

YMCA ECECD Process

To receive free or subsidized childcare through ECECD (Early Child Education Care Department) for Before/After care, holiday breaks, in-service holidays, and summer camp, please follow the steps below.

Before you apply...

- **Consider which childcare programs you will be using for the entire calendar year**
 - **School Sites- Do not** select in service/ holidays on your contract, apply for another contract for Horn for holiday camps, APS in service days.
 - **Horn Family YMCA-** If you have a contract for afterschool, please make sure in service/holidays are covered on your contract
 - **Summer Contracts-** Apply by March 30th to ensure that your contract is processed in time for summer.

How do I apply for child care assistance?

Online - <https://www.nmececd.org/apply-for-services/>

- To submit online, click the button on the top right of the screen and make an account using your personal email address.

In person with the documents listed below-

4801 Indian School Rd NE, Albuquerque, NM 87110 Building 2

Call [1-800-832-1321](tel:1-800-832-1321) or reach us via email at Child.care@state.nm.us.

You will need to bring the following information with you when you apply for services:

- Current proof of countable earned and unearned income for applicant and biological parent, step-parent, and/or legal guardian living in the household, if applicable
- School schedule for applicant and biological parent, step-parent, and/or legal guardian living in the household (if applicable)
- Documentation of Incapacitation, if applicable
- Documentation of Custody/Dependency, if applicable
- Verification of birth for all applicant children
- Photo Identification for applicant

- Proof of New Mexico residency, such as a lease/rental agreement or utility bill

Each YMCA Site has a different Provider ID number, please choose from the Provider list below to provide to your case worker.

- HB and Lucille Horn Family YMCA **(4000577)**
 - Before and after care, in service holidays, holiday camps, summer camps
- YMCA-Explore Academy **(25688854)**
 - Before and After care only, no in service holidays covered
- YMCA- Montezuma **(25696218)**
 - Before and After care only, no in service holidays covered, summer camp
- YMCA- Sunset View Elementary **(4000567)**
 - Before and After care only, no in service holidays covered, summer camp
- YMCA- MAS Old Coors
 - Before and After care only, no in service holidays covered, summer camp
- YMCA- MAS Yale (licensed is not finalized)
- YMCA- St. Paul's Methodist Church **(25804864)**
 - Summer camp only
- YMCA- Matheson Park Elementary (license is not finalized) but still apply
- YMCA- Bel-Air Elementary (license is not finalized) but still apply

After you apply...

- You will receive a call from a case worker for an interview and then receive a Notice of Action if you have been approved, please save this in case you are wanting to apply for YMCA Financial Aid as well.
- Once hours have been approved you will receive a finalized contract that will automatically be sent to the YMCA where our business office will process and apply to your account. Please send a copy to childcare@ymcacnm.org and cc the childcare director to ensure we've received it.
- Until we have a correct finalized contract, families are responsible for paying for their childcare and then will be reimbursed once contract is processed, typically within 10-14 business days.
 - If you are unable to pay the full amount, you can apply for the YMCA's financial aid in the meantime to avoid paying the full amount, we offer up to 50% financial aid for childcare.

- Attached is the YMCA Financial Aid application you can also find it online at ymcacnm.org or in person at the HB Lucille Horn Office (4901 Indian School Rd NE)
- If you have questions about your refund or contract please email childcare@ymcacnm.org