



Fort Bend County

Childcare Voucher Program

CARES ACT Funds for Qualified Fort Bend Families



CARES Act Funds Childcare Voucher Frequently Asked Questions (FAQs)

1. Who is eligible for the Childcare Voucher?

Any Fort Bend resident parent/legal guardian of a child under 13 years of age whose income is at 80% of the **2019 LMI income level** and who has experienced loss of income due to COVID-19 is eligible for the childcare voucher upon provision of the acceptable evidence.

2. What do I need to show child-parent/guardian dependency?

You can provide a copy of the birth certificate or a court approved legal guardianship document.

3. What do I need to submit to show Fort Bend County residence?

One of the following documents can be provided as proof of your Fort Bend residence

- Current deed, mortgage, monthly mortgage statement, mortgage payment booklet, or a residential rental/lease agreement.
- Letter or statement from shelter, transitional living facility, or group home.
- Utility statement (e.g. electric, water, natural gas, satellite/cable TV, or phone bill).
- Current homeowner's or renter's insurance policy or homeowner's or renter's insurance statement.
- Current documents issued by the U.S. military indicating residence address.

4. What do I need to submit to show income level eligibility?

One of the following documents can be provided as proof of your income meeting 80% of the 2019 Low-to-Moderate Income (LMI) level

- 2019 Tax Return
- 2020 W2s/1099s for both parents/guardians
- Most recent 3 months of paystubs for both parents

5. What do I need to submit to show loss of income due to COVID-19?

One of the following documents can be provided as proof of loss of income due to COVID-19

- Difference in household income of 25% or greater by comparing 2019 tax return gross income versus 2020
- Current or recent (less than 60 days old) statement from Texas Workforce Commission (TWC) showing they are receiving unemployment benefits
- Signed letter on company letterhead of a parent being impacted due to a layoff
- Self-certification supplemented by pay stubs showing a decline (loss) of income. Click [here](#) to access the Self-Certification form. Please print, complete and upload along with

paystubs to show the decline/loss.

6. How will I receive the Childcare Voucher?

The preferred method of delivery will be via email. However, if you do not have access to email the childcare voucher can also be mailed via USPS.

7. Where can I use the Childcare Voucher?

The issued childcare voucher can be used at any of the participating LICENSED childcare facilities in Fort Bend County. You can see the list of participating childcare facilities [here](#).

8. What if my child's facility refuses to take the Childcare Voucher?

Fort Bend County licensed childcare facilities have been given an opportunity to participate in the Childcare Voucher Program. Participation is voluntary and it is possible that your childcare facility decided not to participate in the program. You can choose to go to another participating childcare facility. You can also return the unused voucher to the Program Administrator so other qualified families may be offered assistance.

9. How will the childcare facility get paid for the voucher?

The participating childcare facility will submit the voucher along with the required signatures and documentation to the county for direct reimbursement. The childcare facility will be paid within 45 days of voucher and documentation receipt.

10. Can I use the childcare voucher at any childcare facility in Fort Bend county?

You can only use the voucher at a participating licensed childcare facility in Fort Bend County. Click [here](#) to see the list.

11. Can I use one voucher for all my children who qualify?

No. Each qualifying child must have a unique childcare voucher issued.

12. What is the value of a single childcare voucher?

One childcare voucher is good for up to \$500.00. Voucher reimbursement will be for amount up to \$500.00 based on the fees statement provided by the childcare facility.

13. As a childcare facility how do I know a childcare voucher presented is a legitimate and unused voucher issued by the county?

You will be able to go online and view the list of valid childcare vouchers. You will be able to see the 1) voucher number, 2) first 3 letters of child's last name, 3) first 3 letters of child's first name, and 4) status of voucher: open or closed (closed means the voucher has been used).

14. Who do I contact if I have questions about the program?

You can send an email to gaisar.imam@fortbendcountytexas.gov or call (281) 467-9545 to contact the Program Administrator.