



ADMINISTRATION FOR
CHILDREN & FAMILIES

 Office of Child Care

2025 State and Territory CCDF Administrators Meeting (STAM)

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**Hyatt Regency Reston
Reston, Virginia**



From Prevention to Management: Strategies to Address Subsidy Waitlists



Introductions

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1

Goals of Today's Session

2

Analyzing Data to Leverage Funding

3

**Partnering to Help Cover
Costs of Child Care**

4

**Communicating the Need
for a Waitlist if Necessary**

5

Managing a Waitlist

Agenda



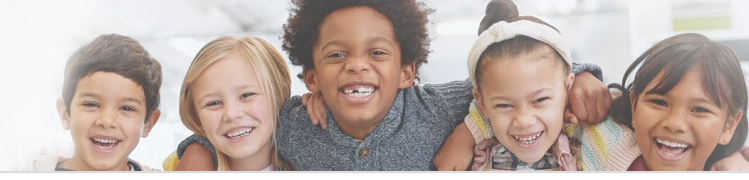
Goals of Today's Session

Discover opportunities to maximize resources for child care.

Understand how to manage all resources when child care is in high demand.



Make data-driven decisions on whether a waitlist for subsidy child care is necessary and how to implement and manage one.



Opening Discussion

Quick Introductions

- Name
- State/Territory

What brings you here today?

- Are you facing demand for child care that may exceed available resources?
- Is your Lead Agency considering a waitlist for services?
- Are you here to learn new strategies?



Analyzing Data to Leverage Funding



Assessing the Need



Lead Agencies should have a method in place for continually assessing spending on subsidy child care slots to make data-driven decisions on the need for a waitlist.



Methods for Assessing Available Funds



Look at trends from previous grant years to determine when need will increase or decrease.



Review all available CCDF funding to determine if funds can be reallocated from other set-asides.



Define Priority Groups for Services

Section 98.46 of the CCDF regulations requires states to prioritize child care for certain populations, including:

Children of families
with very low income

Children with special needs
(which may include any
vulnerable populations as
defined by the Lead Agency)

Children experiencing
homelessness



Questions and Discussion



Partnering to Cover Costs



Non-CCDF Funding Sources to Consider

Temporary Assistance
for Needy Families
(TANF)

Head Start/
Early Head Start

USDA Child and Adult
Care Food Program
(CACFP)

State or local
pre-kindergarten

Social Services
Block Grant (SSBG)

Title I public school
monies

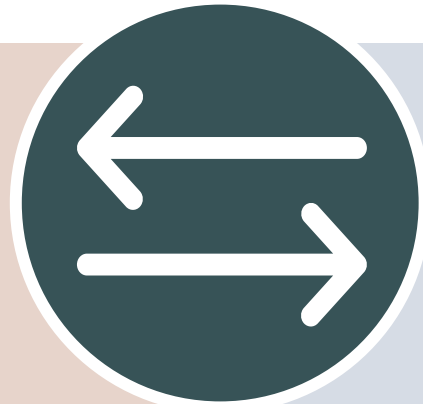


Partnering with Local, State, and Federal Organizations

TANF can be used to pay for child care via transfer or direct services.

Transfer

A Lead Agency interested in using TANF to pay for child care should review whether it's using the 30% maximum transfer of TANF to CCDF, and, if not, whether it can access additional funds.



Direct

Lead Agencies can also use an unlimited amount of their TANF funding for child care without transferring it to CCDF.



Partnering with Local, State, and Federal Organizations

Head Start/Early Head Start (EHS) funds can support child care.

These funds may be used for an EHS-enrolled child if the CCDF subsidy is lost, insufficient, or unavailable.



Lead Agencies can use CCDF subsidies to pay for wraparound care during the hours when the child is not being served by Head Start or EHS.



Partnering with Local, State, and Federal Organizations



State and local child care resource and referral (CCR&R) and other community service referral agencies (e.g., 211) can connect families to additional resources that may help them pay for child care or cover other monthly bills (e.g., heating bills) so they can pay for child care.



Questions and Discussion



Communicating About Waitlists



Communicating the Waitlist

**One of the key
components of
managing a waitlist
is communication.**



It is essential for Lead Agencies to use clear and consistent information in plain language for getting the word out to their families, providers, and government decision-makers.



Communicating the Waitlist to Families

Determine the most effective way(s) to keep families informed with:

- Consumer education websites.
- Phone or email messages.
- Mailings.
- Using CCR&R networks.

Once communication begins:

- Share the reasons for creating the waitlist.
- Share how to apply for the waitlist.
- List documentation required.
- Provide any ongoing communications that families will need to stay on the waitlist.





Communicating the Waitlist to Providers

Keep providers informed with regular communication through email, newsletters, provider portals, and direct outreach.

Child care providers should be kept informed about waitlists, as this helps them make business decisions for their centers or homes.





Communicating the Waitlist to Government Decision-makers

Lead Agencies should have the specific need for a waitlist and supporting data ready to share.

Use infographics or data visualization tables to make information understandable and easy to explain to other policymakers.





Questions and Discussion



Managing a Waitlist



Efficient Waitlist Management

Lead Agencies need waitlist policies that allow them to move families into the subsidy program in a controlled manner.

1

Perform abbreviated eligibility reviews for applicants who do not meet the requirements of an open priority service category.

2

Conduct eligibility reviews for waitlisted families only when a parent reports a change that qualifies the family for an open priority, as determined by the Lead Agency.



Efficient Waitlist Policies

3

Validate ongoing need for child care services by issuing notices to waitlisted families at specific intervals, asking them to confirm their continued interest in accessing services.

4

Require families to report address changes so they can be contacted when program openings occur.



Importance of Automated Tracking of Waitlists

This information allows program administrators to monitor and generate reports on the number and types of waitlisted families, including:



Geographic distribution of families.



Number of children at specific age ranges, such as school age or infants.



Number of waitlisted families with multiple children.



Questions and Discussion



Wrap Up

Funding all children in need of subsidized child care will always be a priority for Lead Agencies.



By continually assessing available funding and seeking partners to support the subsidy program, waitlists can be avoided.




Resources



Consumer Education Website

<https://childcareta.acf.hhs.gov/resource/tip-sheet-posting-child-care-financial-assistance-content>

CHILD CARE
State Capacity Building Center

August 2024


Child Care Financial Assistance: Tips for Posting Family-Friendly Web Content
Consumer Education Website Best Practices

How Can This Tip Sheet Help You?

Your Child Care and Development Fund (CCDF)-required child care consumer education website should be the “go-to” child care resource for families, including the primary source of information about how to get help paying for child care. This tip sheet describes key best practices you can use to ensure the child care financial assistance program information you post on your consumer education website for families is easy to find, read, and understand.

Consumer Education Website Best Practices

Use these best practices to ensure that the information you post about your child care financial assistance program is family-friendly and helpful.

 **Make Information Easy to Find**

Follow these steps to make sure families can easily find the child care financial assistance information they need.

Post Content on Your Consumer Education Website

Be sure to post web content describing your child care financial assistance program directly on your consumer education website. If another agency manages the program or aspects of the program, use a descriptive hyperlink to connect families directly to that information.

Organize Content by Audience Type

Since different audiences need different information, organize information by audience type (for example, families, providers, and community).

When it comes to child care financial assistance, families need to understand eligibility requirements, how a sliding fee scale works, and how to apply. Providers may need different information, such as a description of administrative requirements for participating in the program (for example, provider rates, expectations for collecting family contributions/copayments, or billing timelines and procedures).



Questions and Discussion

Thank you!

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