



**Alexandria Department of Human Services Child Day Care Fee System (CCDF) Eligibility**

In addition to the CK sliding fee scale option, you may also be eligible for payment assistance for CK child care payments through the Alexandria Department of Human Services (DHS) Child Day Care Fee System.

- Parents must be screened for eligibility for by DHS via telephone at (703) 746.5437 or in person at 2525 Mt. Vernon Avenue, Alexandria, VA 22301.
- Families who are found eligible and are approved for child care assistance through this program can then register with CK. At that time, CK staff will review the parental co-pay determined by DHS and compare it to the fee based on the sliding fee scale. The registering parent will be required to pay the lower of the two fees.
- Approval by DHS or proof of screening for the Fee System waiting list is required before registration can be completed, and no services may be provided until DHS approval is received. Failure to receive this approval in advance will result in a full service fee for any services rendered prior to approval. Parents choosing not to participate in the City’s Child Day Care Fee System will be charged the full fee based on the CK sliding fee scale.
- Alexandria Department of Human Services will pay for up to two child absences per month, unless days are authorized by the parent’s social worker.
- Virginia state policy does not allow Alexandria Department of Human Services to pay for days when The Campagna Center is closed and unavailable to parents with the exception of the holidays listed below. Parents will be responsible for fees. Because Campagna Center
- If you are currently eligible for TANF or Transitional Child Care, please provide the name and telephone number of your caseworker in the space below:

Case worker: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Days of service not covered by CCDF will be the responsibility of the parent if your child attends the program. Those days not covered by CCDF include, snow days, teacher work days and Columbus Day. If your child attends on these days you will be charged a daily rate of \$29.00 for a full day of service and \$20.00 for a part day of service.

**CCDF Approved Holidays**

**New Years Day  
 Martin Luther King Day  
 President’s Day  
 Memorial Day  
 Independence Day**

**Labor Day  
 Veterans Day  
 Thanksgiving Day  
 Day after Thanksgiving  
 Christmas Day**

\_\_\_\_\_  
 Parent Name

\_\_\_\_\_  
 Date

<i>Office Use Only</i>			
DHS Approval Status:	<input type="checkbox"/> Approved	<input type="checkbox"/> Pending	<input type="checkbox"/> Decline