



Child Care Resource and Referral Programs

www.rvcds.org



FACT SHEET

Who is eligible for to apply for subsidy?

Applicants must be working at least 20 hours a week and making at least WV Min wage, going to school full time, or participating in a DoHS-approved activity, such as those required by WV WORKS.

How old does my child have to be in order to participate?

Children should be under the age of 13, or 13-18 if special needs.

What are the **income guidelines**?

Gross monthly income is calculated:

Two Person Family:	\$4367	Three Person Family:	\$5394
Four Person Family:	\$6422	Five Person Family:	\$7555
Six Person Family:	\$8477	Seven Person Family:	\$8699
Eight Person Family:	\$8862		

Does WVDHHR cover the full cost of my child care?

There is a fee scale that will determine what (if any) amount you will pay.

What information do I need to bring when I apply?

- Verification of your activity (school schedule, pay stubs, etc.)
- Verification of any other income you receive such as child support, SSI, etc.
- Valid photo ID or another proof of identity such as an original United States issued birth certificate
- West Virginia residency with a recent utility bill, property tax receipt, lease agreement, etc. that has a residence address (no P.O. boxes)
- Original or certified copy of birth certificates for all children needing care

Do I need an appointment?

Main offices (Parkersburg and Clarksburg) are open Monday thru Friday; you may come in anytime to apply during regular business hours.

Gilmer intakes are twice a month. All other counties (Wirt, Pleasants, Ritchie, Calhoun and Doddridge) are by appointment at their local DHHR office.

What if I don't have anyone to care for my child?

The R&R's have a database of provider names that can be given to families upon request. We have a list of Child Care Centers, Child Care Facilities and Family Child Care Homes that you can choose from.

Can my friend or sister sign up to be a provider?

Yes. As long as they don't live in the same home with you, they are at least 18 years of age and no one in the home has a felony, then they may sign up to be a Child Care Provider.

How do you sign up to be provider?

Anyone who wants to be a provider will need to call to make an appointment and obtain more information from the R&R for the county they live in. After all your paperwork is in, a Regulatory Specialist from the WVDHHR will come out to inspect your home to ensure that it meets State of West Virginia regulations. Please keep in mind that the Regulatory Specialist who inspects your home will make the final decision in whether a home is approved to care for children.

Do the providers have to sign up for training?

Yes. If you are interested in applying, contact the office below for the county you live in.

Choices Child Care Resource & Referral

4421 Emerson Ave., Suite 102

Parkersburg, WV 26104

304-485-2668; 1-866-966-2668

RRChoices@wv.gov

11 Chenoweth Dr., Suite 200

Bridgeport, WV 26330

304-622-6528; 1-866-622-6528

Choices serves Calhoun, Doddridge, Harrison, Gilmer, Pleasants, Ritchie, Wirt & Wood counties

Connect Child Care Resource & Referral

1 Player's Club Drive Suite 150

Charleston, WV 25311

304-414-4488; 1-888-595-8290

Connect serves Clay, Jackson, Kanawha & Roane counties

Link Child Care Resource & Referral

611 7th Ave., Suite 100

Huntington, WV 25701

304-523-9540; 1-800-894-9540

Link serves Boone, Cabell, Lincoln, Logan, Mason, Mingo, Putnam & Wayne counties