

Link Child Care Resource & Referral

A Program of River Valley Child Development Services

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 and supply all the required verification.

What are the requirements?

Both parents (if in the home) or stepparents 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 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 to participate?

Children should be under the age of 13, or 13-18 if child has special needs. Child care for children with special needs must be approved by special request.

What are the **income guidelines**?

The income guideline is the most money you can make per month and still be eligible to receive Link services.

For new families they are:

Two Person Family:	\$2114	Six Person Family:	\$4324
Three Person Family:	\$2666	Seven Person Family:	\$4876
Four Person Family:	\$3219	Eight Person Family:	\$5429
Five Person Family:	\$3771	Nine Person Family:	\$6120

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 such as an original, valid, current West Virginia driver's license, permit or ID card expired less than six (6) months with a photograph or another proof of identity such as: an original, valid, current, unexpired Certificate of U. S. Citizenship (INS Form N-560) with photograph; an original, valid, unexpired out of state driver's license; an original, valid, current, unexpired U. S. Military ID Card, U. S. Military Retiree Card or Uniform Service Identification Privilege Card (DD 1173) with current photograph; an original, valid, current, unexpired or legally extended United States passport with current photograph.
- 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 Mason and Putnam counties

We also have an office Located at 19 Circle Drive, Logan, WV 25601 with outreach sites in Lincoln, 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 Family Child Care Provider will need to contact our Huntington office and sign up for Provider Orientation.

**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

This program is being presented with financial assistance as a grant from the West Virginia Department of Health and Human Resources.



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