

Fee Waivers for High-Quality Child Care Providers in Austin that Accept Subsidies

As a support for high quality child care providers that accept child care subsidies, Austin Public Health's (APH) Environmental Health Services Division offers fee waivers for Custodial Care Inspections (a \$110 annual savings) and Food Enterprise Permits (a \$359 annual savings).

Criteria

- Have a high quality rating of Texas Rising Star (TRS) 4 stars or national accreditation (NAEYC or NAC), and
- Accept child care subsidies, and
- Be located within the City of Austin limits. If you are unsure if your child care facility is within City of Austin limits:
 - Check the Jurisdictions Web Map (<http://www.austintexas.gov/gis/JurisdictionsWebMap/>). Click on the blue "I want to" link at the top and choose "find my jurisdiction," then start typing in the address. Addresses that come up as "Austin Full Purpose" are within the City of Austin limits.
 - If you are still unsure about the governmental jurisdiction of your child care center, you may call the Environmental Health Services Division of Austin Public Health (APH) at 512-978-0300.

Process

Step 1- Submit your applications

- **For new establishments who need a Food Enterprise permit to operate**, please visit this page (<http://austintexas.gov/departments/fixed-food-establishments>) and click on the "City of Austin and Contracted Municipalities" link under "Permit to Operate." For additional requirements and information, please contact EHSD offices directly by phone at 512-978-0300 or email at ehsd.service@austintexas.gov.
- **For current establishments who need to renew their Food Enterprise permit to operate**, you will receive a Permit Renewal Notice at time of renewal. You will fill out the form and submit it by the Due By date.
- **Custodial care inspection application for child care** are available at this link (<http://www.austintexas.gov/online-form/custodial-care-inspection>). You may use the fillable form available at this link or use one of the options below for application submission.
- **Renewals and Custodial Care Inspection applications can be submitted in following ways:**
 - Mail: PO BOX 142529, Austin, TX 78714
 - Email: ehsd.service@austintexas.gov

Step 2- Verify eligibility for fee waivers

The Environmental Health Services Division will check to see if your child care center:

- Is in the City of Austin limits, and
- Appears on our list of child care providers that have a high quality rating and accept child care subsidies. We try to keep our list up to date, but we may not always have the most recent information. If you have a high quality rating but do not appear on our list, you will be asked to provide up-to-date proof of that rating (current TRS 4 star, NAC, or NAEYC certificate).

Step 3: Providers qualifying for the fee waivers will not be charged for food permit fees or custodial care inspection fees! Renewal Permits will be issued and mailed out in approximately 2 to 3 weeks. Custodial Care Inspections will occur within 5 business days of processing the application. Note, child care operators are responsible for any fines assessed such as late permit fees and re-inspection fees.



Contact: You may contact 512-978-0300 and select Option 5 or email ehsd.service@austintexas.gov with questions.

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