

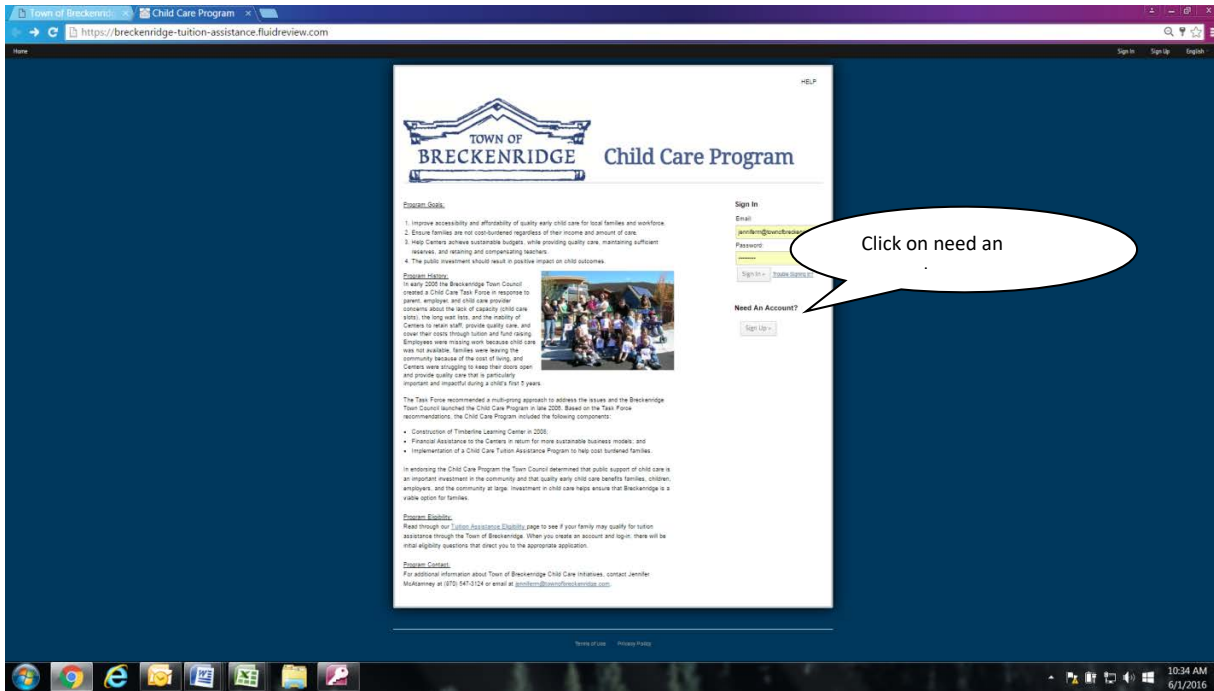


**TOWN OF
BRECKENRIDGE**

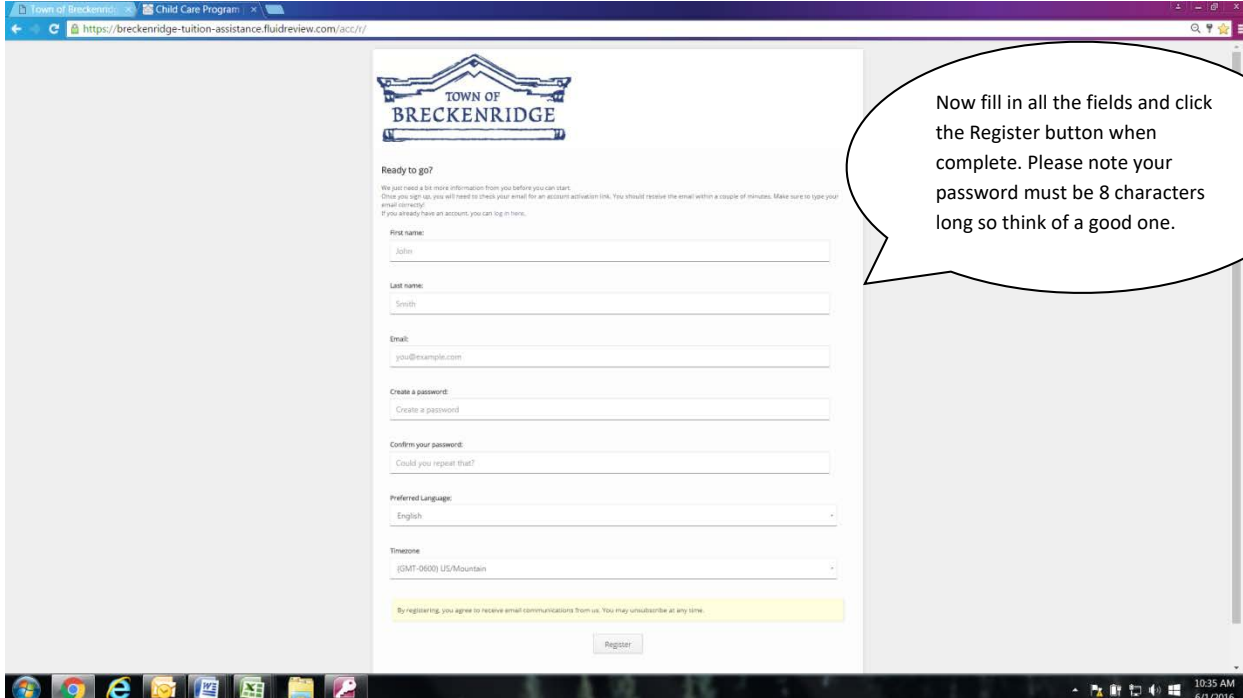
Welcome to the
Town of Breckenridge's
Tuition Assistance Application
User's Guide

This document is intended to help guide you through the process of applying for the Town of Breckenridge's Tuition Assistance Program. If you have questions not addressed by this guide please contact Austyn Dineen at austynd@townofbreckenridge.com or at 970-547-4303.

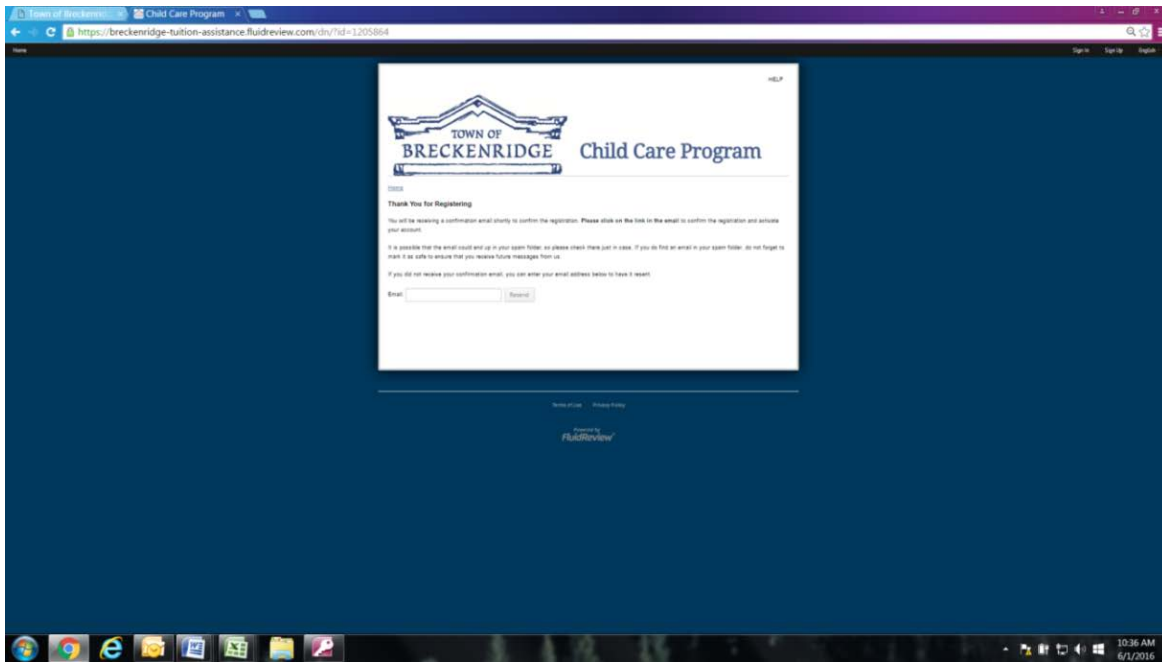
To get started you will need to open a browser and navigate to <http://breckenridge-tuition-assistance.fluidreview.com/> to sign up for a New Account.



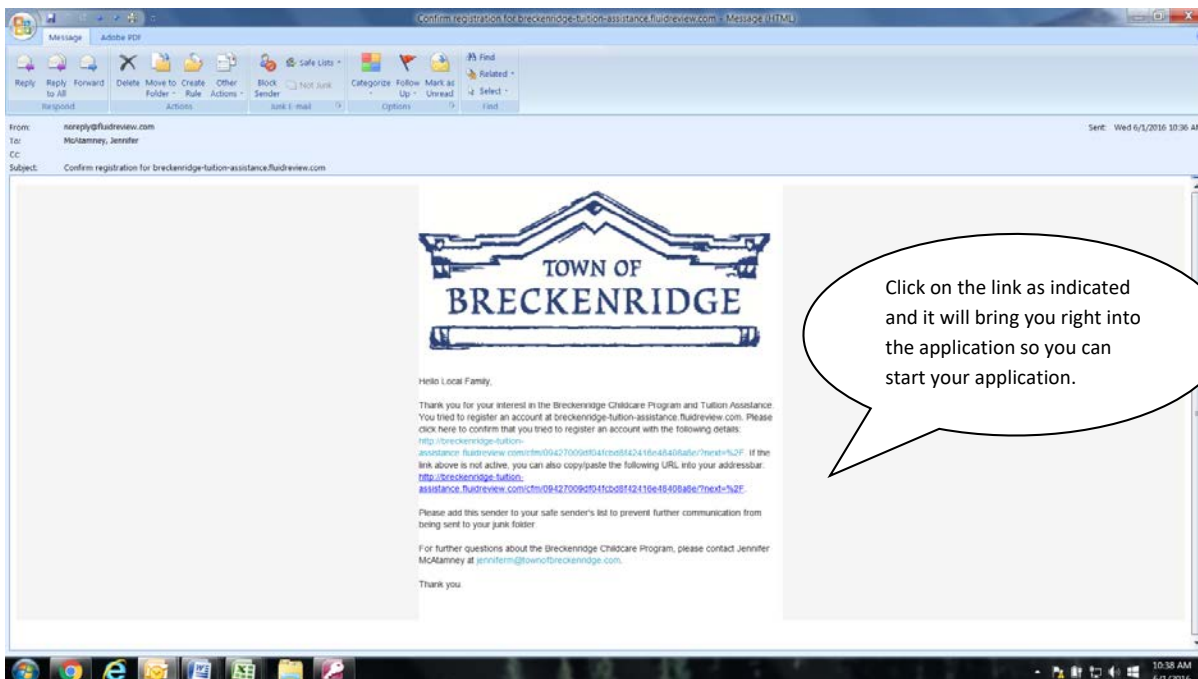
This will bring you to the sign up page please complete all the info below and click the Register button.



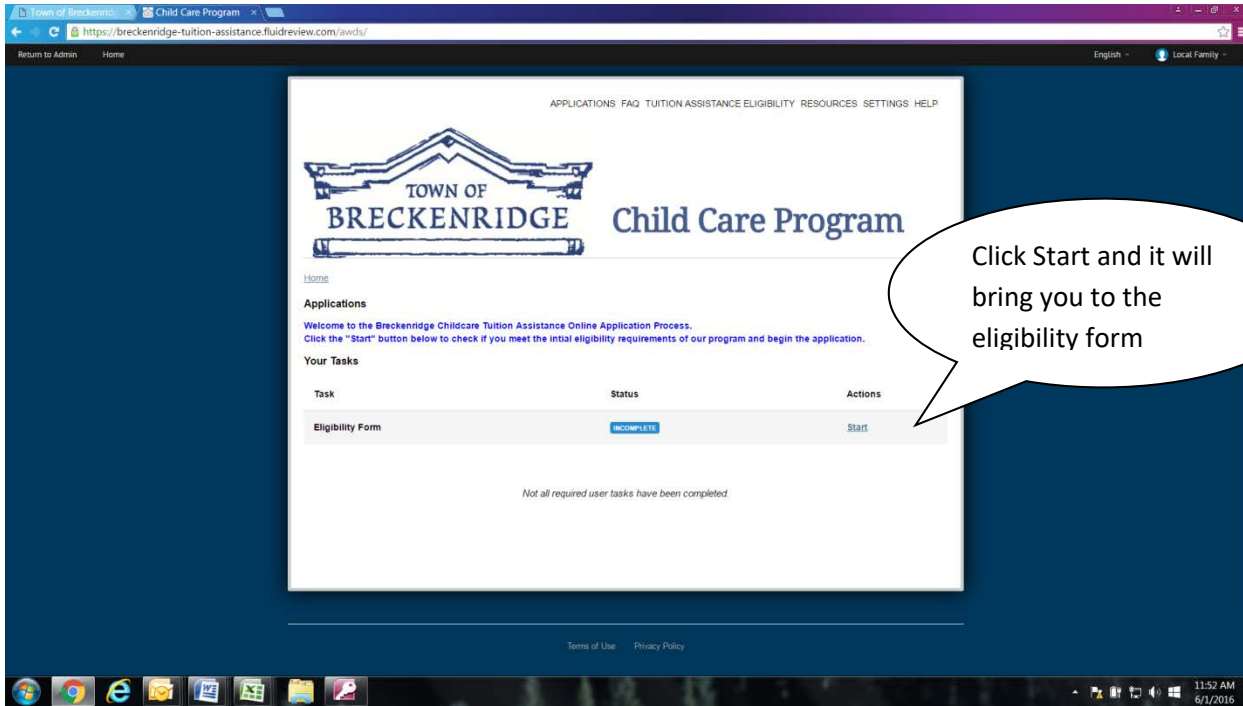
Once you have registered please check your email and verify your registration to login.



If you do not see a message like the one below in your Inbox please check your spam/junk folder and add: noreply@fluidreview.com to your safe sender list for future correspondence from our tuition assistance application program.



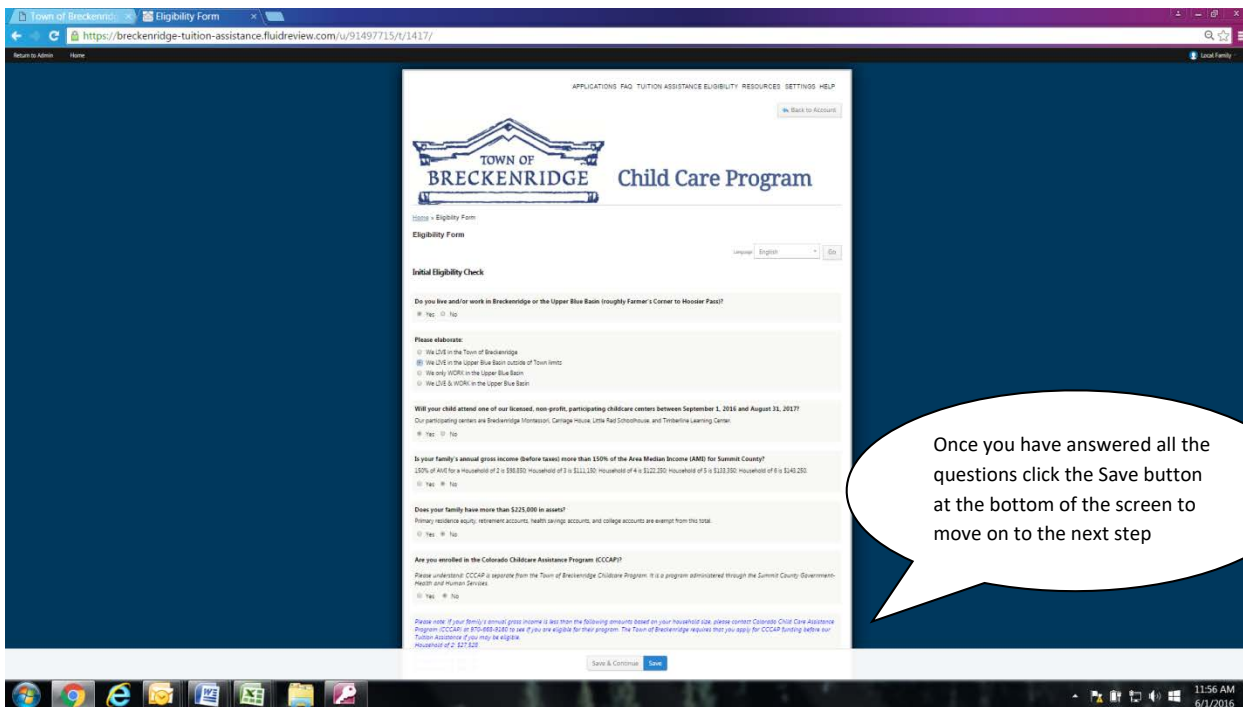
Now you are ready to start your application. The first step is to determine if you are eligible for Tuition Assistance through the Town of Breckenridge.



The screenshot shows the 'Child Care Program' website. At the top, there are navigation links: APPLICATIONS, FAQ, TUITION ASSISTANCE, ELIGIBILITY, RESOURCES, SETTINGS, HELP. The main header features the Town of Breckenridge logo and the title 'Child Care Program'. Below the header, there is a 'Home' link and an 'Applications' section with a welcome message and a 'Start' button. A 'Your Tasks' section contains a table with one task: 'Eligibility Form' with a status of 'incomplete' and a 'Start' button. A message below the table states 'Not all required user tasks have been completed.' At the bottom, there are links for 'Terms of Use' and 'Privacy Policy'.

Click Start and it will bring you to the eligibility form

Please answer the questions to determine if you are eligible for Tuition Assistance from the Town of Breckenridge. Applications should be completed annually for Tuition Assistance. Our open enrollment period is June 1 – July 1 for the upcoming September – August school year.



The screenshot shows the 'Initial Eligibility Check' form. It includes several questions with radio button options: 'Do you live and/or work in Breckenridge or the Upper Blue Basin (roughly Farmer's Corner to Hoosier Pass)?', 'Please elaborate' (with three radio options for location), 'Will your child attend one of our licensed, non-profit, participating childcare centers between September 1, 2016 and August 31, 2017?', 'Is your family's annual gross income (before taxes) more than 150% of the Area Median Income (AMI) for Summit County?', 'Does your family have more than \$225,000 in assets?', and 'Are you enrolled in the Colorado Childcare Assistance Program (CCCAP)?'. A 'Save & Continue' button is located at the bottom of the form.

Once you have answered all the questions click the Save button at the bottom of the screen to move on to the next step

If you meet the eligibility requirements continue to the application. Eligible families will either complete the regular application or if you participate in CCCAP (Colorado Child Care Assistance Program) you will be directed to a CCCAP application.

Applications PAID TUITION ASSISTANCE ELIGIBILITY RESOURCES SETTINGS HELP

TOWN OF BRECKENRIDGE Child Care Program

Applications

Welcome to the Breckenridge Children's Tuition Assistance Online Application Process. Click the "Start" button below to check if you meet the initial eligibility requirements of our program and begin the application.

Your Tasks

Task	Status	Actions
Eligibility Form	Completed	View Edit Delete

Click the "Edit" button below to begin your application. You may save your work along the way and come back later to complete the application. Once you have completed and submitted your application, you may click on the "View" button below to see or download your application.

Your Applications

Application ID	Reference ID	Application	Deadline	Status	Owner
Family Local	A2045	Child Care Tuition Assistance Application	06/01/2016 11:09 PM	In Progress	Local Family

View applications

12:03 PM 6/1/2016

To get started on your application please click the Edit button

You have made it to the main application or Task screen. Here it will show you the list of tasks that need to be completed prior to submitting your application.

Applications PAID TUITION ASSISTANCE ELIGIBILITY RESOURCES SETTINGS HELP

TOWN OF BRECKENRIDGE Child Care Program

Progress

This application is 100% complete. You are ready to submit.

Application Round

Task	Status	Actions
Breckenridge Child Care Tuition Assistance Program Application	Completed	Start
Upload Completed and Signed 2015 Federal Income Tax Returns	Start	Start
Upload 2015 W-2's from all Employers	Start	Start
Upload Income Statements	Start	Start
Upload Current Class Schedules (if applicable)	Start	Start

Members

- Local Family
- Add Member
- Remove Member
- Withdraw Application

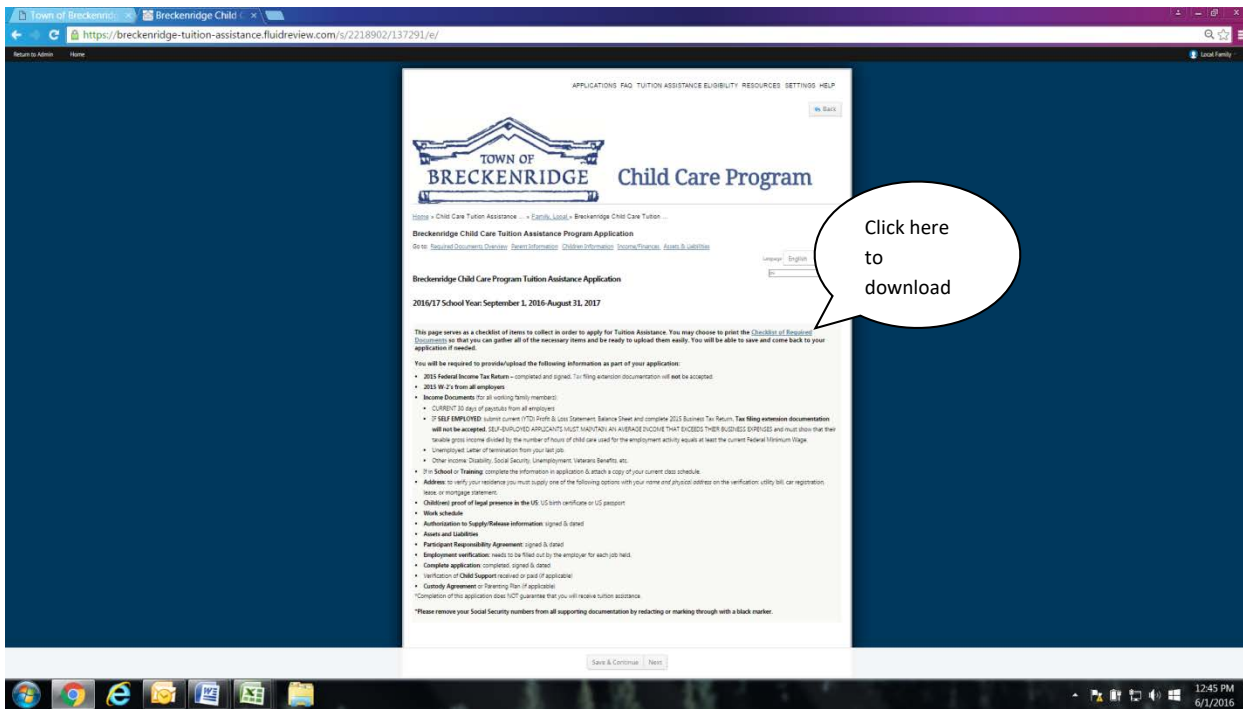
12:05 PM 6/1/2016

This progress bar shows you how far you are in the application process

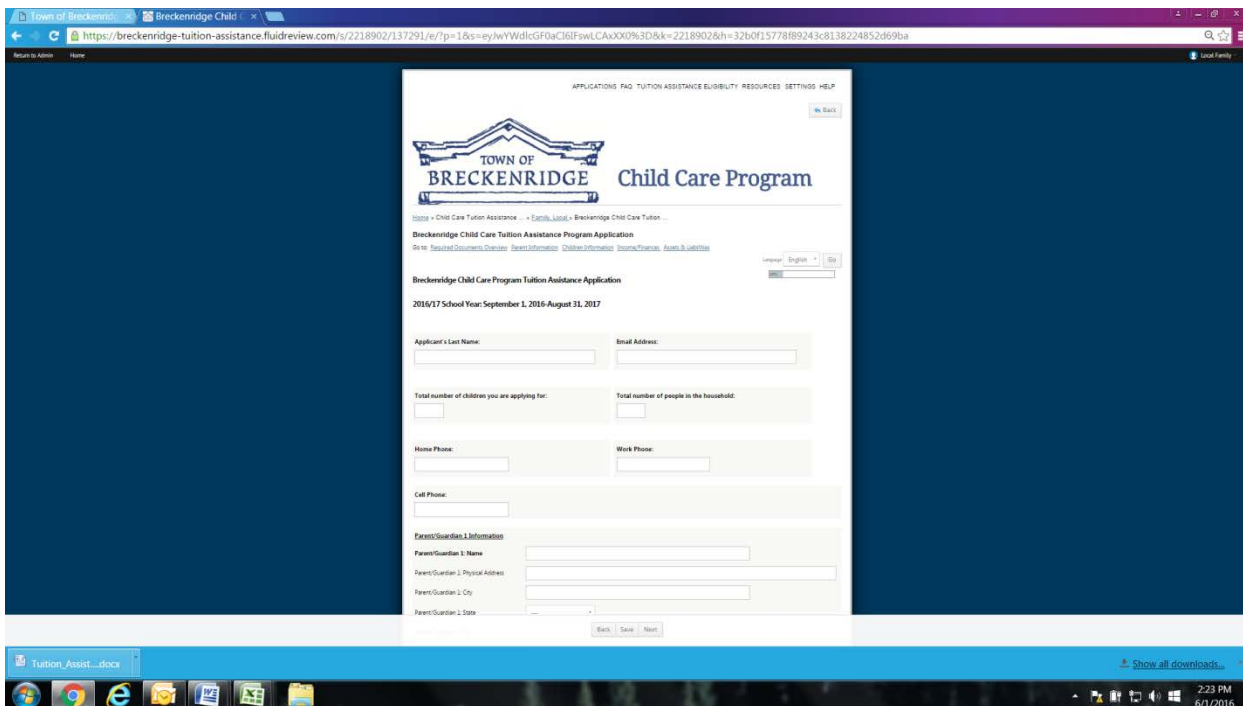
Below the Progress Bar you will find a list of tasks still pending for upload or completion.

If you need other family members to help you with parts of the application you can add them here at Add Member. This will give them their own login to the family application.

After clicking on Start next to the Breckenridge Child Care Tuition Assistance Program Application it will bring you to the check list which is the start of the personal info portion of the application. It is a good idea to print this list out and get those documents assembled prior to continuing on. You can save your application and come back anytime by just logging back in.



After you click Next you will be in the personal information portion of the form. Please complete using the best possible details for the upcoming school year. Be sure to scroll down to complete all the questions on this page before pressing Next as there are a number of required fields.



As you continue on this form please provide information for your children/expected children and the care you are planning on for this upcoming school year.

The screenshot shows a web browser window displaying the 'TOWN OF BRECKENRIDGE Child Care Program' website. The page title is 'Breckenridge Child Care Program Tuition Assistance Application'. Below the title, it specifies the '2016/17 School Year: September 1, 2016-August 31, 2017'. The form is titled 'Breckenridge Child Care Program Tuition Assistance Application' and includes sections for 'Children Information', 'Expected Parents', and 'Child 1'. The 'Children Information' section asks for the birth or adoption date of the child and whether the child is currently in care. The 'Expected Parents' section asks for the expected start date of care and whether the child is currently in care. The 'Child 1' section asks for the child's name, date of birth, age, and whether they are currently in care. The form includes a 'Back' button and a 'Next' button.

Now don't forget to sign the bottom of this page. You can use your mouse to sign or if you have a touch screen your finger. Once completed click Next to continue to the next step.

The screenshot shows the same web browser window, but now the form is at the signature section. The title is 'Authorization to Supply/Release Information with Colorado Child Care Assistant Program (CCCAP), Early Head Start (EHS), Colorado Preschool Program (CPP) and Early Childhood Option (ECO) Information Sharing Form'. The form includes a 'Date' field, a 'Parent/Guardian 1 Signature' field, and a 'Parent/Guardian 2 Signature' field. A speech bubble points to the signature fields with the text 'Use your mouse or touch screen to sign the application'. The form includes a 'Back' button and a 'Next' button.

Once you have signed the personal information form click Next to move on to the employment/income portion of the application. Please complete this information before moving on to the next section.

The screenshot shows the 'Income' section of the application. It includes a table for listing income from all employers and jobs. The table has columns for Job #, Gross Income, # of hours worked per week, wages per hour before taxes, estimated annual gross income, and a checkbox for self-employment. Below the table, there are sections for 'Parent/Guardian 1: Self Employed?' and 'Parent/Guardian 2: Self Employed?' with 'Yes' and 'No' radio buttons.

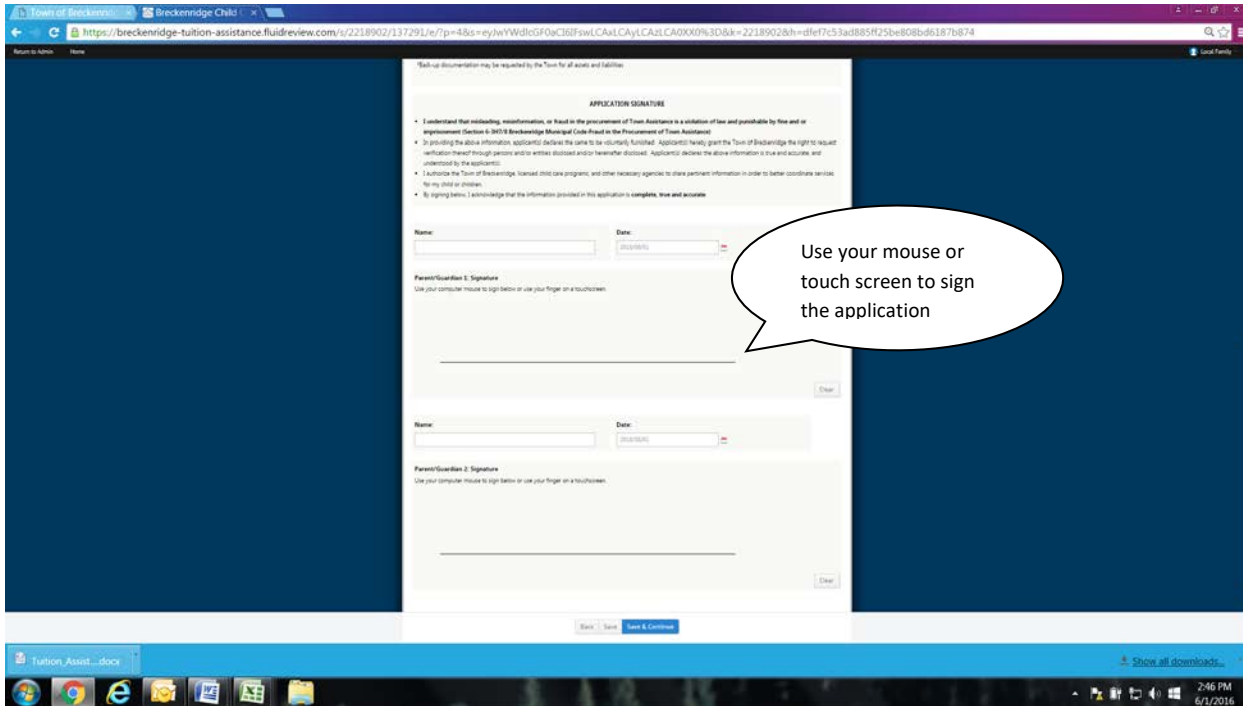
Job #	Gross Income	# of hours worked per week	wages per hour before taxes (including commission, tips and bonuses)	Estimated Annual Gross Income (before taxes)	Self-employed?
JOB #1			\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
JOB #2			\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
JOB #3			\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
JOB #4			\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

After clicking Next you will continue on to the asset/liability portion of the application. Please list all of your assets and liabilities. If you have questions on what should be included please do not hesitate to contact us.

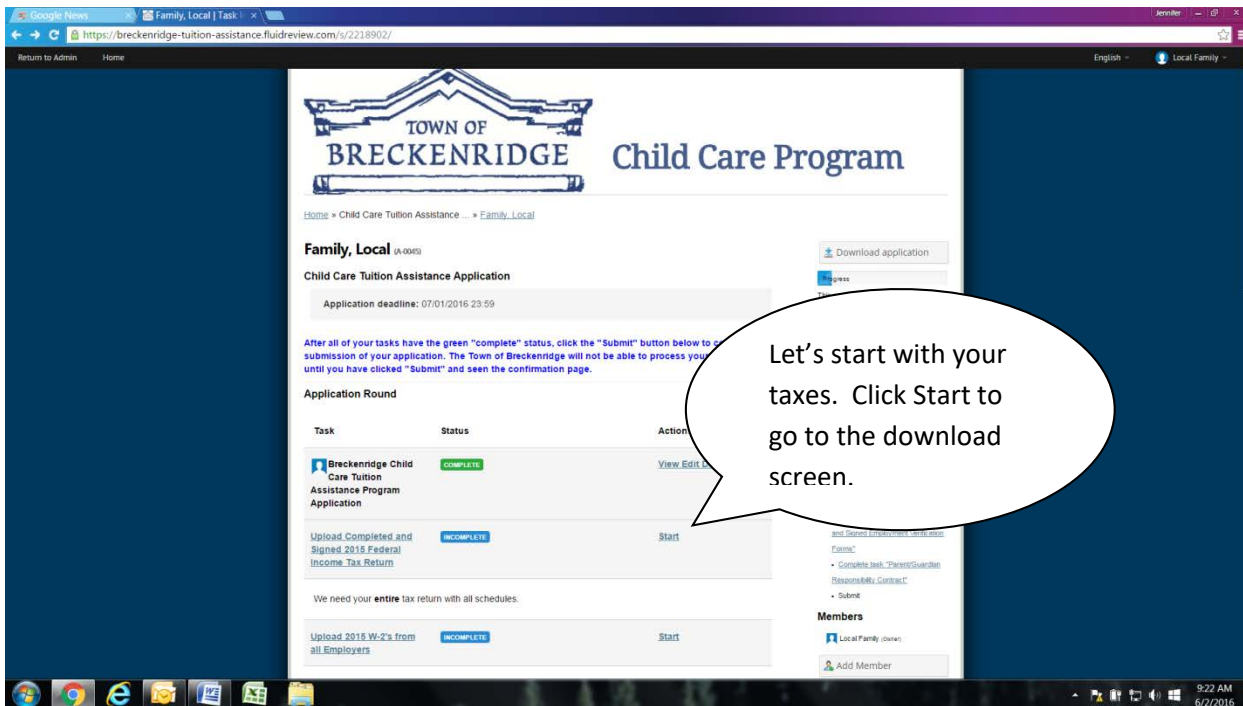
The screenshot shows the 'Assets and Liabilities' section of the application. It includes a table for listing assets and liabilities. The table has columns for ASSETS, Name of Entity, and Balance. Below the table, there are sections for 'Parent/Guardian 1: Self Employed?' and 'Parent/Guardian 2: Self Employed?' with 'Yes' and 'No' radio buttons.

ASSETS	Name of Entity	Balance
Bank or Credit Union		\$
Bank or Credit Union		\$
Bank or Credit Union		\$
Bank or Credit Union		\$
Bank or Credit Union		\$
Stocks & Bonds		\$
Stocks & Bonds		\$
Real Estate - Primary Residence (Value from Current County Assessor)		\$
Retirement (Year End Balance)		\$
Retirement (Year End Balance)		\$
Car (please list Model, Year and Value)		\$
Car (please list Model, Year and Value)		\$
Other		\$

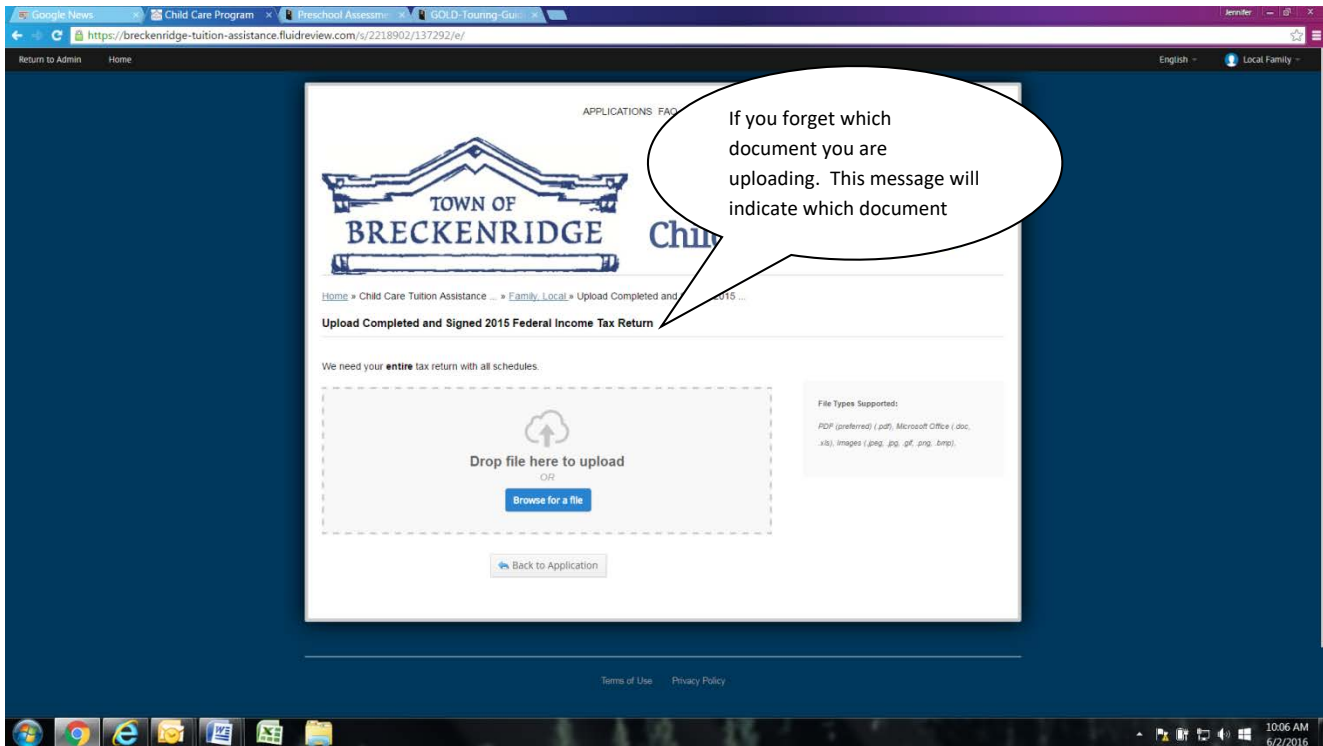
Upon completing this portion please be sure to sign using your mouse or touch screen before clicking Save & Continue to proceed to the next portion of the application.



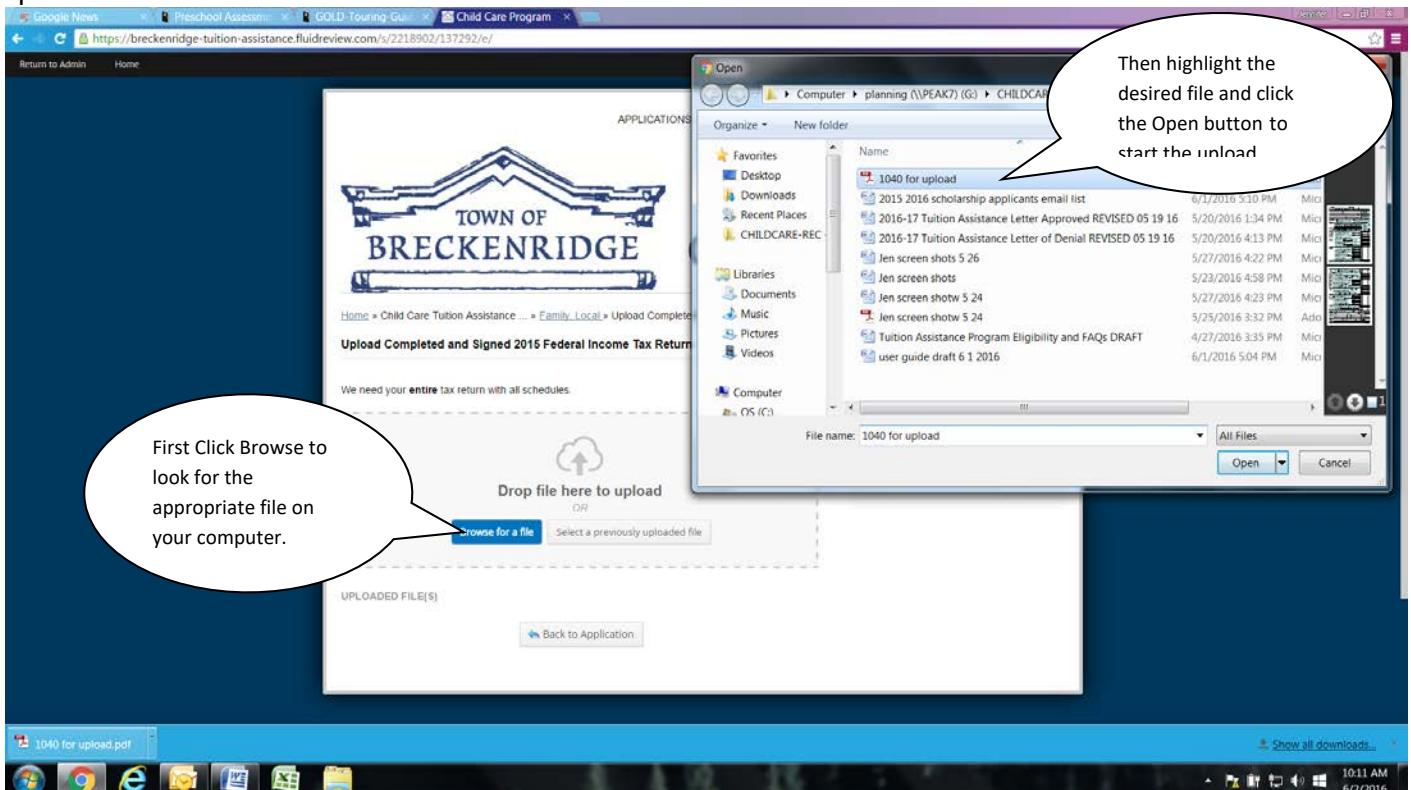
After clicking Save & Continue you will be brought back to the Task screen. Your next step is to start uploading the required supporting documents. You can upload these in any order and the process is the same for all the documents. If you have to leave and continue later remember you can always hit save and log off and come back when you have time or materials ready to upload.



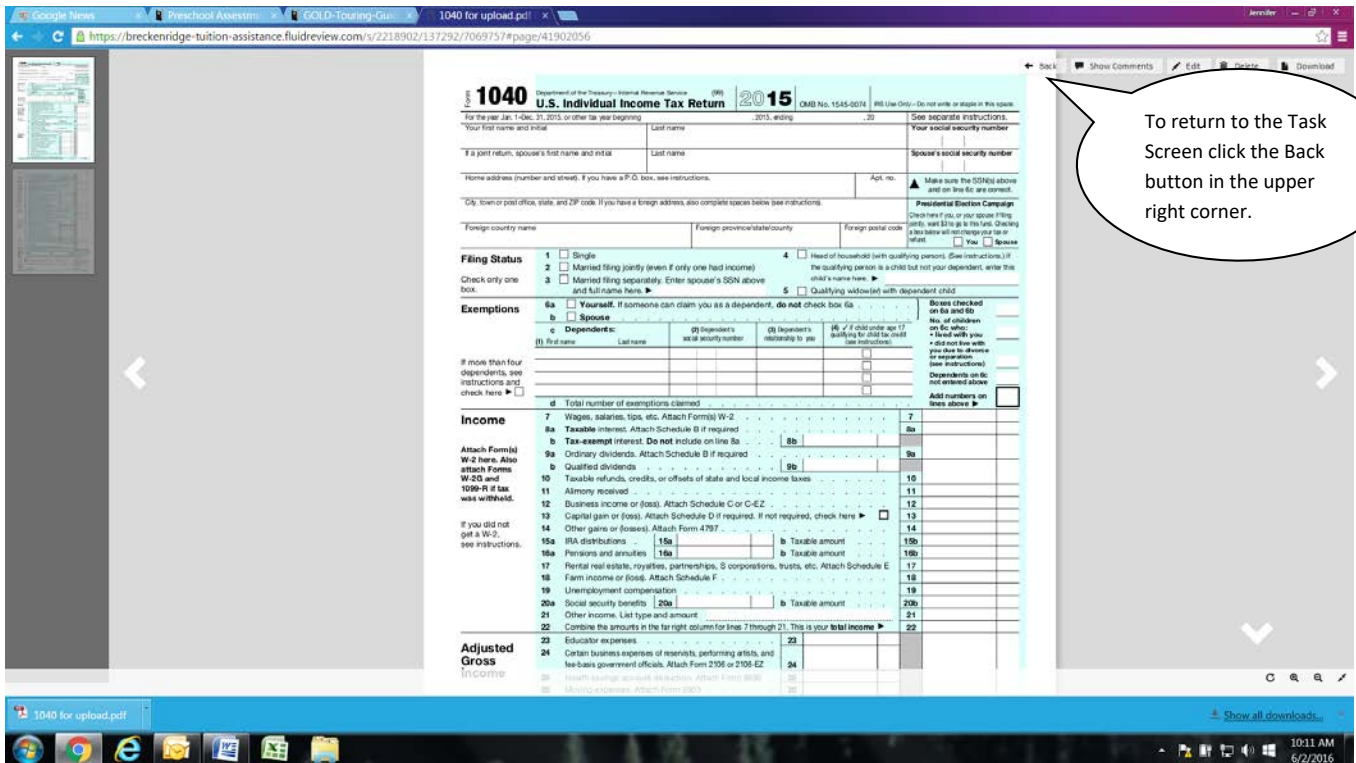
For each upload it will bring you to this upload screen. As the instructed you can either drag and drop the document or browse on your computer for a file. For compatibility with Fluid Review please make sure your files are in one of our supported file formats. This list currently includes: PDF (preferred) (.pdf), Microsoft Office (.doc, .xls), and Images (.jpeg, .jpg, .gif, .png, .bmp)



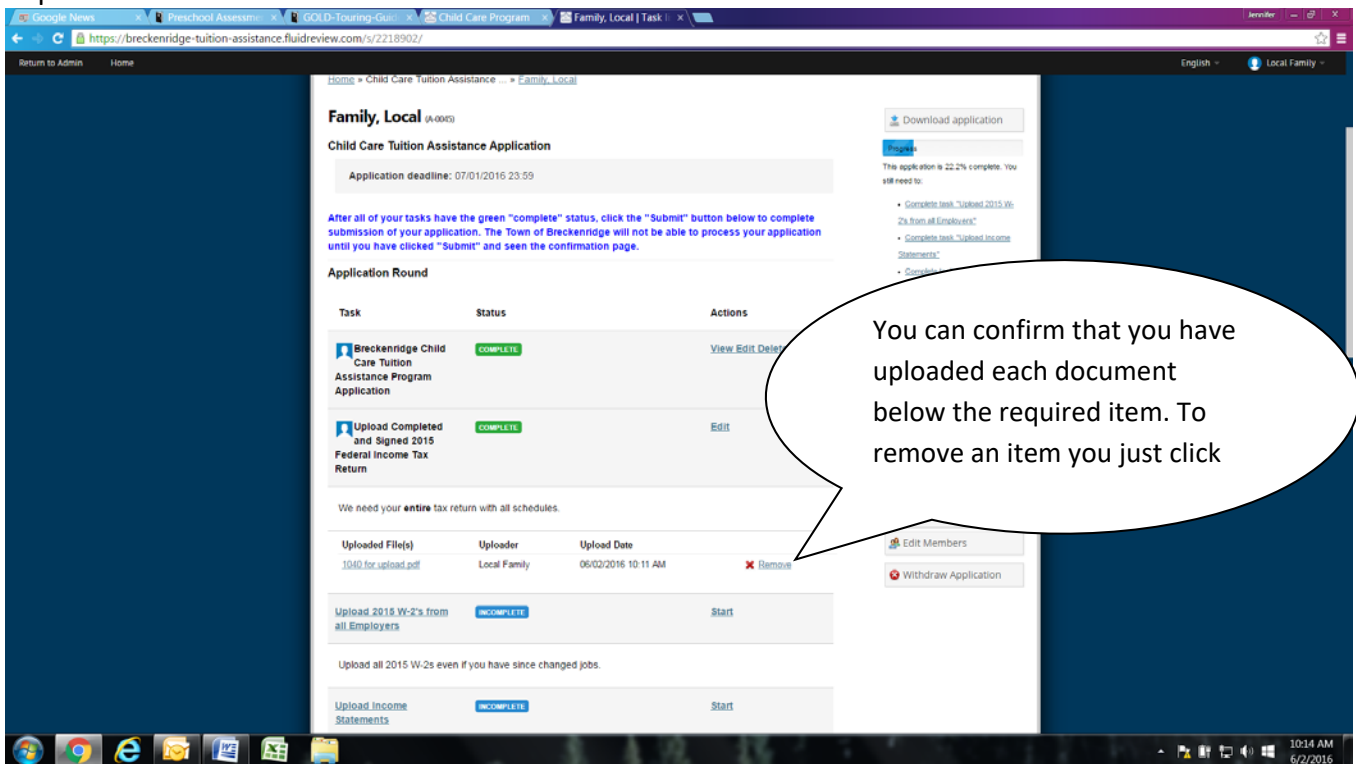
Click on Browse to search your computer for the correct file. Select that document and click open to start the upload.



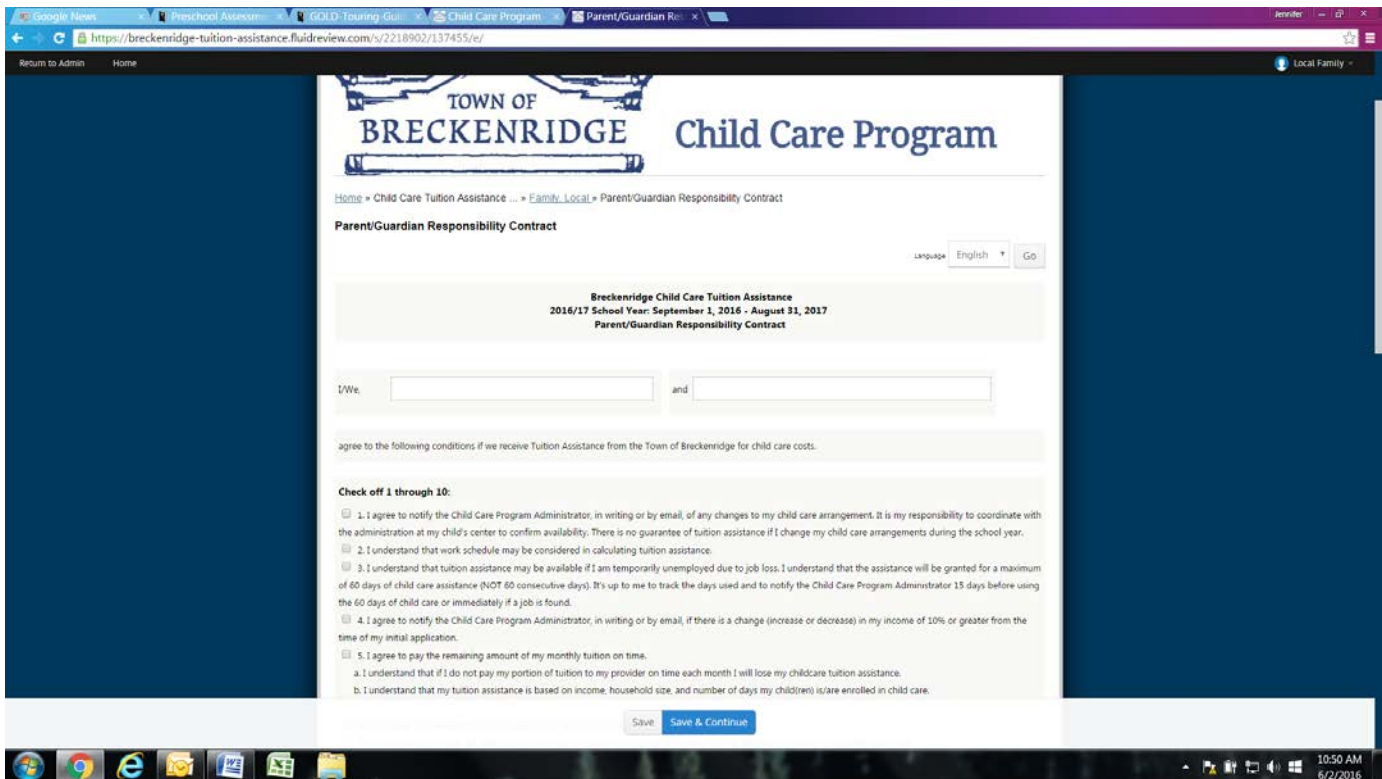
Once your document is uploaded it will open in a viewing window so you can confirm you uploaded the correct document.



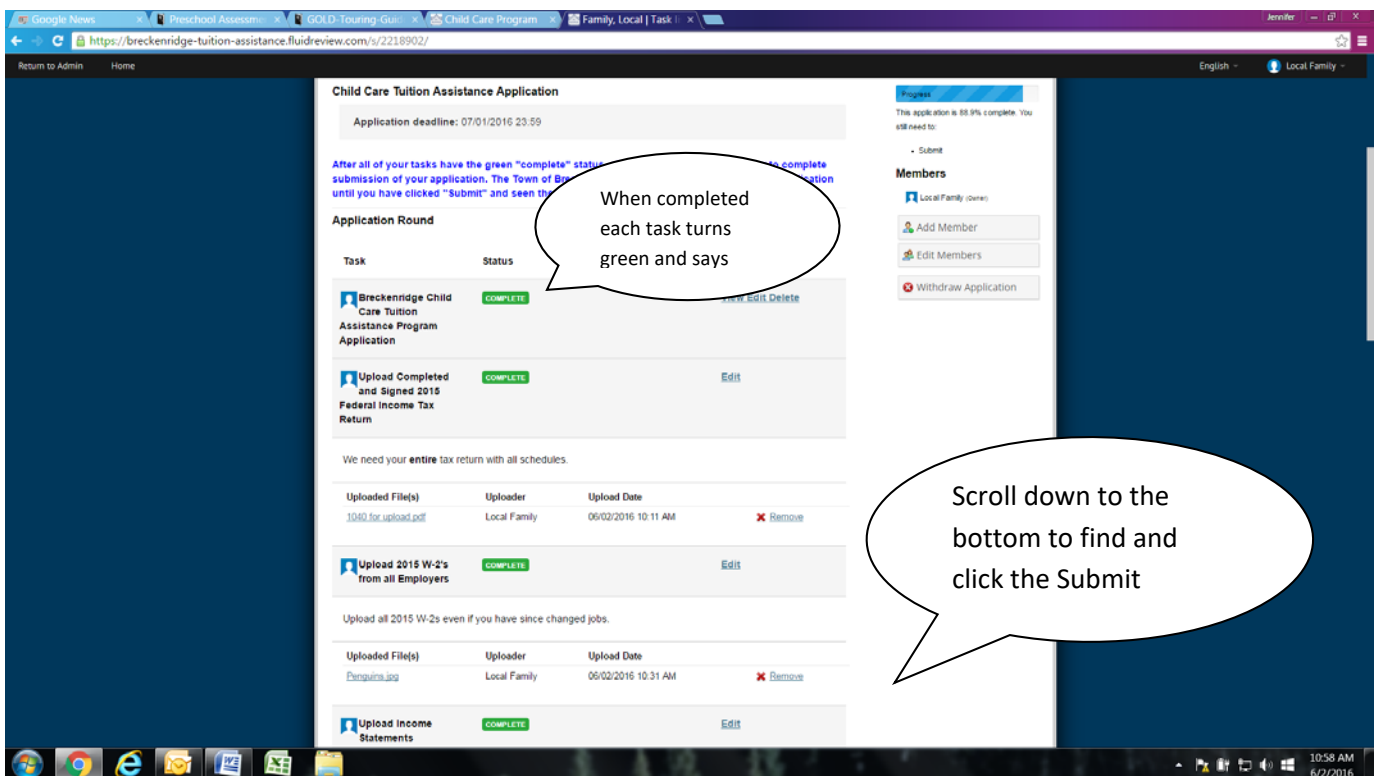
Now you can continue to upload each of the required documents from the Task screen and watch your progress on the Progress bar. As you upload the documents you will see them displayed below each of the required items.



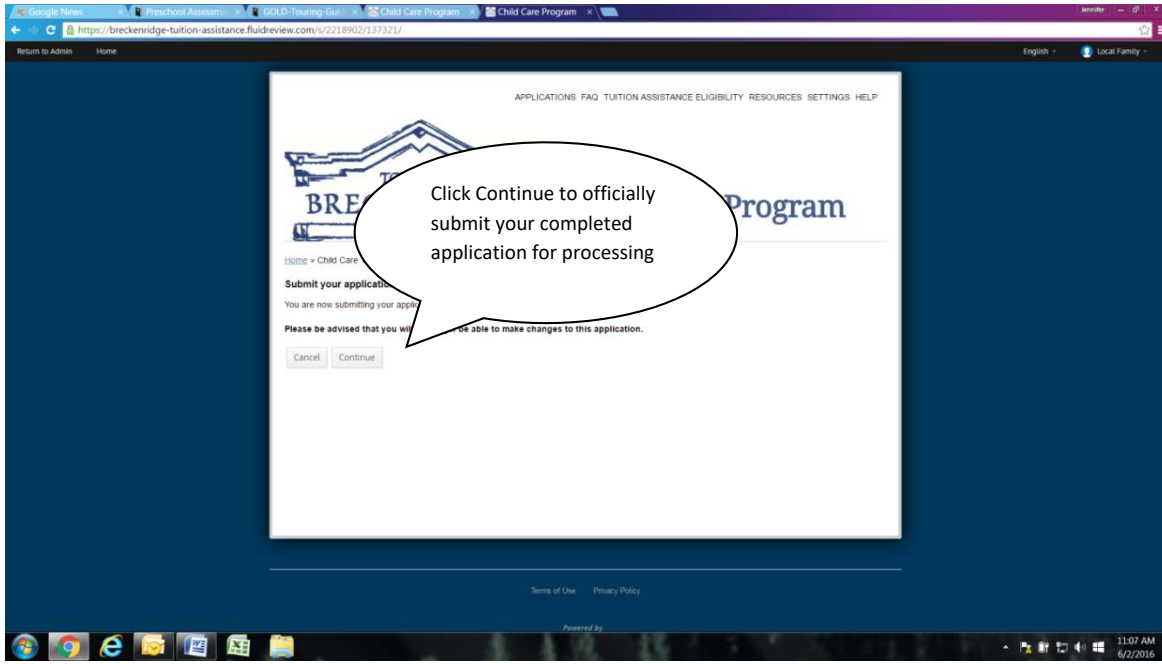
Once you have uploaded all the required documents which are listed on the Task list you can complete the Parent/Guardian responsibility document. Be sure to sign and date the bottom before clicking on Save & Continue.



At this point all of your required tasks should be completed and turned green, the progress bar is almost done and the only task left below is to hit Submit at the very bottom of the screen.



You are almost done! After clicking the Submit button on the previous page you need to confirm one last time that everything is complete and you are ready to turn in your application for processing. Once you click Continue on this screen you will not be able to make further changes to your application until after all applications are processed. You will be able to access your application after it is processed to make any necessary updates over the course of the school year. You can also log in and view your full application and documents at any time. *It is vital that this step is completed by midnight on July 1st to insure your application will be submitted for review during our open enrollment period.*



Once submitted you will be brought to this final screen indicating your application has been successfully completed and is now ready for processing. You can click Back to Account to view your application or login to see it at your convenience. Thank you for participating in the Town's Child Care program. It is families like you that keep Breckenridge a special place to live, work, play and raise a family!

