

**STATE HOMELESS GRANT (SHG) PROGRAM – CHILD CARE SUBSIDY ASSISTANCE**  
**FACT SHEET**

The Department of Human Services (DHS) and the Hawaii Public Housing Authority (HPHA) entered into a Memorandum of Agreement to provide interim financial assistance to families that have not had time to adjust to the new child care subsidy levels (effective Feb. 1, 2010), wherein the situation may cause one parent to quit his/her job to take care of a child, because child care becomes unaffordable. Sustaining children in licensed quality child care and early childhood education is important to each child's school readiness and future success in learning. Therefore, DHS is transitioning families to the new subsidy levels by providing the opportunity to families to apply for this interim financial assistance to ensure that child care is maintained and the parents continue working. To accomplish this, DHS added \$7 million dollars to the State Homeless Grant (SHG) Program.

- **Goal.** All children currently enrolled with licensed child care providers be sustained in their enrollment while families are provided time and resources to adjust to the new child care subsidy levels.
- **Contracted Organizations.** Child care assistance will be enhanced through five new contracts under the grant program:

Oahu - **Salvation Army, [ipo.Paia@usw.salvationarmy.org](mailto:ipo.Paia@usw.salvationarmy.org)**  
320 Ward Ave., Suite 109  
Honolulu, HI 96814  
Tel. 808 591-5605  
Serving: HONOLULU, AIEA, PEARL CITY

*see Helping Hands letter, following*

**Helping Hands Hawaii, [smorishige@helpinghandshawaii.org](mailto:smorishige@helpinghandshawaii.org)**  
Community Clearing House  
2100 Nimitz Hwy.  
Honolulu, HI  
Tel. 808 845-1669  
Serving: RURAL OAHU (i.e. Windward, Leeward, & Central Oahu)

Maui - **Maui Family Support Services, [iani@mfss.org](mailto:iani@mfss.org)**  
1844 Wili Pa Loop  
Wailuku HI 96793  
808.242.0900  
Also serving Lanai and Molokai

Kauai - **Alu Like, [brmorit@alulike.org](mailto:brmorit@alulike.org)**  
Kauai Island Center  
2970 Haleko Road, Suite 205  
Lihue, HI 96766  
Tel. 808.245.8545  
Fax. 808.245.1720

Hawaii - **Office for Social Ministry, [bmenino@rcchawaii.org](mailto:bmenino@rcchawaii.org)**  
140-B Holomua Street  
Hilo, HI 96720  
Tel. 808 935-3050  
FAX 808 935-3794

(a) The amount of financial assistance provided to each family will depend on the standard assessment of income and assets.

# Helping Hands Hawai'i

February 23, 2010

Dear Licensed Childcare Provider:

As you may be aware, Helping Hands Hawaii and The Salvation Army have been contracted to administer the Childcare Assistance Program (CAP) to provide emergency financial assistance payments for *licensed* childcare to families that have been affected by a recent reduction in childcare subsidy from the Department of Human Services (DHS). This letter will answer questions you may have regarding the CAP, and will provide you with information on how to assist parents in your program who may need assistance from the CAP.

## What is the CAP?

The CAP is a program intended to pay the “difference” between a parent’s former childcare subsidy (prior to the reduction) and the reduced amount of the subsidy (after February 1, 2010). The CAP can only be provided to parents who have: **1)** Received a “990” or “Notice of Adverse Action” from DHS to reduce their childcare subsidy; **and 2)** Have a child enrolled with a *licensed* childcare provider. The CAP can provide payments for **a maximum of four months, not to exceed June 30, 2010**. All payments from the CAP are made directly to the childcare provider (not to the parent). As mentioned above, the CAP is administered on Oahu by Helping Hands Hawaii and The Salvation Army.

## How do parents apply for the CAP?

Last month, you should have received a letter from DHS with applications for the CAP. Parents should complete the CAP applications and return them to you (the childcare provider). Please mail the completed applications (together with supporting documents) to the following agency depending on the area of the island where your childcare facility is located:

- **Honolulu, Aiea, or Pearl City**
  - Mail applications to:  
*The Salvation Army*  
*1931 N. King Street*  
*Honolulu, HI 96817*  
*Phone: 841-5565*
- **Windward, Leeward, Central, & Rural Oahu**
  - Mail applications to:  
*Helping Hands Hawaii*  
*2100 N. Nimitz Highway*  
*Honolulu, HI 96819*  
*Phone: 440-3881*

If you did not receive CAP applications from DHS, parents may call **PATCH (839-1988)** or **Good Beginnings Alliance (531-5502)** to obtain an application. You may also contact the **Department of Human Services – BESSD (586-7058)** if your parents did not receive a “990” from DHS and is unsure whether they are impacted by the subsidy reduction.

## How do I know if a parent qualifies for help from CAP?

For the month of February 2010 (or for the first month of assistance), a parent will qualify for the full “difference” between their former and reduced subsidy amount as long as they submit a completed application. Payments for future months will be based on an analysis of the applicant’s income and expenses, and may be less than the full amount of the “difference.” To receive assistance for a second, third, or fourth month, a parent **must attend a one-time financial literacy workshop**. The financial literacy workshop **must be completed within 30-days after the first payment has been approved**. A calendar of workshop dates and locations is

included along with this letter. Please distribute this information to parents enrolled in your childcare program. To sign up for a workshop, parents should call **440-3812**.

**Why are parents required to attend a financial literacy workshop? What is the purpose of the workshop?**

The purpose of the financial literacy workshop is to help prepare parents for when the CAP program ends – **after four months, or as of June 30, 2010**. Because there is no guarantee that childcare subsidies will increase, the parents must make changes in their household budget in order to adapt to the reduced childcare subsidy amount. The financial literacy workshop will address basic budgeting skills, as well as priority setting, short- and long-term goal planning, and will provide an overview of other resources available in the community.

**Is there anything that I (the childcare provider) need to do in order for a parent to receive assistance?**

The childcare provider must: **1)** Complete a W-9 Form (this form is enclosed with this letter and is a *required* tax form that is necessary for our accounting office to issue a payment to you); **and 2)** Must verify the enrollment of eligible children in your program each month before a payment can be issued for that month. Payments will **not** be issued to a childcare provider if a W-9 Form for the childcare provider is not completed and returned to our office. The monthly enrollment for children in your program will be verified by a CAP Program Specialist. You will be contacted shortly with more information regarding how enrollment verification will be conducted.

If you have any further questions or concerns, please contact a CAP Program Specialist at **440-3881** or by email at [capspecialist1@gmail.com](mailto:capspecialist1@gmail.com) or [capspecialist2@gmail.com](mailto:capspecialist2@gmail.com).

Mahalo,

Scott Morishige, MSW  
Program Director