



How to Apply for the Best Beginnings Child Care Scholarship – Parent Portal

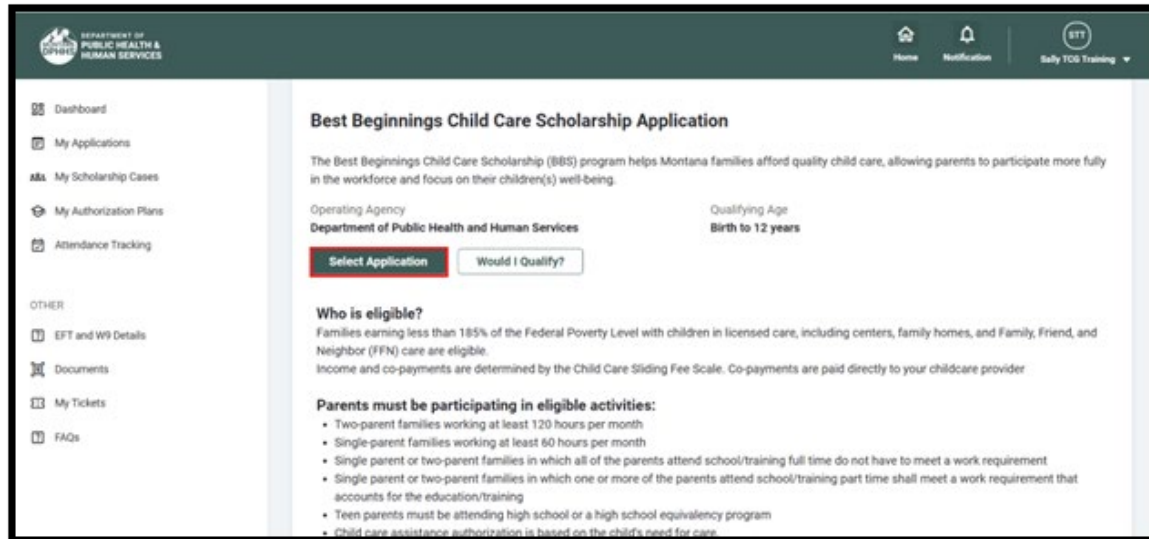
A step-by-step guide for families

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Step 1: Check Your Pre-Eligibility Results

Screenshot: Pre-Eligibility Results page.



1. Review the **eligibility banner** at the top of the screen.
 - Green = you may be eligible
 - Orange = you may not be eligible
2. Review the **child age range** listed.
3. Choose one option:
 - **Select Application** to continue
 - **Would I Qualify?** to go back and update answers
 - **Go to Home** to exit

Step 2: Read Before You Start

Screenshot: Instructions screen with progress panel

Montana Department of Public Health & Human Services

Home Alerts Profile 100% Training

Best Beginnings Child Care Scholarship Application

Instructions

Applicant Details

Household Details

Household Relationship

Income Information

Child/Family Needs

Rights and Responsibilities

Document Upload

Review & Summary

Instructions

Need for Childcare

1. Families who are working and earning less than 185% of the Federal Poverty Level are eligible. Family income is evaluated for eligibility and a co-payment is determined based on the Child Care Sliding Fee Scale.

2. Parents must be participating in eligible activities:

- a. Two-parent families shall work at least 120 hours per month.
- b. Single-parent families shall work at least 60 hours per month.
- c. Single parent or two-parent families in which all of the parents attend school/training full time, do not have to meet a work requirement.
- d. Single parent or two-parent families in which one or more of the parents attend school/training part time shall meet a work requirement that takes into account the education/training.
- e. Teen parents must be attending high school or a high school equivalency program.
- f. Child care assistance is authorized for the parent(s) to attend work/school/training.

TANF Families

Families receiving TANF Cash assistance may receive a Best Beginnings Child Care Scholarship while participating in their Family Investment Agreement. TANF participants must contact their Child Care Resource and Referral agency to receive child care benefits.

Tribal Families

Tribal families are dually eligible for child care assistance under both the Tribal CCDF Block Grant program and Montana Child Care Scholarship program. Families, who find they are not eligible for Tribal Block Grant Child Care, or find their Tribal Block Grant Child Care funding has been used, must demonstrate their Tribal Block Grant will not serve them before a Best Beginnings Child Care Scholarship will be approved.

Child Support

In non-TANF households where one or both parents are absent from the home, the parent or guardian with whom the child resides must cooperate with Child Support Enforcement Division, have a court-approved parenting plan in place, be receiving court-ordered child support, or have been approved by their local CCR&R to have good cause for not cooperating with Child Support Enforcement.

Exit Get Started

1. Read the information about:
 - Need for childcare
 - TANF families
 - Tribal families
 - Child support requirements
2. Review the **application progress steps** shown on the screen.
3. Choose one option:
 - **Get Started** to begin the application
 - **Exit** to leave without starting

Step 3: Enter Applicant Details

Screenshot: Applicant Details page

1. Review your name (pre-filled).
2. Select your **housing status** and **residence type**.
3. Enter your **home address** using the address search.
4. Answer county and Tribal reservation questions.
5. Select:
 - Household type (one- or two-parent)
 - Teen parent status (if applicable)
 - Military status (if applicable)
6. Choose your **primary spoken language**.
7. Enter your **mailing address** (or copy home address).

8. Enter your **phone number**, **email**, and **preferred contact method**.
9. Select **Save**, **Save & Exit**, or **Next**.

Step 4: Add Household Members

Screenshot: Household Details page

1. Select **Add Household Member**.

The screenshot shows the 'Household Details' page in a web application. On the left is a sidebar with navigation links: Applicant Details, Household Details (selected), Household Relationship, Income Information, Child/Family Needs, Rights and Responsibilities, Document Upload, and Review & Summary. The main content area has a list of household member types: i. Adult sibling, age 18 and over [no Child Support Services Division (CSSD) requirement], ii. Aunt or Uncle, iii. Grandparent or Great Grandparent, and iv. Parent's Significant Other. Below this is a red-bordered box with a message: 'Please add the required details for all the members highlighted below.' The 'Household Members Details' section contains a table with columns: Household Member Name, Date of Birth, and Actions. One row is visible with 'Sally TCG Training' and '12/3/1990'. To the right of the table is a red-bordered button labeled 'Add Household Member'. At the bottom are 'Save & Exit', 'Save', 'Previous', and 'Next' buttons.

2. Enter name and date of birth.
3. Indicate whether they live in the home full-time or part-time.

The screenshot shows a modal form titled 'Household Members Details'. It includes an asterisk (*) indicating required fields. A note states: 'Enter the name exactly as it is written on your government-issued ID or the birth certificate. Once saved, the Legal First Name, Legal Middle Name, Legal Last Name, and Date of Birth cannot be updated. Please ensure the information is correct before saving.' The form has several input fields: * Legal First Name, Legal Middle Name, * Legal Last Name, Suffix, * Date of Birth (with a calendar icon), State of Birth, SSN, * Gender, and * Hispanic or Latino Ethnicity. There are 'Cancel' and 'Save' buttons at the bottom. The background shows the same 'Household Details' page as the previous screenshot.

4. For adults:
 - o Enter work, school, or training details.
5. For children:
 - o Enter custody and residency details
 - o Enter school or childcare information
 - o Indicate special needs (if applicable)
6. Select **Save**.
7. Repeat for everyone in your household.
8. Review the list and select **Next**.

Step 5: Set Household Relationships

Screenshot: Household Relationships page

1. Select **Add Relationship**.

The screenshot shows the 'Household Relationship' page. On the left is a sidebar with navigation links: Instructions, Applicant Details, Household Details, Household Relationship (selected), Income Information, Child/Family Needs, Rights and Responsibilities, and Document Upload. The main content area has a title 'Household Relationship' and a message: 'Please add your relationship to the other members of the household. We use this information to determine the household income and needs to consider for eligibility in the Best Beginnings Scholarship.' Below this is a table with columns: Household Member Name, Date of Birth, and Relationship. The first row shows 'Sally TCG Training' with a date of birth '12/2/1990'. An 'Add Relationship' button is highlighted with a red box. At the bottom are 'Save & Exit', 'Save', 'Previous', and 'Next' buttons.

2. Choose how each person is related to you.

The screenshot shows the 'Add Relationship' modal window. It has a title 'Add Relationship' and a close button. Below the title is a note: 'Asterisk (*) indicates required field'. A message says: 'Click the dropdown menu to enter relationship values between the household members.' The modal contains a table with columns: Household Member Name, Relationship, and Other Household Member Name. The first row shows 'Sally TCG Training' with a red asterisk next to the 'Relationship' dropdown menu, which is highlighted with a red box. The second row shows 'Sally TCG Training' with a red asterisk next to the 'Relationship' dropdown menu, which is also highlighted with a red box. The 'Other Household Member Name' column shows 'Suzy TCG Training' and 'Steven TCG Training'. At the bottom are 'Cancel' and 'Save' buttons.

3. Select **Save**.
4. When all relationships are complete, select **Next**.

Step 6: Enter Income Information

Screenshot: Income Information page

1. Find the household member and open the **Income and Deductions Details** Dropdown menu.
2. Select **Yes then Add Income**.

The screenshot shows the 'Income Information' section of a web application. On the left is a sidebar with navigation links: Instructions, Applicant Details, Household Details, Household Relationship, Income Information (selected), Child/Family Needs, and Rights and Responsibilities. The main content area has a header 'Household Member Income Details' with a dropdown menu showing 'Sally TCG Training' and 'Information Required'. Below this is a section titled 'Income and Deduction Details'. Under 'Income Information', there is a question: '*Does this person have earned/unearned income from any source such as: working, disability, pensions, odd jobs, or self-employment?'. The 'Yes' radio button is selected. A red box highlights this question and the 'Yes' button. To the right of the question is a '+ Add Income' button, also highlighted with a red box. At the bottom of the section is a 'Deduction Details' section.

The screenshot shows the 'Add Income' modal form. It has a title bar with a close button (X). Below the title is a note: 'Asterisk (*) indicates required field'. The form contains several fields: '*Source of Income' (dropdown menu), '*Source Name' (dropdown menu), 'Employer Name' (text input), 'Contact Number' (text input), '*Start Date' (date input with a calendar icon), '*Pay Frequency' (dropdown menu), '*Monthly Gross Income' (text input), and 'How many hours a week do you work?' (text input). A red box highlights the entire form area. At the bottom right are 'Cancel' and 'Save' buttons. The background shows the same sidebar and main content area as the previous screenshot.

3. Enter job or income details and select **Save**.
4. If applicable, select **Add Deduction** for child support paid outside the home.

DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES

Home Notification STT Sally TCG Training

Instructions

Applicant Details

Household Details

Household Relationship

Income Information

Child/Family Needs

Rights and Responsibilities

+ Add Income

Deduction Details

* Do you have Child Support paid out, for children not living in the home?

☒ Yes ☐ No

+ Add Deduction

Total Income Details

* Do you consider your family an intact family?

☐ Yes ☐ No

Total Estimated Income

5. Repeat for each required adult.

DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES

Home Notification STT Sally TCG Training

Applicant Details

Household Details

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Rights and Responsibilities

Document Upload

Review & Summary

* Do you consider your family an intact family?

☐ Yes ☐ No

Total Estimated Income

\$0.00

* Does your household have more than \$1,000,000 in assets?

☐ Yes ☐ No

* What other assistance programs do you participate in?

☐ SNAP (Food Stamps)

☐ TANF (temporary assistance for needy families)

☐ Housing Voucher

☐ Not Applicable

Save & Exit Save Previous Next

6. Select **Next**.

Step 7: Enter Child & Family Needs

Screenshot: Child/Family Needs page

DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES

Home Notification Sally TCG Training

Applicant Details

Household Details

Household Relationship

Income Information

Child/Family Needs

Rights and Responsibilities

Document Upload

Review & Summary

Steven TCG Training Biological Son Information Required

Schedule Details - Care Requested

☐ I don't need care assistance for this child

Instructions: One of the basic eligibility requirements for the Best Beginnings Child Care Scholarship is to request and be approved for good cause, remain in compliance with child support with the Child Support Enforcement Division, or receive child support under a court order.

☐ I would need overnight care for the child.

* Does this child have an absent parent? This is a parent that does not live in the household.

☐ Yes ☐ No

Save & Exit Save Previous Next

1. Review the list of children.
2. For each child needing care:
 - o Select care type
 - o Enter school/program information
 - o Enter care schedule
3. Add special circumstances if prompted.
4. Select **Next** when finished.

Step 8: Review Rights & Responsibilities

Screenshot: *Rights and Responsibilities page*

DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES

Home Notification STT Sally TGG Training

Applicant Details

Household Details

Household Relationship

Income Information

Child/Family Needs

Rights and Responsibilities

Document Upload

Review & Summary

Reporting a Change in Activity Requirements:

- * ☐ I must report a job loss to my regional Child Care Resource and Referral agency within 10 calendar days. Failure to report within the required 10 calendar days may mean that you don't receive a full grace period.

Reporting a Change in Address:

- * ☐ I will report a change in address to my regional Child Care Resource and Referral agency within 10 calendar days. Failure to report may mean that you don't receive timely notice on changes to eligibility.

Reporting Change in Provider:

- * ☐ I will report a change in child care provider to my regional Child Care Resource and Referral agency within one business day. Failure to report may mean that the provider will not receive a payment under the scholarship. The payment start date for the new provider will be the date the change is reported.

Repayment:

- * ☐ Anyone who causes an improper payment to a provider by withholding information about any of the above changes will be required to repay the amount of the improper payment. Repayment will be either payment in full or according to a written repayment plan.

Save & Exit Save Previous **Next**

1. Read each statement.
2. Check all required boxes to agree.
3. Select **Next**.

Step 9: Upload Required Documents

Screenshot: Document Upload page

1. Review the list of required documents.
2. Click “View Document Instructions” for more information.
3. If applicable, under the Document Template download a worksheet.

The screenshot shows the 'Document Upload' page for 'Sally TCG Training'. The page has a sidebar with navigation links: Instructions, Applicant Details, Household Details, Household Relationship, Income Information, Child/Family Needs, Rights and Responsibilities, and Document Upload. The main content area is titled 'Document Upload' and includes a 'View Document Instructions' button. Below the title, there is a table with three columns: Document Name, Download Template, and File Name. The table lists several documents: Photo ID, Residency Verification, Income, Work Verification, School / Training Verification, and US Citizenship. Each document has a 'Download Template' link and an 'Upload Files' button. The 'Upload Files' buttons are highlighted with red boxes.

Document Name	Download Template	File Name
Photo ID		Upload Files
Residency Verification		Upload Files
Income	Work Verification School / Training Verification	Upload Files
US Citizenship		Upload Files

4. Select **Upload Files** under File Name for each document type.
5. Choose a file from your device.
6. Confirm the upload was successful.
7. Repeat until all required documents are uploaded.
8. Select **Next** (or **Save & Exit** if needed).

The screenshot shows the 'Document Upload' page for 'Steven TCG Training'. The page has a sidebar with navigation links: Applicant Details, Household Details, Household Relationship, Income Information, Child/Family Needs, Rights and Responsibilities, Document Upload, and Review & Summary. The main content area is titled 'Steven TCG Training' and includes a 'Biological Son' button. Below the title, there is a table with three columns: Document Name, Download Template, and File Name. The table lists several documents: Birth Certificates, School Schedule, US Citizenship or Qualified Alien Status, and Other. Each document has a 'Download Template' link and an 'Upload Files' button. The 'Upload Files' buttons are highlighted with red boxes.

Document Name	Download Template	File Name
Birth Certificates		Upload Files
School Schedule		Upload Files
US Citizenship or Qualified Alien Status		Upload Files
Other		Upload Files

Step 10: Review & Submit Your Application

Screenshot: Review & Submit page

1. Review all information for accuracy.
2. Check the confirmation boxes.

DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES

Home Notification Sally TCG Training

Applicant Details

Household Details

Household Relationship

Income Information

Child/Family Needs

Rights and Responsibilities

Document Upload

Review & Summary

Release:

☒ I understand and agree to provide the required documentation necessary to determine eligibility for the Best Beginnings Child Care Scholarship program and to verify the application information provided in this application. I give the Department and the Child Care Resource and Referral agency permission to gather information to determine my eligibility for the Best Beginnings Child Care Scholarship program. This may include contacting other individuals or organizations in order to obtain the necessary verifications on information provided by me on this application and to determine eligibility for my family and myself. I understand that I am granting permission to the Early Childhood Services Bureau and the Child Care Resource and Referral Agency to verify any information provided on this application. Specific permission is given to verify the following information, when applicable, for my family and myself.

☒ By checking the box, I agree and certify that my printed signature is my signature and I agree to conduct this transaction electronically.

*Applicant Signature Sally TCG Training

*Date 11/21/2025

Save & Exit Save Previous Submit

3. Select **Submit**.
4. Confirm submission in the pop-up window.

Submission Confirmation

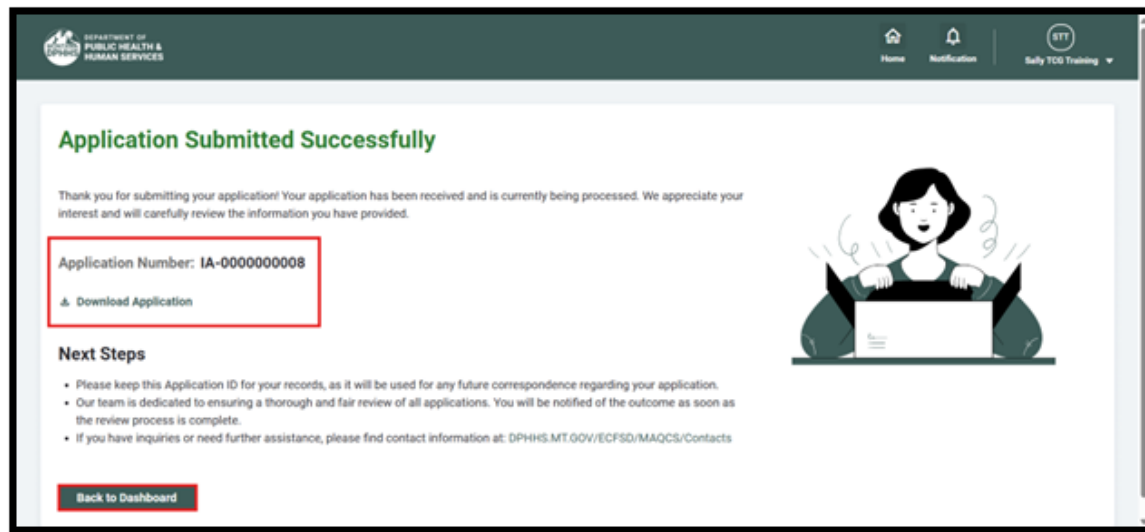
Are you sure you want to submit this application? Once submitted, you will not be able to change the information provided.

After submission, you will receive an email with a copy of the Application.

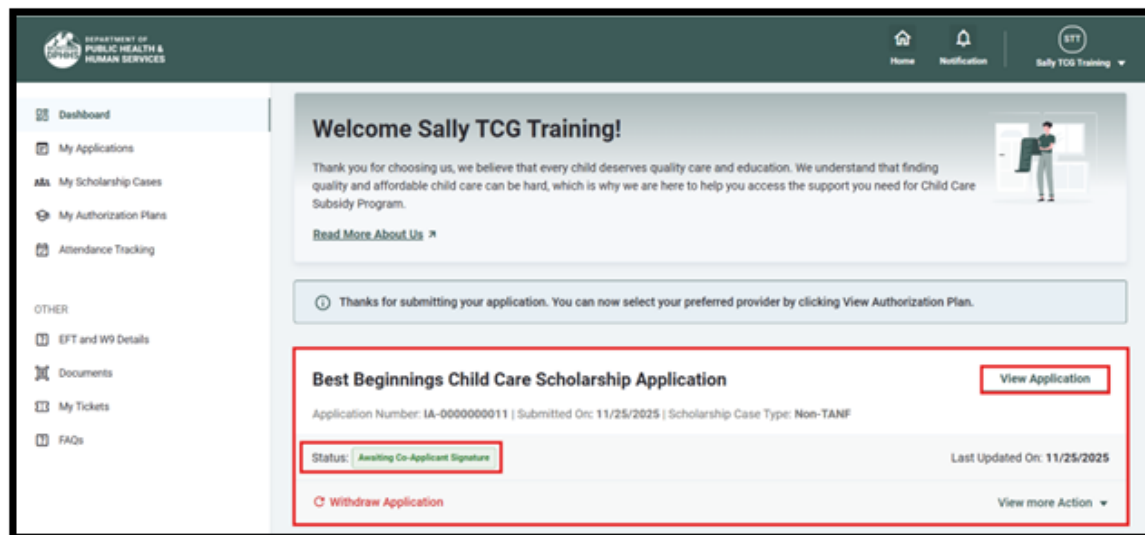
Cancel Submit

Step 11: After You Submit

Screenshot: Application Submitted page & Dashboard



1. Download a copy of your application if needed.
2. Return to the **Dashboard** to track status.



3. If a co-applicant is required:
 - They will receive an email to sign
 - Status shows **Awaiting Co-Applicant Signature**
4. After submission is complete, begin **selecting child care providers**.

Thank you for applying for the Best Beginnings Scholarship! Our team is processing your application, and we look forward to serving you.