



BRECKENRIDGE CHILD CARE ADVISORY COMMITTEE
Monday, May 18; 3:00 PM
2nd Floor 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

DISCUSSION/ACTION

- A. Child Care Program Update-Rules and Regulations

NEXT MEETING

ADJORN

MEMO

TO: Child Care Advisory Committee
FROM: Laurie Best
RE: 2015/2016 Changes
DATE: May 14, 2015 (for May 18th meeting)

As the Committee is aware we have been working to implement changes to the program staffing and transition, the tuition assistance process, and the program guidelines, rules, and regulations. The purpose of this memo is to update the Committee in regard to the changes for 2015/2016 and to solicit input from the Committee in regard to certain program policies.

Staffing Update:

The new staff, which includes one part time Town employee for Enrollment Administration (Sole Drumwright) and one independent contractor for Program Management (Emily Oberheide LLC), are both on board. We are working to transition the program from the Community Development Department to the Recreation Department which involves some logistical adjustments. Eventually the bulk of the tuition assistance implementation and enrollment services, which were previously handled by Early Childhood Options, will be handled in-house by the Recreation Department. The new Program Manager will be assuming responsibility for many of the tasks previously handled by Laurie Best, in addition to new tasks that include program oversight, outreach, marketing, metrics, ROI, long term funding, central administration, Center relations, Committee support, and shared services, etc. The day to day operation of the program and processing of applications will be handled by Sole, with oversight and leadership provided by Jenise Jensen, the Recreation Administrative Manager.

Recommendation: These changes will ultimately result in program improvements and greater efficiencies, and we will continue to implement them and update the Committee through the transition.

Tuition Assistance Process:

As you are aware we have been working to shift from the current tuition assistance calculator to a sliding scale model. The current tuition assistance calculator is very precise because it is a family specific calculation based on each participating families particular circumstances, but the sliding scale may be more transparent and ultimately simpler to use. Families will be able to check the tuition scale and understand their cost of care based on their income category and their need for care. In addition, the sliding scale emphasizes the family co-pay as opposed to the current focus on tuition assistance. Since all families are expected to pay tuition, based on affordability standards, this focus on the family co-pay helps to dispel some of the concerns raised about the program.

We are working to finalize the sliding scale and believe that the scale can be created so that the projected family co-pays under the sliding scale will be similar to the actual co-pays using the tuition assistance calculator, except where there have been policy changes such as the 10% non-resident adjustment and the elimination of the \$650 cap. We are still working with the formulas to fully understand and check the impact to the project budget as well as the individual families.

Recommendation: Provided we are able to fully vet the scale, we would propose that we transition to the sliding scale for the upcoming round (July-August). But, because the scale is untested and would be difficult to retract once it is published or distributed, we propose to utilize the sliding scale internally for

this round, which gives us the flexibility to make changes or revert to the calculator if we determine there are issues that were not anticipated. We look forward to your input on this recommendation.

Program Guidelines, Rules, Regulations:

As you are aware we are also implementing other program changes that have been identified including:

- Asset testing-maximum of \$225,000
- Non-resident adjustment of 10%
- Elimination of \$650 cap per child

As we assume responsibility for managing the tuition assistance in house and we implement the sliding scale and the other program changes, we have identified some issues which we would like to discuss with the Committee. All of these issues do need to be addressed in order to move forward and finalize the program guidelines before June 1 so we look forward to your input on these recommendations/issues:

- ***Employment***
The ECO guidelines required both parents to work, but only required one parent to work an average of 30 hours a week and there was no minimum for the other parent. This is consistent with the employment requirement for the Town's Housing Program (only one person in the household has to work 30 hours average). However, for the child care program we would recommend that both parents work an average of 30 hours per week in order to qualify for full time care (4 or 5 days).
- ***Use of Care/Work Schedule***
The ECO guidelines did not address the use of child care relative to work schedule. Child care is only available M-F from 8am-5pm and that may or may not match work schedules. Many other programs, including CCCAP and Aspen, use work schedule to determine how much and when child care support would be provided. The Denver program does not. Because this would require significantly more staff to manage, we recommend this issue be addressed in subsequent review of the program. That would give us additional time to understand how other programs manage this issue as well as the cost implications of additional oversight.
- ***Self Employment***
Self-employment is an area where we are concerned that there is potential for abuse as income is self-declared after expenses. Other programs have set standards and our recommendation is that the self-employed applicants, who do not show income greater than their expense and/or do not have income that divided by hour of care is equal to or higher than federal Minimum Wage, be subject to review by an internal staff Review Committee. The goal is to better access their need for tuition assistance and their ability to pay.
- ***Schedule Changes***
Schedule changes can be very difficult and time consuming to reconcile, and they create challenges for the Centers to manage their staffing and programs. But family circumstances do change (vacation, sick) and work schedules can be variable. Our recommendation is that applicants commit to a schedule at the time of applications, and that they be required to give adequate notice of changes in advance, so that payment to the Center can be adjusted in advance as opposed to reconciled after the fact. Failure to do so, except for emergencies, would result in a penalty which we have proposed at 15%.
- ***Past Perception of "Free Day"***
The sliding scale eliminates the issue of 'free days' as families are assessed a daily rate for every day that they use care. But, because the tuition assistance is based on what they can afford to pay without exceeding 12-16% of income, they do eventually reach a maximum out of pocket so their

total weekly or monthly child care expense may be the same whether they use only one day or more than one day. As we make the calculation more transparent with the sliding scale this issue of maximum out of pocket becomes more clear, and we want to make sure that program is not encouraging families to use more care than they need because they have reached their maximum out of pocket. Since this is a potential issue for abuse and there may be a variety of approaches to address it, we are recommending that we track the amount of care used relative to the amount of hours work to better understand if this overconsumption of child care is an issue. We can adjust the formula at the next round if it is determined to be a problem.

- ***Family Changes/Loss of Job***

Over the course of the year a family's situation may change but it would be very time consuming to change the tuition assistance for every change. Our recommendation is that a change (s) that impacts income by 10% (increase or decrease) triggers an updated tuition assistance calculation. This would allow families to receive additional assistance if warranted or allow the Town to decrease awards is warranted.

The ECO guidelines allow one parent to be unemployed looking for a job for one year, which may have been appropriate during the economic decline, but given the current economy we recommend reducing this to 60 days.

- ***Students***

The ECO Guidelines allowed one parent to be a full time student. Since this program is intended to support local workforce we are looking for Committee input as to whether this is consistent with Town goals.

- ***Medical Expenses***

The ECO Guidelines allowed families to exclude their medical expenses from income and to use the net income to determine their tuition assistance. We are looking for Committee input, particularly if the family is experiencing a significant health crisis, and needs child care. Our recommendation is to exempt the health care cost if they exceed \$500 month in out of pocket medical expenses.

- ***In-home providers***

The ECO Guidelines have allowed families to count payments that they make to licensed in home providers as part of their maximum affordable out of pocket cost. If a family is unable to find a slot at a Center or their work schedule requires use of a home provider should this be counted towards their maximum child care expense?

- ***AMI CAP-150%***

Given a pretty significant decline in AMI from 2014 to 2015 there is some concern that families who have participated in previous years may become ineligible, even if their income hasn't change substantially. Because the goal of the program is to assist the cost-burdened families (who won't qualify for any assistance unless they are paying more than the standard), we would recommend that participating families be grandfathered in and would not be eliminated from the program because of a raise or a decline in AMI. New families will need to meet the eligibility cap. It is a long term recommendation to re-adjust that cap when and if higher AMI families are regularly cost-burdened.

- ***Grandfathered Families***

Because of the changes that are being implemented there is a possibility that some families who have previously benefitted from the program may no longer be eligible. For current families who become ineligible because of a program change we would like to reserve the right to review these on a case by case basis and grandfather them into the program.

- ***Application Drop Off***

In the past, families have been able to drop off their completed applications at the participating Centers. The Centers were much more convenient than Early Childhood Options offices. Given the shift to the Town, the Recreation Center, which is open for more hours daily than any child care center, is a convenient location and staff feels that we can provide more security of confidential information and a more streamlined application process if the drop off is limited to the Recreation Center.

- ***Minimum Award***

For many families the Town's co-pay is relatively small and the cost of managing/administering their tuition assistance is not cost-effective. We are recommending that we set a floor for the program, either a fixed amount such as \$20/month or a % of the family's income. We look forward to your input on this issue.

Summary

We look forward to discussing the program with you and look forward to your input on these issues.

**BRECKENRIDGE CHILD CARE TUITION ASSISTANCE PROGRAM GUIDELINES
2015/16 SCHOOL YEAR: SEPTEMBER 1, 2015 - AUGUST 31, 2016**

The Breckenridge Child Care Tuition Assistance Program offers financial assistance to families/children 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 5 years attending a participating, licensed child care center. Tuition Assistance is available to qualified working families and 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/Provider on behalf of approved families and is intended only for the Providers'/Centers' use.

Tuition Assistance is available to CCCAP and non-CCCAP families. CCCAP families may be eligible for tuition assistance to cover the gap in CCCAP reimbursement and the cost of child care. Non-CCCAP families may be eligible for tuition assistance if their cost of care exceeds 13-14% of gross income.

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 anytime. 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. The Tuition Assistance program is designed to help make quality child care more affordable and accessible to local working families. It is the responsibility of the Providers/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 requests for changes will be considered until the next annual enrollment deadline.

ELIGIBILITY CRITERIA

Tuition Assistance

- 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. Families that live in the Town of Breckenridge will be eligible for a higher level of tuition assistance than families who live outside the Town limits.
- Parents must be working on the days assistance is awarded. If a parent is working an overnight shift, they will qualify for tuition assistance.
- Both parents must be employed and at least one of them must work a minimum average of 30 hours per week annually.
- 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.
- If a parent becomes unemployed, their tuition assistance is subject to discontinuation as the program is intended to support working families and not stay at home parents. They will have 60 days of child care assistance from the date of their job loss to find work. It is the parent responsibility to track the 60 days and report changes to the Child Care Enrollment Administrator 15 days prior to the start of the following month.
- Income from all members of the household must be included on the application. This may include both parent/s, significant other, boyfriend, girlfriend, grandparents, or other arrangements.

- Families must be earning an annual gross income of less than 150% of the Area Medium Income (AMI from the 2015 Summit Combined Housing Authority). Example: a family of 4 cannot exceed \$129,900 annual income.
- Applicants will be required to complete the Town of Breckenridge Tuition Assistance Application and provide a comprehensive list of family assets. Families may be ineligible or disqualified from the program if assets exceed \$225,000
- **The minimum amount of tuition assistance awarded per month is \$20.**
- 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

All 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 the Town of Breckenridge for tuition assistance to be considered. 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 Recreation Department.

The CCCAP Program is considered the payer of first resort. The Breckenridge 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 668-9173. Families will be referred to CCCAP and must complete that process before the Child Care Enrollment Administrator will determine eligibility for tuition assistance.

- **If a family has applied for CCCAP and has been denied funding, a denial letter should be included in the 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 Tuition Assistance.

Funding consideration will be prioritized as follow:

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

Qualified Permitted Changes/Emergency Assistance

If a current tuition assistance recipient is experiencing an emergency, (example: court ordered child care, loss of job, extreme medical issues, etc.) additional assistance may be considered and determined on a case-by-case basis. The family will need to contact the Child Care Enrollment Administrator at 970-409-7111 directly to discuss options.

If a family has never participated in the Breckenridge Tuition Assistance Program, but they become eligible because of residency or employment change or they are experiencing an emergency (court ordered child care, loss of job or extreme medical issue) they may apply for emergency assistance under a Qualified Permitted Change. The family will need to contact the Child Care Enrollment Administrator at 970-409-7111 directly to discuss options.

PARTICIPANT RESPONSIBILITY

- 1. The tuition assistance program is intended for working parents. Both parents must be working on days when they receive the subsidy.** 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 Tuition Assistance Program or any other financial assistance program.
2. Families participating in CCCAP are required to use their CCCAP CARDS 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 placed 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 tuition assistance will discontinue. The family may reapply at the next award cycle by submitting all updated income information to the Town of Breckenridge.
3. 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.
4. Families are responsible for reporting to the Child Care Enrollment 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% of the families annual income. Families must also report changes to their work schedule, class schedule, change on job status. Families must notify, in writing or by email, of any changes to their child care arrangement by the 15th of the previous month in which they wish to have this change become effective. All supporting documentation, such as changes to your work schedule, must be provided by the mentioned deadline. Failure to do so will result in a 15% reduction in the tuition assistance for the next month.
5. 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 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.

PROVIDER RESPONSIBILITY

1. Tuition Assistance is paid in advance directly to the child care center 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 Town of Breckenridge at least one week prior to the next month.
3. Providers participating with CCCAP are required to comply with all CCCAP rules and regulations. Providers may be disqualified from the Program for failing to comply with CCCAP rules and regulations, or for failing to comply with their Service Agreements with the Town of Breckenridge, or for failing to provide information requested by the Town in a timely manner.

4. Providers will show the amount received from the Breckenridge Tuition Assistance Program as a credit each month on the each family's billing statement. The statement will show the actual cost of care, the amount funded through by Breckenridge Child Care Tuition Assistance program and the amount funded by the family.
6. The Town of Breckenridge, 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.
7. The Providers agree to cooperate with the Town to increase standardization of reports and budgets, to update Provider Service Agreements with the Town, and to explore opportunities for shared services and central administration for the purpose of reducing cost of care.

TOWN OF BRECKENRIDGE/CHILD CARE ENROLLMENT ADMINISTRATOR RESPONSIBILITY

1. Applications will be accepted by staff at the front desk of the Breckenridge Recreation Center.
2. The Child Care Enrollment Administrator will prepare required information, invoices and payments for parents and providers. Questions can be directed to Sole Drumwright at 970-409-7111 or soled@townofbreckenridge.com

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.

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Application Process & Deadlines

Applications Available:	June 1, 2015
Applications Due:	July 1, 2015
Award Cycle:	September 1, 2015 – August 31, 2016

Please submit your application with all required documentation to the Breckenridge Recreation Department by July 1, 2015. Late applications will not be accepted or considered. You may hand-deliver your application to the Breckenridge Recreation Department Monday-Friday 6am-8pm and Saturday and Sunday 7am-6pm. Applications may also be mailed or emailed to Sole Drumwright at the contact information below, but must be received (not postmarked) by July 1, 2015. An email confirmation will be sent to the submitter within 3 business days of receiving the application.

<u>Physical Address</u>	<u>Mailing Address</u>	<u>Contact Information</u>
Breckenridge Recreation Department 880 Airport Road Breckenridge, CO 80424	Breckenridge Recreation Department Attn: Child Care Enrollment Administrator PO Box 168 Breckenridge, CO 80424	Sole Drumwright – Child Care Enrollment Administrator Phone: 970-409-7111 Email: soled@townofbreckenridge.com

DRAFT MAY 2015

**Breckenridge Child Care Tuition Assistance
2015/16 School Year: September 1, 2015 - August 31, 2016**

Please submit your application with all required documentation to the Breckenridge Recreation Department by July 1, 2015. Late applications will not be accepted or considered. You may hand-deliver your application to the Breckenridge Recreation Department Monday-Friday 6am-8pm and Saturday and Sunday 7am-6pm. Applications may also be mailed or emailed to Sole Drumwright at the contact information below, but must be received (not postmarked) by July1, 2015. For all applications received via email, a confirmation email will be sent to the submitter.

Physical Address

Breckenridge Recreation Department
880 Airport Road
Breckenridge, CO 80424

Mailing Address

Breckenridge Recreation Department
Attn: Child Care Enrollment
Administrator
PO Box 168
Breckenridge, CO 80424

Contact Information

Sole Drumwright – Child Care
Enrollment Administrator
Phone: 970-409-7111
Email: soled@townofbreckenridge.com

Required documents – Please check that you have included:

2014 Federal Income Tax Return – completed and signed. *Please remove your Social Security numbers from all supporting documentation by redacting or marking through with a black marker.

2014 W-2's from all employers

Income (for all working family members):

CURRENT 30 days of paystubs from all employers

IF SELF EMPLOYED – current (YTD) Profit & Loss Statement and complete set of business taxes.

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. If questions on this, please contact Sole at the information above.

Unemployed: Letter of termination from your last job.

Other income: Disability, Social Security, Unemployment, Veterans Benefits, etc.

If in School or Training: Complete information on page 2 & attach a copy of your current class schedule.

Address: To verify your residence you must supply one of the following options with your name and address on the verification: utility bill, car registration, lease, mortgage statement.

Child(ren) proof of legal presence in the US: US birth certificate or US passport

Work schedule, page 2, Completed

Assets and Liabilities, page 5, Completed

Complete application, pages 1-7, Completed, signed & dated

Participant Responsibility Agreement, page 6, signed & dated

Authorization to Supply/Release information, page 3, signed & dated

Employment verification, page 7, – filled out by the employer for each job held

Verification of Child Support received or paid out, page 4, completed.

*Completion of this application does NOT guarantee that you will receive tuition assistance.

*Please remove your Social Security numbers from all supporting documentation by redacting or marking through with a black marker.

*For Official use ****PLEASE MAKE SURE TO MAKE COPIES OF ALL ORIGINAL DOCUMENTS*****

Date received: _____ Name: _____

Complete application & documentation: YES NO

Comments: _____

**The Breckenridge Child Care Tuition Assistance Program
2015/16 School Year: September 1, 2015 - August 31, 2016**

Application's Last Name: _____ Email Address: _____

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

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

Parents 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? Yes No Don't know

Please check all that apply:

- ____ Full time Employed (minimum of 30 hours per week on average)
- ____ Part time Employed (less than 30 hours per week on average)
- ____ Student If yes, name of school and how many credit hours you are taking _____
- ____ Seeking Employment Unemployed, since: _____
- ____ Teacher at a Child Care Center If yes, name of Child Care Center _____

Work Schedule (or Parent's class schedule if in school)

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Variable Schedule: NO YES, explain:							

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? Yes No Don't know

Please check all that apply:

- ____ Full time Employed (minimum of 30 hours per week on average)
- ____ Part time Employed (less than 30 hours per week on average)
- ____ Student If yes, name of school and how many credit hours you are taking _____
- ____ Seeking Employment Unemployed, since: _____
- ____ Teacher at a Child Care Center If yes, name of Child Care Center _____

Work Schedule (or Parent's class schedule if in school)

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Variable Schedule: NO YES, explain:							

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? _____

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, 2015– August 31, 2016? 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? _____

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

What is your anticipated schedule requests for child care from September 1, 2015 – August 31, 2016? 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 the birth of a child between Sept. 1, 2015 – Aug. 31, 2016? YES / NO Due Date of the child? _____

Will this new child attend care before August 31, 2016? ____ If yes, expected start date of care? _____

List all anticipated early childhood programs your new child will attend _____

What are your anticipated schedule requests for the new child's care from September 1, 2015 – August 31, 2016? _____

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**Authorization to Supply/Release information with:
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.

THE TOWN OF BRECKENRIDGE 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 calculating tuition assistance from the Town of Breckenridge.

Applicant Signature: _____ Date: _____

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 gross income (before taxes)	Seasonal?	
					Yes	No
Mother						
Father						

<u>Non - Work Income</u>	Monthly income	Annual Income
Alimony		
Child Support		
Social Security		
Workers Compensation		
Military/Veterans benefits		
Rental Property Net Income		
Unemployment		
Other (explain):		

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

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). The Town may consider special circumstances in calculating the Tuition Assistance. Please provide additional back up if needed to show your special circumstances.

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? _____

Parent's Additional Expenses

Item	Monthly Expenses	Annual Expenses
Child Support Payments		
Alimony Payments		
Medical Bills in excess of 5% of income		

Assets and Liabilities – Must include information for everyone in the household. Applications without this information completed will not be considered.

This information will also assist us in understanding your need for childcare tuition assistance. It may be used to determine your eligibility for tuition assistance and/or the amount of tuition assistance you qualify for.

ASSETS	Name of Entity	Balance	Name of Entity	Balance
Bank or Credit Union				
Bank or Credit Union				
Stocks & Bonds				
Real Estate				
Retirement				
Automobiles				
Business				
Other				
TOTAL ASSETS				

LIABILITIES	Name of Entity	Balance	Name of Entity	Balance
Mortgage loan				
2 nd Mortgage loan				
Automobile loan				
Student loan				
Credit card				
Other				
TOTAL LIABILITIES				

*Back-up documentation may be requested by the Town for all assets and liabilities

APPLICATION SIGNATURE

- I understand that misleading, misinformation, or fraud in the procurement of Town Assistance is a violation of law and punishable by fine and or imprisonment (Section 6-3H7/8 Breckenridge Municipal Code-Fraud in the Procurement of Town Assistance)
- In providing the above information, applicant(s) declares the same to be voluntarily furnished. Applicant(s) hereby grant the Town of Breckenridge 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 the Town of Breckenridge, licensed child care programs, and other necessary agencies to share pertinent information in order to better coordinate services for my child or children.
- By signing below, I acknowledge that the information provided in this application is complete, true and accurate.

Name (Please Print): _____ Parent Signature: _____ Date: _____

Name (Please Print): _____ Parent Signature: _____ Date: _____

Breckenridge Child Care Tuition Assistance
2015/16 School Year: September 1, 2015 - August 31, 2016
Participant Responsibility Agreement

I/We, _____ and _____, agree to the following conditions while receiving Tuition Assistance from the Town of Breckenridge for child care costs.

Initial 1 through 11:

1. _____ I agree to notify the Child Care Enrollment Administrator, in writing or by email, of any changes to my child care arrangement by the 15th of the previous month in which I wish to have this change become effective. All supporting documentation, such as changes to your work schedule, must be provided by the mentioned deadline. Failure to do so will result in a **15% reduction** in the tuition assistance for the next month.
2. _____ I understand that work schedule may be considered in calculating tuition assistance
3. _____ I understand that tuition assistance may be available if I am temporarily **unemployed due to job loss**. I understand that the assistance will be granted for a maximum of 60 days of child care, it's up to me/us to track the days used and to notify the Child Care Enrollment Administrator 15 days before using the 60 days or if job is found.
4. _____ I agree to notify the Child Care Enrollment Administrator, in writing or by email, if there is a change (increase or decrease) in my/our **income of 10% or greater** from the time of my/our initial application
5. _____ I understand that the Child Care Enrollment Administrator will re-assess during the award cycle our Tuition Assistance if our family incurs in medical bills higher than **\$500 in one month**.
6. _____ I agree to pay the remaining amount of my monthly tuition on time.
 - a. I understand that if I do not pay my tuition to my provider on time each month I will lose my childcare financial aid.
 - b. I understand that my financial aid is based on income, household size, number of days my child(ren) is/are enrolled in child care.
7. _____ I have read and agree to the policies and guidelines of the Tuition Assistance Program.
8. _____ I understand that I may be asked for an interview to explain and answer any questions that the Review Committee may have.
9. _____ **I understand that if the information in this application and accompanying documentation is incomplete, inaccurate, false or found to be non-verifiable, my Town Assistance will be terminated immediately.**
10. **DEBT:**
 - a. _____ I have NO outstanding debt to any licensed child care center or home.
 - b. _____ I HAVE outstanding debt to a licensed child care center or home. I have made agreeable arrangements to pay that debt. (Please provide documentation of your arrangements to pay your outstanding debt.)
11. _____ I understand that any misleading, misinformation or fraud in the procurement of Town Assistance is a violation of law and punishable by fine and or imprisonment (Section 6-3H7/8 Breckenridge Municipal Code-Fraud in the Procurement of Town Assistance). In addition, the Town may initiate random audits of any participating family and failure to cooperate in an audit will result in termination of Assistance.

Name (Please Print): _____ Parent Signature: _____ Date: _____

Name (Please Print): _____ Parent Signature: _____ Date: _____

Breckenridge Tuition Assistance
EMPLOYMENT, INCOME AND WORK SCHEDULE VERIFICATION

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

TO BE COMPLETED BY APPLICANT:
 (Copy this page for all employers - Do NOT fill it out if you are self employed, or a contracted employee)

Employee Name: _____ Employer: _____
 Phone Number: _____ Cell Phone: _____ Fax Number: _____
 Employer Address: _____

Applicant Release Statement

I hereby authorize the release of the following information in order to determine my eligibility for the Breckenridge Tuition Assistance program.

Signature: _____ Date: _____

TO BE COMPLETED BY EMPLOYER:

The above-signed employee has applied to the Town of Breckenridge for Child Care Tuition Assistance. The Program guidelines require employer verification of employment, income and work schedule. Please complete the following information and return as soon as possible. Please scan/email or mail back.

Your assistance in completing this form accurately and timely is greatly appreciated!

Position or Title: _____ Date of Hire: _____

Compensation Information	
Hourly wages \$ _____	Numbers of hours/week _____
Year to date earnings \$ _____	Through (date) _____
<input type="checkbox"/> This position is seasonal Start Date _____ End Date _____	
Overtime Information	
Hourly overtime wages \$ _____	Is overtime seasonal? YES NO
Number of overtime hours/week _____	Number of weeks of OT/year _____
Additional Compensation Information	
Tips/Week \$ _____	Comments:
Bonuses, Commissions or Other Types \$ _____	

Work Schedule							
Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Variable Schedule: NO YES, explain:							

Signature of Employer/Supervisor: _____ Title: _____
 Printed Name of Employer/Supervisor: _____ Date: _____
 Phone: _____ E-mail: _____