



MARINE CORPS COMMUNITY SERVICES
PSC 561 BOX 1867
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24 June 09

MEMORANDUM

From: Marine Corps Family Team Building Director

Subj: DEPLOYMENT SUPPORT RESPITE CHILD CARE - PROGRAM RULES

1. Sponsor must have deployed/TAD orders in excess of 30 days (this is to include deployed civilians with orders) in order to qualify. Dates for childcare may begin as early as the first day of deployment/TAD, only if the recipient is pre-registered.
 - a. In the event a service member/civilian on orders of less than 30 days is extended to reflect a deployment/TAD of 30 days or more, the family, at the time of extension, may take advantage of the child care outlined.
2. Recipients must be registered on the MCFTB Child Care List prior to utilizing child care. Reimbursements prior to registration will not be granted.
 - a. In order to register, qualified applicants may either contact their Unit Family Readiness Officer (FRO), or contact MCFTB directly. If contacting MCFTB, our office will need to verify with the FRO the validity of the service member's TAD/Deployed status before registration can be completed.
3. MCFTB will reimburse for respite child care fees up to 10 hours per week per child. This service may be used for each week the service member is deployed/TAD.
 - a. Reimbursements will only be made up to \$3.00/hour per child/week, to include nights, weekends and holidays. I.e.: If the provider of choice was paid \$5.00/hour, MCFTB will only reimburse \$3.00/hour and the parent will absorb the cost of the difference.
4. Child care options are as follows: CDC, FCC Provider, Little Angels (or other), or personal babysitter.

Qualified applicants may utilize the option of their choice.

- a. Family members or members living in the same household do not qualify as a personal babysitter; therefore reimbursement will not be obtained in the instance that a family member is used.
 - b. If a child is already enrolled with the CDC, SAC or Little Angels (in town) for weekly care, MCFTB will not cover any of this expense. However, an evening FCC Provider/babysitter may be used.
5. If using a personal babysitter or a service outside the Air Station, you must obtain and complete the approved MCFTB Child Care Form, to include the provider's signature, to receive your reimbursement.
- a. MCFTB recognizes Sunday through Saturday as one week. The amount of child care per week per child shall not exceed 10 hours per week.
6. MCFTB Child Care Forms shall be submitted within the same month of the provided child care date. I.e.: If child care was obtained on June 20th, the form shall be returned to MCFTB by June 30th.
- a. If cost exceeds \$200.00 in one month, MCFTB will be unable to refund the full amount in one transaction. Please make arrangements to return reimbursement forms prior to cost exceeding \$200.00 in order to process reimbursement in a timely manner.
7. In accordance with Station regulation, except in overnight cases, children age ten and above may stay alone. Child care will be reimbursed for children age nine and under. Overnight child care will be reimbursed for children ages 0-16.

NINA WOODS
Director
Marine Corps Family Team Building



Marine Corps Family Team Building
Cost Center _____

Name: _____

Mailing Address: PSC 561 Box _____

FPO AP 96310 _____

Telephone: _____

DEPLOYMENT SUPPORT CHILD CARE

Provider's Name: _____

Address: _____

Telephone: _____

Date of Service: _____

Time In: _____ Out: _____

Child(ren)'s Name: _____


Date of Service: _____

Time In: _____ Out: _____


Child(ren)'s Name: _____

Total Hours: _____

Amount Paid: \$ _____

Provider 
Sign Here

Date

Parent 
Sign Here

Date

MCFTB Rep 
Sign Here

Date