Program	Office Responsible	Application	Financial Eligibility & Notification	Program Eligibility & Notification	Provider Selection	Provider Payment	Re-Eligibility Determination 6 months	Re-Eligibility Determination 12 months
Child Care Subsidy Program (CCDF)	OFI	Family submits financial eligibility application at OFI thru kiosk or My Maine Connection	OFI determines financial eligibility and sends letter to family directing them to complete process with OCFS					12 month financial eligibility review based on proof of employment or school enrollment
	OCFS		OCFS receives notice of financial eligibility and sends out packet to determine program eligibility	Family completes program eligibility and waits for OCFS to determine eligible and notify them	Family can select unlicensed provider if they are not in the family home, or licensed child care provider	OCFS pays providers directly bi-weekly after services are provided. Providers must maintain attendance records	6 month program eligibility review based on proof of employment or school enrollment	12 month program eligibility review based on proof of employment or school enrollment
Areas of Concern		OFI TANF application refers families to CCSP for child care subsidy	Letter can be confusing to families Original signature required from program eligibility application	Providers express frustration with establishment of start date for payment	Information regarding availability of resource & referral line may not be provided at the time most need by parents looking for child care.	Providers may not charge families in excess of their CCSP voucher. Contractual relationship between provider and OCFS		Family submits identical documentation to OFI and OCFS