



Clark County Family Services

Child Care Services Access Guide for Families with CCFS Involvement

Overview

The following guide is intended to assist foster parents, biological parents, and caregivers involved Clark County Family Services (CCFS) in applying for child care assistance through the State of Nevada.

Note: The same application is used for:

- New applications
- Renewals
- Changes to an existing child care case

The State primarily communicates with applicants by email and may occasionally contact applicants by phone.

Obtaining a Child Care Assistance Application

Applications may be obtained from:

- **CCFS Placement Unit:** 702-455-5417; CCFSPlacementTeam@ClarkCountyNV.gov
- **CCFS Foster Parent Champions (FPC):** 702-455-1149; DFSFP@ClarkCountyNV.gov and **Anthony Anguiano:** Anthony.Anguiano@ClarkCountyNV.Gov
- Nevada Department of Health and Human Services website (Forms section) www.dss.nv.gov

All applications must be completed and signed before submission.

If an applicant is self-employed, additional documentation is required. Contact the Foster Parent Champions Unit for assistance.

Important Application Requirements

Child Care Provider Information:

- Applicants must identify the child care provider they intend to use.

You can obtain the application from the State at www.dss.nv.gov in the Forms Section. However, the website currently does not allow you to upload documents. Therefore, you must submit those separately via email or fax.

Before submitting an application, verify that the provider accepts Nevada child care subsidies. Applications may be delayed or denied if the provider has not been approved by the State.

Applicants are encouraged to copy the Foster Parent Champions Unit on correspondence:
DFSFP@clarkcountynv.gov

The State may contact the Foster Parent Champions Unit to verify CCFS involvement.



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Submitting the Application

Applicants are encouraged to submit all documents together to avoid processing delays. Photos of documents are acceptable if scanning is not available.

Preferred Submission Method

- Email completed applications and supporting documents to:
 - Jay Ferraren at jferraren@dss.nv.gov
 - Cody Howell at chowell@dss.nv.gov
 - Jaren Taylor at jxtaylor@dss.nv.gov
- Applications submitted directly to Jay Ferraren, Cody Howell and Jaren Taylor are typically processed within approximately two weeks.

Fax Submission

- Fax: 775-684-8766
- If documents are faxed, applicants should also send an email notifying the State that the fax was submitted so staff can retrieve the documents.

Online Application

- Applicants may complete the application online; however, supporting documents cannot currently be uploaded through the online system.
- Supporting documentation must be submitted separately by email or fax. For convenience, applicants are encouraged to submit the entire application package via email.

Processing Delays

Be aware that it is taking the State several weeks to review and process emails sent to CCDP@dss.nv.gov.

Required Documents

Foster Parents

Submit:

- Completed Child Care Assistance Application
- Placement Letter
- Proof of work schedule **or**
 - One month of pay stubs
 - Written statement explaining work schedule and child care needs, with pay stubs attached

Foster care license (if licensed)

Parents

Submit:

- Completed Child Care Assistance Application
- Placement Letter
- Signed child care referral from CCFS staff or the Placement Unit
- Proof of work schedule
- One month of pay stubs

CCFS Involvement

The application should clearly identify:

- The assigned CCFS caseworker, or



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- CCFS involvement with the family

Important: The referral must be signed by CCFS staff and included with the application.

Employment Verification

For foster parents, the preferred verification is a work schedule provided by the employer.

The following may also be accepted:

- Employment Verification Form (EVF)
- Recent pay stubs

When using the Employment Verification Form:

- The employer must complete and sign the form.
- The caregiver must sign the section labeled "**Client Signature**" in the upper right corner.
- Other case information fields may be left blank if unknown.

Renewals and Changes

- When submitting a renewal, change, or addition to an existing child care case, if known include the family's Unique Person Identification (UPI) number (which is provided by the State) to help the State locate the case more quickly.
- Additional documentation may be requested after review.
- Currently, child care assistance funding is available only for families involved with CCFS or the NEON (New Employees of Nevada) Program with the State.

Boys & Girls Club Child Care

- Families using the Boys & Girls Club may submit their application directly to the organization and/or to Jay Ferraren, Cody Howell and Jaren Taylor.
- The Boys & Girls Club may require a separate child care referral.
- Photos of documents are acceptable if scanning is not available.



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Family, Friend, and Neighbor (FFN) Child Care Program

The Family, Friend, and Neighbor (FFN) Child Care Program provides child care services in a home-based setting by caregivers who are relatives, friends, neighbors, or other trusted individuals chosen by a child's parent or guardian. FFN providers are required to meet specific health, safety, training, and eligibility standards to participate in publicly funded child care assistance programs.

Families wishing to use the FFN Program must complete the following steps:

Step 1: Submit Child Care Application

The caregiver must:

- Submit a child care assistance application to the State, or
- Have an active case already open

Step 2: Caregiver Contacts Children's Cabinet

The caregiver must email: providersupport@childrencabinet.org

The email should include:

- Caregiver contact information
- Children's information
- Proposed FFN provider's contact information
- Notification that a child care application has been submitted or an active case already exists

Step 3: Proposed FFN Provider Contacts Children's Cabinet

The proposed FFN provider must also email: providersupport@childrencabinet.org

The email should include:

- Identity the caregiver and children
- The provider's intention to care for the children
- Information regarding FFN provider approval requirements

The Children's Cabinet will provide instructions regarding the approval process.

Step 4: FFN Provider Eligibility Requirements

The FFN provider:

- Cannot be the child's parent or legal guardian
- Cannot reside in the same household as the child
- Cannot be receiving child care assistance for their own children through the State program
- Must have legal authorization to work in the United States or be a U.S. citizen
- Must complete all required vetting and approval processes

Step 5: Payment Information

- FFN providers cannot receive retroactive payment.
- Payment begins only after the provider has completed the approval process and receives authorization from the State and Children's Cabinet.

Need Assistance?

For questions or assistance with child care applications or the FFN process, contact:

Foster Parent Champions Unit 702-455-1149