



**BRECKENRIDGE CHILD CARE PROGRAM  
TUITION ASSISTANCE GUIDELINES  
SEPTEMBER 1, 2022 - AUGUST 31, 2022**

The Breckenridge Child Care Tuition Assistance Program was created to offer financial assistance to families living or working in the Upper Blue Basin as defined by the Town of Breckenridge (roughly Farmers Corner to Hoosier Pass). This assistance is available for children between the ages of birth and 6 years attending a participating, licensed child care center. Tuition Assistance is intended to help our workforce and is available to qualified working families. The amount of assistance is determined based on gross income, child care cost, parents' work schedule, the number of children in care, and other criteria as described below. The Assistance is paid directly to the participating child care Center on behalf of approved families and is intended only for the Centers' use to cover the true cost of care.

The program is unusual in that Tuition Assistance is available to local working families as well as families who participate in CCCAP and other local assistance programs. Local working families who are not eligible for CCCAP may be eligible for tuition assistance if their cost of care exceeds 8-20% of their gross income. CCCAP families may be eligible for tuition assistance to cover the gap in CCCAP reimbursement and the full tuition cost of child care.

The Tuition Assistance program is designed to help make quality child care more affordable and accessible to local working families. The following policies and guidelines have been established to ensure that the funds which are provided by the Town of Breckenridge are used in the fairest and most effective way possible. The Town of Breckenridge reserves the right to amend the eligibility criteria or to request additional information at any time. Any fraud or misrepresentation made by applicants, participants, or recipients is unlawful and will be punished to the full extent of the law which will include fines, restitution, and possible imprisonment. Program funding is limited, and all tuition assistance is subject to the availability of funds. It is the responsibility of the Centers and families to inform the Town of Breckenridge if they feel that the policies and procedures herein are being violated.

**POLICIES AND PROCEDURES**

All families, including currently participating families, are required to apply during the annual enrollment/application period. The annual deadline for applications is July 1. **With the exception of Qualified Permitted Changes, no applications will be considered until the next annual enrollment deadline.**

**ELIGIBILITY CRITERIA FOR TUITION ASSISTANCE**

- Children ages birth through 3 years old must be attending a participating, licensed, not-for-profit childcare center in Breckenridge. Participating schools include Little Red Schoolhouse, Carriage House Early Learning Center, Breckenridge Montessori, Timberline Learning Center, or Open Arms.
- Families must live and/or work in the Upper Blue Basin area. Families that live in the Town of Breckenridge will be eligible for a higher level of tuition assistance than families who live outside Town limits.
- At least one member of the household is required work for a business located in and serving Summit County.
- Both parents must be employed and at least one of them must work a minimum average of 30 hours per week annually. **However, in order to qualify for tuition assistance for full time child care (4 or 5 days per week) both parents MUST work a minimum of 30 hours on average per week.**

- If working in the Upper Blue Basin only (not living), at least one parent must be working a minimum average of 30 hours per week annually in the Upper Blue Basin.
- Self-employed applicants must maintain an average income that exceeds their business expenses and must show that his/her taxable gross income divided by the number of hours of care used for the employment activity equals at least the current Federal Minimum Wage.
- COMPLETE 2021 Federal Income Tax Return Individual and, if applicable, Business, are required to be submitted with the application. Failure to provide this documentation will result in denial of your application. Extension letters will not be accepted.
- Self-employed definition: An individual will be considered self-employed if their employer doesn't provide a W-2 at the end of the year.
- If a parent becomes unemployed, their tuition assistance is subject to discontinue as the program is intended to support working families and not stay at home parents. They can request 60 days of child care assistance (NOT 60 consecutive days) from the date of their job loss to find work. It is the parents' responsibility to track the 60 days of child care and report changes to the Child Care Program Administrator **15 days before using the 60 days of child care or immediately once a job is found.**
- Income from all members of the household must be included on the application. This may include parents, significant other, boyfriend, girlfriend, grandparents, or other arrangements.
- Families/households who earn an annual gross income of less than:
  - Below \$150,840 for household of two
  - Below \$169,740 for household of three
  - Below \$179,640 for household of four
  - Below \$203,580 for household of five
- Applicants will be required to complete the Breckenridge Child Care Tuition Assistance Application and provide a comprehensive list of family assets and liabilities. Families may be ineligible or disqualified from the program if assets exceed \$225,000. Some assets will be exempt, such as primary residence equity, retirement accounts, health savings and college savings accounts.
- Families must have no outstanding debt to any licensed child care center or home child care provider. If a balance is unpaid, the family must make arrangements for payment that is acceptable to the program before an application may be considered for tuition assistance funds.

### CCCAP Gap

All of the eligibility criteria mentioned above, applies to all CCAP families, as well as:

- Families must be approved by their local CCCAP Program to receive tuition assistance at one of the participating child care centers.
- Families must be in good standing with their local CCCAP office and must comply with all CCCAP rules and regulations.
- Families must stay current in swiping their CCCAP CARD at all times. This policy applies to all families even if they are on a transition plan to get off of CCCAP.
- If during the award cycle a family becomes ineligible for CCCAP, they must submit a complete application and all the required documentation to be considered for regular tuition assistance. An application will only be

considered when the application is completed and submitted in full. Any award approved will be prorated back to the date the complete application with all supporting documentation was received by the Breckenridge Childcare Program Administrator.

- **The CCCAP Program is considered the payer of first resort.** The Breckenridge Child Care Tuition Assistance can be used to cover the difference between the CCCAP reimbursement and the actual cost of care to the provider. For more information about Summit County CCCAP, please call 668-9160. Families will be referred to CCCAP and must complete that process before the Child Care Program Administrator will determine eligibility for tuition assistance. **If a family has applied for CCCAP and has been denied funding in the past 6 months, a denial letter should be included in their application packet.**

### **SCHOOL YEAR FUNDING**

Funding is limited. **There is no guarantee that a family who meets the eligibility factors will be awarded tuition assistance.** There is no guarantee that a family who received tuition assistance one year will receive tuition assistance the next year. If a family receives funds from another source, those funds will be considered in determining eligibility. Programs and families are encouraged to seek sources of funding beyond the Breckenridge Child Care Tuition Assistance.

Funding consideration will be prioritized as follow:

- A. Families that live in the Town of Breckenridge
- B. Families that live and work in the Upper Blue Basin.
- C. Families that work in the Upper Blue Basin but live outside the Basin.
- D. Families that live in the Upper Blue Basin (outside the Town of Breckenridge) but work outside the Basin

### **Qualified Permitted Changes/Emergency Assistance**

**CURRENTLY ENROLLED FAMILIES:** If a current tuition assistance recipient is experiencing an emergency including but not limited to birth, adoption, court ordered child care, loss of job, extreme medical issues, etc., additional assistance may be considered based on the sole and absolute discretion of the Internal Review Committee. The family will need to contact the Child Care Program Administrator at (970) 547-3124 directly to discuss options.

**NEW FAMILIES:** If a family has never participated in the Breckenridge Tuition Assistance Program, but they become eligible because of residency, birth, adoption, or employment change or they are experiencing an emergency including but not limited to court ordered child care, loss of job or extreme medical issue, they may apply for emergency assistance under a Qualified Permitted Change. The application may be considered based on the sole and absolute discretion of the Internal Review Committee. The family will need to contact the Child Care Program Administrator at (970) 547-3124 directly to discuss options.

### **PARTICIPANT RESPONSIBILITY**

1. Families are responsible for reporting to the Child Care Program Administrator any changes in child care schedule or child care provider. Families are required to report any changes in their work status or income level if changes represent more than 10% (increase or decrease) of the families' annual income. Families must notify, in writing or by email, of any changes to their child care arrangement with supporting documentation.
2. Every family applying for tuition assistance will be required to sign a statement acknowledging that they do not have any outstanding debt to any licensed child care center or home or have made agreeable arrangements to pay their debt. If it is brought to the Town of Breckenridge's attention by any means that a participating family has an outstanding debt, an investigation will take place. If the allegations are founded, the tuition assistance will be placed on-hold for a probationary period of 30 calendar days. During the 30 days, the family must pay the balance

of their debt or make arrangements for payment that is acceptable to the program. If the balance is unpaid or agreeable arrangements have not been made after 30 days, there will be immediate termination of funding and additional penalties adopted by the Town of Breckenridge may occur. A family may reapply at the next annual deadline only after the balance is paid in full to the child care program.

3. Loss of Employment – This MUST be reported immediately. If a family qualified for tuition assistance based on the eligibility criteria of “Working Only in the Upper Blue Basin Area” (not living), and that parent loses their job, that family may be grandfathered into the program. The family must have been in the program a minimum of 9 consecutive months before the job loss occurs. The family has 60 days of child care (NOT 60 consecutive days) from the time of the job loss to become compliant with the eligibility requirements and remain in the Program. If after the 60 days the family is not in compliance with the eligibility requirements, the assistance will be terminated immediately. It’s the family responsibility to report these changes in a timely manner. The family may reapply at the next annual enrollment period if in compliance with the eligibility requirements.

4. Applicants must sign a complete “Participant Responsibility Agreement” as well as a Verification and Acknowledgement form to attest that all information that has been provided as part of their application is true and complete.

**CONFIDENTIALITY POLICY**

The Town of Breckenridge (“the Town”) respects the importance of maintaining the confidentiality of personal or sensitive information disclosed through the Child Care Tuition Assistance program and takes reasonable measures to protect the unauthorized disclosure of such information. In certain instances, the Town may share personal and identifiable client information with its directors, officers, employees, managers, attorneys, consultants and agents, all of whom have been made aware of this Confidentiality Policy and have been advised to observe its terms. Staff members are made aware of this policy and are informed not to discuss or share confidential information with organizations or individuals outside the agency unless it is pertinent to case management and performed consistent with this policy.

The Town may disclose certain anonymous, aggregated data and provide it to care providers, funding sources and governmental agencies either for market research and statistical purposes or to ensure compliance with the agreements between the Town and its providers, funding sources, governmental agencies and similar organizations. The Town of Breckenridge reserves the right to amend or change this Confidentiality Policy without advance notice and will provide an updated copy of this policy upon request.



**Application Process & Deadlines**

Applications Available:	May 15, 2022
Applications Due:	July 1, 2022
Assistance Cycle:	September 1, 2022 – August 31, 2023

The application will be available online through the Town of Breckenridge website at: <http://www.townofbreckenridge.com/work/child-care-tuition-assistance>

Please complete and submit your application with all required documentation to the Town of Breckenridge by July 1, 2022. **COMPLETE applications will be processed in the order they are received.** Late applications will not be accepted or considered.

<u>Physical Address</u>	<u>Mailing Address</u>	<u>Contact Information</u>
Town of Breckenridge 150 Ski Hill Rd Breckenridge, CO 80424	Town of Breckenridge Attn: Child Care Program PO Box 168	Austyn Dineen Child Care Program Administrator austynd@townofbreckenridge.com

Breckenridge, CO 80424

Phone: (970) 547-3124