

Children's Center of the Upper Valley  
**ENROLLMENT FOR NEW HAMPSHIRE CHILDCARE SUBSIDY RATES**

**CONTRACTING PROCESS**

Once we know the Cost Share set by your Childcare Subsidy Authorization, we can prepare your weekly contract amount. In addition to the Cost Share, there is also a co-pay component. We will inform you of your daily fee level, which consists of your cost share plus our copayment, as soon as we have the info from NH.

If you are currently enrolled with New Hampshire Department of Health for childcare subsidy program, or are planning to enroll, we need to follow certain procedures in order to make sure that the admission for your child goes smoothly.

**If already authorized for New Hampshire Child Care Subsidy:**

- Fill out Form 2530, which you can obtain from the Assistant Director or Office Manager, or you may already have the form from Claremont. Either give to us to fax to NH Dept of Health and Human Services or take it directly to your caseworker in Claremont if you have an appointment. CCUV will need to fill out a portion of the form either way.
- Once we have absolute verification from NH that you are authorized currently for child care subsidy, we can set a start date. Your contract amount will be based on a co-payment scale related to the Step Level that NH sets.
- If you do not want to wait for confirmation of subsidy, you will need to fill out our income verification forms and make weekly payments according to our sliding scale until NH verifies the subsidy coverage. At that time you will receive a credit or refund of any overpayment, calculated based on what date your subsidy is authorized to start.
- Even if we have faxed the Form 2530 to Claremont for you, it is always best for you to touch base with your caseworker to notify them directly of your proposed start date at the Children's Center.

**If you are not yet enrolled, but plan to enroll:**

- If you have not done so, make an appointment with NH Dept of Health and Human Services, child care subsidy unit, in Claremont at 603-542-9544.
- The application process takes at least two weeks, usually, so it would be good to plan ahead.
- If you do not want to wait for confirmation of subsidy, you will need to fill out our income verification forms and make weekly payments according to our sliding scale until NH verifies the subsidy coverage. At that time you will receive a credit or refund of any overpayment, calculated based on what date your subsidy is authorized to start.