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## MCCYN Fee Assistance for Air Force

### Program Information

Military Child Care in Your Neighborhood (MCCYN) is a fee assistance program for U.S. military and U.S. Coast Guard families who cannot access installation-based child care due to distance or waitlists. With fee assistance, a portion of the child care is paid to reduce and offset the costs of 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 community providers.

MCCYN is available to Air Force active duty members, Air Force Reservists on active duty, civilian Air Reserve Technicians\*, and Gold Star spouses who:

1. Do not live near a DoD installation with a Child and Youth program or
2. Are unable to access installation-based child care.

If the sponsor is married, his or her spouse must be employed, actively seeking employment, or a full-time student.

\* If you are an Air Reserve Technician, select DoD Civilian when selecting your Sponsor's Type in your Household Profile. You will be given the option to indicate you are an Air Reserve Technician when searching for child care.

### How to Get Started? It's Easy!

- STEP 1** **Create an Account:**  
If you don't already have an account, go to [MilitaryChildCare.com](#) to create one. Once you create an account, you can set up a Household Profile that stores key information about your family and allows you to conduct a customized search for care at any time from any location.
- STEP 2** **Search for and Request Care:**  
Once you set up your Household Profile, [MilitaryChildCare.com](#) gives you access to a powerful search engine that allows you to search the full range of military child care options. Search for care, and if available, submit a request for MCCYN for each of your children.
- STEP 3** **Wait for an Offer:**  
[MilitaryChildCare.com](#) will send you an offer for care if space becomes available. Keep your email address up-to-date in your Household Profile so you do not miss these important messages.
- STEP 4** **Submit Required Documents:**  
If you receive an offer for MCCYN, you will receive a notification from [MilitaryChildCare.com](#) with instructions on how to accept the offer and submit additional required documents.

### Required Documentation for Eligibility

The following documents may be required to verify sponsor eligibility based on your sponsor type:

- [Self-Certification Form](#)
- Most recent Leave and Earnings Statement (LES)
- Active Duty Orders
- Most recent Civilian Leave and Earnings Statement (CLES) or Standard Form 50 (SF-50)

One of the following is required to verify spouse status:

- If employed:
  - Pay statements for the past month or past 4 weeks, or
  - If newly employed, a completed [Employment Verification Form](#), or
  - If self-employed, a Certification of Self-Employment
- School schedule
- A one-time 90-day certification of [looking for work](#)

### Family Documents and Resources

#### FEE CALCULATION RESOURCES

For information on how fee assistance benefits are calculated, visit the Child Care Aware of America [Air Force Fee Assistance](#) webpage.

#### CURRENT MCCYN FEE ASSISTANCE PROVIDERS

You may access a list of participating MCCYN providers when searching for care or from your MCCYN request on your My Child Care page. When deciding on options for quality child care, choose providers that are accredited. If accredited providers are limited in your area, choose a provider that is participating in the state's Quality Review Improvement System (QRIS). Providers must be accredited or participating in the state's QRIS to receive fee assistance on behalf of families. An exception to this requirement may be approved on a case-by-case basis.

## Provider Documents and Resources

### PROVIDER APPLICATION

For information about provider eligibility and application requirements, visit the Child Care Aware of America provider [Fee Assistance](#) webpage.

### Email Contacts

- For provider assistance, email [providerservices@usa.childcareaware.org](mailto:providerservices@usa.childcareaware.org)
- For help with fee assistance claims, email [paymentdept@usa.childcareaware.org](mailto:paymentdept@usa.childcareaware.org)
- For family assistance, email [mzp@usa.childcareaware.org](mailto:mzp@usa.childcareaware.org)