

**Thank you for your interest in the  
Child Care Council of Westchester, Inc. Scholarships  
Early Opportunity Awards (EOA)  
July 1, 2016 to June 30, 2017**

Read below for information on eligibility and the scholarship process.

# 2016-2017 Early Opportunity Child Care Scholarship Application

**The families with infants and toddlers (under the age of 3 years old) will receive priority for the scholarship.**

**If funds are available, families with preschool age children (3- 4 years old who are not yet in elementary school) will be considered next. If there are still funds available, families with school age children (5 – 12 years old) will be considered.**

## Eligibility Requirements

- 1.** Applicants (both parents/adults in household) must live in Westchester County and be employed full time (minimum of 30 hours per week).
- 2.** Children **must** be enrolled in an OCFS regulated child care program that is nationally accredited; has participated in one of the Council's quality improvement projects in 2013, 2014, or 2015 and received a high rating in one of their classrooms; has participated in the QualityStarsNY program in 2015 and received a high rating; or will agree to participate in an Environment Rating Scale program with the Council to be completed by July 2017 AND is located in Westchester County
  - a. For information on programs that meet this criteria, call 914-761-3456 x 140.
- 3.** Infants, toddlers and preschoolers must attend care on a full time basis, minimum of 30 hours/week, and the child must be old enough to legally begin child care on July 1, 2016.
- 4.** School age children must attend care on a part time basis for 5 days a week, a minimum of 10 hours a week.
- 5.** Your household gross annual income must be within the income eligible guidelines listed below:

Family Size	Income Range
2	\$44,056 - \$59,475
3	\$51,409 - \$69,402
4	\$54,676 - \$73,812
5	\$63,991- \$86,387
6	\$73,306 - \$98,963
7	\$82,644 - \$111,568

### Eligibility Requirements - continued

6. You may not receive or be eligible for any financial assistance for child care through the Department of Social Services.
7. The award can be used for care from July 2016 to June 2017 **OR** September 2016 to June 2017 (opt out for July/August). You may not use the scholarship for care only from July – August (the Council has the right to request the funds be returned if the scholarship is only used for the summer.)

### The following documents must be submitted with application:

1. **Proof of gross income for all employed family members which includes:**
  - Four (4) consecutive, recent pay stubs if paid weekly (*Including Dates, Name, Employer, Gross Income*) **OR**
  - Two (2) consecutive, recent pay stubs if paid bi-weekly (*Including Dates, Name, Employer, Gross Income*) **AND**
  - Documentation of Any and All Other Income
2. **Proof of residency, including Name and Address** (Example: A copy of a recent electric bill or cable bill)
3. **Proof of child support** currently being received (A recently dated letter from parent providing child support indicating the child(ren) and the total amount being paid for each child and frequency. If you cannot obtain a letter, you may submit bank statements, copies of deposits, etc. that show the amount of support currently being received.
4. **Proof of Child's Age:** Birth Certificates for all children applying the scholarships.

Incomplete applications will not be considered.  
Send photocopies, as documents will not be returned.

**This application consists of pages 2 thru 8. Be sure to review all 7 pages prior to submitting your application to verify that you have answered all questions. Also, be sure to submit all required documentation.**

Bring/Mail application and all required documents to:

Child Care Council of Westchester, Inc.

313 Central Park Avenue, Scarsdale, NY 10583

Attention: Nicole Masucci

**Deadline: Application must be received at the Council**

**By 5:00 pm on May 25, 2016**

## **2016-2017 APPLICATION Child Care Council of Westchester, Inc. Scholarships**

Deadline for Receipt of Application:

5:00 P.M. – Wednesday, May 25, 2016

**ALL SECTIONS MUST BE COMPLETED**

### **Applicant Information**

<u>PRINT LEGIBLY!</u>	<b>Both parents must be listed on the application if they live in the household.</b>
First Name (parent #1)	
Last Name (parent #1)	
First Name (parent #2)	
Last Name (parent #2)	
Street Address	
City, ST ZIP Code	
Cell Phone	
Home/Work Phone	
E-Mail Address	
Mailing Address, if different	

### **Marital Status**

Are you?

☐ Married

☐ Single or Separated

☐ Other

### Household Information

**LIST EVERYBODY WHO LIVES WITH YOU.**

<b>Relationship to you</b>	<b>First Name</b>	<b>Last Name</b>	<b>Date of Birth</b>	<b>Sex M or F</b>	<b>I would like the scholarship to cover care for this child? Yes or No</b>
Self					

### Your Income Information

Your Name:	
Employer:	
Occupation:	
How much are you paid (gross income before taxes)?	
How often are you paid?	<input type="checkbox"/> Weekly <input type="checkbox"/> Every other week <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly
How many hours do you work?	
Do you have any other jobs?	<input type="checkbox"/> No <input type="checkbox"/> Yes; if yes please provide the same information as above

**Income Information – Spouse or Parent #2; if living in same household as child**

<input type="checkbox"/> Check if you do not have a spouse	
<input type="checkbox"/> Check if the 2 <sup>nd</sup> parent does not live in the same household as the child	
Spouse/Parent #2 Name:	
Employer:	
Occupation:	
How much are they paid (gross income before taxes)?	
How often are they paid?	<input type="checkbox"/> Weekly <input type="checkbox"/> Every other week <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly
How many hours do they work?	
Do they have any other jobs?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If yes please provide the same information as above

**Other Income Information**

Income	Yes/No	If yes, how much & how often (weekly/monthly)? Attach Proof
Do you current receive child support?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Do you or your children current receive SSI?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Do you have any other income?	<input type="checkbox"/> No <input type="checkbox"/> Yes	

**Department of Social Services assistance**

Income	Yes/No	
Do you currently receive child care subsidy from the Department of Social Services?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Comment:
Have been denied child care subsidy from the Department of Social Services in the past 3 months?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If yes, when?</b> _____ <b>Attach denial letter</b>

**Child Care Provider/Program**

Child must be enrolled by July 1, 2016 or September 1, 2016				
Child's First Name	Program/Provider Name	Program Address	License/Registration #	I do not currently have a child care provider/program:
				<input type="checkbox"/> I do not have child care <input type="checkbox"/> Please contact me to help me find child care
				<input type="checkbox"/> I do not have child care <input type="checkbox"/> Please contact me to help me find child care
				<input type="checkbox"/> I do not have child care <input type="checkbox"/> Please contact me to help me find child care
				<input type="checkbox"/> I do not have child care <input type="checkbox"/> Please contact me to help me find child care

**Your Child's Schedule in Care**

Child's First Name	What is the total # of hours in care per week?	What is the total # of days in care per week?	I would like the scholarship to cover:	How much are you currently paying for child care a <u>week</u> ?
			<input type="checkbox"/> July '16 to June'17 <input type="checkbox"/> September ' 16 to June' 17 (summer opt-out)	
			<input type="checkbox"/> July '16 to June'17 <input type="checkbox"/> September ' 16 to June' 17 (summer opt-out)	
			<input type="checkbox"/> July '16 to June'17 <input type="checkbox"/> September ' 16 to June' 17 (summer opt-out)	
			<input type="checkbox"/> July '16 to June'17 <input type="checkbox"/> September ' 16 to June' 17 (summer opt-out)	

\*\*\* The Council understands that some families may choose a non-OCFS regulated care for the summer, July & August (such as a day camp). Therefore, you may opt-out of the scholarship for these months and except a prorated scholarship for September 2016 to June 2017. Also, you may not use the scholarship only for care during July – August. If you accept the scholarship and then end it in September, the Council has the right to request the funds be returned if the scholarship is only used for the summer.

**Other Child Care/Early Care & Education Assistance**

Income	Yes/No	
Are you applying for any free programs, such as Pre-k or UPK, for the September 2016 school year?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, explain? _____
Are you receiving any financial assistance to help pay for child care (i.e. discounted rate from child care program, another scholarship, family assistance)	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, explain? _____

**Child Care/Early Care & Education Information**

What type of child care are you <u>currently</u> using for the children who would receive this scholarship				
(check all that apply)	Child #1	Child #2	Child #3	Child #4
Licensed child care center				
Family child care provider (registered or group)				
Part day nursery school				
Public school Pre-k				
After school/School-age program				
Head Start program				
Friend or neighbor				
Family member				
In-home child care/nanny				
Babysitter				

**Child Care Council Scholarship**

Have you previously received a child care scholarship through the Child Care Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, when? _____
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Tell us how you heard about the Council's scholarship program

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Council Email                          | <input type="checkbox"/> Child Care Program/Provider | <input type="checkbox"/> Pediatrician |
| <input type="checkbox"/> Council's Website                      | <input type="checkbox"/> Family/Friend               | <input type="checkbox"/> Newspaper    |
| <input type="checkbox"/> Council's Newsletter                   | <input type="checkbox"/> Community Organization      | <input type="checkbox"/> Flyer        |
| <input type="checkbox"/> Previous Recipient                     | <input type="checkbox"/> Public School               |                                       |
| <input type="checkbox"/> Social Media (Facebook, Twitter, etc.) | <input type="checkbox"/> Other                       |                                       |

**Tell us why you should receive this scholarship**

Summarize how the Council's Early Opportunity Scholarship would help your child and family if you were to receive it.

**Checklist of attached required documents:**

**Check off the items you are submitting that are required to complete your application.**

\_\_\_ I have answered all questions/sections on pages 2 thru 7 and sign page 8.

\_\_\_ I have read and signed the agreement below

\_\_\_ I have submitted a **Proof of Income** for myself and if applicable, for my spouse and/or parent #2.

A month's worth of income that could include:

- 4 consecutive, recent paystubs if paid weekly
- 2 consecutive, recent paystubs if paid bi-weekly
- Documentation of ANY & ALL income

\_\_\_ I have submitted **Proof of Residency**

- Acceptable proof includes an electric bill, cable bill, and/or phone bill which list full address and my name. (driver's license and passports are not accepted)

\_\_\_ I have submitted **Proof of Child Support**

\_\_\_ I have submitted **Proof of Child's Age**

- Birth Certificates for all children applying for scholarship

**Agreement and Signature**

I certify that I have read the 2016 Early Opportunity Scholarship application and Frequently Asked Questions that provide information on eligibility, length of scholarship and how the scholarship works.

I certify that all of the information I have provided is true and correct to the best of my knowledge.

I understand if my income, residency, or child care provider changes, I must notify the Council immediately.

I understand that if my child care cost is less than the scholarship monthly rate, the scholarship will not be provided.

I understand that the Child Care Council of Westchester may request any additional information to verify or provide clarity mentioned above.

I understand that if my program does not fulfill their requirements they may be required to return the scholarship paid.

I certify that I have provided truthful and accurate information to the child care program/provider that I have chosen to care for my child(ren).

Falsification of the information shall result in termination of the scholarship.

Name (printed) of Parent #1	
Signature of Parent #1	
Date of Parent #1	
Name (printed) of Parent #2	
Signature of Parent #2	
Date of Parent #2	

### What happens after my application is submitted?

- Deadline for receipt of application at the Child Care Council of Westchester: 5:00 pm Wednesday, May 25, 2016
- Review of applications by June 24, 2016
- Notification to applicants by mail week of June 27, 2016 regarding application status
- Award recipients and participating programs **must** return the signed Parent/Program Scholarship Responsibility Agreement to Child Care Council by July 15, 2016 to confirm acceptance of scholarship

### The Top 7 Tips for a Successful Application

**1. Read the Frequently Asked Questions (FAQs)**

The FAQs provide important information regarding eligibility, length of the scholarships and how the scholarships work.

**2. Follow the directions**

Make sure you answer all the questions on the application accurately and attach the required documentation. When you think you are finished answering all the questions, check it one more time.

**3. Neatness counts!**

You don't need to complete the application using a computer or typewriter, but a neatly written and legible application assists us when analyzing your information.

**4. Send in everything at the same time**

Be sure to include all required documentation with your application. Submit a complete, original application by mail or in person.

**5. Leave enough time to complete the application and submit it by the deadline**

Prepare for the unexpected, such as your car can run out of gas, you have to work late, you didn't get to the Post Office. Don't leave everything for the last minute. If the deadline is 5:00 pm and the application arrives at our office at 5:02, the application is late. Make sure you leave enough time to mail or drop off the original application by the deadline of 5:00 pm Wednesday May 25, 2016.

**6. Check it, and check it again**

Make sure you have the correct number of paystubs, and all other documentation. Ensure you have identified an OCFS regulated child care program for your child/ren to attend.

If you need assistance locating an OCFS regulated infant, toddler, pre-school program or school age program, call our Referral Department at 914-761-3456 x 140. Mention you are a scholarship applicant. It's ok to apply if your child is not currently in regulated care; just know you **will have to place your child** in a **regulated program that is nationally accredited or is/has participated in a Council quality improvement program** by July 1, 2016 if you are awarded a scholarship. Make sure the application is filled out completely and signed.

7. Have questions?

Don't be afraid to email us at [nicolem@cccwny.org](mailto:nicolem@cccwny.org) or pick up the phone if you have a question. Call us at 914-761-3456 x 139 Monday through Friday between 9 am and 5 pm.

### Frequently Asked Questions (FAQs)

#### What is the Early Opportunity Scholarship (EOS)?

This scholarship helps cover the costs for 10 to 12 months (July 1, 2016 – June 30, 2017) of **full time** infant, toddler, pre-school and part time school age child care.

The families with infants and toddlers (under the age of 3 years old) will receive priority for the scholarship.

If funds are available, families with preschool age children (3- 4 years old who are not yet in elementary school) will be considered next.

If there are still funds available, families with school age children (5 – 12 years old) will be considered.

The EOS Award can only be used at an OCFS regulated child care program that is nationally accredited; has participated in one of the Council's quality improvement projects in 2013, 2014, or 2015 and received a high rating in one of their classrooms; has participated in the QualityStarsNY program in 2015 and received a high rating; or will agree to participate in an Environment Rating Scale program with the Council to be completed by July 2017.

Full time care is defined as: A **minimum** of **30** hours per week for care in an OCFS regulated child care program.

Part-time care is defined as: A **minimum** of **10** hours per week for care in a school age child care program (Only applicable for school age children during school year.)

#### What is the eligibility of the Early Opportunity Scholarship (EOS)?

To be eligible, all parents in the household must be employed full time (**full time is defined as a minimum of 30 hours per week**), reside in Westchester County, and have their child/ren (infant, toddler or preschooler) enrolled full time or school age child/ren enrolled part time in a child care program regulated by the Office of Children and Family Services (OCFS) **and** either nationally accredited **or** has participated, or will agree to participate in a Child Care Council of Westchester quality improvement program. The program must be located in Westchester County.

The Early Opportunity Scholarship is administered by the Child Care Council of Westchester. Awards are based on child's age, household size, family income, and type of care being used.

**What is the length of the Early Opportunity Scholarship (EOS)?**

This round of scholarships will be applied to your child's care from July 1, 2016 – June 30, 2017, as long as your child remains enrolled full time in a program that meets the requirements and the family continues meets all the eligibility requirements.

**How much assistance can I get through the Early Opportunity Scholarship (EOS) from July 1, 2016 – June 30, 2017?**

Scholarships are based on child's age as of July 1, 2016; school age children's age by September 1, 2016. The award amounts are \$2,000 to \$5,100 for 12 months or \$1,500 to \$4,250 for 10 months. See chart below for specific rates per child's age. Payments are made directly to the OCFS regulated program. If the total monthly program fees are less than the award amount, your scholarship will not be more than the amount charged by the program.

<b>Rate Chart for July 2016 to June 2017</b>	<b>Monthly Rate</b>	<b>Daily Rate*</b>	<b>Total Annual Award for 12 Months</b>	<b>Total Annual Award for 10 Months (opted out summer care).</b>
<b>Infants (Children under 2 years old (as of July 2016))</b>				
Center Based Care & Family Home Based Care (FCC/GFCC)	\$425.00	\$19.32	\$5,100.00	\$4,250.00
<b>Toddlers (Children 2 years old as of July 2016)</b>				
Center Based Care & Family Home Based Care (FCC/GFCC)	\$425.00	\$19.32	\$5,100.00	\$4,250.00
<b>Preschoolers (Children 3 &amp; 4 years old as of July 2016)</b>				
Center Based Care & Family Home Based Care (FCC/GFCC)	\$250.00	\$11.36	\$3,000.00	\$2,250.00
<b>School Age (Children entering into Kindergarten to 12 years old as of September 2016)</b>				
Center, School Age Programs & Family Home Based Care (FCC/GFCC)	\$167.00	\$7.59	\$2,004.00	\$1,503.00
*If child care program/provider does not charge parents for absences, daily rate will be changed for days child attended, even if only absent for 2 days.				

**How does the Early Opportunity Scholarship (EOS) payments work?**

Monthly payments are made directly to the eligible child care program that your child attends. Parents are responsible to pay the remainder of tuition not covered by the scholarship.

**What programs can I use for the Early Opportunity Scholarship (EOS)?**

Your **infant, toddler, preschooler or school age** must be enrolled in an OCFS regulated child care program that is nationally accredited; has participated in one of the Council's quality improvement projects in 2013, 2014, or 2015 and received a high rating in one of their classrooms; has participated in the QualityStarsNY program in 2015 and received a high rating; or will agree to participate in an Environment Rating Scale program with the Council to be completed by July 2017.

For information on programs that meet this criteria, call 914-761-3456 x 140.

**How Many of my Children can receive the Early Opportunity Scholarship (EOS)**

You can receive an Early Opportunity Scholarship (EOS) for up to three (3) children.

**What if my child is not currently attending a registered or licensed child care program that meets the Early Opportunity Scholarship (EOS) requirements?**

We would like to see all children in quality child care. Consequently, the Scholarship committee has decided that only programs that have or will agree to participate in a Child Care Council of Westchester, Inc. quality improvement project, participated in QualityStarsNY, or are nationally accredited are eligible for the scholarships (see above for more details). Therefore, if you meet the other eligibility requirements, we encourage you to apply with the understanding that your child must be enrolled in a program that meets the requirements of the Early Opportunity Scholarship (EOS) in order for you to receive the scholarship. You can contact the Council's Referral Department to help you find new child care options that you may not have been aware of. Call 914-761-3456 x 140 to reach the Council's Referral Department. Your current program may also contact the Council to discuss how to participate in a quality improvement program in order to be qualified for the scholarship. Please contact Nicole Masucci [nicolem@cccwny.org](mailto:nicolem@cccwny.org) or 914-761-3456 ext. 139 for more details.

**Do both parents have to work to qualify for an Early Opportunity Scholarship (EOS)?**

Yes. If there are two parents in a household, both parents must work full time. If there is one parent in the household, s/he must work full time. Full time work is at least thirty (30) hours per week. Consideration is given to households where one parent is disabled and full time child care makes it possible for a second parent to work full-time.

**What determines who will receive an Early Opportunity Scholarship (EOS)**

The most important factors are family income, family size and child's age.

Awards are made based on age of child, financial need, and program requirements.

The families with infants and toddlers (under the age of 3 years old) will receive priority for the scholarship.

If funds are available, families with preschool age children (3- 4 years old who are not yet in elementary school) will be considered next.

If there are still funds available, families with school age children (5 – 12 years old) will be considered.

**How is household/family size defined?**

<b>Situation</b>	<b>Included in Family Unit</b>
An unmarried individual residing together with his/her own children	All individuals are part of the unit
Unmarried individuals residing together with his/her own children and/or children in common	All individuals are part of the family unit
Parent under age 21 residing with his/her parents	Parent and child are the family unit, not the grandparents
Unmarried individuals residing together and no children in common	Each parent/caretaker is considered a separate family unit with his/her own children

An adult is considered to be any person 18 years of age or older unless the individual meets the definition of a child with special needs. Adult children over the age of 21, living in the household, are not included in determination of family size. If one or both parents are disabled, proof of disability is required.

**What happens if my child starts at one child care program and transfers to another provider?**

No problem. Just ensure the new child care program meets the requirements for the scholarships. **Immediately notify the Child Care Council in writing.** The scholarship will be transferred to the new child care program.

**Does child support count towards gross income?**

Yes. Child support received is included in family income. Proof of **receipt** of child support monies is required.

**How do I apply?**

Send your completed application with all required documentation  
by 5:00 pm, May 25, 2016 to

**Child Care Council of Westchester  
313 Central Park Avenue  
Scarsdale, NY 10583  
Attn.: 2016 Scholarships**

**Questions: Call Nicole Masucci at 914-761-3456 ext. 139 or email [nicolem@cccwny.org](mailto:nicolem@cccwny.org)**

Emails and Faxes  
ARE NOT ACCEPTED