



## The Maine Department of Health and Human Services Office of Child and Family Services Maine Child Care Affordability Program (CCAP) Consumer Education Statement

### About CCDBG and DHHS

The Maine Department of Health and Human Services (DHHS) is the lead agency responsible for administering child care subsidies funded by the federal Child Care and Development Block Grant (CCDBG). This work is carried out by the Child Care Affordability Program (CCAP) in the Office of Child and Family Services (OCFS).

More information: <https://www.maine.gov/dhhs/ocfs>

CCDBG supports children's development and helps parents who are working, in school, or in training. DHHS provides consumer education so families can make informed child care decisions.

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### What CCAP Does

CCAP helps eligible families pay for child care so parents can work, attend school, or participate in job training. Eligible families where the adult(s) are retired and legal guardians of the child may also qualify.

Parents choose any CCAP-approved provider, including:

- Licensed centers
- Licensed family child care providers
- Adults who provide care in their own home
- Adults who provide care in the child's home
- Relatives age 18+

Families pay a portion of the cost based on a sliding fee scale.

To learn more:

- Call 1-877-680-5866 or 207-624-7999
- Email CCAP.DHHS@maine.gov
- Visit: <https://www.maine.gov/dhhs/ocfs/support-for-families/child-care/paying-for-child-care>

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### How to Apply for CCAP

You may apply in either of the following ways:

#### 1. Online (recommended)

<https://som04.my.site.com/family/s/>

Parents are strongly encouraged to create a Family Portal account to:

- Submit applications
- Upload documents
- View updates and notices
- Receive email correspondence

For help with the portal, email [ccaptechnicalassistance.dhhs@maine.gov](mailto:ccaptechnicalassistance.dhhs@maine.gov).

#### 2. Paper Application

Print and mail or fax the most current paper form:

[https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/Baxter%20Paper%20App%205.09.25\\_1.pdf](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/Baxter%20Paper%20App%205.09.25_1.pdf)

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### How to Submit an Application

You may return your completed application in one of four ways:

1. **Family Portal** – If submitted online, no extra steps are needed.
2. **Fax:** 207-287-6308
3. **Email:** [CCAP.DHHS@maine.gov](mailto:CCAP.DHHS@maine.gov)
4. **Mail:**  
Office of Child and Family Services: ATTN CCAP  
11 State House Station  
2 Anthony Avenue  
Augusta, ME 04333

#### Important Notes

- Do not bring applications to local DHHS offices.
- The only location that accepts drop-offs is 2 Anthony Avenue (Augusta).



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- Images must be clear and readable.
- Encrypted files cannot be opened.

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## **Application Review**

OCFS will review your application to:

- Determine eligibility
- Approve your selected provider

Once documentation is received, CCAP has 15 days to process your application.

If documents are missing, CCAP will give you two additional weeks. Once the missing items are submitted, the 15-day review period restarts.

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## **Income & Parent Fee Information**

### **Income Eligibility**

Families must have gross income at or below 125% of Maine's State Median Income (SMI).

SMI table:

[https://www.acf.hhs.gov/sites/default/files/documents/ocs/COMM\\_LIHEAP\\_IM%202024-02\\_Att4SMITable\\_0.pdf](https://www.acf.hhs.gov/sites/default/files/documents/ocs/COMM_LIHEAP_IM%202024-02_Att4SMITable_0.pdf)

**Effective 10/19/2024**

<b>FAMILY SIZE</b>	<b>ANNUAL INCOME</b>	<b>MONTHLY INCOME (ANNUAL/12)</b>	<b>WEEKLY INCOME (ANNUAL/4.3)</b>
1	\$73,618.35	\$6,134.86	\$1,426.71
2	\$96,270.15	\$8,022.51	\$1,865.70
3	\$118,921.95	\$9,910.16	\$2,304.69
4	\$141,573.75	\$11,797.81	\$2,743.68
5	\$164,225.55	\$13,685.46	\$3,182.67
6	\$186,877.35	\$15,573.11	\$3,621.65
7	\$191,124.56	\$15,927.04	\$3,703.97
8	\$195,371.78	\$16,280.98	\$3,786.27
9	\$199,618.99	\$16,634.92	\$3,868.59
10	\$203,866.20	\$16,988.85	\$3,950.90



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### Parent Fees

- Fees are capped at 10% of gross income.
- Based on family size, income, and provider's QRIS level.
- Fees do not change based on number of children, schedule, or type of care.
- Fees are rounded down to the nearest dollar and paid directly to your provider.

### Additional Eligibility Rules

- Parents in training/education must submit proof of enrollment at application and redetermination.
- Parents who meet income limits and have an SSA- or VA-verified disability preventing work or care may qualify.
- Home-schooled children are not eligible during regular school hours.

### Funding Sources (effective 10/19/2024)

CCAP is funded by:

State Funds (SPSS), Fund for Healthy Maine (FHM), Child Care Development Funds (CCDF), and Temporary Assistance to Needy Families (TANF).

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## Background Checks for Child Care Providers

All individuals providing direct care must complete a criminal background check with fingerprinting. There is **no cost**.

For more information visit: <https://mobile.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing/becoming-a-childcare-provider/child-care-provider-background-checks>

### Rules

To read the Child Care Provider Background Check Licensing Rule, go to [https://www.maine.gov/dhhs/sites/main.gov.dhhs/files/inline-files/10-148%20Ch.%2034%20CC%20Background%20Check%20Licensing%20Rule%20Final%20Adoption%20Effective%205-12-22\\_0.pdf](https://www.maine.gov/dhhs/sites/main.gov.dhhs/files/inline-files/10-148%20Ch.%2034%20CC%20Background%20Check%20Licensing%20Rule%20Final%20Adoption%20Effective%205-12-22_0.pdf)

Background checks with fingerprinting are required for:

- All licensed child care facilities
- Licensed family child care providers
- CCAP license-exempt child care providers (excluding relative providers)



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### Checks Include

- FBI fingerprint check / National Crime Information Center
- National Sex Offender Registry
- State abuse/neglect registry (current state and any state lived in during past 5 years)
- State crime repository
- State sex offender registry

### How to Complete Fingerprinting

- Schedule through IdentoGO: <https://www.identogo.com/>
- Requirements must be completed every five years.
- If letters of eligibility are not received within 21 days of fingerprinting: Call (207) 624-7903 or email [childcareoosbgc@maine.gov](mailto:childcareoosbgc@maine.gov). Provide name, date of birth, and Transaction ID.
- For full instructions for Fingerprint-based Background Checks for Child Care Providers, go to:  
<https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/ocfs/documents/cc-bgc-instructions07082020-jpf-tl-edits.pdf>
- Out of state background check requirements for those individuals living out of the State of Maine in the past five years: please call (207) 624-7903 or email [childcareoosbgc@maine.gov](mailto:childcareoosbgc@maine.gov)

### Appeals & Disqualifying Convictions

- Disqualifying criminal convictions, go to:  
<https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/ocfs/documents/Matrix%20of%20Disqualifying%20Criminal%20Convictions%20for%20Child%20Care%20Providers.pdf>
- Criminal background check appeal rights, go to:  
<https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/ocfs/documents/Criminal%20Background%20Check%20Appeal%20Rights.pdf>
- Substantiation of child abuse and neglect appeal rights, go to:  
<https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/ocfs/documents/Substantiation%20of%20Child%20Abuse%20and%20Neglect%20Appeals%20Rights.pdf>
- Conviction of misdemeanor as specified by the Department and within the preceding ten (10) years appeal rights, refer to:  
<https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/ocfs/documents/Notice%20Appeal%20Misdemeanor%20Preceding%2010%20yrs.pdf>



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### Child Care in Maine

To find an Early Care and Education Program in Maine, go to: <https://www.childcarechoices.me/>

#### Who can be a Child Care Provider?

- Licensed child care centers;
- Licensed family child care homes;
- An adult who provides care in their own home;
- An adult who comes to your home to provide care; and
- A relative over 18 years of age.

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### Child Care Licensing (CLIS)

CLIS ensures Early Care and Education Programs are safe and healthy environments, provide care and supervision, and engage in developmentally appropriate activities to meet each child's physical and emotional needs. CLIS monitors compliance with regulations set by the DHHS under direction of the Maine Legislature. CLIS licenses and monitors: Family Child Care Homes, Child Care Centers, and Nursery Schools. Go to:

<https://www.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing>.

#### Monitoring and Inspecting Child Care Providers

CLIS provides monitoring inspection reports for each on-site visit to licensed and license-exempt Early Care and Education Programs. This report outlines any health and safety violations and includes action step(s) the child care program took to correct the violation(s).

To find the licensing history and inspection reports of an Early Care and Education Program, go to: <https://search.childcarechoices.me/>.

#### Health and Safety Requirements for Child Care Affordability Providers

All licensed programs and license-exempt non-relative providers who have an agreement to accept children on the CCAP must meet health and safety training requirements. To learn what the health and safety requirements and trainings are, go to: <https://mrtq.org/health-and-safety-training-faqs/>

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### Rising Stars for ME (QRIS)

Maine's Quality Rating and Improvement System helps families identify high-quality early care programs.

Programs earn 1 to 5 Stars, with Star 5 being the highest.

More information: <https://www.childcarechoices.me/index.php/quality-rating-and-improvement-system/>

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### Resources and Services for Individuals, Children and Families

#### **Help Me Grow (HMG) Maine**

A free service that supports families with children up to age 8. HMG helps with child development questions, connects families to community resources, and offers developmental screening support.

<https://www.maine.gov/dhhs/ocfs/support-for-families/child-development>

#### **Access Maine**

An online guide that connects Maine residents to programs and services for housing, food, health care, employment, and financial support.

<https://www.accessmaine.org/>

#### **ChildCare.gov**

A national website where families can search for child care, learn about safety and quality standards, and access information in multiple languages. Available 24/7.

<https://childcare.gov/>

#### **DHHS Programs and Services**

Information about state programs, including food assistance, health coverage, housing support, financial programs, and employment services.

<https://www.maine.gov/dhhs/programs-services>

#### **Higher Opportunity for Pathways to Employment (HOPE)**

Helps eligible parents pursue education or job training by covering school-related costs and providing support services.

<https://www.maine.gov/dhhs/ofi/hope/>

#### **DHHS Benefits Portal**

Apply online for SNAP, MaineCare, TANF, LIHEAP, and other benefits. Also used to renew or manage cases.

<https://www1.maine.gov/benefits/account/login.html>



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### **Choosing Quality Child Care**

Guidance for parents on selecting safe, healthy, and high-quality child care, including tips for infants, toddlers, and children with special needs.

<https://www.childcarechoices.me/index.php/resources/>

### **Developmental Monitoring & Screening**

Information to help families understand how children grow and where to find developmental screening tools and services.

<https://www.maine.gov/dhhs/ocfs/support-for-families/child-development/developmental-screening>

### **Data on Child Care Injuries/Deaths**

A summary of Maine child care settings where serious injuries or deaths were reported, provided for transparency.

<https://www.childcarechoices.me/index.php/mainedata/>

### **WIC Nutrition Program**

Supports pregnant individuals, infants, and children under age 5 with nutrition education, healthy foods, breastfeeding support, and screenings.

<https://www.maine.gov/dhhs/mecdc/population-health/wic/>

### **Child Protective Services (CPS)**

Receives reports of suspected child abuse or neglect. Available 24/7.

**Hotline:** 1-800-452-1999

<https://www.maine.gov/dhhs/ocfs/support-for-families/child-welfare>

### **Mandated Reporter Information**

Guidance for individuals legally required to report suspected abuse or neglect, including how to identify concerns and how to file a report.

<https://www.maine.gov/dhhs/ocfs/provider-resources/reporting-suspected-child-abuse-and-neglect/mandated-reporter-information>

### **Office of Constituent Services**

Helps answer questions or concerns about DHHS services (not for emergencies or abuse reports).

<https://www.maine.gov/dhhs/about/contact>