

Early Learning Scholarship

Application/ Approval Process



Application Process:

1. Provider completes application
 - a. Attach all necessary documentation required.
2. Family completes application
 - a. Attach all necessary documentation required.
3. All incomplete, unsigned paperwork will be held or returned to applicant.

Contact Buffalo County Community Partners Early Childhood Coordinator at earlychildhood@bcchp.org to request an application.

Processing Procedure:

- Application returned to earlychildhood@bcchp.org
- All scholarships are reviewed on an individual basis.
- Grant Cycle runs from October 1, 2021-September 20, 2022
- **Deadline:** All applications must be submitted by 5:00 p.m. on August 1, 2022.
- All non-emergency scholarship applications shall allow three to four weeks for processing.

Short Term or Emergency Scholarships:

- Based on the many variables families' experience there may be a situation where a family needs either a short term or one-time emergency scholarship. Based on the availability of funds, a scholarship may be awarded.

Early Learning Scholarship Checklist

The Early Learning Scholarships program is intended to support working families in meeting the high cost of quality care for children 6 week-6years in full/day full/year settings (not attending kindergarten) or attending program due to a need for care that extends beyond the hours provided by a publicly funded program (i.e. wrapping hours around Head Start or Public Preschool).

Providers please use the following checklist to assure that you and the family have filled out and signed the proper documents, along with submitting all supporting documents needed.

_____ Early Learning Application / Letter of Commitment for Child Care Providers (Provider Information)

_____ Signed and dated by the Director/Owner

_____ Early Learning Scholarship Family Application

_____ A copy of all documents needed

_____ Last three paystubs of each adult

_____ Copy of child care subsidy determination letter

_____ Signed and dated by Parent

_____ Early Learning Scholarship Fee Agreement

_____ Signed and dated by the Provider

_____ Signed and dated by the Parent

_____ Daily Enrollment Sheet for each Child applying

_____ A copy of Providers' rates

_____ An invoice for the enrollment fee (only if bill is past due)

_____ Must show dates being billed

_____ Child name

_____ Amount owed

If you have any questions please contact us at earlychildhood@bcchp.org or at 308-233-4681

Leslie Martin

Early Childhood Community Coordinator Buffalo County Community Partners

Buffalo County Early Learning Scholarship Family Application

Date: _____

Parent(s)/Guardian(s) Name(s): _____

Address _____ City _____ State _____ Zip _____

Code: _____ Phone: _____

Email: _____

of adults in your household _____

of children in your household _____

Child(ren)'s Name (only those attending child care)	Birthdate	Age	Child Care Program Name/Provider	FT	PT	Monthly Rate

***Copy of child care subsidy determination letter must be included with application**

Reason for not qualifying for State Subsidy: Over income Graduate school Other (please explain below)

Monthly gross income (before taxes) from employment: Adult #1 \$ _____ Adult #2 \$ _____

How often are you paid? Adult #1 _____ Adult #2 _____
 (Please attach last three paycheck stubs of each adult living in the household. These must be provided to process this application)

Please indicate additional source(s) of income by filling in the amount received per month:

State Assistance \$ _____ ADC Unemployment Other (please specify) _____

Child Support \$ _____ Alimony \$ _____ Food Stamps \$ _____ Housing Assistance \$ _____

Other (Private) \$ _____

Have you received Aid to Dependent Children (ADC) assistance within the last six months? Yes No

Additional information you would like to share to help us determine your tuition assistance:

The information I have provided above is accurate to the best of my knowledge. Any discrepancies will affect the tuition assistance I may or may not receive. I also understand that it is my obligation to inform the program of any and all income changes.

Signature: _____

Date: _____

Early Learning Scholarship Family Application

Date: _____

Parent(s)/Guardian(s) Name(s): _____

Address _____ City _____ State _____ Zip Code: _____

Phone: _____ Email: _____

of adults in your household _____ # of children in your household _____

Child(ren)'s Name (only those attending child care)	Birthdate	Age	Child Care Program Name/Provider	FT	PT	Monthly Rate

***Copy of child care subsidy determination letter must be included with application**

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Other (Private) \$ _____

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The information I have provided above is accurate to the best of my knowledge. Any discrepancies will affect the tuition assistance I may or may not receive. I also understand that it is my obligation to inform the program of any and all income changes.

Signature: _____

Date: _____

Early Learning Fund Provider FAQs

How can child care facilities use funding?

The Early Learning Scholarship will make funds available on a reimbursement basis to pre-qualified early childhood providers who are enrolled in [Nebraska's Step Up to Quality](#) rating system (and/or are nationally accredited) and are committed to accepting low-income families. Funding will be available to providers for tuition assistance for families who cannot afford some or all the tuition. The funding will be used to provide tuition assistance so more of Nebraska's infants, toddlers and preschoolers facing the greatest odds may attend quality early childhood programs.

Providers will determine how many additional infants, toddlers, and preschoolers from low-income families they will serve and what tuition assistance is needed for these children. Communities will request funding in an application to Nebraska Children and Families Foundation. Providers will work with their community coordinator to supply information for the community scholarship and request reimbursement funds.

Funding will be made on a reimbursement system based on the number of children the provider serves through the scholarship program. Any modifications to the award or number of children served needs to be submitted to the designated community coordinator in writing for approval.

What is the Federal Poverty Level?

The 2020 [Federal poverty level](#) (FPL) is a measure of income issued by the Department of Health and Human Services. Federal poverty levels are used to determine eligibility for certain programs and benefits.

The current FPL for a family of 4 is \$26,200/year. This is also considered 100% of the federal poverty level. Tuition assistance from the Early Learning Scholarship is available to eligible providers to help families who earn up to 200% of the FPL (for a family of 4 that is \$52,400/year).

If my child care facility has multiple locations, can I complete one application for all of them?

Providers must complete an Early Learning Scholarship application for each location/facility that is providing child care and meets the Early Learning Scholarship eligibility requirements. These applications will be submitted to the designated community coordinator.



Early Learning Scholarship Fee Agreement

Date: _____

Name of Facility: _____

Address of Facility: _____

Parent(s)/Guardian(s) Name(s): _____

Name of child: _____

Tuition assistance per child provided will be: _____ per week/month/one time emergency (circle one)

Provider Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Provider/Project Coordinator/Fiscal Sponsor:

I, as a selected Early Learning Scholarship Provider, agree to obtain all required documentation to determine eligibility of an Early Learning Scholarship, maintain the documentation, and have available for review. I agree to obtaining daily attendance for listed child and submit a copy to the required project coordinator with an invoice for the Early Learning Scholarship fee.

Pay to: _____

Address: _____

Provider Signature: _____

Date: _____

I, as the project coordinator, agree to review and maintain all required documentation for the Early Learning Scholarship project and submit attendance records, invoices, and other identified required documentation to the fiscal sponsor.

Project Coordinator: _____

Date: _____

Fiscal Sponsor recognizes provider/payee as a recipient of the Early Learning Scholarship reimbursement:

Fiscal Sponsor Signature: _____

Date: _____

Buffalo County

Early Learning Scholarship Application / Letter of Commitment for Child Care Providers

The goal of the Early Learning Scholarship is to increase access to high quality care for young children in low and moderate earning families in Nebraska. Funding is being made available to providers engaged in delivery of quality early learning environments and experiences for young children. Participating child care providers are providing ongoing learning, continuous quality improvement, and supporting their early childhood professional workforce through improvements in wages and benefits.

The Early Learning Scholarship is intended to support working families in meeting the high cost of quality care for children six weeks through age 6 (pre-school only) in full day/full year settings or attending the Program due to a need for care that extends beyond the hours provided by a publicly funded program (i.e. wrapping hours around Head Start or Public Preschool).

Eligibility for Child Care Center and Family Child Care Homes:

Child care providers interested in participating in the Early Learning Scholarship opportunity must meet the following qualifications:

- Licensed and in good standing
- Enrolled in Step Up to Quality and have a plan to achieve Step 2 or higher within 12 months, and/or nationally accredited
- Offer full-time, year-round services
- Programs must have a contract (or be willing to obtain a contract) with the Nebraska Department of Health and Human Services to provide care for families on child care subsidy and must be serving at least one child (or be willing to serve children) on subsidy
- Implementing or planning to implement social emotional curricula such as Pyramid Model, Second Step, etc.
- Providing Infant/Toddler Care
- Programs must have or will agree to put a process in place to assure that potentially eligible families are receiving state subsidized dollars before a scholarship is awarded
- Agree to provide and maintain systems for detailed records of tuition assistance provided to eligible families, including attendance records
- Agree to provide required data for a collective evaluation
- Agree to keep completed family applications for scholarship program current and on file
- Agree to submit monthly reimbursement forms to Early Childhood Community Coordinator or designated community coordinator
- Regular communication with the Early Childhood Community Coordinator or designated community coordinator

Provider Name/Business Name: _____

Director/Primary Contact: _____

Address: _____ City _____ State _____

Zip _____

Email Address: _____

Phone Number: _____

Provider Information

Mark One:	Mark One:
_____ Licensed Child Care Center	_____ Nonprofit _____ For profit
_____ Licensed Family Home I	_____ Nonprofit _____ For profit
_____ Licensed Family Home II	_____ Nonprofit _____ For profit
Step Up to Quality Rating (mark one):	
_____ Step 1	
_____ Step 2	
_____ Step 3	
_____ Step 4	
_____ Step 5	
_____ N/A (if Nationally Accredited)	

Number of children enrolled by age group:				
	Infant	Toddler	Preschool	School Age
Full-time				
Part-time				
Years of service:				
Total program enrollment:				
Number of currently enrolled low-income children served (under 200% Federal Poverty Level) (not including subsidy):				
Number of currently enrolled children receiving state child care subsidy:				
Number of children currently receiving privately funded tuition assistance:				
Number anticipated to receive Tuition Assistance/Early Learning Scholarship:				

If not nationally accredited or at Step Up to Quality Step 2, please include narrative of plan to become nationally accredited OR reach Step 2 or higher in the next 12 months:

How will you provide information and outreach to attract low to moderate income working families?

What are your plans to continue to increase quality in your program?

Provider agrees to provide, as requested, aggregated data and information regarding:

- Numbers of low-income children served full-time (break out by ages served) o Retention of children in the program o Exit information on reason for leaving program o Annual parent satisfaction survey
- Race and ethnicity of children served
- Funding allocated per eligible child
- Kindergarten readiness/individual children's development and growth.
- Level of quality as measured by Step Up to Quality
- Teacher pay and benefits
- Teacher education and training levels
- Teacher retention
 - o Exit information
 - o Satisfaction survey annually

Provider Commitment:

I/We agree to promote the Early Learning Scholarship to our stakeholders and agree that any funding from the Early Learning Scholarship will only be used for low-income children served by our program on a full-time basis. I/We agree to continue improving the quality of our program per the Step Up to Quality standards.

Director/Owner

Date