



"Keeping Children  
Safe For The Ones  
Who Keep Us Safe"

**FAMILY BEST PRACTICES**  
www.occproject.org

*Start here!*  
CCYH has a direct email!

[childcareinyourhome@militarychildcare.com](mailto:childcareinyourhome@militarychildcare.com)



**Complete all paperwork for the program with your provider.** This will help ensure forms are accurate and completed quickly. Fast, accurate paperwork = less fee assistance delays.

**Check ASAP if your provider is up to date on Pediatric First Aid/CPR.** If not, sign them up for a class or find an instructor who can teach all of you! Consider paying for half or all of your provider's certification.



**Background checks can cause the greatest delays in for your fee assistance.** Make an appointment for your provider at the post office or local police station to accomplish their FBI fingerprints. Consider paying for the fingerprints, mailing, and your provider's time to accomplish them.

**Go over the checklist for the state background checks with your provider.** Ensure accuracy in steps, check writing, and submission details. Consider reimbursing for all state background check expenses.



**Your provider is required to complete 10 hours of computer-based self-paced training.** Consider offering a training rate for the hours it takes to complete the training or offer a flat rate if they complete by a certain date. There is a brief assessment after the training.

**As a household employer, you must pay your employee on time and in full.** If hiring before receiving fee assistance, set compensation based on what you can afford in case of a 3-6 month delay. Avoid listing CCYH requirements in your family advertisement to prevent confusion.



**By hiring an in-home provider, you are creating a mutually beneficial opportunity!** Your focus should be on how you all win: your family + child(ren) and your provider. Find out what matters to your applicants & make a personalized compensation package.

**Familiarize yourself with the CCYH team (Info Above)** They directly impact your pilot program experience. This is a new type of fee assistance so remember, they are people and are learning too!



**Include the following in your contract** (including both will help as you navigate the fee assistance):

- Your provider must share a copy of all CCYH paperwork (including payment receipts from CCYH).
- Your provider must sign a release to allow CCYH to share specific application status information with employer (you).

**Monthly attendance sheets may be turned in as early as the 25th of each month.** It takes 7-10 business days from date of receipt to process and issue payment to your provider. The earlier you submit correctly, the sooner fee assistance will be issued. Be sure they are signed, dated and submitted no earlier than the 25th of each month.



**The CCYH team calculates your family's CCYH fee assistance cumulatively** which means you don't need to stress about how to divide up the provider's rate per child. Ensure each child has more than \$0 to be eligible for fee assistance.