

## Travel Reimbursement for a Designated Person to Provide Child Care

This handout explains how MCC supports the travel reimbursement for a designated person to provide child care. This pilot program reimburses families for travel expenses when they bring a designated person to a new permanent duty station (PDS) to provide child care because child care is not available at the PDS within 30 days of their date care needed (DCN). Use this handout to address questions a family may ask you about this program.

### Background

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According to Section 627 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2023, the pilot program reimburses a Service member for travel and transportation expenses of a designated person to provide child care during a permanent change of station (PCS) when child care is not available at the new PDS within 30 days of the DCN.

The pilot program starts on October 1, 2024, offering reimbursement up to \$500 for PCS moves within the continental U.S. (CONUS) and \$1,500 for moves to or from overseas locations (OCONUS). This reimbursement covers the travel costs for a designated person who will care for the child(ren). The designated person must be at least 18 years old and cannot be the Service member's dependent.

The full text of the NDAA section and links to the NDAA and a memo which implements revisions to the Joint Travel Regulations are provided at the end.

### Eligibility

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Families qualify for a travel reimbursement for a designated person to provide child care based on these criteria.

- The sponsor or spouse serves in the Department of Air Force, Army, Coast Guard, Marine Corps, or Navy.
- The sponsor or spouse has PCS orders authorizing dependent movement.
- The family has at least one child who has not yet entered school.
- The family has requested full-day or 24/7 child care at a military-operated center through MCC, if military-operated care is offered at the new PDS.
- Child care is not available until 30 days or more after the DCN.

### Travel Memo

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When the system identifies a family as eligible, it generates a travel memo that they can provide with their orders for a travel allowance. The travel memo helps demonstrate a family's eligibility for reimbursement when child care has been requested through MCC. MCC does not issue reimbursement and only provides the memo to assist with documenting eligibility requirements.

As shown in Figures 1 and 2, eligible families can request the travel memo through their MCC dashboard or My Child Care page. When requested, the memo is sent to all household email addresses set to receive notifications, and families can always find it in their notification center. As a program user, you may access the memo on the household's Manage Care tab. The travel memo can be requested 90 days before to 90 days after the child's DCN while the request is active. If the family receives and accepts an offer, the link to the travel memo will be available for 60 days after the offer is accepted. If there are changes to the DCN or requested care location, a new memo reflecting updated information can be requested.

Note: In the case that a family is transferring to a location/installation where there is not a military-operated child development center, the family is not authorized the allowance. In these situations, MCC will not issue a memo to the family.

A 'Learn More' tooltip next to the memo directs families to a section on the MCC public site about the travel authorization pilot program. [<https://militarychildcare-cac.csd.disa.mil/mcc-central/mcchome/travel-reimbursement>]

Figure 1: My MCC Dashboard

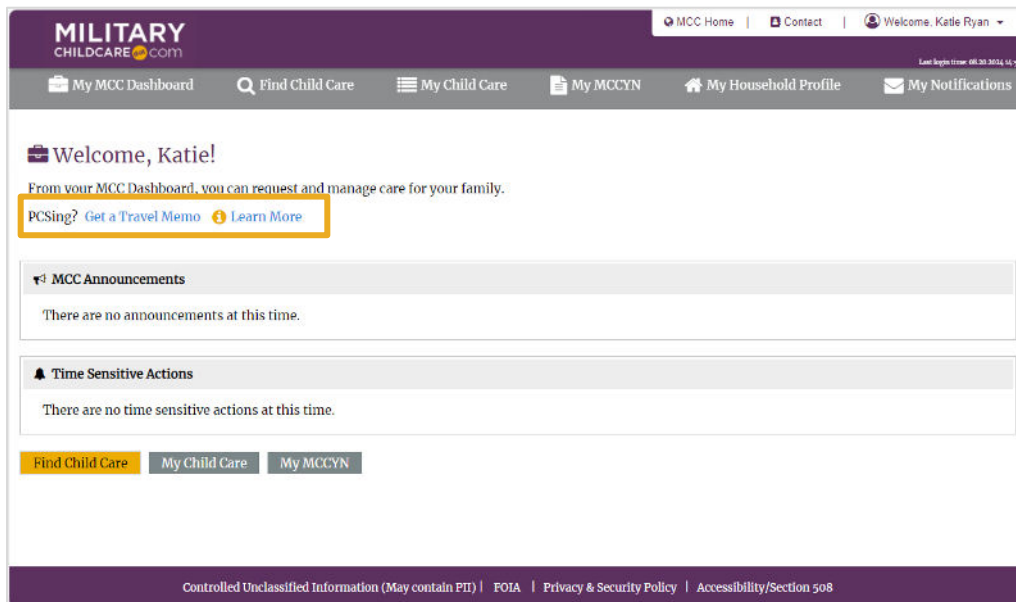
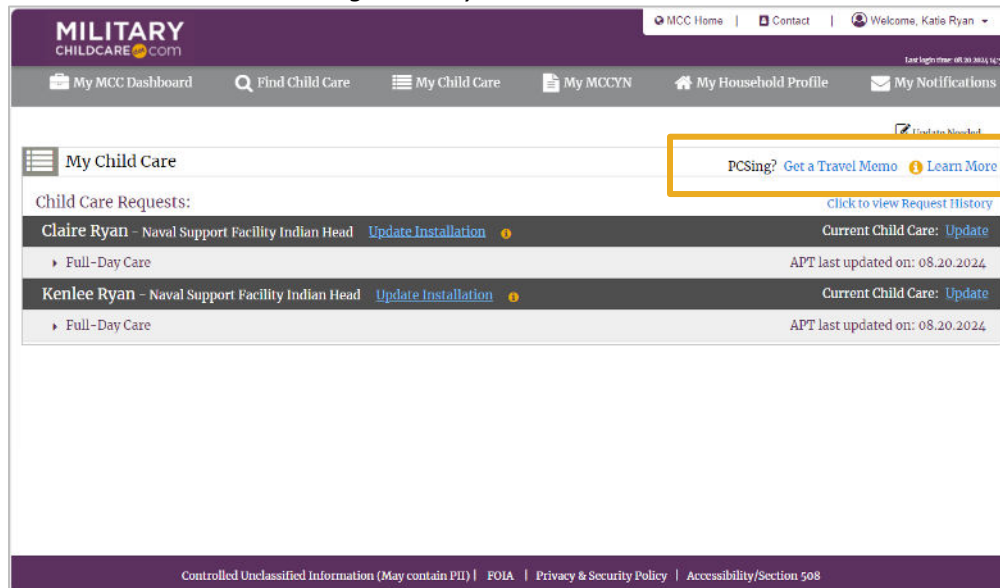


Figure 2: My Child Care Screen



Families with questions about the travel memo can contact [FamilySupport@MilitaryChildCare.com](mailto:FamilySupport@MilitaryChildCare.com) for assistance with viewing the travel memo.

## APT

The APT is based on an estimate of when a family may receive an offer. You can view a child's APT on the family's Manage Care tab in their Household Profile. If you have a concern about the child's APT, contact the Support Desk for assistance at 855.696.2934 (Option 2), or via email at [ProgramSupport@MilitaryChildCare.com](mailto:ProgramSupport@MilitaryChildCare.com).

## References

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The text from the NDAA establishing the pilot program is below, and links to the source and a DoD memo with revisions to the Joint Travel Regulations Revisions language are included for reference.

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### **PUBLIC LAW 117-263 (NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2023)**

#### **SEC. 627. PILOT PROGRAM TO REIMBURSE MEMBERS OF THE ARMED FORCES FOR CERTAIN CHILD CARE COSTS INCIDENT TO A PERMANENT CHANGE OF STATION OR ASSIGNMENT.**

(a) ESTABLISHMENT. The Secretary of Defense shall carry out a pilot program to reimburse members of the Armed Forces for certain child care costs incident to a permanent change of station or assignment.

(b) TRAVEL AND TRANSPORTATION ALLOWANCES. Under the pilot program, the Secretary of Defense shall treat a designated child care provider as an authorized traveler if child care is not available to a member of the Armed Forces at a military child development center at the permanent duty location of such member not later than 30 days after the member arrives at such location.

(c) REIMBURSEMENT OF CERTAIN CHILD CARE COSTS.

(1) AUTHORITY. Under the pilot program, the Secretary of Defense may reimburse a member of the Armed Forces for travel expenses for a designated child care provider when—

(A) the member is reassigned, either as a permanent change of station or permanent change of assignment, to a new duty station;

(B) the movement of the member's dependents is authorized at the expense of the United States under section 451 of title 37, United States Code, as part of the reassignment;

(C) child care is not available at a military child development center at such duty station not later than 30 days after the member arrives at such duty station; and

(D) the dependent child is on the wait list for child care at such military child development center.

(2) MAXIMUM AMOUNTS. Reimbursement provided to a member under this subsection may not exceed—

(A) \$500 for a reassignment between duty stations within the continental United States; and

(B) \$1,500 for a reassignment involving a duty station outside of the continental United States.

(3) DEADLINE. A member may not apply for reimbursement under this subsection later than one year after a reassignment described in paragraph (1).

(4) CONCURRENT RECEIPT PROHIBITED. In the event a household contains more than one member eligible for reimbursement under this subsection, reimbursement may be paid to one member among such members as such members shall jointly elect.

(d) REPORT. Not later than January 1, 2027, the Secretary shall submit to the Committees on Armed Services of the Senate and House of Representatives a report on the pilot program, including the recommendation of the Secretary whether to make the pilot program permanent.

(e) TERMINATION. The pilot program shall terminate on September 30, 2028.

(f) DEFINITIONS. In this section:

(1) The term "authorized traveler" has the meaning given such term in section 451 of title 37, United States Code.

(2) The term "designated child care provider" means an adult selected by a member of the armed forces to provide child care to a dependent child of such member.

(3) The term "military child development center" has the meaning given such term in section 1800 of title 10, United States Code.

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Public Law 117-263 (National Defense Authorization Act for Fiscal Year 2023):

<https://www.congress.gov/117/plaws/publ263/PLAW-117publ263.pdf>

29 January 2024 DoD Memo: [https://media.defense.gov/2024/Feb/01/2003385805/-1/-1/0/UTD-FOR-MAP-14-23\(R\)-CHILD-CARE-REIMBURSEMENT-INCIDENT-TO-A-PERMANENT-CHANGE-OF-STATION-\(PCS\).PDF](https://media.defense.gov/2024/Feb/01/2003385805/-1/-1/0/UTD-FOR-MAP-14-23(R)-CHILD-CARE-REIMBURSEMENT-INCIDENT-TO-A-PERMANENT-CHANGE-OF-STATION-(PCS).PDF)