



## 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

\_\_\_\_ 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](mailto:earlychildhood@bcchp.org) or at 308-233-4681.

Leslie Martin

Early Childhood Community Coordinator Buffalo County Community Partners