

## CDBG-CV: Child Care Assistance

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In response to the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the City of Baytown will provide child care assistance to essential workers. This program will reduce the child care cost burden for essential worker(s), who are from low-income households and are incurring child care expenses.

### **Program Goal:**

- To assist essential workers of low-income households with the cost of child care, which grants the essential worker the flexibility and opportunity to work during the Covid-19 economic recovery.
- To assure that children of essential workers have secure and dependable care while parent(s) are working.

### **Eligible Applicants:**

- Applicant(s) must be a worker deemed essential as identified by the U.S. Department of Homeland Security - Cybersecurity and Infrastructure Security Agency (CISA). Examples of essential works include, but are not limited to, health care sector employees, emergency responders, sanitation workers, and food service workers (See Guidance on the Essential Critical Infrastructure Workforce at [www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce](http://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce) for a complete list).
- Applicant(s) must be a United States citizen or national.
- Applicant(s) must reside within the city limits of Baytown.
- Household Income is at or below 80% of Area Median Family Income (AMFI).
- Applicant(s) must have legal custody of the children who are to be placed into a child care facility.

### **Child Care Provider Requirements:**

- The child care provider must be licensed with the Texas Health and Human Services. A list of licensed providers can be found via a child care search at [http://www.dfps.state.tx.us/Child\\_Care/](http://www.dfps.state.tx.us/Child_Care/).
- The child care provider must be a registered City of Baytown vendor. New vendors will be required to submit a Vendor Setup Form and supporting documents such as a Form W-9, which are a part of the program application.

### **Type of Assistance:**

Applicants that meet all of the criteria listed above are eligible to apply for child care assistance for up to two (2) children. To assist with the increased cost of child care that occurs during summer months while children are not in school, eligible applicants can receive an increased amount of assistance beginning May 31<sup>st</sup> through September 3<sup>rd</sup> of 2021. All payments made on behalf of the applicant will be paid directly to the child care provider. Under no circumstance will the payment be made directly to the household.

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The funds will be paid to the child care provider at the following rates:

Maximum Weekly (5 days) Allotment per Child	
Day Care Center	Home Day Care
\$113	\$104

Summer child care will be paid at the following rates:

Maximum Weekly (5 days) Allotment per Child	
Day Care Center	Home Day Care
\$147	\$135

### **Program Requirements for all applicants:**

- Applicant(s) must show proof of U.S. citizenship (e.g. Social Security Card, Passport, Birth Certificate).
- Applicant(s) must show two forms of proof of residency in the Baytown city limits.
- Applicant(s) must provide proof of existing employment status as an essential worker as deemed by the U.S. Department of Homeland Security - Cybersecurity and Infrastructure Security Agency (CISA) ([www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce](http://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce)).
- In households with two adults, both adults shall show evidence of consistent work of more than 20 hours a week.
- Applicant(s) will be required to provide existing household income, and assets of the household member(s).

### **Review and Approval:**

Community Development staff will review the contents of the application to verify the following:

1. Income and assets for the applicant(s) and all household members
2. Existing employment status as an essential worker; and
3. Eligibility of child care provider.

If application is approved, staff will contact the applicant, prepare the necessary documents and notify the child care provider. If denied, the applicant will receive a rejection letter that will detail the reasons for the denial.

### **Contact Staff:**

To speak with staff about the application process, send an email to [CDBG@Baytown.org](mailto:CDBG@Baytown.org). Your message should include all questions/concerns, a contact phone number, and the best time of day to reach you.