

**The Workforce
Development Institute
is a statewide non-profit
that works to grow
and keep good jobs
in New York State.**

WDI's Child Care Subsidy Facilitated Enrollment Program was created through a partnership with organized labor and has been providing this critical workforce support to working families since 2003.

**HELPING WORKING
FAMILIES WITH THE HIGH
COST OF CHILD CARE**

WDI staff are available to answer questions and guide families through the application process.

COUNTIES SERVED:

Albany, Rensselaer, Saratoga
or Schenectady Counties
518-272-3530

Erie County
716-632-1900

Monroe County
585-530-2402

Oneida County
315-793-5305

Onondaga County
315-426-0378



WDINY.ORG/CHILDCARE

 [instagram.com/wdi_ny](https://www.instagram.com/wdi_ny)  twitter.com/wdiny
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WORKFORCE DEVELOPMENT INSTITUTE

CHILD CARE SUBSIDY

FACILITATED ENROLLMENT PROGRAM



★ HOW DOES THE PROGRAM WORK?

- ▶ **Applicant completes pre-screening** online or by phone with a Program Associate
- ▶ **An application is provided** if applicant meets the eligibility criteria
- ▶ **Applicant completes the application** and returns it with all documentation to WDI
- ▶ **WDI reviews the application** and submits it to the County Department of Social Services (DSS)
- ▶ **DSS makes a final determination** and notifies the applicant of the status by mail within 30 days. If approved, the letter will include the date the subsidy starts and the amount of the family share
- ▶ **The provider will also receive a letter from DSS** with the start date of the subsidy and the amount of the family share
- ▶ **The applicant pays the provider** the family share, and the provider bills DSS for the difference in cost up to the market rate or the DSS contracted rate, whichever is applicable

Subject to the availability of funding.



★ ELIGIBILITY CRITERIA

- Residency in the counties served by WDI
- Have children under the age of 13
- Each parent in the household works a minimum of 25 hours a week
- Household income that falls within the income guidelines

Quality child care builds the foundation for healthy growth and development. Participants may select any day care, school age or informal provider, as long as they are licensed, registered or legally exempt and are willing to accept payment through the local Department of Social Services.

★ INCOME GUIDELINES

Effective June 1, 2021 – May 31, 2022

FAMILY SIZE:	MAXIMUM INCOME:
Two	\$47,905
Three	\$60,390
Four	\$72,875
Five	\$85,360
Six	\$97,845

