

# Childcare Workforce Benefit



The Childcare Workforce Benefit allows employees of licensed childcare providers to get help through the state's childcare assistance program for their childcare costs, regardless of their income.

## Benefit Requirements

- Employees must consistently work an average of 25 hours a week, not just be scheduled to work.
- It must be reported if an employee is no longer working 25 hours a week, or is no longer employed.
- If an employee has not reached the minimum requirement at least once in a month, it should be reported that they are no longer meeting the hour requirement.
- The employer must be an ND licensed child care program or ND tribally licensed program.

## Allowable Exceptions

- Allowable exception for hours to reduce below the minimum average of 25 hours a week include:
  - maternity leave
  - provider temporary closure
  - vacation time
  - temporary sick leave
- It should be confirmed by the employer that this reduction in hours is not expected to continue beyond one month, except for maternity leave and extended sick leave.
- These exceptions should be verified by the employer, with an anticipated return date.
- **Note:** A calendar month can consist of 4 weeks of paystubs or 2 bi-weekly paystubs for review.

## Waitlist

A rapid increase in CCAP participation has resulted in the need for a waitlist to receive childcare assistance.

**New applicants may need to be added to a waitlist before they can start receiving childcare assistance.**

Families with income at or below 30% of SMI and households experiencing homelessness will receive priority consideration for childcare assistance.

**Note:** If a family's case does not close they will not be placed on waitlist.

### Learn more:

Visit [hhs.nd.gov/ccap](https://hhs.nd.gov/ccap) for more information about the Childcare Assistance Program and Workforce Benefit.