



BRECKENRIDGE CHILD CARE ADVISORY COMMITTEE
Monday, September 22, 2014; 3:00 PM
Planning Conference Room, 2nd Floor of Town Hall, 150 Ski Hill Road

For additional information, contact Laurie Best, Long Range Planner III, at 970-547-3112.

CALL TO ORDER

ROLL CALL

MINUTES

2

DISCUSSION/ACTION

- A. Review Committee Recommendation
- B. Suggested Modifications to Program Guidelines

3

5

NEXT MEETING-TENTATIVELY SCHEDULED FOR OCTOBER 6, 2014

ADJORN

Meeting Notes-Child Care Advisory Committee (Sept 9, 2014 meeting)

There is no audio record of the meeting. Following is a summary of the meeting discussion.

Attendees: Linda Venturoni, Laurie Best, Peter Grosshuesch, Jennifer McAtamney, Mike Connelly, Elisabeth Lawrence, Greta Shackelford, Laurie Blackwell, Kelly Keith

#1 Linda Venturoni presented results of the Voter Survey

The key findings for the YES vote:

Precinct #4 (Wellington)

Democrats

People thinking the Town is headed in the right direction

Age: 20-35

Female

Part time employed

Length of residency: 6-10 years

Voter motivation: 55% help local families, 32% child outcomes/education, 13% workforce

The key finding for the NO vote:

Precinct #5 (Highlands)

Republicans

People thinking the Town is headed in the wrong direction

Age: 50-64

Male

Self-employed

Length of residency: 11-20 years

Voter motivation: 53% anti-tax for this purpose, 12% program only benefits a few, 9% don't see a problem, 7% too expensive, 7% wasteful/not enough oversight, 3% abuse, 3% too many taxes, 3% Town has enough money

#2 Committees preferred model

The Committee reviewed options for sliding scale that were presented by Kelly Keith (might be easier to administer), but still voted for the models as listed in order:

Blend of direct support w/safety net—benefit the entire community and supports the program

Current tuition assistance model—known model-specific to each family

Sliding Scale—easier to administer, but not as specific to individual families situation

#3 Central Administration and Cost? (Logistic Support)

The Committee discussed the role and expectations of Central Administration and there was some consensus that the central administration should support the programs, provide some assistance with payroll, reporting, accounting, recruitment, background checks, collections, billing, marketing, messaging, etc. Cost estimate is approximately 5% of program cost (\$35,000/yr). These tasks probably require different skills than the tuition assistance administration. There was some concern about an umbrella organization setting policies, usurping the individual Boards. This issue needs further discussion to define CA, cost, and who?

#4 Program Guidelines

Revisions to the Program Guidelines, including eligibility criteria, residency requirements, employment (one or both parents-hours in Town), student status, cap at \$650 per child, etc. will be discussed at an upcoming meeting

The Committee adjourned the meeting at 5pm on Sept 9th. The next meeting is September 22nd and another follow up meeting is tentatively scheduled for October 6, 2014 at 3pm

BRECKENRIDGE CHILD CARE ADVISORY COMMITTEE REPORT AND COMMENDATION

Introduction and Background:

The Committee was created by Council Resolution approved on December 10, 2014. The duties and responsibilities as established in the Resolution are:

1. To provide guidance to the Town regarding childcare programs and funding; and
2. To perform such other functions and duties regarding childcare programs and funding as may, from time to time, be delegated by the Town Council, or which are provided for by Town ordinance or resolution

Committee members were appointed by the Council on January 14, 2014. Appointed members include: Michael Connelly, Lucinda Burns, Greta Shackelford, Elisabeth Lawrence, Laurie Blackwell, Carla Williams, and Jennifer McAtamney. Other interested parties, including Mark Ryberg and Mike Dudick, have also attended and participated in many of the meetings. The first organizational meeting of the Committee was held January 27, 2014.

Since January, the Committee has met monthly and has evaluated the pros and cons of the Town's current tuition assistance model as well as different programs that have been implemented in other communities. This includes Kid's First in Aspen, Denver's Preschool Voucher Program, the City of Boulder Child Care Subsidy and Referral Program, as well as direct subsidies, sliding scales, and blended approaches. The Committee also discussed quality metrics, accountability and oversight, cost of care and the gap, impacts of child care assistance, central administration, education/outreach, and other related issues. Staff also reaffirmed the Town's goals with the Housing/Child Care Committee, specifically:

- 1) Improve access to affordable quality care for the local workforce (all workforce including those living outside Town)
- 2) Ensure local families are not cost-burdened regardless of their income and amount of care they consume
- 3) Help Center's achieve sustainable budgets, while providing quality care, maintaining sufficient reserves, and retaining and compensating teachers
- 4) The public investment should result in positive impact on child outcomes (improved language, literacy, kindergarten readiness, etc.)

Lastly, the Committee has considered the results of the Breckenridge Telephone Survey which was conducted in July 2014. **Should a summary of Linda's report be included in this report to TC?** Based on this work the Committee has reached several conclusions and submits the following recommendations to the Council.

Recommendations:

The preferred option would be direct funding to the Centers (which would enable the Centers to buy down rates for everyone) and tuition assistance for the cost burdened families. This has been referred to as the Blended Model.

Pros: -similar to other program support that is provided by the Town to open space, housing, recreation, golf, arts and culture, etc.
-focus of the tuition assistance would be the lower income families with high child care expenses

- Cons:
- could be perceived as not a 'needs-based approach' because rates are bought down for all users
 - still requires tuition assistance administration although the number of families who would qualify would be reduced significantly (estimate 40-50% reduction in the number of families and cost of administration)
 - overall cost of the program would be significantly higher-if 100% of the Town funding, based on historic funding level, were allocated directly to the Center it is estimated that Centers would be able to buy down rates about 20% and that rates would be affordable to most families earning around 90% AMI (the cost of the safety net for families earning less than 90% AMI would increase the cost of the program by about 40% or \$250,000/yr)
 - hides the true cost of care

Given the cost of this option, the Committee felt that the current tuition assistance program with some modifications would be **a good or the best** alternative.

- Pros:
- needs-based program supports cost-burdened families based on their specific family circumstances (income and cost of care)
 - high level of scrutiny
 - everyone knows the true cost of care
 - established program-just needs minor adjustments
- Cons:
- burdensome (cost of administration is \$35,000 year)
 - available only to some families (can be divisive)
 - perceived abuse
 - once a family meets it co-pay they can add additional days with no charge (perceived free days)
 - changing family schedules is difficult to manage

To address some of the program issues, to address some of the concerns identified in the voter survey (perceived abuse, lack of oversight, and no perceived problem), to control cost of the program, and to insure the program achieves the goals established by the Town, the Committee would recommend the following changes to the current tuition assistance program/guidelines:

Centers/Providers:

- Common budget templates and professional book-keeper/accountant
- Shared services to reduce costs/improve quality (property management, billing, IT, tax prep, accounting, purchasing etc)
- Compliance with new Colorado Quality Rating standards

Town:

- Better education and outreach to the public (and to the business community) in regard to the program, the impacts, and the need
- Addition of central administration/logistic support to oversee shared services (approximately .5 FTE)
- Eliminate the \$650 cap per child**

Families/Eligibility:

- Asset testing**
- Improved process for self-employed income calculations**
- Tiered tuition assistance for families who live/own in Town**
- Eliminate 'free day' w/daily awards**
- Employment Requirements (students, pre-school enrichment, hours worked in Town)**

Program Administrator:

- Track child outcomes long term

Funding: Should the Committee weigh in on funding options?

Best, Laurie

From: Leslie Davis [info@timberlinelearningcenter.com]
Sent: Wednesday, September 10, 2014 12:02 PM
To: Best, Laurie; 'The Carriage House Early Learning Center Preschool'
Cc: 'Greta Shackelford'
Subject: RE: Child Care Advisory Committee

Laurie,

Thank you for the inclusion/ insight on what's been going on. I am providing a list of all of the elements that I am comfortable sharing/partnering with other directors on:

Snowplowing

Landscaping

Cleaning

Maintenance

IT

Tax preparation

Accounting/reconciliation

Purchasing (janitorial, snack, art, office)

Invoicing might be difficult as I know that we all have families with unique situations, such as dual households, single parents, reimbursement reliant, etc that we work with personally- but I am not against it, just uncertain about feasibility...

If it isn't listed, I may just not be thinking far enough outside the box...feel free to add to this list

Best,

Leslie Davis
Executive Director
Timberline Learning Center
PO Box 3098 Breckenridge CO 80424
970.453.9656 phone
970.453.6569 fax
info@timberlinelearningcenter.com
www.timberlinelearningcenter.com

From: Best, Laurie [mailto:laurieb@townofbreckenridge.com]
Sent: Tuesday, September 09, 2014 4:51 PM
To: 'Leslie Davis'; 'The Carriage House Early Learning Center Preschool'
Cc: 'Greta Shackelford'
Subject: Child Care Advisory Committee

Leslie and Martha

I wanted to contact you to share some of the conversations that have occurred with the Committee in regard to possible changes to the tuition assistance program.

The Committee is still evaluating different models (tweaks to the current model, sliding scales, vouchers, direct funding to the program/Centers, etc.) and will be finalizing a recommendation which we believe will be presented to the Council

on Oct 14th. I will get that date confirmed as we get closer because some of your families may want to attend. I assume the Council will listen to the Committees recommendation on Oct 14th but I will be surprised if they actually make any decisions on the 14th.

Some of the ancillary discussions have been in regard to 'Central Administration' and/or shared services. It is my understanding that regardless of which model the Committee recommends, they will include a recommendation to 1) increase the amount of program oversight/accountability and 2) insure Centers are operating as efficiently as possible focusing on their mission to provide quality programs. The Committee believes there are certain tasks that could be centralized and/or managed by someone other than Center Directors or staff or voluntary Boards, and could result in some economies of scale, maybe higher quality, and maybe free up your time for other priorities. I wanted to touch base with you to assess your comfort level and to find out what tasks you currently perform (or sub out) that maybe could be consolidated. Some of the tasks that the Committee has discussed include: billing, accounting, property management and contract management (snow removal and cleaning contracts, etc.), equipment rental, tax preparation, etc.

Please let me know if this makes some sense and what tasks you believe would be good to consolidate because we might achieve some efficiencies of scale or might free you up to focus on child care. I will be away thru Friday, but please get back to me no later than Monday, the 15th with your thoughts.

Thanks!

Thank You!

Laurie Best-AICP
Town of Breckenridge
Community Development Department



www.BreckProCycling.com/

Part 5: Assets

Check all types of assets or accounts your household currently has:

My household does not have any asset accounts

<input type="checkbox"/> Savings Account	<input type="checkbox"/> Stocks	<input type="checkbox"/> Certificates of Deposit	<input type="checkbox"/> Payee/escrow account
<input type="checkbox"/> Checking Account	<input type="checkbox"/> Bonds	<input type="checkbox"/> Own a home or land	<input type="checkbox"/> Other
<input type="checkbox"/> Trust Fund	<input type="checkbox"/> Money Market Funds	<input type="checkbox"/> Cash	<input type="checkbox"/> Other

For each asset account, please provide the following information:

Account Holder Name: _____ Bank Name: _____ Account Type: _____ Current Balance: _____	Account Holder Name: _____ Bank Name: _____ Account Type: _____ Current Balance: _____
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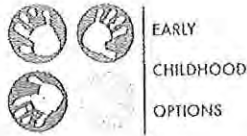
Account Holder Name: _____ Bank Name: _____ Account Type: _____ Current Balance: _____	Account Holder Name: _____ Bank Name: _____ Account Type: _____ Current Balance: _____
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Please provide a current statement for all accounts with a balance greater than \$5,000

1. Please list the address of any real estate (including land) that you own: _____
2. Have you closed any type of asset accounts in the last 12 months? Yes No
If yes, please provide the name of the bank where the account was closed: _____
Date account closed: _____ (month and year) Type of account closed: _____

You must attach documentation verifying that the account has been closed

ADD TO SCHOLARSHIP EVIDENCES?



330 Fiedler Ave Suite 208 ~ P.O. Box 3355 Dillon, CO 80435 ~ 970.406.3070 ~ Johanna@earlychildhoodoptions.org

TOUITION ASSISTANCE
Breckenridge Child Care Scholarship Program
2014/15 School Year
September 1, 2014 - August 31, 2015 Scholarship Cycle

Please submit your application to Early Childhood Options. Late applications will be considered for the next application period. You may hand-deliver your application Monday – Friday 9:00 am – 5:00 pm, mail it, scan/email it or fax it.

Physical Address

Early Childhood Options
330 Fiedler Ave, Suite 208
Dillon, CO 80435

Mailing Address

Early Childhood Options
Attn: Johanna Kugler
PO Box 3355
Dillon, CO 80435

Fax Number

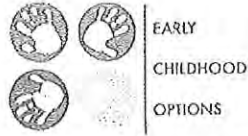
970-468-7923
Attn: Johanna Kugler

Early Childhood Options Contact Information

Johanna Kugler- Child Care Resource & Referral Manager
Phone: 970-406-3070
Email: johanna@earlychildhoodoptions.org

Application Deadlines

Annual Enrollment:	
Applications Available:	June 1, 2014
Applications Due:	July 1, 2014
Award Cycle:	September 1, 2014– August 31, 2015
Partial Year Enrollment	
Second Award	
Applications Due:	December 1, 2014
Award Cycle:	January 1, 2014 – August 31, 2015
Third Award	
Applications Due:	April 1, 2015
Award Cycle:	May 1, 2015 – August 31, 2015



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Breckenridge Child Care Scholarship Program

INTRODUCTION

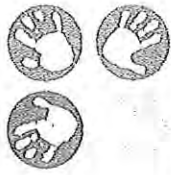
The Breckenridge Child Care Scholarship Program offers child care financial assistance to families living and/or working in the Upper Blue Basin as defined by the Town of Breckenridge (roughly Farmers Corner to Hoosier Pass). This scholarship is intended for children between the ages of birth and 5 years attending a participating, licensed child care facility. Scholarship awards are determined based on the 2014/2015 School Year eligibility criteria. Awards are paid directly to child care providers and are intended only for the providers' use.

The Breckenridge Child Care Scholarship Program offers 3 types of awards: the Standard Child Care Scholarship, the Colorado Child Care Assistance Program (CCCAP) Gap and the Preschool Enrichment (PSE).

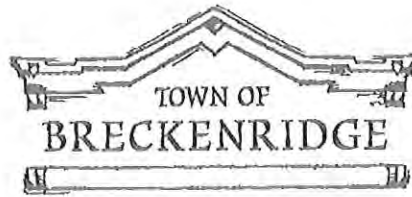
The purpose of the Breckenridge Scholarship Program is to assist working families in accessing quality early care and education programs for their young child or children. Quality early experiences lay the foundation for healthy child development and school success.

The following policies and guidelines have been established to ensure that the funds available for the Breckenridge Child Care Scholarship Program are used in the fairest and most effective way possible. The Town of Breckenridge reserves the right to amend the eligibility criteria and request additional information such as an asset test at anytime. Any fraud or misrepresentation made by families to Early Childhood Options may disqualify them from financial consideration and be punishable by additional penalties as adopted by the Town. Program funding is limited, and all scholarship awards are subject to the availability of funds.

The Breckenridge Scholarship Program is designed to help make quality child care more affordable and accessible to local working families. It is the child care providers' and families' responsibility to inform Early Childhood Options if they feel that the policies and procedures herein are being violated.



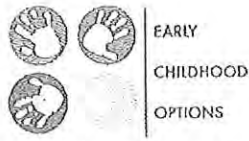
EARLY
CHILDHOOD
OPTIONS



COMPLETED APPLICATION REQUIREMENTS CHECKLIST

- **If either parent is paid by an employer please submit:**
 - ✓ A copy of the most current year's entire Federal Income Tax Return including all schedules and forms.
 - ✓ A copy of ALL W2s for the past year.
 - ✓ A copy of the most recent pay stubs from ALL current employment
 - ✓ A completed Employment Verification Form by ALL current employees
 - ✓ If a parent is unable to work due to a disability, the attending physician should confirm the nature of the disability. (Disability income must be included on the Financial Aid application)
 - ✓ If a parent is a student, school enrollment statement
 - ✓ A copy of each child's birth certificate or social security card showing legal residency
 - ✓ A signed, dated and completed Application and Debt Signature page
 - ✓ A signed and dated Policy Signature page
 - ✓ A signed CCCAP, H/S, CPP and ECO Information Sharing Form.
 - ✓ Any backup documentation to reflect special circumstance that you would like us to consider in your application.

- **If either parent is self-employed, an independent contractor or owns their own business please submit:**
 - ✓ Everything from the list above
 - ✓ A current profit and loss statement from January 1, 2014 – current. If you need a template for a profit and loss statement, you can find a sample at this link: <http://www.earlychildhoodoptions.org/for-parents/paying-for-child-care-preschool/breckenridge-child-care-scholarship-program/>



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POLICIES AND PROCEDURES

Participating families will be required to re-apply with a new completed application annually during annual enrollment. Any requests for additional funding due to a change in child care schedule will be considered at the next annual enrollment deadline.

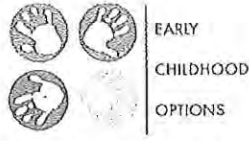
ELIGIBILITY CRITERIA

Standard Child Care Scholarship

- Children ages birth -5 years old must be attending a participating, licensed, not-for-profit child care center in Breckenridge: Little Red Schoolhouse, Carriage House Early Learning Center, Breckenridge Montessori or Timberline Learning Center.
- Families must live and/or work in the Upper Blue Basin area.
- If working in the Upper Blue Basin only (not living), at least one parent must be working a minimum of 30 hours per week and 20 of those hours must be in the town of Breckenridge for a year round or seasonal position. A seasonal position is considered 6 consecutive months of employment per year. The other parent must be employed, looking for employment or be a student.
- If one parent is currently unemployed, they will have 12 months from their original application to find work, or must submit in writing an explanation of why they are still unemployed to be considered for eligibility.
- Families must be earning an annual gross income of less than 150% of the Area Medium Income (AMI from the 2014 Summit Combined Housing Authority). Example: a family of 4 cannot exceed \$136,200 annual income.
- Any family with considerable personal assets may be asked to provide additional financial documentation and may not qualify for the program. All income levels are looked at on a case-by-case basis.
- Families must have no outstanding debt to any licensed child care center or home. 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 scholarship funds.

CCCAP Gap

- Families must be approved by their local CCCAP Program to receive funding 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.
- Children ages birth -5 years old must be attending a participating, licensed, not-for-profit child care center in Summit County: Little Red Schoolhouse, Carriage House, Breckenridge Montessori or Timberline Learning Center.
- Families must live and/or work in the Upper Blue Basin area.
- If working in the Upper Blue Basin only (not living), at least one parent must be working a minimum of 30 hours per week and 20 of those hours must be in the town of Breckenridge for a year round or seasonal position. A seasonal position is considered 6 consecutive months of employment per year. The other parent must be employed, looking for employment or be a student.
- If one parent is currently unemployed, they will have 12 months from their original application to find work, or must submit in writing an explanation of why they are still unemployed.
- Families must stay current in swiping their CHATS card at all times. This policy applies to all families even if they are on a transition plan to get off of CCCAP.



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- If during the award cycle a family becomes ineligible for CCCAP, they must submit all updated income information to Early Childhood Options for a Standard Scholarship to be determined. An application will only be considered when the completed application is submitted in full.

Preschool Enrichment (PSE)

- An eligible family will have one stay-at-home parent that is not employed, seeking employment or a student.
- Children ages 3 -5 years old must be attending a participating, licensed, not-for-profit child care center in Summit County: Little Red Schoolhouse, Carriage House, Breckenridge Montessori or Timberline Learning Center.
- Families must live and/or work in the Upper Blue Basin area.
- If working in the Upper Blue Basin only (not living), the working parent must work a minimum of 30 hours per week and 20 of those hours must be in the town of Breckenridge for a year round or seasonal position. A seasonal position is considered 6 consecutive months of employment per year.
- The family's child care needs are to prepare the preschooler for kindergarten and the child is not attending more than a total of 3 full days of care per week. This is a limited availability scholarship.

SCHOOL YEAR FUNDING-

Funding is limited. **There is no guarantee that a family who meets the eligibility factors will be awarded a scholarship.** There is no guarantee that a family who received a scholarship one year will receive a scholarship or same award amount 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 Scholarship Program.

Standard Child Care Scholarship

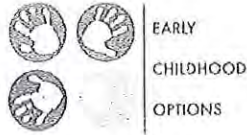
Standard Child Care Scholarship awards are based upon three primary considerations:

1. Available scholarship funds combined with the number of eligible applications.
2. A family's annual gross income relative to their monthly licensed child care costs. It is anticipated that families will spend a minimum of approximately 11 -15% of their gross income on child care at a licensed child care facility before a scholarship will be awarded.
3. Funding priorities listed in order:
 - A. Families that both live and work in the Upper Blue Basin.
 - B. Families that live only in the Upper Blue Basin.
 - C. Families that work only in the Upper Blue Basin/Town of Breckenridge.

CCCAP Gap

The Summit County Social Services Program has information regarding income qualifications for their Colorado Child Care Assistance Program (CCCAP). The CCCAP Program is considered the payer of first resort. The Breckenridge Scholarship Program will consider a Gap Scholarship to supplement the difference between the CCCAP reimbursement and the actual cost of care charged by the provider. For more information about Summit County CCCAP call 668-9163. **If a family has applied for CCCAP and has been denied funding, a denial letter should be included in the application packet.**

If a family lives in Lake or Park County and is participating in CCCAP, their Breckenridge Gap Scholarship amount will be determined on a case-by-case basis.



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Preschool Enrichment (PSE)

Families that have a stay-at-home parent may still receive limited funding for their preschooler (3-5 years of age) so that their child is kindergarten ready. Research shows that preschoolers that receive quality child care and learning experiences before kindergarten are more likely to succeed in school and life. Families may not utilize more than a total of 3 full days of care at one of the 4 participating programs per week. A family that is between 150% - 100% of the AMI will qualify for \$15 per month per child. A family that is between 99%- 76% of the AMI will qualify for \$30 per month per child. A family that is 75% or less of the AMI will qualify for \$60 per month per child.

EMERGENCY SITUATIONS

If a current Breckenridge Child Care Scholarship family is experiencing an emergency, (example: loss of job, medical issues, etc.) help with the scholarship will be determined on a case-by-case basis. The family will need to contact Johanna Kugler 970-406-3070 at Early Childhood Options directly to discuss their options.

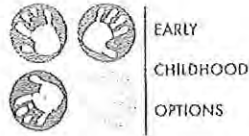
Loss of Job- If a family qualified for the Breckenridge Child Care Scholarship Program based on the eligibility criteria of "Working Only in the Upper Blue Basin Area (not living)", and that parent loses their job, that family may be grandfathered into the program. The family must have been in the Breckenridge Child Care Scholarship Program a minimum of 9 consecutive months before the job loss occurs. The family has 12 months from the time of the job loss to become in compliance with the eligibility requirements to remain in the Breckenridge Child Care Scholarship Program. If after the 12 months the family is not in compliance with the eligibility requirements, the family's award will be terminated immediately. The family may reapply at the next annual enrollment period once they are in compliance of the eligibility requirements.

Emergency Application- If a family has never participated in the Breckenridge Scholarship Program before, but is now experiencing an emergency (court ordered child care, loss of job or extreme medical issue) they may apply for emergency assistance. Emergency applications will be reviewed and approved within 1 business week following the submission of a complete application. The full amount of the scholarship will be awarded and payment will begin to the center immediately. If the scholarship is awarded after the 1st, the first month of scholarship award will be pro-rated. The following month will have a complete award amount distributed to the participating center.

PARTICIPATION RESPONSIBILITY

Family Responsibility

1. It is the responsibility of the parent to know and comply with the attendance requirements established by their provider or any other program they are participating with, such as CCCAP and the Colorado Preschool Program (CPP). Families are responsible for paying any amount due to the provider that is not paid by the Breckenridge Child Care Scholarship Program or any other financial assistance program. In order to continue to receive scholarship funding through the Breckenridge Child Care Scholarship program, families must be current in their payments to their provider or have made specific arrangements for payment that are acceptable to that provider. If your balance is unpaid for more than 30 calendar days, your scholarship will be probationary. If unpaid for more than 60 calendar days, your scholarship will discontinue. You may reapply at the next open enrollment deadline only after your balance is paid in full to the child care program.



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2. Families participating in CCCAP are required to use the CHATS system to sign in and out of the participating center. If the family fails to swipe or fails to correct missed swipes within the given time allotted by the CCCAP office, they will be put on probation for the remainder of the award cycle. If the family fails to swipe or correct missed swipes while on probation, they will be considered out of compliance with the CCCAP program and the Gap Scholarship will discontinue. The family may reapply at the next award cycle for a Standard Child Care Scholarship by submitting all updated income information to Early Childhood Options.

3. Every family applying for a scholarship 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 Early Childhood Options' or the Town of Breckenridge's attention by any means that a scholarship family has an outstanding debt, an investigation will take place. If the allegations are founded the scholarship 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 Breckenridge Child Care Scholarship 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.

4. Families are responsible for reporting to Early Childhood Options any changes in child care schedule or child care provider. Families are required to report any changes in their work status or income level to Early Childhood Options.

Early Childhood Program Responsibility

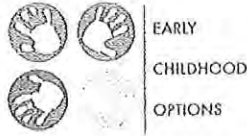
1. Standard Child Care Scholarship and PSE Awards are paid in advance directly to the child care program for each participating child. The CCCAP Gap will be paid directly to the participating centers on a predetermined schedule.

2. Providers will be required to report any upcoming child schedule changes and any debt a family is accruing at the center to Early Childhood Options at least one week prior to the next month.

3. Programs participating with CCCAP are required to comply with all CCCAP rules and regulations. Programs must be no more than 45 days behind on their paperwork to Early Childhood Options, the Town of Breckenridge or the CCCAP office. The Town of Breckenridge requires 4 quarterly program reports (January, May, September and Year End). Each provider will be required to submit a completed quarterly report chart (provided by Early Childhood Options) as well as any additional information requested to Early Childhood Options within 2 weeks of their request.

4. Programs will show the amount received from the Breckenridge Scholarship Program as a credit each month on the family's statement. The statement will show the actual cost of care, the amount funded through the Breckenridge Scholarship Program and the amount funded by the family.

6. Early Childhood Options, licensed child care providers and other pertinent agencies, including CCCAP, Summit Head Start and CPP, are authorized by the applicant to share pertinent information in order to better coordinate services.



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7. In order for programs to continue to participate with the Breckenridge Child Care Scholarship program, they must be in compliance with all of the above numbered responsibilities. If the center is out of compliance, the director of the center will receive a verbal warning and will have 30 calendar days from the warning to get into compliance. If the program is out of compliance again, the center and Board will be notified and be put on probation for the remainder of the award cycle. If the center fails to become in compliance or falls out of compliance again while on probation, the Director will be required to meet with the Town Council Child Care Committee to review compliance status. The Committee will determine the next steps for that center, which could include termination of contract with the Breckenridge Child Care Scholarship Program.

Early Childhood Options Responsibility

1. Applications will be accepted by any staff personal of Early Childhood Options. Staff member, Johanna Kugler will prepare required information, invoices and payments for parents, providers and the Town of Breckenridge. Questions can be directed to Johanna Kugler, Child Care Resource & Referral Manager, Early Childhood Options, 970-406-3070.

I have read and agree to the policies and guidelines as stated.

Name (please print): _____

Signature: _____

Date: _____



EARLY
CHILDHOOD
OPTIONS

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The Breckenridge Child Care Scholarship Program 2014/15 School Year

Application Name: _____ Email Address: _____

Total number of children you are applying for: _____ Total number of people in the household: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent Information

Mother's Name: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Please Circle: RENT or OWN How long have you been a Summit County Resident? _____

Do you reside in the Breckenridge Town limits (if unknown, please see the map on www.earlychildhoodoptions.org)? _____

Please check all that apply:

____ Employed If yes, list all Employers _____

____ Student If yes, name of school and how many credit hours you are taking _____

____ Seeking Employment ____ At Home Parent ____ Unemployed If yes, how long? _____

____ Teacher at a Child Care Center If yes, name of Child Care Center _____

Father's Name: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Please Circle: RENT or OWN How long have you been a Summit County Resident? _____

Do you reside in the Breckenridge Town limits (if unknown, please see the map on www.earlychildhoodoptions.org)? _____

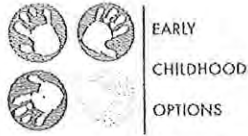
Please check all that apply:

____ Employed If yes, list all Employers _____

____ Student If yes, name of school and how many credit hours you are taking _____

____ Seeking Employment ____ At Home Parent ____ Unemployed If yes, how long? _____

____ Teacher at a Child Care Center If yes, name of Child Care Center _____



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Children Information

Please provide information on only your child(ren) 0-5 years of age that you are applying for. Please use additional paper if requesting a scholarship for more than two children.

1. Name: _____ Date of birth: _____ Child's Age _____

Is your child already enrolled in care? YES NO If yes, number of days enrolled? _____

If yes, list ALL licensed early childhood programs your child attends and the rate you are charged? _____

If no, what's the expected start date, number of days per week & program? _____

What is your anticipated schedule for child care from September 1, 2014 – August 31, 2015? Please list all increases and decreases in number of days, when those changes will occur and if it will be full day or half day care. _____

2. Name: _____ Date of birth: _____ Child's Age _____

Is your child already enrolled in care? YES NO If yes, number of days enrolled? _____

If yes, list ALL licensed early childhood programs your child attends and the rate you are charged? _____

If no, what's the expected start date, number of days per week & program? _____

What is your anticipated schedule for child care from September 1, 2014 – August 31, 2015? Please list all increases and decreases in number of days, when those changes will occur and if it will be full day or half day care. _____

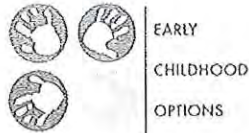
Expecting Parents

Are you expecting a child between September 1, 2014 - August 31, 2015? YES NO Due Date of the child? _____

Will this new child attend care before August 31, 2015? ____ If yes, expected start date of care? _____

List all anticipated early childhood programs your child will attend _____

What is your anticipated schedule for child care from September 1, 2014 – August 31, 2015? Please list all increases and decreases in number of days, when those changes will occur and if it will be full day or half day care. _____



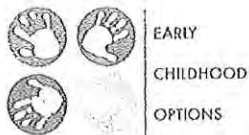
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Income Information

Please explain any special circumstances or recent changes in employment, family status, medical procedures, income, residence that you would like us to take into consideration (NOT your cost of living). Please provide additional back up if needed to show your special circumstances.

Work Income *All boxes below must be completed/ please attach additional pages if needed.

Employment Information	Please list all Employers	# of hours worked per week	Wages per hour before taxes (gross income)	Estimated annual wages before taxes (gross income)	Seasonal?	
					Yes	No # of weeks worked
Mother/Legal Guardian						
Father/Legal Guardian						



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Non- Work Income (Please check all that apply):

- | | |
|---|---------------------------|
| <input type="checkbox"/> Alimony - | Amount per month \$ _____ |
| <input type="checkbox"/> Child support - | Amount per month \$ _____ |
| <input type="checkbox"/> Social Security - | Amount per month \$ _____ |
| <input type="checkbox"/> Workers Compensation - | Amount per month \$ _____ |
| <input type="checkbox"/> Military/Veterans benefits - | Amount per month \$ _____ |
| <input type="checkbox"/> Rental Property - | Amount per month \$ _____ |
| <input type="checkbox"/> Unemployment - | Amount per month \$ _____ |
| <input type="checkbox"/> Other (explain): _____ | Amount per month \$ _____ |

Estimated TOTAL household gross income (Combined Work & Non-Work Income): \$ _____

Childcare Discounts & Scholarships

Do you receive any childcare discounts or scholarships besides the Breckenridge Scholarship? YES NO

If yes, who provides the discount or scholarship? _____

List ALL discount & Scholarship amounts per month? _____

DEBT SIGNATURE

_____ I have NO outstanding debt to any licensed child care center or home.

_____ I HAVE outstanding debt to a licensed child care center or home. I have made agreeable arrangements to pay that debt. (Please provide support showing your arrangements to pay your outstanding debt.)

Name (Please Print): _____

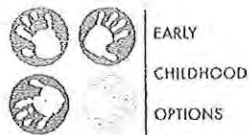
Signature: _____ Date: _____

APPLICATION SIGNATURE

- Falsification of any of the above information, or use of Scholarship funds for purposes other than described herein, may lead to immediate termination of funding and additional penalties adopted by the Town of Breckenridge.
- In providing the above information, applicant(s) declares the same to be voluntarily furnished. Applicant(s) hereby grant Early Childhood Options the right to request verification thereof through persons and/or entities disclosed and/or hereinafter disclosed. Applicant(s) declares the above information is true and accurate, and understood by the applicant(s).
- I authorize Early Childhood Options, licensed child care programs, and other necessary agencies to share pertinent information in order to better coordinate services for my child or children.

Name (Please Print): _____

Signature: _____ Date: _____



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Breckenridge Scholarship Program
EMPLOYMENT AND INCOME VERIFICATION

(Copy this page for all employers- Do not fill out if you are self employed, or a contracted employee)

You may fax this completed form to Early Childhood Options: 970-468-7923

**TO BE COMPLETED BY APPLICANT/EMPLOYEE*

***TO BE COMPLETED BY YOUR EMPLOYER*

***I. To be completed by the EMPLOYEE:**

I hereby grant permission to disclose my income to Early Childhood Options in order that they may determine eligibility for a Breckenridge Scholarship for child care.

Employee Name _____ Signature _____

****II. To be completed by the EMPLOYER:**

The above-signed employee has applied to Early Childhood Options for a child care scholarship. The Breckenridge Scholarship Program guidelines require employer verification of employment and income.

Please indicate below the employee's current income (including wages, tips, incentive pay, overtime, bonuses, commission or compensation received on a regular basis):

Income _____ Hourly Weekly Bi-weekly Semi-monthly
 Monthly Annual (Please select one)

Bonuses, tips, commissions, other _____

Employment Schedule: _____ hours per week **OR** _____ hours per year

This position is seasonal Start Date _____ End Date _____

I hereby certify that the above information is true and complete to the best of my knowledge at this time.

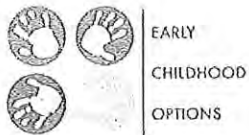
Employer's Signature: _____ Date: _____

Name and Title: _____

Company: _____

Mailing Address: _____

Physical Address: _____



EARLY
CHILDHOOD
OPTIONS

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Colorado Child Care Assistant Program (CCCAP), Early/Head Start (H/S), Colorado Preschool Program (CPP) and Early Childhood Options (ECO) Information Sharing Form

Because Early Childhood Options, CCCAP, Head Start and CPP offer financial assistance for child care, we need to share information. Please sign this form at the bottom so that we can more efficiently serve your family with financial aid in the best way possible.

SKIP TO THE BOTTOM AND SIGN unless you are on CCCAP now, have been denied CCCAP or are applying for CCCAP, then please complete the appropriate section.

Family Information (This section must be completed entirely for CCCAP families)

1. Child's Name: _____ Date of Birth: _____

Child Care Program Name: _____ # Days Attend: _____

2. Child's Name _____ Date of Birth _____

Child Care Program Name: _____ # Days Attend: _____

Mom's Name: _____ Phone #: _____

List Mom's Jobs & Town She Works In _____

Mom's Total Monthly Income \$ _____ Mom's Total Yearly Income \$ _____

Father's Name: _____ Phone #: _____

List Dad's Jobs & Town He Works In _____

Dad's Total Monthly Income \$ _____ Dad's Total Yearly Income \$ _____

Family's Physical Address: _____ City _____ Zip _____

Family's Mailing Address: _____ City _____ Zip _____

CCCAP Information

If on CCCAP, Parent Fee: \$ _____

If CCCAP Denied, Date Denied: _____ Reason for Denial _____

If on CCCAP Waitlist, Date Accepted onto Waitlist: _____



EARLY CHILDHOOD OPTIONS has permission to receive billing information from any CCCAP office within the state of Colorado, the State CHATS system, CPP, Head Start and any other organization the family is receiving additional financial aid from for the purposes of co-payment.

Client Signature: _____ Date: _____