

River Valley Child Development Services

Child Care Resource and Referral Programs

www.rvcds.org



FACT SHEET

Who is eligible for subsidy through Link CCR&R?

Anyone can apply for subsidy and will be approved if they meet all the requirements.

What are the requirements?

Both parents (if in the home) or step parents must be either working, going to school, or a WV Works participant in an approved activity. The family must also meet the income guidelines and the child must live at the same address as the parent that applies.

- If working, you must work at least 20 hours per week.
- If currently not in an activity, you may be eligible for a 3-month job search.
- If attending school, you must take a full-time load.
- If working and attending school, these activities may be able to be combined to meet the guideline.
- If a WV Works participant, you must have a qualifying Works activity at least 20 hours per week or to the maximum extent assigned by the WV Works worker.

How old does my child have to be in order to participate?

Children should be under the age of 13, or 13-18 if special needs. Child Care must be approved by special request.

What are the **income guidelines**?

The income guideline is the most money you are allowed to make per month gross and still be eligible to receive Link services. For new families, they are:

Two Person Family: \$2,030	Six Person Family: \$4,120
Three Person Family: \$2,553	Seven Person Family: \$4,643
Four Person Family: \$3,075	Eight Person Family: \$5,165
Five Person Family: \$3,598	Nine Person Family: \$5,688

Does subsidy through Link CCR&R cover the full cost of my child care?

There is a fee scale that will determine what (if any) amount you will pay.

What information do I need to bring when I apply?

- You will need to know the birth dates and social security numbers for everyone in the household
- You will need verification of your activity (school schedule, pay stubs, etc.)
- You will need to verify any other income you receive such as child support, SSI, etc.
- You will need to bring a valid photo ID or another proof of identity such as an original United States issued birth certificate
- You will need to verify West Virginia residency with a recent utility bill, property tax receipt, lease agreement, etc. that has a residence address (no P.O. boxes)
- Original birth certificates for all children needing care

Where can I go to apply?

Link CCR&R's main office is located at 611 7th Avenue, Suite 100, Huntington, WV 25701 with outreach sites in the counties of Lincoln, Mason, and Putnam. We also have an office Located at 19 Circle Drive, Logan, WV 25601 with outreach sites in Mingo and Boone counties.

Do I need an appointment?

No, Link CCR&R's main office is open Monday thru Friday from 8:30 to 5:00; you may come in anytime to apply. If you are interested in applying at one of our outreach sites you can call 304-523-9540 or 1-800-894-9540 to get directions, days and times you may come in to apply. You may also call our Logan office at 752-3932.

What if I don't have anyone to watch my child?

Link CCR&R has a database of provider names that can be given to families upon request. We have a list of Child Care Centers, Child Care Facilities and Family Child Care Homes that you can choose from.

Can my friend or relative sign up to be a family child care provider to care for my child(ren)?

Yes. As long they are at least 18 years of age and no one in their home has a felony, then they may sign up to be a Family Child Care Provider.

How do you sign up to be provider?

Anyone who wants to be a child care provider will need to email Melanie.A.Clark@wv.gov for information and to register for the online Health and Safety Regulation training. Once the online training has been completed, the person will need to contact Link CCRR&R to complete the Payment Process Training.

**Link CCR&R Main Office:
611 Seventh Avenue, Suite 100
Huntington WV 25701
(304) 523-9540
(800) 894-9540
(304) 697-4821 fax**

**Logan Office: 19 Circle Drive
Logan WV 25601
(304) 752-3932
(304) 752-2897 fax**

Link serves Boone, Cabell, Lincoln, Logan, Mason, Mingo, Putnam and Wayne Counties

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