



330 Fiedler Ave Suite 209 ~ P.O. Box 3355 Dillon, CO 80435 ~ 970.513.1170 x313 ~ www.earlychildhoodoptions.org

Breckenridge Child Care Scholarship Program 2011 Schedule

Below are 2011 deadlines and important dates for the Breckenridge Scholarship Program. Applications must be delivered to Early Childhood Options or post marked by 5:00 pm on the application due date. If faxing, please call us first.

Physical Address

Early Childhood Options
330 Fiedler Ave, Suite 209
Dillon, CO 80435

Mailing Address

Early Childhood Options
PO Box 3355
Dillon, CO 80435

Early Childhood Options Contact Information

Johanna Kugler- Special Programs Manager
Phone: 970-513-1170 x313
Fax: 970-468-7923
Email: johanna@earlychildhoodoptions.org

Application Deadlines

2011 Applications Due:	Thurs., September 30, 2010 5:00pm
2011 Scholarship Approval:	November 1, 2010
2011 Scholarship Rolled Out:	January 1, 2011
2011 Scholarship Award Period:	January 1, 2011 – August 31, 2011
2011/12 School Year Application Available:	July 1, 2011
2011/12 School Year Application Due:	August 1, 2011
2011/12 Scholarship Approval:	August 22, 2011
2011/12 Scholarship Award Period:	September 1, 2011- August 31, 2012



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Breckenridge Child Care Scholarship Program

INTRODUCTION

The Breckenridge 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 2011 eligibility criteria. Awards are paid directly to child care providers and are intended only for the providers' use.

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 limited funds available for the Breckenridge Scholarship Program are used in the fairest and most effective way possible. The Town of Breckenridge reserves the right to amend the 2011 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.



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Policies and Procedures

APPLICATION REQUIREMENTS CHECKLIST

Applicants must supply the following for a completed application:

- A copy of last year's Federal Income Tax Return.
- A copy of all W-2's for the past year.
- A copy of most recent pay stubs from all current employment.
- If self-employed, a Business Ledger or Financial Statement.
- 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.)
- A signed Affidavit attesting to legal presence in the United States.
- A signed, dated and completed Application.
- A signed and dated Policy Signature page.
- A signed CCCAP and ECO Information Sharing Form.
- A signed and dated Debt Signature page.

Participating families will be required to re-apply with updated information annually and may be required to provide additional documentation upon request. Any requests for additional funding due to a change in child care schedule will be considered at the next annual deadline. There is no guarantee that a family who received a scholarship one year will receive a scholarship the next year. If a family does receive a second scholarship it is not guaranteed to be the same award amount as the previous year.

2011 ELIGIBILITY CRITERIA

- 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), one 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.
- Families must be earning an annual gross income of less than 150% of the Area Medium Income (AMI). (Example: a family of 4 can not exceed \$141,300 annual income.)
- 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 are acceptable to the program before an application may be considered for scholarship funds.



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2011 FUNDING PRIORITIES-

(Established by the Breckenridge Town Council)

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 the next year. If a family does receive a second scholarship it is not guaranteed to be the same award amount as the previous year. 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 child care costs. It is anticipated that families will spend a minimum of approximately 15 -25% of their gross income on child care at a licensed child care facility.
3. Funding priorities listed in order:
 - A. Families that both live and work in the Upper Blue Basin and the child attends: Breckenridge Montessori, Carriage House, Little Red School House, or Timberline Learning Center.
 - B. Families that live in the Upper Blue Basin.
 - C. Families that work in the Upper Blue Basin.

FAMILY RESPONSIBILITY

1. It is the responsibility of the parent to know and comply with the attendance requirements established by their provider. Families are responsible for paying any amount due to the provider that is not paid by the Breckenridge Scholarship Program or any other financial assistance program. In order to continue to receive scholarship funding through the Breckenridge 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 annual deadline only after your balance is paid in full to the child care program.
2. 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 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.



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3. 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. Scholarship Awards are paid in advance directly to the child care program for each participating child. The Breckenridge Gap Scholarships (for families participating with CCCAP and the Breckenridge Scholarship Program) will be paid directly to the participating centers on a predetermined schedule. Providers may be required to report attendance to Early Childhood Options on a monthly basis.

2. 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.

3. Early Childhood Options, licensed child care providers and other pertinent agencies, including the Colorado Child Care Assistance Program and the Colorado Preschool Program, are authorized by the applicant to share pertinent information in order to better coordinate services.

4. Child care providers are responsible for reporting to Early Childhood Options any changes in a child's schedule and any debt a family is accruing at the center.

OTHER SOURCES OF FINANCIAL AID

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.

CCCAP/ BRECKENRIDGE GAP SCHOLARSHIP

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 CCCAP call 668-9177. **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 has applied for CCCAP and has been put on a wait list, a wait list 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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EMERGENCY SITUATIONS

If a 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 970-513-1170 x313 at Early Childhood Options directly to discuss their options. The listed situations below are general reference guidelines for helping families during emergency situations.

1. If a family is no longer eligible for CCCAP during the scholarship year, they will then be put on the regular scholarship program with no time lapse in award. Their new scholarship award will not exceed the amount of their prior Gap Scholarship for that year.
2. If a family becomes eligible for CCCAP during the scholarship year, they will be put on the Breckenridge Gap Scholarship program with no time lapse in award. Their new Gap Scholarship will not exceed the amount of their prior scholarship for that year.
3. If a family, who is receiving a Breckenridge Scholarship, is experiencing an emergency and does not qualify for CCCAP, they will be eligible to receive a maximum of one month of their whole scholarship amount paid directly to the center to hold their child's slot while they address their emergency. After that month, a re-evaluation of the scholarship award may be necessary.

Staff

Applications will be accepted by any staff personal of Early Childhood Options. Staff member, Johanna Kugler will prepare required information for parents, providers and the Town of Breckenridge. Questions can be directed to Johanna Kugler, Special Programs Manager, Early Childhood Options, 970-513-1170, extension 313.

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

Name (please print): _____

Signature: _____

Date: _____



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Common Questions

1. How are the scholarship amounts determined?

Scholarships are based on several factors. Please see the “2011 Eligibility Criteria” and “2011 Funding Priority” sections outlined in the “Policy and Procedures”.

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 the next year. If a family does receive a second scholarship it is not guaranteed to be the same award amount as the previous year. All scholarship awards are based on the 2011 eligibility criteria.

2. We have been awarded a scholarship, but need to make a change in our child care schedule. How will that impact our scholarship?

If a family increases the number of child care days utilized after a scholarship has been awarded, the family will have to wait until the next **annual** application deadline to be considered for a larger scholarship award.

If a family decreases the number of child care days, it is the family’s responsibility to notify Early Childhood Options. The family’s scholarship will be adjusted according to the reduced number of days. If several months have lapsed since the change in schedule, the family will be responsible for paying back Early Childhood Options for any extra scholarship dollars that were received.

3. We are expecting a baby after the upcoming deadline, can we still apply?

First, congratulations on your pregnancy! To apply for a scholarship, the baby’s due date must be written on the original application along with a confirmed start date from one of the participating Breckenridge child care programs for that child. If this information is not on the original application, you will have to wait until the next **annual** application deadline to be considered for a scholarship award for that child.

4. We utilize care from one of the participating Breckenridge child care programs as well as a licensed child care program that is not part of the Breckenridge Scholarship program. Will all of our child care costs be considered?

Yes, we will look at your overall **licensed** child care costs for children birth -5 years in your family in determining your out-of-pocket child care expenses. If you qualify for a scholarship, the award will be paid directly to the participating program(s) only and can not exceed 75% of the total cost at the participating program(s).

5. We split custody of our child. How should we apply?

There are 2 options.

Option #1: If one parent lives and/or works in Breckenridge, that parent can apply on his/her own. In determining a scholarship, we will consider only the applying parent’s income. We will also consider only the days that this parent has custody. Family size will reflect just one parent.

Options #2: Parents can apply together and we will consider both incomes. We will consider all the days the child is in child care regardless of what day either parent has custody. Family size will reflect two parents.

If you have any other questions about the Breckenridge Child Care Scholarship Program, please contact Johanna Kugler directly at 970-513-1170 x313 or johanna@earlychildhoodoptions.org.



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The Breckenridge Child Care Scholarship Program 2011

Parents

Email Address: _____

Mother's Name: _____

Address (mailing): _____ City: _____ State: _____ Zip: _____

Address (physical): _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Father's Name: _____

Address (mailing): _____ City: _____ State: _____ Zip: _____

Address (physical): _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Children

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

1. Name: _____ **Date of birth:** _____

Early Childhood Program/Provider: _____

Total Days enrolled: _____ # Full Days _____ # Half Days _____

Child's Age: _____ Child's classroom: _____

Do you anticipate a change within the 2010 year? Kindergarten _____ 3+ year old Room _____ None _____

2. Name: _____ **Date of birth:** _____

Early Childhood Program/Provider: _____

Total Days enrolled: _____ # Full Days _____ # Half Days _____

Child's Age: _____ Child's classroom: _____

Do you anticipate a change within the 2010 year? Kindergarten _____ 3+ year old Room _____ None _____

Family

Total number of children in care 0-5 years old: _____ Total number of people in household: _____



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Estimated TOTAL Household Gross Annual Income: \$ _____
Please show how you calculated your estimated income:

Non-work income (Please check all that apply):

- Child support** – Amount per month \$ _____
- Social Security** – Amount per month \$ _____
- Workers Compensation** – Amount per month \$ _____
- Military/Veterans benefits** – Amount per month \$ _____
- Rental Property** – Amount per month \$ _____
- Other Childcare Scholarship** – Name of scholarship: _____ – Amount per month \$ _____
- Other (explain):** _____ – Amount 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)

**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

Bonuses, tips, commissions, other _____

Employment Schedule: _____ hours per week _____ hours per year

I arrange this employee's schedule to accommodate other jobs.

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: _____



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Colorado Child Care Assistant Program (CCCAP), Colorado Preschool Program (CPP) and Early Childhood Options (ECO) Information Sharing Form

Because Early Childhood Options, CCCAP 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.

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

Child's Name: _____ Date of Birth: _____

Mom's Name: _____ Phone #: _____

Father's Name: _____ Phone #: _____

Physical Address: _____ Mailing Address: _____

Program/Provider Name: _____ # Days Attend: _____

Does Mom and/or Dad work in the Upper Blue Basin Area? ____ Where? _____

Estimated Total Monthly Income: \$ _____

CCCAP ACCEPTED:

Social Services Daily Payment: \$ _____

Parent Fee: \$ _____

CCCAP Start Date: _____

CCCAP DENIED:

Date Denied: _____

Reason for Denial:

CCCAP WAITLIST:

Date Applied for CCCAP: _____ Date Accepted onto CCCAP Waitlist: _____

EARLY CHILDHOOD OPTIONS has permission to receive billing information from the Summit County Social Services Program and or CPP for the purposes of co-payment.

Client Signature: _____ Date: _____