



## Navy Child and Youth Programs Navy Reserve Force Weekend Drill Child Care (WDCC) Pilot Guidance

### Overview

CNIC N926 has partnered with Navy Reserve Force to develop and launch the Navy Reserve Force Weekend Drill Child Care (WDCC) Pilot to address childcare needs of Service members (referred to as Sponsor in this guidance) and support execution of Inactive Duty Training (IDT), commonly known as weekend drills. Future initiatives may address other childcare needs in the Force. The initial WDCC Pilot will be available to eligible Reservists in Jacksonville, FL; Metro San Diego, CA; and Kitsap/Bremerton, WA. Fee assistance will be provided to eligible Reservists to offset the cost of up to 24 hours of child care per month on scheduled drill weekends. Families and Units may visit the WDCC Pilot website to learn more about the Pilot.

### Eligibility

Participation in the WDCC Pilot is offered to Service members assigned to Navy Reserve Activities (NRA), Navy Reserve Centers (NRC) and Navy Reserve Units – eligibility includes SELRES, TAR, Individual Ready Reserve (Voluntary Training Unit) and Active Component members assigned to these reserve units. Child care will be provided for Sponsors with children ages 6 weeks to 12 years that fall within the following categories:

- ▶ Single Sponsors
- ▶ Dual military where spouse is drilling or deployed during drill weekend
- ▶ Sponsors whose spouse is working during drill weekend
- ▶ Sponsors whose spouse is attending classes or training during drill weekend

In order to be eligible to receive child care, each child must be identified as the Sponsor's dependent in the Defense Enrollment Eligibility Registration System (DEERS).

### Eligibility Verification

Each participating NRC/NRA will designate one or more individual as a WDCC Point of Contact (WDCC POC). The WDCC POC(s) is/are responsible for counseling the Sponsor, along with verifying their eligibility requirements and any supporting documentation. Supporting documentation may include the spouse's work or school schedule, spouse drill weekend schedule, or documentation of spouse deployment. Upon verification of eligibility, the WDCC Authorization form will be completed and signed by the Sponsor, and then signed by the WDCC POC and the Sponsor's Commanding Officer, Executive Officer or supervisor.

### Pilot Enrollment

Requests for participation and enrollment in the WDCC Pilot will be completed in [MilitaryChildCare.com](https://militarychildcare.com) (MCC). Child care is dependent on availability of funding and participating child care providers.



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### Request for Care

Eligible Sponsors must visit MCC to place a request for care. Offers for pilot participation will be made by the Navy Fee Assistance team via MCC. Sponsors will receive an email notification that an offer has been made, and must accept the offer within 2 business days. Offers will expire after 2 business days; if this occurs, a new request must be made. **Please note—requests for participation in the WDCC Pilot are separate from any requests or enrollment the Sponsor may have for full-time child care on a military installation or for participation in the Military Child Care in Your Neighborhood (MCCYN) Fee Assistance program.**

### WDCC Pilot Enrollment

After accepting the offer for care, an additional email with enrollment instructions will be sent to the Sponsor. The Sponsor will be directed to enroll via MCC. The Sponsor will be required to upload the completed WDCC Authorization to MCC for the Navy Fee Assistance Team to verify eligibility.

### Selecting an Eligible Provider

When a Sponsor places a request for care for the WDCC Pilot, a list of eligible child care providers currently offering drill weekend care will be available to the Sponsor. The list may contain community-based family child care providers and/or Navy Child Development Home Providers. The Sponsor may contact the providers listed to inquire about enrollment. Providers may choose to interview families prior to enrolling a child for ongoing scheduled drill weekend care.

After identifying an eligible provider, the Sponsor will be required to complete any registration and enrollment documents required by the Provider. Additionally, the Sponsor must submit a completed Fee Assistance Cost Worksheet (available in their WDCC registration on MCC). This form must be completed and signed by both the provider and the Sponsor and uploaded to their WDCC registration on MCC.

Sponsors enrolling with a Navy Child Development Home (CDH) provider will be required to complete the same registration and enrollment documents as children participating in hourly child care on the installation as outlined in the Enrollment and Record Keeping Standard.

Sponsors enrolling with community-based family child care providers will coordinate with the provider to complete any registration and/or enrollment documents required by the provider, to include individual child care provider contracts. Registration and enrollment requirements with individual providers are determined by the provider.

Sponsors may identify a licensed family child care provider that is not currently participating, but willing to enroll as a participating provider with Navy Fee Assistance. These Providers should be referred to the WDCC Pilot website for additional information on enrollment requirements.

In the event that a Sponsor needs to change child care providers, a new Fee Assistance Cost Worksheet completed and signed by the Sponsor and the new provider will be required.



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### Reserving Child Care

Providers may outline reservations deadlines and requirements in their parent-provider contract. Once a Sponsor has registered with an eligible Provider and enrolled in the home for scheduled drill weekends, it is the Sponsor's responsibility to reserve child care as outlined in the Parent-Provider contract. Families are advised to reserve care with their Provider as early as possible.

Providers may include cancellation/no-show policies, to include advance deposits, within their individual provider contracts. Sponsors who fail to notify their provider as required in the parent/provider contract cancellation/no-show policy may be charged a no-show or cancellation fee, or care may be discontinued. Violations of the cancellation/no-show policy are handled between the provider and Sponsor.

Sponsors are eligible to enroll their child(ren) in care for up to 24 hours per month per child for scheduled drill weekends as part of the WDCC Pilot. Sponsors may work with their provider if any additional hours of care is needed beyond the 24 hours per month.

### Child Care Cost to Sponsor

The Sponsor will be responsible for paying \$3 per hour or any part of an hour the child is in care directly to the child care provider for up to 24 hours per month on scheduled drill weekends. Costs for any additional hours of care outside of the authorized 24 hours per month will be based upon private pay agreements between the provider and Sponsor.

### Sponsor Continued Enrollment

Sponsors that enroll in the WDCC Pilot will be authorized to participate for the duration of the pilot period unless otherwise indicated by the WDCC POC. In the event that the WDCC POC determines that a Sponsor is no longer eligible for the program during the pilot period, they will notify both the Sponsor and the Navy Fee Assistance to discontinue the authorization for participation, beginning with the next month. Final determination on eligibility for program participation is made by the Navy Reserve Force.

## Child Care Provider Participation

### Eligibility

Family Child Care Providers must meet the following eligibility requirements to participate in the program.

- ▶ Currently state licensed or DoD Certified to operate a child care center or family child care home.
  - FBI background checks and child abuse and neglect checks for all individuals over the age of 18 in the home.



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- Maintain certification in first aid and certification in infant and child Cardiopulmonary Resuscitation (CPR).
- Adhere to all requirements set forth by the state licensing body or DoD, as applicable, including child-to-provider ratio requirements.

### Provider Requirements

Providers must agree to the following in order to participate in the program:

- ▶ Available 12 hours per day on Saturday and Sunday during scheduled drill weekends. Schedules will be provided to the provider for their location in advance.
- ▶ Establish and notify parents in their parent-provider contract of reservation requirements and deadlines to reserve scheduled drill weekend child care.
- ▶ Establish cancellation/no show requirements, which may include deposits or cancellation fees. Providers are recommended to allow Sponsors to cancel reserved child care with a minimum of 10 calendar days advance notice, but may incorporate a more permissive cancellation/no-show policy into their contract.
- ▶ Charge parents an hourly parent fee of \$3.00 per hour per child.
- ▶ Agree to receive subsidy payments from the Navy Fee Assistance of \$12.00 per hour or any part of an hour the child is in care, up to 24 hours per month on scheduled drill weekends.

### Recruitment

CNIC N926 will coordinate with the Navy Fee Assistance team to determine the target number of child care providers needed for participation in each pilot location. An initial target number will be identified based on needs assessment survey results, and will be updated as needed based on the number of requests for care that have been placed in each location. DoD-certified Navy CDH Providers will be prioritized for recruitment for any needed expansion, followed by community-based family child care providers currently participating with Navy Fee Assistance program. In the event that additional providers are needed to meet demand, CNIC N926 will work with a contractor to recruit and screen providers for participation.

### Subsidies and Payments

Providers will submit invoices each month to Navy Fee Assistance to receive subsidy payments for care provided during drill weekends. The invoice must include the hours of care provided for each child in care for drill weekends. Additional guidance and instructions on completing and submitting invoices will be provided by the Navy Fee Assistance team. Payments will only be rendered for actual care hours provided. Any deposits, no-show fees, or cancellation fees required by the provider are the responsibility of the Sponsor and will not be paid by Navy Fee Assistance.

Payments will be made directly to the child care provider for services rendered. No payments will be made directly to Sponsors.