

TRANSITION FROM USCG FEE ASSISTANCE TO USCG MILITARY CHILD CARE IN YOUR NEIGHBORHOOD (MCCYN)

I am enrolled in the USCG Child Care Fee Assistance Program, and I am receiving communication about [MilitaryChildCare.com/MCCYN](https://militarychildcare.com/MCCYN). What is this about?

The USCG Child Care Fee Assistance Program is transitioning to USCG Military Child Care in Your Neighborhood (MCCYN) through [MilitaryChildCare.com](https://militarychildcare.com) starting December 6, 2021.

[Do I need to create a MilitaryChildCare.com account?](#)

If you are currently receiving fee assistance, on December 6, 2021, your information will either be migrated to [MilitaryChildCare.com](https://militarychildcare.com) or merged with your existing account. You do not need to create a new [MilitaryChildCare.com](https://militarychildcare.com) account. If you are new to fee assistance, you will be able to create a [MilitaryChildCare.com](https://militarychildcare.com) account on or after November 29, 2021 to request fee assistance.

[How will I know when my MilitaryChildCare.com account has been created or updated?](#)

On December 6, 2021, you will receive an email with instructions on how to access your [MilitaryChildCare.com](https://militarychildcare.com) account.

[Will the transition affect the subsidy payment to my provider?](#)

Monthly subsidy payments to your provider will NOT be affected by this transition to [MilitaryChildCare.com](https://militarychildcare.com). The monthly subsidy claims process will not change.

[Will my provider be required to have MilitaryChildCare.com account?](#)

No, the community-based provider enrollment process will not change.

[How will I submit for monthly fee assistance payments?](#)

Please continue to use the current claim submission process that you are using with your provider. Completed monthly claim forms should be emailed by you or your provider to claimsupport.fct@navy.mil for processing.

INTRODUCTION TO USCG MCCYN CHILD CARE FEE ASSISTANCE PROGRAM

[What is USCG MCCYN Child Care Fee Assistance Program?](#)

USCG MCCYN is a fee assistance program for USCG families who cannot access installation-based child care due to distance or waitlists. With fee assistance, MCCYN closes the gap between what families

would pay for on-installation child care and what they would pay for care in their communities. This makes it easier for families to afford quality child care from local civilian providers.

Who is able to use the USCG MCCYN Child Care Fee Assistance Program?

The USCG provides fee assistance to Active Duty Members and Reservists who have been called to Active Duty for a minimum of 180 consecutive days or longer.

Why do I see language focused on the Navy CYP if this is a USCG program?

The Navy Child & Youth Programs is administering this program on behalf of the USCG through the Navy Child & Youth Programs Fee Assistance Program.

What does the USCG MCCYN Child Care Fee Assistance Program provide for me and my family?

It provides fee assistance for child care. Fee assistance is available to a USCG member when they utilize a non-DOD Child Development Center. USCG Child Development Centers are also eligible to participate.

It offsets the cost of child care. The intent of the USCG MCCYN Fee Assistance Program is to offset the cost of child care for its eligible members and their families.

How do I apply for USCG MCCYN Fee Assistance?

Visit MilitaryChildCare.com/USCGFeeAssistance and follow the steps under “How to Use MCCYN”

Is there someone I can speak with or email if I have questions about the program?

Yes, please use the message center within “My MCCYN”, call the USCG MCCYN Fee Assistance Help Desk at 901.512.2565, or email familysupport.fct@navy.mil. If you have any questions about your MilitaryChildCare account or require assistance using MilitaryChildCare.com, please call the MilitaryChildCare.com Support Desk at 855.696.2934 (select Option 1 for Family Support), or email FamilySupport@MilitaryChildCare.com.

Does the USCG MCCYN Fee Assistance Program currently have a waitlist for enrollment?

No, there is not currently a waitlist for enrollment.

[How do I find military child care in my area?](#)

To find military child care in your area, visit [MilitaryChildCare.com](https://militarychildcare.com) and sign up for a MilitaryChildCare.com account. If there is a DOD center within your area, you may request care at the center. If the center is already operating at capacity, you will be put on the program waitlist.

SPONSOR-FAMILY ELIGIBILITY AND ENROLLMENT FAQs

[Who is eligible for USCG MCCYN Fee Assistance?](#)

USCG Active Duty Members and Reservists who have been called to Active Duty for a minimum of 180 consecutive days or longer.

In dual USCG families, the Sponsor for the fee assistance calculations will be the highest-ranking member.

[Does my spouse need to be employed or enrolled in school?](#)

Yes, married Active Duty and Reserve member's spouses must be employed and or enrolled in post-secondary education. They will fall into one of four categories:

Working Spouse. A working spouse must demonstrate a minimum of 20 hours per week worked and provide 4 weeks of employment verification (i.e., pay stubs) for eligibility confirmation.

Student Spouse. A student spouse must demonstrate a minimum of 6 hours per semester and provide a school schedule.

Self-Employed Spouse. A self-employed spouse must work a minimum of 20 hours per week and provide a notarized certification of self-employment.

Spouse Seeking Employment. A spouse seeking employment may request authorization for benefits (for a period not to exceed 90 days). This provides your spouse time to find employment and sufficient time for you to upload the required proof of employment to support continued enrollment.

[My spouse has accepted a position but will not start for another 30 days or more. Can we apply now?](#)

Yes, log into MilitaryChildCare.com and select "Spouse Seeking Employment." This provides you the time to complete the registration process and to upload your spouse's required proof of employment documentation. You are eligible to receive the fee assistance benefit during the 90 days if a child is currently attending the program.

[Do I need to provide notification to the USCG MCCYN Fee Assistance Program if my spouse is no longer employed or enrolled in school?](#)

Yes, please contact the Fee Assistance Team through your MCCYN Message Center.

Your enrollment will change to 90 days eligibility, and you will become "Spouse Seeking Employment."

[Am I eligible to receive fee assistance if my spouse is in a different branch of service and our child is listed on his/her BAH?](#)

No, if your spouse is in a different branch of service and the child is listed on his/her BAH, we refer you to the fee assistance available through your spouse's branch of service.

[What is the BAH form and where can I locate it?](#)

The BAH/Dependency Data sheet (formerly the CG-4170) is available for download in the USCG pay portal. It may be submitted with a new application, with a renewal application, or when adding a child to your existing application.

[Is there an annual renewal and what do I need to submit?](#)

Yes, visit [MilitaryChildCare.com](https://militarychildcare.com) and log into your account. If you are eligible for renewal, a pop-up window will display prompting you to renew. Follow the prompts to complete the renewal process.

[Will the USCG MCCYN Fee Assistance Program send a reminder regarding our annual renewal?](#)

Yes, you will receive a notification via email 90 days before you need to renew. Please ensure your contact email address in [MilitaryChildCare.com](https://militarychildcare.com) is up to date.

[When do I need to notify the USCG MCCYN Fee Assistance Program of my promotion?](#)

Please notify the USCG MCCYN Fee Assistance Program of your rank change at your annual renewal.

[My family recently PCSed and my spouse is looking for employment. May we apply for MCCYN now?](#)

Yes, log into [MilitaryChildCare.com](https://militarychildcare.com) and select "Spouse Seeking Employment" in your household profile and search for child care near your new location. You will be eligible for benefits for up to 90 days. This provides your spouse time to find employment and sufficient time for you to upload the required proof of employment to support continued enrollment.

[Do you offer fee assistance during a PCS move?](#)

No, the USCG MCCYN Fee Assistance program does not offer child care reimbursement for child care needed during a PCS move. This type of care would be classified as hourly care and would not qualify.

PCS Child Care Reimbursement. [Coast Guard Mutual Assistance](#) (CGMA) offers assistance for child care during a PCS move. To learn more, visit CGMA's [Assistance Programs](#) webpage and select "PCS Child Care Reimbursement."

Do we need to reapply if we PCS?

Yes. First log into [MilitaryChildCare.com](https://militarychildcare.com) and search for child care near your new location. If your new location is more than 50 miles from where you are currently stationed, the system will prompt you to reapply.

Am I eligible if I need child care for my elementary school-age child before and after school?

Yes, families with children 6 weeks to 12 years old/6th grade enrolled in a licensed USCG approved Provider may receive fee assistance.

Am I eligible for fee assistance if I only need child care for 4–8 weeks during the summer?

Yes, the Sponsor may enroll in the USCG MCCYN Fee Assistance Program and use the approved benefit for summer child care for children ages 6 weeks to 12 years enrolled in a licensed childcare program.

Am I eligible if I need hourly child care or weekly child care at multiple locations?

No, the benefit will not cover hourly care or weekly care at multiple locations. A minimum of two weeks' attendance is required to enroll in the program.

Should I wait to enroll after my Provider has completed their registration and has been approved?

No. Please visit [MilitaryChildCare.com](https://militarychildcare.com) and create an account. Then register for MCCYN via your MilitaryChildCare.com account. Utilize "Find Child Care" to search for child care in your area. In the search results, select the option to request fee assistance. You will then be prompted to register for MCCYN.

Note: If your selected Provider does not meet the criteria or does not submit a completed application, you may need to make a decision to stay with your Provider and not participate in the fee assistance program or choose another Provider.

What does effective date of a benefit mean?

The effective date of a benefit is the date a family is eligible to receive fee assistance.

If your Provider fails to submit their completed application within the allotted 30 days, your effective date of benefit may change.

Is there a limit of how many of my children can be enrolled in the USCG MCCYN Fee Assistance Program?

No, all of a Sponsor's dependent children ages 6 weeks to 12 years/6th grade are eligible to be enrolled in the USCG MCCYN Fee Assistance Program.

Do I have to pay any of my child care fees if I qualify?

Yes, the calculation for fee assistance will be based on the Sponsor's rank and assessed as the Parent portion. Fees are required to be paid first by the Sponsor each month. For adjustments to the monthly child care fee (i.e. vacation credit, start/stop care during the middle of a month), please refer to the Fee Assistance Claim Form Guide, which is available from [MilitaryChildCare.com/USCGFeeAssistance](https://militarychildcare.com/USCGFeeAssistance).

Note: Some programs require the family to pay the full childcare fees upfront and to credit the family once the fee assistance payment is received. Please be sure to discuss with your program how they will process your payments and credits received.

If my child is currently enrolled in child care, will the USCG MCCYN Fee Assistance Program back-pay my Provider based on the date I originally enrolled with that Provider?

No, the date the family is eligible to receive fee assistance benefits is the month they were approved for MCCYN.

If your Provider is not currently a USCG MCCYN Certified Child Care Provider and fails to submit their completed application within the allotted 30 days, your effective date of benefit may change.

How is my family's monthly fee assistance benefit determined?

The maximum monthly fee assistance benefit is your Provider fee less the parent fee plus the amount over the contribution cap.

How is the parent fee determined?

Your parent fee is based on your current rank and whether your child's care is full time (25 hours per week or more) or part time (under 25 hours per week).

What is the contribution cap and who sets it?

The contribution cap is the maximum monthly cost allowable based on your duty station ZIP code.

High-cost locations are assigned by a preset determination from the USCG, and program fees are capped depending on whether you live in a high-cost or basic-locality area.

Is there a way for me to calculate what my projected fee assistance benefit will be?

Yes. Before you apply, use the [Fee Assistance Benefit Calculator](#) to determine your projected benefit amount. The Fee Assistance benefit calculator is also available from [MilitaryChildCare.com/USCGFeeAssistance](https://militarychildcare.com/USCGFeeAssistance).

How will I receive my fee assistance?

The fee assistance benefit is paid directly to your Provider, and you will receive a credit from your Provider.

Our Provider charges us weekly. How are we compensated for months that have five weeks?

The USCG MCCYN Fee Assistance Program calculates benefits by multiplying your weekly fee by 4.33 in order to get an average monthly fee. This factors in months that have five weeks.

We have to pay our monthly Provider fee upfront. Can we get an advance on our fee assistance?

No, the fee assistance benefit is not paid in advance. It is set up as a reimbursement to your Provider after you pay your monthly fees. Once your Provider is reimbursed, they will issue you a credit.

Will I be reimbursed for registration fees charged by our Provider?

No, the USCG MCCYN Fee Assistance Program is currently not reimbursing for enrollment/registration fees.

What is the next step after we have been approved to receive fee assistance?

MYCCN's family support team will issue you and your Provider a Subsidy Claim Form. At the end of each month, you or your provider must complete and submit the form to claimsupport.fct@navy.mil. Please ensure the form includes the month/year at the top, as well as the Provider and Sponsor signatures.

Who should submit the claim form at the end of each month to claimsupport.fct@navy.mil?

Either you or your Provider may submit the claim form. Please submit your claim form at the end of each month to claimsupport.fct@navy.mil and ensure the form has the month/year at the top and both Provider and Sponsor signatures.

[My claim form was submitted, and I received the auto-response notice from claim support that the claim form was received. What happens next?](#)

If the submitted claim form has no discrepancies, it will then be processed. The Provider should receive payment within 14 business days from the date the claim form was submitted.

If there are discrepancies with the claim form, you will receive a reply email within two business days explaining the corrections that are needed.

Before payments are sent to the Provider, the Provider will receive a payment notification to the email address they included in their application. Additionally, a remittance advice will be sent to the email that was annotated in section A of the EFT paperwork. After the payment notification, EFT payments should be received between 5–7 business days. Paper checks can take up to 2 weeks or more for delivery depending on the USPS. All EFT payments are labeled CNI MLLNGTN DET. If payment is not received within 30 days, the Provider or Sponsor should contact Claimsupport.fct@navy.mil for investigation.

[What is the deadline for submitting our claim forms?](#)

Claim forms must be submitted no later than 60 calendar days following the last day of the month. Claim forms submitted after 60 calendar days are ineligible for payment, resulting in the Sponsor-Family responsibility for full financial cost of child care for that month.

SPONSOR-FAMILY PROVIDER FAQs

[Does my Provider need to be a USCG MCCYN Participating Provider, and if so, what are the requirements?](#)

Yes, your Provider must be a USCG MCCYN Participating Provider.

Requirements: USCG MCCYN Participating Providers must be state-licensed in good standing or have a religious exemption certificate from their prospective state.

[What Provider Programs are eligible to participate?](#)

Eligible programs include Child Development Centers and licensed Family Child Care Providers.

[Do you have a list of USCG MCCYN Participating Providers, and if so, how can I access it?](#)

Yes, visit MilitaryChildCare.com/USCGFeeAssistance or the “Provider Information” section of your “My MCCYN” to view the current list of Participating Providers.

Do I need to use USCG MCCYN Participating Providers from the Participating Child Care Provider Listings?

No, a Provider who meets the minimum requirements and is willing to submit a Provider application for review and participate in the program may become an approved Provider.

How can I assist my Provider in getting approved?

Please have your Provider visit <https://elibrary.cnic-n9portal.net/familyenrollment/community-programs>. At the bottom of the home page, they should select the “Provider Enrollment” button and follow steps 1–3.

Our Provider is a certified Child Care Aware Provider. Do they also need to become a USCG MYCCN Participating Provider?

Yes, they will need to register at <https://elibrary.cnic-n9portal.net/familyenrollment/community-programs/Provider-enrollment/> to support USCG. Child Care Aware does not offer fee assistance to the U.S. Coast Guard. Your Provider will need to enroll in the Navy-administered Fee Assistance program to receive benefits for USCG children. Please contact Providersupport.fct@navy.mil if you have specific questions concerning your Provider. Check the Provider Resource list to see if your Provider has already enrolled. For additional information regarding Provider enrollment and qualifications, visit <https://elibrary.cnic-n9portal.net/familyenrollment/community-programs/Provider-enrollment/>

Can Au Pairs, Nannies, Babysitters, Tutors and Teachers qualify as Providers?

Babysitters, Au Pairs, Nannies, Tutors and Teachers or other in-home child care cannot become USCG MCCYN Participating Providers unless they are licensed or regulated by the state as a child care Provider.

Can I use a relative to care for my children and receive fee assistance?

The same requirements for Au Pairs, Nannies, Babysitters, Tutors and Teachers apply to relatives providing care. The Provider would need to have a state license or be regulated by the state as a child care Provider.

Will you provide fee assistance for care provided in my home?

No, the USCG MCCYN Fee Assistance Program does not offer fee assistance for child care within a Sponsor-Family home.

If I enrolled my child in a private or charter school that has a monthly school tuition fee. May I receive fee assistance on behalf of the school to offset cost of tuition?

No, the USCG MCCYN Fee Assistance Program cannot provide fee assistance for elementary school tuition.

Navy does not have the authority to operate a program that funds educational costs. The authority associated with this program is the Military Child Care Act, and it permits us to reimburse child care costs only.

Once a child reaches the eligible age for kindergarten, only school-age assistance applies. If the private, charter, or public school has a before/after-school and/or summer care program that is licensed and is an approved Provider, fee assistance can be provided to offset the cost of child care for before/after-school and/or summer care program.

A child below the kindergarten eligibility age may be enrolled in a program that may appear “private”; however, it is considered child care or pre-school and is eligible for fee assistance reimbursement up to the market cap.

If we homeschool our child/children and enroll them in a full-time or part-time child care program during the school year, can we receive fee assistance?

Yes, the Provider must be a USCG MCCYN Participating Provider and cannot be a private or charter school.

Public school is offering only virtual learning, and I have enrolled my child in a local program that provides child care and facilitates my child’s virtual school day. May we receive fee assistance?

Yes, the Provider must be a USCG MCCYN Participating Provider. When you submit your application, please provide an explanation why your school-age child is enrolling in full-time care.

IMPORTANT FEE ASSISTANCE LINKS

[MilitaryChildCare.com Home Page](#)

[MilitaryChildCare.com](https://militarychildcare.com)

Contact the MilitaryChildCare.com Support Desk at 855.696.2934 (select Option 1 for Family Support), or email FamilySupport@MilitaryChildCare.com

[USCG MCCYN Website](#)

[MilitaryChildCare.com/USCGFeeAssistance](https://militarychildcare.com/USCGFeeAssistance)

[Provider Support Fee Assistance](#)

Providersupport.fct@navy.mil

[Claim Support Fee Assistance](#)

claimsupport.fct@navy.mil

Family Support Fee Assistance

familysupport.fct@navy.mil

USCG MCCYN Fee Assistance Help Desk:

Phone number: 901-512-2565

Message Center within your MCCYN Account

Coast Guard Mutual Assistance Program

<https://www.cgmahq.org/assistance/programs.html>