Week Number	Week Entering Project (Date in award letter)
Week 1	January 1, 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

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Week Number	Week Entering Project (Date in award letter)
Week 1	January 1, 2025
Week 2	January 13, 2025
Week 3	January 20, 2025
Week 4	January 27, 2025
Week 25	June 23, 2025 - June 30, 2025

16. What is the purpose of CCWAP funding?

- a. The intent of this funding is to aid applicants with their child care payments. Payments should be directly applied to the applicant's tuition bill.

17. Is there an example of what a family might possibly have to pay for child care if awarded CCWAP funding?

- a. Yes, please see the following example based on a family of 4:

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 = **\$142.26 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 = **\$177.74 total (possible) weekly cost to family**

18. I applied and received a "Notice of Incomplete Application," now what?

- a. If your application was incomplete, you have 15 days from the date you receive your notification of the missing documentation letter to return the required documentation to the review team. If you do not send the missing documentation in time, you will be required to submit a new application and your award date would follow the new application/award date.

19. I do not agree with the determination of my application for the Child Care Workforce Assistance Project; What do I do?
- a. You have the right to formally appeal any decision made within 15 days of receipt. Please email us at ccwap@pyramidmodel.org in order to begin the appeal process.
20. In the CCWAP Application “Section 1: Employee”: The “Non-Applicants” chart has a reporting column titled, “Source of Income” . What are some acceptable responses?
- a. This question is asking for the individual's source of income. Examples may include: self employment, full time employment, part time employment, multiple etc.,