

## Child Management Associates Licensing Assistance

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1. CMA hardship assistance is available to new day care providers. Currently CMA sponsored providers on the FDCH program will receive **a one-time \$40 per provider reimbursement.**
2. Provider must be Tier 1 eligible.
3. Eligible providers must either be working toward obtaining their initial child care license, or be in the process of license renewal.
4. No checks may be issued to providers unless they first provide receipts documenting all purchases for which they are requesting reimbursement. Valid applications for assistance must be accompanied by receipts documenting paid licensing expenses by the provider, such as:
  - a. Licensing fee/BCI card fee
  - b. Business license fee
  - c. CPR/First Aid class fee
  - d. Food Handler's Class fee
5. Assistance applications must be filled out completely before they will be eligible for consideration.
6. New providers must submit a reimbursable first claim and have 4 weeks review completed before payment will be dispersed.
7. These funds are available for one time, once a lifetime.

Child Management Associates  
**Application for Licensing Assistance**  
Part I: Provider Information

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Application Date: \_\_\_\_\_

Provider's Name: \_\_\_\_\_

Provider's Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Provider's Phone Number: \_\_\_\_\_

**Licensing Costs:**

Source	Amount	Receipt Attached	Comments
Licensing Fee up to <b>\$40 per approved new provider:</b>			
Other: (please explain)			

*I certify that the information included in this application is true to the best of my knowledge, and that I understand that any misuse or unapproved use of CMA assistance must be returned in full.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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*For Office Use Only:*

Date Check was issued: \_\_\_\_\_

Check Amount: \_\_\_\_\_