

Approval Process

for a Friend, Family or Neighbor to receive child care payments



The Department of Workforce Services (DWS) may pay a family, friend or neighbor (FFN) a monthly payment to help with some of the costs to provide child care. Certain health and safety requirements must be met through the Department of Health and Human Services Child Care Licensing.

Checklist of Items to Complete

Steps 1 – 6 may be completed online at childcarelicensing.utah.gov. Click on the “New and Renew” tab on the top banner of the home page. Then click on “New Approvals and Exemptions.” Follow the instructions for “DWS FFN Approval”.

1. Read the DWS Child Care Provider Requirements. These are the requirements for receiving and maintaining a DWS FFN Child Care Provider Approval.
2. Complete new provider training. This includes an explanation of inspections, facts about the payment process, and information for the health and safety of children in care.
3. Apply. Wait at least four business days to continue the steps below.
4. Create a Utah-ID account.
5. Log in to your Child Care Licensing Portal.
6. Submit background check forms and fingerprints for yourself and every person, age 12 years old and older, in the home.
7. In addition to the online training, you must have a First Aid certification and pediatric CPR certification*.
8. Have a pre-approval inspection at the home where care will be provided. A licensor will contact you with the date and time.

After you complete all steps and are in compliance with all requirements, you will receive your approval.

How to get paid:

Once you receive your DWS FFN Approval, you will receive additional instructions on how to create a DWS Provider Portal account to receive monthly direct deposit payments (subsidy).

It is important to be aware of the following:

- The family, friend or neighbor you are helping with child care must apply with DWS for child care assistance. An application is good for 60 days.
- Payments cannot be backdated prior to your DWS FFN Approval date or the customer’s application approval date.
- The monthly amount you receive is determined based on several eligibility factors, including your FFN provider type. Providers who choose to obtain a residential certificate or become fully licensed get paid at higher rates.
- If eligible, the parent will be responsible to pay you for any amount you charge that is not covered by the monthly subsidy payment. DWS does not guarantee payments.

*Contact your local [Care About Childcare](#) agency for guidance and to learn of any available grants to help with costs.

You may also email childcarelicensing@utah.gov with questions about the approval process.