



How to Amend a Case

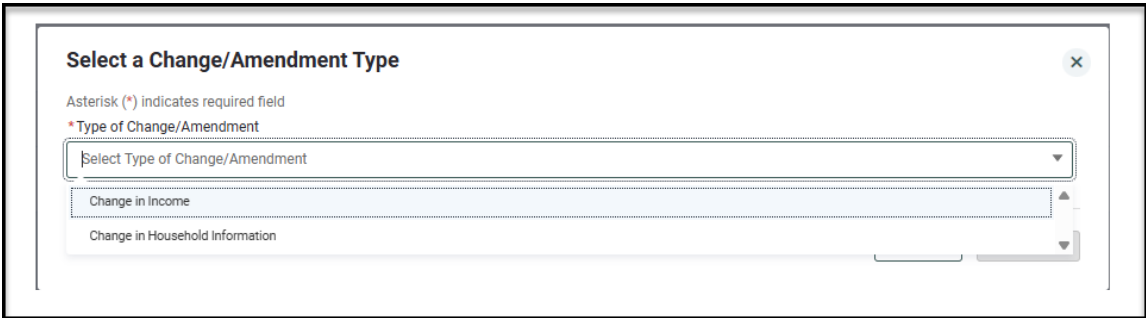
A parent **must** report any change in activity (work, training, education status) or income within 10 business days. A parent **can** report a change in family members at any time.

Follow these steps to report a change in activity or income.

- 1. Select the AMEND CASE button on the right side of screen.



- 2. Select the applicable change, CHANGE IN INCOME or CHANGE IN HOUSEHOLD INFORMATION, from the drop-down menu. CHANGE IN INCOME should be used for a change in activity or income.



- 3. Select GET STARTED button to open the application.



Amendment : Best Beginnings Child Care Scholarship Application

Instructions

- Income Information
- Document Upload
- Review & Summary

Information

Need for Childcare

- 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.
- Parents must be participating in eligible activities:
 - Two-parent families shall work at least 120 hours per month.
 - Single-parent families shall work at least 60 hours per month.
 - Single parent or two-parent families in which all or the parents attend school/training full time, do not have to meet a work requirement.
 - 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.
 - Teen parents must be attending high school or a high school equivalency program.
 - 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 equally 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 Services 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 Services.

[Exit](#) [Get Started](#)

4. You will need to get through each section of the application: Instructions, Income Information, Document Upload, and Review & Summary.
- At each stage, you can select any of the following:
 - SAVE & EXIT,
 - SAVE,
 - PREVIOUS, and
 - NEXT.
5. At Income Information, you will update activity, income, or both. Depending on your situation, you can do one of the following:
- EDIT button to revise a current source.
 - Three dots (next to EDIT button) to delete the current source, or
 - ADD INCOME button to add a new income source.
 - Select NEXT to move to the next screen when you are done.

Income Information

Asterisk (*) indicates required field

Income Information

List all household member's current employment status and job information. Include present employment (full-time and part-time), seasonal/employment, tips, commissions, and work study. For each individual, list each job separately. Please include information for individuals currently absent from the home.

*Have you ever been disqualified from receiving child care assistance?

☐ Yes ☒ No

Household Member Income Details

☐ Applicant ☒ Added

Income and Deduction Details

Income Information

*Does this person have earned/unearned income from any source such as: working, disability, pensions, odd jobs, or self-employment?

☒ Yes ☐ No

Source of Income	Start Date	Frequency	Monthly Gross Income	Monthly Gross Expenses	Action
Earned Income	8/20/2025	Twice a Month	\$3,115.00	-	Edit ...
+ Add Income					



6. At Upload Document, upload documentation supporting the change in activity or income. You can upload documentation using the **UPLOAD ADDITIONAL DOCUMENT** or **UPLOAD FILES** option.

Document Upload
Asterisk (*) indicates required field

[View Document Instructions](#)

[+ Upload Additional Document](#)

Document Name	Status	Download Template	File Name
Income	Not Submitted	Work Verification School / Training Verification	Upload Files
Other	Not Submitted		Upload Files

7. On Acknowledgement, check each box and select **SUBMIT** button.

Acknowledgement

Affirmation:

☒ I understand the questions as they are written on the Best Beginnings Child Care Scholarship application and it is my intention to apply for this program. I understand that as the applicant, I am responsible for meeting the participation requirements outlined in the Child Care Policy Manual. I have supplied all of the applicable information for each unique household member and I certify that to the best of my knowledge, I have not withheld or provided false/misleading information on the application.

☒ 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**

***Date**

[Save & Exit](#) [Save](#) [Previous](#) [Submit](#)

Follow these steps to report a change in family members.

1. Select the **AMEND CASE** button.

Welcome

Thank you for choosing us. We believe that every child deserves high-quality care and education. We understand that finding high-quality and affordable child care can be hard, which is why we are here to help you access the support you need through the Child Care Subsidy Program.

[Read More About Us](#)

Scholarship Case: CS

Scholarship Case Type: Non-TANF

Status: Open Eligibility Period: 08/21/2025 to 09/30/2027

[Request Case Closure](#) [View Authorization Plans](#)

[Amend Case](#)



2. Select the applicable change, **CHANGE IN INCOME** or **CHANGE IN HOUSEHOLD INFORMATION**, from the drop-down menu. **CHANGE IN HOUSEHOLD INFORMATION** should be used for a change in activity or income.

Select a Change/Amendment Type

Asterisk (*) indicates required field

*Type of Change/Amendment

Select Type of Change/Amendment

Change in Income

Change in Household Information

3. Select **GET STARTED** button to open the application.

Amendment: 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

Information

Need for Childcare

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2. Parents must be participating in eligible activities:

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Exit

Get Started

4. You will need to get through each section of the application: Instructions, Applicant Details, Household Details, Household Relationship, Income Information, Child/Family Needs, Rights and Responsibilities, Document Upload, and Review & Summary. At each stage of the application, you can select any of the following:
- **SAVE & EXIT**,
 - **SAVE**,
 - **PREVIOUS**, and
 - **NEXT**.

Save & Exit Save

Previous Next



5. At Household Details, you can add, edit, or delete a family member. Depending on your situation, you can do one of the following:
- Under ACTION, the EDIT button to edit a current person,
 - Under ACTION, the DELETE button to remove a current person, or
 - ADD HOUSEHOLD MEMBER button to add a family member.
6. Select NEXT to move to the next screen when you are done.

Household Details

Complete the following fields for all adults (other than yourself) and children who live in the household (either permanently or temporarily). Include all required household members and any optional members that you want included in your case.

I. Required Adult Household Members (Age 18 and above) as related to the child(ren) for whom a scholarship is requested:

- i. Biological, adoptive parent or stepparent of an intact "family, regardless" of living arrangements. This would include incarcerated parents or parents working and living out of town
- ii. Parent by common law marriage
- iii. Parent joined by a common child
- iv. Adult acting in loco parentis

II. Required Minor household members (Age 17 and under):

- i. Minor sibling(s), age 17 and under, including stepbrother(s), stepsister(s), half-brother(s) and half-sister(s)
- ii. List all children living in the home in the order from oldest to youngest.
- iii. Child receiving Temporary Assistance for Needy Families (TANF) cash benefits (or other subsidy) as a member of the household

III. Optional Adult Household Members (Age 18 and up), only if you want them included in eligibility determination:

- i. Adult sibling(s), age 18 and over [no Child Support Services Division (CSSD) requirement]
- ii. Aunt or Uncle
- iii. Grandparent or Great Grandparent
- iv. Parent's Significant Other

Household Members Details

Household Member Name	Date of Birth	Actions
		
		



7. At Household Details, select EDIT screen button.

Household Relationship

 Please add your relationship to the other members of the household. We use this information to determine household income and other eligibility needs in the Best Beginnings Scholarship.

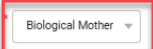
Household Member Name	Date of Birth	Relationship	Actions
			

8. Add the new member's relation to the applicant.

Relationship

Asterisk (*) indicates required field

 Click the dropdown menu to enter relationship values between the household members.

Household Member Name	Relationship	Other Household Member Name
		



9. At Rights and Responsibilities, check each box.

Rights and Responsibilities

Asterisk (*) indicates required field

Please read the following terms associated with your application. You must agree with each item below by clicking on the checkbox to proceed. If you have questions, please contact your local Child Care Resource and Referral agency.

☒ I will pay a monthly co-payment to the child care provider. If I fail to pay the co-payment, or fail to make satisfactory arrangements, I will lose eligibility for child care assistance.

☒ I will select a licensed center, registered group or family home care facility certified provider before receiving the child care assistance.

My new provider will be the _____ change to _____

Repayment:

☒ I understand that 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**

10. At Upload Document, upload documentation supporting the change in household member. You can upload documentation using the UPLOAD ADDITIONAL DOCUMENT or UPLOAD FILES option.

Document Upload

Asterisk (*) indicates required field

View Document Instructions

+ Upload Additional Document

Document Name	Status	Download Template	File Name
Income	Not Submitted	Work Verification School / Training Verification	Upload Files
Other	Not Submitted		Upload Files

11. On Acknowledgement, check each box and select SUBMIT button.

Acknowledgement

Affirmation:

☒ I understand the questions as they are written on the Best Beginnings Child Care Scholarship application and it is my intention to apply for this program. I understand that as the applicant, I am responsible for meeting the participation requirements outlined in the Child Care Policy Manual. I have supplied all of the applicable information for each unique household member and I certify that to the best of my knowledge, I have not withheld or provided false/misleading information on the application.

☒ 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 _____ *Date 9/22/2026

Save & Exit Save Previous **Submit**