



ADMINISTRATION FOR
CHILDREN & FAMILIES

 Office of Child Care

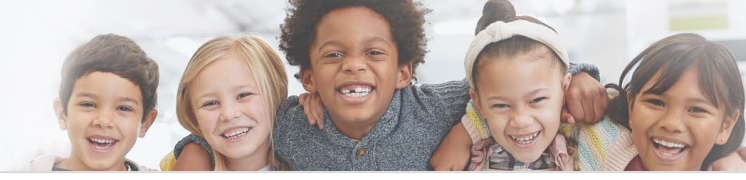
2025 State and Territory CCDF Administrators Meeting (STAM)

July 22–24, 2025

**Hyatt Regency Reston
Reston, Virginia**



Subsidy Flexibilities in CCDF



Introductions

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**CCDF Requirements
and Flexibilities**

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**Income Reporting
Requirements**

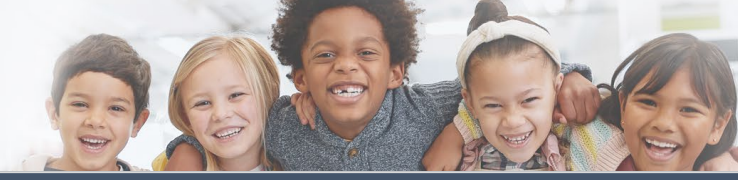
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**Family-friendly
Practices**

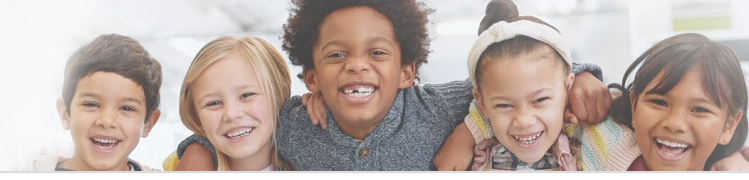
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**Ensuring Stable
Child Care**

Agenda



CCDF Requirements and Flexibilities



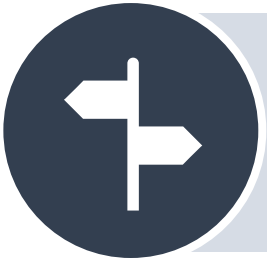
CCDF Overview



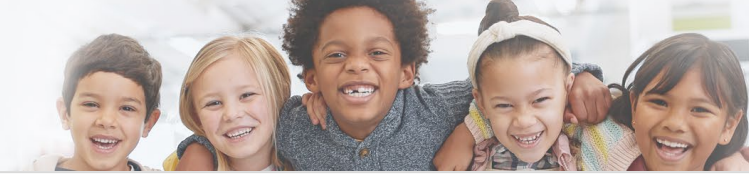
Provides subsidies for low-income working families with children under the age of 13



Allows Lead Agencies flexibility in developing child care programs and policies



Promotes parental choice in choosing child care that best suits their family's needs, while also promoting health and safety



CCDF Requirements

Lead Agencies must:



Provide at least 12 months of eligibility per child.



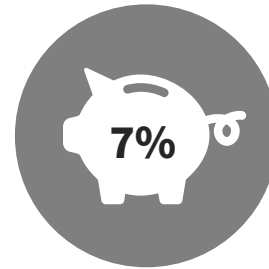
Have a sliding fee scale.



Support parental choice by ensuring all families are offered the option of a voucher.



Keep co-payments the same within the 12-month eligibility period (with the exception of graduated phaseout at redetermination).



Limit co-payments to 7% of family income or less.



CCDF Flexibilities



Eligibility periods longer than 12 months



Sliding fee scale factors



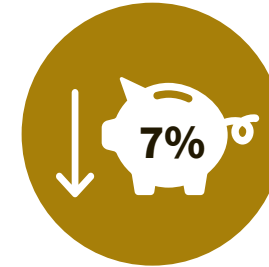
Ways to support parental choice



Definitions for work, education, and training, children receiving or needing protective services



Income limits for applicants and individuals in a graduated phaseout period (if applicable)



Sliding fee scale percentages of income below 7%



Income Reporting Requirements



CCDF Income Eligibility Requirements



The Lead Agency must require families to report if their income has exceeded 85% SMI.



A child meeting the eligibility requirements at the last determination or redetermination continues to receive subsidies at least at the same level. If the family's income changes, subsidies continue unless the change exceeds 85% of SMI.



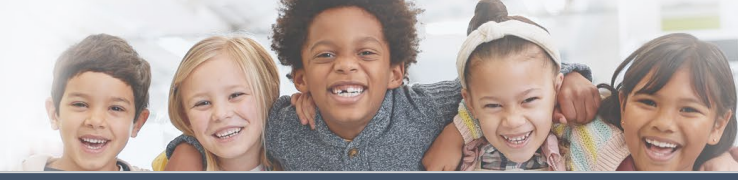
During the graduated phaseout, the Lead Agency may require additional reporting or changes in family income for gradual adjustment of family co-payments.



CCDF Eligibility Verification Flexibilities



The Lead Agency has the flexibility to determine the ***source of income*** for CCDF eligibility and the verification requirements for income.



Family-friendly Practices



CCDF Requirements

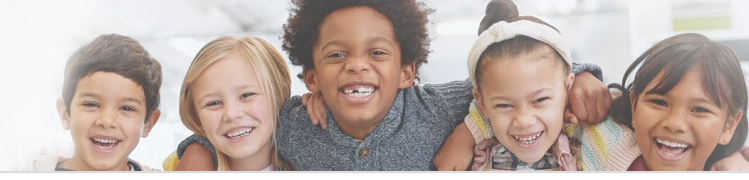
Lead Agencies must include in their CCDF Plan:



Definitions for eligibility, including terms like “special needs child,” “physical or mental incapacity,” “attending job training or educational programs,” “residing with,” “working,” etc.



A description of eligibility determination and redetermination processes to promote continuity of care.



Family-friendly Applications



Online Subsidy Applications (strongly encouraged)

- Can be more convenient and less stressful for parents
- Particularly useful in reducing the burden of document submission



OCC's Family-friendly Application Guide

- Provides info on how to define, verify, and collect eligibility information
- Guidelines for designing successful online application
- Considerations for maintaining program integrity



Family-friendly Application Guide

Creating a family-friendly child care assistance application

Last Reviewed Date: September 23, 2023

The Office of Child Care (OCC) is committed to reducing the burden on families applying for Child Care Development and Fund (CCDF) child care assistance. This guide can help Lead Agencies revise the content and format of your applications to make them simpler for families. [Learn more about why we created this guide for Lead Agencies and how to use it.](#)

What's Included in the guide?

This guide provides information on how Lead Agencies can revise the content and format of your applications to make them simpler for families. It is organized into three sections:

1. Defining, collecting, and verifying eligibility information

The pages in this section include: what information to capture, methods of verifying that information, and examples of applications that reduce burden, and example screens.

- [Applicant's information](#)

Available on CCTAN

<https://childcareta.acf.hhs.gov/creating-family-friendly-child-care-assistance-application>

Example screen

Personal Info Children **Eligibility** Contact Info Optional Review

Step 3 of 6
All fields are required unless otherwise noted

Are you currently going to school or work training, either full or part-time?

School includes high school, vocational school, a GED program, college, work training programs, and online courses at home.

☒ Yes
☐ No

Where do you go to school or work training?
List your school or work training program's name.

Is there else anything you'd like to share about your school or work training program?
This is optional.

Next

Do not ask any information below this line if an applicant answers No to the above.

Sample Online Application





Family-friendly Application Best Practices

Short, simple,
plain-language
application form

Mobile-friendly
application with photo
upload for documents

One application for
many programs

Minimal documents
required to apply

Easy tools to find out what
programs exist that
applicant might qualify for

Proactive outreach
notifying applicant of
programs that might help

Simple and
accessible layout

Collect only
information that
is required



Ensuring Stable Care



Payment Practices Requirements

Lead Agencies must:



Ensure timeliness of payment to the child care providers by paying in advance of or at the beginning of delivery of services.



Support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences, by basing payment on a child's authorized enrollment.



Pay providers on a part-time or full-time basis.



Pay for reasonable mandatory registration fees that the provider charges to private-paying parents.



Hours of Care Flexibilities

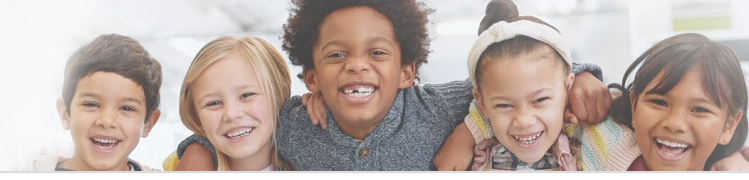
The Lead Agency is:



Not required to limit authorized services strictly based on the work, training, or education schedule of the parent(s).



Not required to limit authorized services to the number of hours the parent(s) spends at work, training, or educational activities.



Continuity of Care Requirements

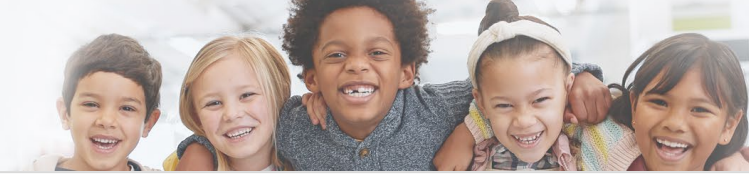
Lead Agencies must:



Take into consideration children's development and learning.



Promote continuity of care when authorizing child care services.



Continuity of Care Requirements

Lead Agencies must continue assistance at the same level despite:



Changes in family income that do not exceed 85% SMI.



Temporary changes in activities.



Changes in age.



Changes in residency within the state.



Loss of activity (for at least three months per instance).



Questions and Discussion



Resources



Using Information from Other Benefits Programs to Simplify CCDF Enrollment

[https://childcareta.acf.hhs.gov/sites/default/files/new-occ/resource/files/Using Information From Other Benefits Programs.pdf](https://childcareta.acf.hhs.gov/sites/default/files/new-occ/resource/files/Using%20Information%20From%20Other%20Benefits%20Programs.pdf)



Family-friendly Eligibility and Enrollment Policies

<https://childcareta.acf.hhs.gov/sites/default/files/new-occ/resource/files/family-friendly-eligibility-and-enrollment-policies.pdf>

Minimizing Disruptions to Families During Enrollment

<https://childcareta.acf.hhs.gov/sites/default/files/new-occ/resource/files/minimizing-disruptions-to-families.pdf>



Family-friendly Application Guide

<https://childcareta.acf.hhs.gov/creating-family-friendly-child-care-assistance-application>



Thank you!

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