



# Link Child Care Resource & Referral

A Program of River Valley Child Development Services

## FAQ's



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 least part time in 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**?

*These guidelines are based on 85% of the current State Median Income. The amounts could decrease if state and/or federal funds are expended.*

The income guideline is the most money you can make per month and still be eligible to receive child care subsidy.

Two Person Family:	\$4,050	Six Person Family:	\$7,863
Three Person Family:	\$5,003	Seven Person Family:	\$8,041
Four Person Family:	\$5,957	Eight Person Family:	\$8,220
Five Person Family:	\$6,910	Nine Person Family:	\$8,399

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

There is a fee scale that will determine what amount you will pay.

What information do I need to bring when I apply?

- Birth dates for everyone in the household
- Verification of your activity (school schedule, pay stubs, etc.)
- Verification any other income you receive such as child support, SSI, etc.
- 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 (list can be provided)
- Verification of West Virginia residency with a recent utility bill, property tax receipt, lease agreement, etc. that has a residence address (no P.O. boxes)
- Birth certificates for all children needing care
- Foster or Kinship/Relative Caretaker Parents need to provide WVDHHR Medical Care Authorization for Child in Foster Care (SS-FC-40), Foster Care Plan and Placement Agreement (FSC-0031 or SS-FC-6a) or a written statement of custody and/or child placement from an approved WV Child Placement Agency

**Where can I go to apply?**

Link CCR&R's main office is located at 611 7<sup>th</sup> Avenue, Suite 100, Huntington, WV 25701 with outreach sites in Lincoln, Mason, and Putnam counties.

We also have an office Located at 19 Circle Drive, Logan, WV 25601 with outreach sites in Boone and Mingo counties.

**Do I need an appointment?**

No, Link CCR&R's main office is open Monday thru Friday from 8:30 to 4:30; 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 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 list of Child Care Centers, Family Child Care Facilities and Family Child Care Homes that can be given to families upon request.

**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, no one in their home has a felony, and they do not reside with you 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.

**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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