THE COLE ACADEMY
CHILD DEVELOPMENT CENTERS

State and Military Child Care Subsidies *Made Easy!*

YOUR STEP BY STEP CHECKLIST

We want to partner with your ohana to make sure your subsidy applications and monthly funding move smoothly from start to finish without getting lost in the shuffle. Here is a clear checklist of what you and The Cole Academy campus admin need to do along the way.

PART ONE: APPLYING

State and military subsidies as easy as ABC, 1, 2, 3!

A Apply Online

State Subsidies and Preschool Open Doors (POD)
Apply online at the Hawai'i Child Care Subsidy Application Portal:
childcaresubsidyapplication.dhs.hawaii.gov

Pro tip: Click both available programs just in case to ensure full coverage.

Military Families
Apply through Child Care Aware of America by visiting the Military Fee Assistance Page and selecting your branch of service.
www.childcareaware.org/fee-assistance-respite/military-families/

Community and Cultural Resources
Learn about programs like KOKA or Pauahi 'Ohana through PATCH Hawai'i Paying for Child Care.
www.patchhawaii.org/resources/families/paying-for-childcare/

B Watch the Portal



- Check your online portal regularly for any missing documents or requests for redo items.
- For questions, you can contact the appropriate program:

Child Care Subsidy Unit (CCSU)
(for State CCS questions)
1-855-643-1643
HawaiiCCSU@dhs.hawaii.gov

Preschool Open Doors (POD)
(for POD questions)
808-791-2130
PODAdmin@patch-hi.org

C Watch Your Mailbox



- Keep a close eye on your physical USPS mailbox for hard copy notices and award letters arriving through the mail.

Action Required:
Email us scans or bring hard copies of any forms received to the school office so school admin can co-sign and submit them asap!

PART TWO: RECEIVING & MAINTAINING FUNDING

Several key documents are essential in order for an awarded subsidy to issue funding on your behalf monthly:

1 Form DHS 918

For Families with POD or CCS State Funding

DHS 918

- **What it is:** The primary enrollment and attendance verification form.
- **Who does what:** The school will submit a scan by email and CC parents. Families can also upload this directly to their own state portal or submit it via email or hard copy mail.

Payment timing: State payments generally come prior to the month of service, but are applied to your account only when received.

2 Form DHS 922

For Families with POD or CCS State Funding

DHS 922

- **What it is:** The official award letter and Notice of Payment for POD and CCS families that follows a turned-in 918 form.
- **Who does what:** Families and school admin both need this on hand to know the exact terms, approved schedules, please submit of the grant. Families please submit a scan or hard copy to the school for tuition records as soon as you receive this award letter.

3 Military Attendance Verification

- **What it is:** A required monthly attendance verification (often completed in your branch's system or form) required to continue receiving Military Fee Assistance (MFA) funding.
- **Who does what:** Families must submit this each month please provide a copy to tents. school office for our records as well.

Payment timing: Military subsidy payments are made in arrears (after the month of service) and are applied to your account only when received.

4 POD Assessments (Pre and Post)

- **What it is:** Developmental progress tracking required for POD subsidy compliance.
- **Who does what:** School admin/teacher will complete and submit these assessments. Families can also add copies to their own portal via the State Portal. Asessments upload links/submit via email. Or keep hard copies on file.
- **When:** Assessments are completed at the beginning and end of the award period (as required).

Important: This requirement **applies ONLY to POD** families.