

Child Care Subsidy Program for Families

WHEN COMPLETING THE APPLICATION, REMEMBER:

Have the Correct Documents Available

- Photo ID (driver's license, state ID or passport)
- Proof of income (2 pay stubs within last 60 days, employer letter ([MO 500-3563](#)), or self-employment verification ([MO500-3565](#)))
- Proof of your reason for needing child care (work, school schedule, job training, job search, have child with a special need for child care, homeless or incapacitation)

List All Individuals Living in The Household

- Include information for every child under 18 living in your home, even if they don't need assistance.
- Correct date of birth and SSN are helpful when DCN is not available.
- If you have a child with a special need in the household be sure to include verification ([MO-500-3564](#))

Verify your Child Care Schedule

- Enter your schedule details for the times you are needing child care.
- This information will be verified with documentation from your employer or school schedule.

Check Your Child Care Provider

- Assistance is only available for children enrolled at a facility that is contracted with the Subsidy Program.
- Once you pick your provider, contact the facility to confirm the start date of when your child can enroll.
- Ask for the provider's address, name, and DVN (provider ID number).
- You can select your provider through your portal.

Report Changes Quickly

- It is important to keep your information up-to-date if you've applied before.
- Submit a change request through your portal within 10 days of any changes made.
- This includes *but is not limited to*:
 - A change in contact information (ex. phone number or email address)
 - A name change
 - A change in household members

Renew Every Year

- Benefits last up to 12 months.
- Watch your email for updates made to your account throughout the year to avoid a lapse in coverage.

Quick Tips

- Missing Documents = Delays
- Keep copies of everything you submit
- If you get a Request for Information (RFI) letter, respond within 10 days.

Need Assistance? Call: 573-415-8605