

CHILD CARE TUITION ASSISTANCE APPLICATION (7/17)



- Check one: "Our Place" County Child Care Center, Redwood City
 Imagination Station, Daly City
 Palcare, Burlingame

Today's date: _____

CHILD'S NAME _____

BIRTHDATE _____ Expecting, due _____
 Planning pregnancy within next year

COUNTY / COURT _____
EMPLOYEE NAME _____ EMPLOYEE ID: _____

- EMPLOYMENT STATUS: Full-time Regular or Term County / Court employee
 Part-time Regular or Term County / Court employee

Spouse / Partner Name (if applicable) _____

HOME ADDRESS _____

FAMILY HOUSEHOLD : Single Parent Married / Domestic Partnership

DEPENDENTS UNDER 18 YEARS OLD _____

GROSS FAMILY HOUSEHOLD INCOME FOR THIS CALENDAR YEAR \$ _____

ANTICIPATED FAMILY HOUSEHOLD INCOME FOR NEXT CALENDAR YEAR \$ _____

Be sure to include child support, unemployment or disability insurance payments and all other sources of income. If you are in a domestic partnership, you will include the income of that individual as well. If your income is anticipated to be less next year than this year, please explain in the "Comments" section below.

COMMENTS: _____

San Mateo County strives to make quality child care available and affordable to families whenever possible. All requests for financial assistance will be considered subject to the following guidelines. Please read carefully.

- Demonstration of financial need.** Employee must be a County or Court employee, preferably full-time, and eligible for County benefits. Priority is given to lower income families with both parents working full time, single working parents, and families experiencing financial strain due to disability, medical or family emergencies. Requests for Tuition Assistance from part-time County employees may be considered, contingent upon availability of funds and approval of County.
- Income level qualification and verification of income.** Tuition Assistance applications must be submitted with verification of stated family household income from all sources, including a County or Court paystub and/or copy of the most recent Federal 1040 form for the employee (AND spouse/domestic partner, if checked). Incomplete applications will not be considered. Requests due to special circumstances should be accompanied by a signed affidavit by applicant describing specifics of the situation. Child support payments must be included in total stated annual family household income.

3. **Availability of funds.** Income qualification based on sliding scale limits does not guarantee that tuition assistance will be awarded. Limited funds are available and are distributed to those with the greatest need. Applicants who are not awarded tuition assistance at the time of application will be placed on a wait list for availability of funds. The County nor the Child Care Center can guarantee that funds will be available at all times, and adjustments may be necessary at any time to ensure that annual budget allocations are not exceeded.
4. **Monthly Maximum Tuition Amount (per child).** The following table outlines the monthly maximum tuition that a family pays per child. The employee will pay this amount or the current tuition rate, whichever is less.

Household Income	<i>Infant/Toddler (monthly)</i>	<i>Transition (monthly)</i>	<i>Pre-School / Pre-K (monthly)</i>
<i>less than \$60,000</i>	<i>50% off</i>	<i>50% off</i>	<i>50% off</i>
<i>\$60,000-\$80,000</i>	\$1,091	\$1,039	\$987
<i>\$80,000-\$100,000</i>	\$1,402	\$1,336	\$1,269
<i>\$100,000-\$120,000</i>	\$1,714	-	-

5. **Re-certification of Eligibility.** The employee will be asked by the Child Care Center to submit evidence of continued financial eligibility once every six months. This will include a County or Court paystub AND a copy of the most recent 1040 return(s) for the employee (and spouse/domestic partner, if checked).
6. **Change in financial or family status.** When there is a change in family household income or family household status that affects continued eligibility or the level of tuition assistance received, the employee is required to notify the Child Care Center within a two-week period of time. If it's later determined that overpayments were made to an employee as the result of his/her failure to do so, the employee may be asked to repay the County for funds that s/he was not eligible to receive.
7. **Termination of Assistance.** Termination of County employment will result in termination of tuition assistance for any future child care expenses not yet billed nor paid.
8. **Privacy and Confidentiality of Information.** The information provided on this application and during the semi-annual recertification process is retained by the Child Care Center and is treated the same way as similar documents with regards to privacy and confidentiality. The Child Care Center will contact the County to verify employment and marital status and if special or unusual circumstance(s) arise regarding either employment status or eligibility. The employee name and tuition assistance amount(s) will be shared with the County as a required part of the Child Care Center's billing process.

I have read the scholarship guidelines and included family household income verification with this application. I understand that my application will be considered in the order in which it is received and is subject to review every six months. I understand that am required to notify the Child Care Center of any significant change in family household income, family status or County employment status in a timely manner.

SIGNED _____

PRINT NAME _____ **DATE** _____

Complete and return the Tuition Assistance application to the Child Care Center along with its enrollment application.

Be sure to attach verification of stated family household income with your application – it is considered “incomplete” until you do so. Income verification includes a current County/Court paystub AND the previous year's Tax forms (1040) for employee (and spouse / domestic partner, if checked). Be sure to include child support, unemployment or disability insurance payments and all other sources of income.