



Media, PA: Child Care Information Services (CCIS) Voucher Fast Facts

1. **What is the Child Care Information Services Voucher program?**

The Child Care Information Services Voucher Program helps eligible families who live in PA, pay for child care services. Families may be required to cost-share on a sliding scale based on family size, income, and number of children receiving care.

2. **Which sites accept vouchers?** Glenwood Elementary School, Indian Lane Elementary School, Media Elementary School, and Rose Tree Elementary School.

3. **Where do I go to get a voucher?** You will need to submit an application or call to schedule an appointment.

Digital applications are available online at:

<https://www.compass.state.pa.us/Compass.Web/public/cmphome>

Paper applications are available online at:

<http://www.delcohsa.org/CCIS/childcareapplication.pdf>

Appointments can be scheduled at:

CCIS of Delaware County

20 South 69th Street – 4th Floor

Upper Darby, PA 19082

Phone: (610) 713-2115

Toll-Free: 1-800-831-3117

Fax: (610) 713-2333

Office hours are Monday - Friday 8:00am-5:00pm.

4. **How do I know if I am eligible to receive a child care voucher?**

The following are the basic guidelines:

- You must live in Pennsylvania
- Must meet income guidelines for your family size.
- Have a child(ren) who need child care while you work or attend an education program
- Work 20 or more hours a week - or- work 10 hours and go to school or train for 10 hours a week
- Have a promise of a job that will start within 30 days of your application for subsidized child care
- Teen parents must attend an education program
- The child who needs care must be a citizen of the United States or an alien lawfully admitted for permanent residency
- Have proof of identification for each parent or caretaker in the home.

Additional information available at: <http://www.delcohsa.org/childcare.html>



5. What do I need to do once my child is in the Child Care Subsidy Program?

1. Notify CCIS of which Springboard School your child will attend **prior** to your first day with Springboard.
2. Enroll your child in the Springboard Program. If your child attends Springboard outside of the dates listed on your voucher, you are responsible for payment in full at the regular rates. Please contact our Voucher Specialist at 800-341-3177 ext. 111 or finance@springboardkids.com for questions or assistance.
2. Make sure your child attends all days you listed on your CCIS application unless they are ill. Otherwise, CCIS may terminate your child from the voucher subsidy program. If you need to change the days you need care you must notify **both** CCIS and Springboard.
3. Tell your case manager about any changes in your income, employment status, family unit, or enrollment in a training program or school within 10 days of the change. You must meet with your case manager annually to determine ongoing eligibility.
4. Pay your co-pay weekly. *If you fail to pay your co-pay weekly, you may lose your CCIS assistance.* Payments are due every Monday for the current week. You may sign up for weekly, twice a month or monthly autopay. Springboard offers a discount for twice a month autopay (3%) or monthly autopay (5%). Autopay requires a debit/credit card or checking account number and bank routing number be saved on your Springboard Parent Portal account. All co-pays are paid directly to Springboard Education in America via the Parent Portal or by calling Customer Care at 800-341-3177 to make payments by phone.