



**BRECKENRIDGE CHILD CARE PROGRAM
TUITION ASSISTANCE GUIDELINES
SEPTEMBER 1, 2018 - AUGUST 31, 2019**

The Breckenridge Child Care Tuition Assistance Program was created to offer financial assistance to families 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 6 years attending a participating, licensed child care center. Tuition Assistance is intended to help our workforce and is available to qualified working families. 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 on behalf of approved families and is intended only for the Centers' use to cover the true cost of care.

The program is unusual in that Tuition Assistance is available to local working families as well as families who participate in CCCAP. Local working families who are not eligible for CCCAP may be eligible for tuition assistance if their cost of care exceeds 12-16% of their gross income. CCCAP families may be eligible for tuition assistance to cover the gap in CCCAP reimbursement and the full tuition cost of child care.

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

ELIGIBILITY CRITERIA FOR TUITION ASSISTANCE

- Children ages birth through 6 years old must be attending a participating, licensed, not-for-profit child care center in Breckenridge. Participating schools include: 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 Town limits.
- Both parents must be employed and at least one of them must work a minimum average of 30 hours per week annually. However, in order to qualify for tuition assistance for full time child care (4 or 5 days per week) both parents MUST work a minimum of 30 hours on average per week.
- 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 Basin.

- 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.
- COMPLETE 2017 Federal Income Tax Return Individual and, if applicable, Business, are required to be submitted with the application. Failure to provide this documentation will result in denial of your application. Extension letters will not be accepted.
- Self-employed definition: An individual will be considered self-employed if their employer doesn't provide a W-2 at the end of the year.
- If a parent becomes unemployed, their tuition assistance is subject to discontinue as the program is intended to support working families and not stay at home parents. They can request 60 days of child care assistance (NOT 60 consecutive days) from the date of their job loss to find work. It is the parents' responsibility to track the 60 days of child care and report changes to the Child Care Program Administrator **15 days before using the 60 days of child care or immediately once a job is found.**
- Income from all members of the household must be included on the application. This may include parents, significant other, boyfriend, girlfriend, grandparents, or other arrangements.
- Families of four members or less who earn an annual gross income of less than \$135,900 are eligible for assistance. For families of five they must earn less than \$146,850.00. Families of 6 must earn less than: \$157,650.00
- Applicants will be required to complete the Breckenridge Child Care Tuition Assistance Application and provide a comprehensive list of family assets and liabilities. Families may be ineligible or disqualified from the program if assets exceed \$225,000. Some assets will be exempt, such as primary residence equity, retirement accounts, health savings and college savings accounts.
- Families must have no outstanding debt to any licensed child care center or home child care provider. 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 tuition assistance funds.

CCCAP Gap

All of 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 be considered for regular tuition assistance. 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 Childcare Program Administrator.
- **The CCCAP Program is considered the payer of first resort.** The Breckenridge Child Care 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 668-9160. Families will be referred

to CCCAP and must complete that process before the Child Care Program Administrator will determine eligibility for tuition assistance. **If a family has applied for CCCAP and has been denied funding in the past 6 months, a denial letter should be included in their 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 Child Care Tuition Assistance.

Funding consideration will be prioritized as follow:

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

Qualified Permitted Changes/Emergency Assistance

CURRENTLY ENROLLED FAMILIES: If a current tuition assistance recipient is experiencing an emergency including but not limited to birth, adoption, court ordered child care, loss of job, extreme medical issues, etc., additional assistance may be considered based on the sole and absolute discretion of the Internal Review Committee. The family will need to contact the Child Care Program Administrator at 970-547-3124 directly to discuss options.

NEW FAMILIES: If a family has never participated in the Breckenridge Tuition Assistance Program, but they become eligible because of residency, birth, adoption, or employment change or they are experiencing an emergency including but not limited to court ordered child care, loss of job or extreme medical issue, they may apply for emergency assistance under a Qualified Permitted Change. The application may be considered based on the sole and absolute discretion of the Internal Review Committee. The family will need to contact the Child Care Program Administrator at 970-547-3124 directly to discuss options.

PARTICIPANT RESPONSIBILITY

1. Families are responsible for reporting to the Child Care Program 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% (increase or decrease) of the families' annual income. Families must notify, in writing or by email, of any changes to their child care arrangement with supporting documentation.
2. 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.
3. 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,

