

KIDS FIRST 2016 CHILDCARE FINANCIAL AID POLICIES



KIDS FIRST

CHILDCARE RESOURCE CENTER

Kids First Childcare Financial Assistance Program is funded through a .45 % City of Aspen sales tax dedicated to housing and childcare. ALL families must re-apply annually by the May 1st deadline. Applications from families not currently in the program will be accepted on the following dates:

- February 1 (for funding to begin **March 1**) SPRING
- May 1 (for funding to begin **June 1**) SUMMER
- August 1 (for funding to begin **September 1**) FALL
- November 1 (for funding to begin **December 1**) WINTER

Applicants must supply the following information for both parents:

1. A copy of 2015 Federal tax return. (We do not accept extension letters.)
2. A copy of all W-2's for 2015
3. A copy of current pay stubs from all current employment
4. If self employed, applicants must supply a current (YTD) profit/loss statement and complete set of 2015 business taxes.
5. The employer verification form must be completed and returned by the employer(s) for both seasonal and full time jobs.
6. Completed copy of the assets and liabilities form. It must be signed & dated.
7. Signed copy of documentation that the child is lawfully present in the US.
8. If a parent is unable to work due to a disability, the attending physician should confirm the nature of the disability. In addition, any disability income must be included on the Financial Aid application.

- **The application must be signed and dated.**
- **All documents required must be on file to be considered a complete application.** The assets & liabilities form gives us a better understanding of your financial need. The information you provide on this form may be used in determining the amount of financial aid you may qualify for.
- **Any fraud or misrepresentation made by families to Kids First may disqualify them for current and future consideration.** The City of Aspen reserves the right to prosecute any fraud or misrepresentation.
- **Applications received after the deadline will be considered the following quarter.** New applications will be reviewed and applicants notified during the month following the application deadline.
- **Families receiving financial assistance from Kids First are responsible to report any changes in income, days using care, childcare provider, pay rate, work schedule or family number/status.**
- After the initial application, families will be required to re-apply annually every May 1.

The parent or legal guardian of any child age 5 or under attending licensed childcare in Pitkin County is eligible to apply for Financial Aid. Families must live or work in the Aspen Urban Growth Boundary – please see the attached map.

Parents must be working or attending college on the days assistance is awarded. If a parent is attending college or working an overnight shift, you may qualify for childcare financial aid. Additional information will be required; please contact Kids First to find out more about this special circumstance.

Kids First Financial Aid will cover childcare for a maximum of 5 days per week. The minimum amount of Financial Aid awarded per day is \$5.00.

↳ Kids First - City of Aspen Childcare Financial Aid is dependent on the availability of funds. Families qualify for childcare financial aid based on their gross income, the cost of childcare, the number of days a child attends childcare, and the number of children in childcare. To see if you may qualify go to <http://kidsfirst.aspenpitkin.com> to try the pre-qualification calculator.

Income from all members of the household must be included on the application. Anyone who shares financial responsibility of the household that includes the child (children) must be listed. This may include both parents; mother and live in boyfriend; or father and live in girlfriend; grandparents; or other arrangements.

- If you work 8 to 15 hours a week you may qualify for 2 days of financial aid.
- If you work 16 to 22 hours a week you may qualify for 3 days of financial aid.
- If you work 23 to 28 hours a week you may qualify for 4 days of financial aid.
- If you work 29 or more hours a week you may qualify for 5 days of financial aid.

↳ Families with more than one child in childcare will receive 100% of the qualifying financial aid amount for the first child and 80% of the qualifying amount for additional children.

Kids First Board and the City of Aspen expect that a family can pay an estimated 12% to 17% (depending on income level) of their income before taxes for childcare. Kids First reserves the right to alter the percentage of parent contributions depending on availability of funds.

Kids First Financial Aid begins at the point that a family exceeds the maximum income to qualify for the Colorado Childcare Child Care Assistance Program (CCCAP). CCCAP is the first payee; Kids First is the second payee – only if the family has been determined to be over CCCAP maximum income level. Families will be referred to CCCAP and must complete that process before Kids First will determine eligibility for Kids First childcare financial aid.

The Financial Aid program is specifically for working parents. **Both** parents must be working on the days when they receive a subsidy.

Funds are paid directly to the early childhood program for each participating child. Days funded include days missed through no fault of the parent (i.e. sick day, or holidays when the program is closed). The committee expects that in most cases sick days can be made up, when possible. Financial aid will pay for up to three sick days a month. If your child misses more than 3 days a month, those days may not be eligible for financial aid. In the case of extended illness, we require a written statement from the doctor.

- **Any days missed within the control of the parent (i.e. family trips), will not be paid with Financial Aid and the family is responsible for payment of the full tuition to the childcare program.**
 - **Families are responsible for paying any amount due to the childcare program that is not paid by Kids First Financial Aid. In order to continue to receive assistance from this program, families must be current in their payments to providers or risk losing Kids First childcare financial aid.**
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- **If your balance to a childcare program is unpaid for more than 30 days your Financial Aid will be probationary. If unpaid for 60 days your Financial Aid will stop and you may reapply the quarter after your balance is paid in full to the childcare program. You may also only reapply for Kids First financial aid with a new childcare program when all payments to other childcare programs are paid in full.**

If a family fails to notify Kids First at the time of a salary or wage increase, Kids First will calculate the difference from the date of the change to the time we were notified and you will be responsible for any past tuition owed to the childcare provider. Failure to report any significant changes in a timely manner may result in immediate termination of the financial assistance benefit for the family.

Up to \$80 per qualifying child may be provided annually for activity fees. The childcare provider must request this funding. The child must attend on the day the activity takes place. The activity fee will be paid to the provider.

Kids First has emergency financial aid for families in crisis. A separate application and doctor's written explanation or other verification is required. Please contact the Kids First office if you think you may qualify.

The Financial Aid Committee meets quarterly to review applications for Financial Aid. This committee is charged with interpreting these policies and determining if any exceptions are appropriate. Any exception approved will be recorded and reported to the Kids First Board.

Kids First expects that families receiving childcare financial aid will fully participate in their child's childcare program. Childcare programs depend on parent participation in many ways, mainly because parent involvement in an early childhood program is a key indicator of quality and a primary component of the child's successful learning in future years.



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Kids First Childcare Financial Aid Application 2016

215 N Garmisch Suite 1, Aspen, CO 81611
(970)920-5363 <http://kidsfirst.aspenpitkin.com/>

Date of Application: _____

Mother's Name: _____

Father's Name: _____

Current Address: _____

Current Address: _____

Mailing Address: _____

Mailing Address: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

Email: _____

Email: _____

List all Children:

Name: _____ Age/DOB: _____ School: _____ # of days enrolled: _____

Name: _____ Age/DOB: _____ School: _____ # of days enrolled: _____

Name: _____ Age/DOB: _____ School: _____ # of days enrolled: _____

Total # of children in household: _____ Total # of people living in the household: _____

Do you own, rent, or have employer paid housing:

Rent – monthly cost \$ _____

Own employee housing – monthly cost \$ _____

Own free-market housing – monthly cost \$ _____

Other - please explain: _____

REQUIRED DOCUMENTS – PLEASE CHECK THAT YOU HAVE INCLUDED:

2015 Federal Income Tax Return (complete and signed)

2015 W-2's from all employers

CURRENT PAY STUB from all employers

IF SELF EMPLOYED – current (YTD) Profit/Loss Statement and complete set of business taxes

Child's proof of legal presence (United States birth certificate or United States passport)

Client responsibility agreement – signed & dated

Employment verification – filled out by employer- one is required for each job held

Assets and Liabilities – filled out and signed and dated

Child Support Affidavit – if applicable

****Completion of this application does NOT guarantee that you will receive financial aid****

➤ You may wish to try the pre-qualification calculator before completing this application - <http://kidsfirst.aspenpitkin.com/>

Employment: Please list ALL current and seasonal employment information. Please attach additional sheet of paper with employer information if necessary.

Mother

Father

Employer # 1

Address: _____
Gross Monthly Income: _____
Dates of Employment: _____

Employer # 2

Address: _____
Gross Monthly Income: _____
Dates of Employment: _____

If seasonal – list dates of employment: _____

Income: Include all other sources of income.

Child Support/Alimony: _____
Social Security: _____
Dividends/Interest: _____
Other Income: _____

- **Falsification of any of the above information, or use of Financial Aid funds for purposes other than described herein, may lead to immediate termination of Financial Aid funding and is punishable under the Colorado Revised Statutes, Section 18-4-401, Theft of Services.**
- In providing the above information, applicant(s) declares the same to be voluntarily furnished. Applicant(s) hereby grants the Kids First Board the right to request verification thereof through persons and/or entities disclosed and/or hereinafter disclosed. Applicant(s) declares the above information is true and accurate. Applicant(s) declares that the information on this application is understood by the applicant(s).
- I authorize Kids First, licensed childcare programs, Human Services(CCCAP) and other necessary agencies to release pertinent information in order to better coordinate services for my child (children).

Parent(s) Signature: _____

Date: _____

➤ **You may wish to try the pre-qualification calculator before completing this application - <http://kidsfirst.aspenpitkin.com/>**



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CLIENT RESPONSIBILITY AGREEMENT FOR KIDS FIRST FINANCIAL AID

I, _____, _____, agree to the following conditions while receiving financial aid from Kids First – The City of Aspen for my childcare costs.

1. ____ I agree that I will in writing or by email notify Kids First if there are any changes in my/our childcare arrangements, employment, or any household change.
2. ____ I agree to pay the remaining amount of my monthly tuition on time.
 - a. I understand that if I do not pay my tuition to my provider on time each month I will lose my childcare financial aid.
 - b. I understand that my financial aid is based on household income, household size, number of days my child(ren) is/are in care, and number of children in childcare.
3. ____ I understand that I may be asked for an interview to explain and answer any questions that the Kids First Financial Aid Committee may have.
4. ____ I understand that Kids First does not pay financial aid if my family goes on vacation. Financial aid is only paid for the days a parent(s) is/are working.
5. ____ I understand that Kids First financial aid will pay for up to 3 sick days per month. If sick for more than 3 days a doctor's note is required to verify the illness.
6. ____ I understand that if the documentation in and accompanying the application is false or found to be non-verifiable my financial aid will be terminated immediately.
7. ____ Signed copy of the Child's Proof of Citizenship form and documentation that the child(ren) is/are lawfully present in the US.

Client signature

Date

Client signature

Date

Signatures on this form do not represent approval of childcare assistance

Kids First Childcare Financial Aid

The information on this form may be used if you are interviewed by the financial aid committee. This information will also tell us more about your need for childcare financial aid.

Assets and Liabilities – Include information for everyone in the household

| ASSETS | Name of Entity | Balance | Name of Entity | Balance |
|----------------------|----------------|---------|----------------|---------|
| Bank or Credit Union | | \$ | | \$ |
| Bank or Credit Union | | \$ | | \$ |
| Stocks & Bonds | | \$ | | \$ |
| Real Estate | | \$ | | \$ |
| Retirement | | \$ | | \$ |
| Automobiles | | \$ | | \$ |
| Business | | \$ | | \$ |
| Other | | \$ | | \$ |
| TOTAL ASSETS | | \$ | | \$ |

| LIABILITIES | Name of Entity | Balance | Name of Entity | Balance |
|-------------------------------|----------------|---------|----------------|---------|
| Mortgage loan | | \$ | | \$ |
| 2 nd Mortgage loan | | \$ | | \$ |
| Automobile loan | | \$ | | \$ |
| Student loans | | \$ | | \$ |
| Credit card(s) | | \$ | | \$ |
| Other | | \$ | | \$ |
| TOTAL LIABILITIES | | \$ | | \$ |

**Remember, back-up documentation may be needed for all assets and liabilities.*

I/We understand that if the documentation we have provided is found to be false or non-verifiable, we will be disqualified from Kids First financial aid program. I/We authorize Kids First to make necessary inquiries to evaluate my/our employment, assets and income. I/We give Kids First permission to access my/our credit reports.

Signature: _____ Date: _____

Signature: _____ Date: _____

Employment Verification

EMPLOYER - Please scan/email or mail back to:
Kids First – Cecelia Martin
cecelia.martin@cityofaspen.com 970-920-5769
215 North Garmisch, Suite 1, Aspen, CO 81611

TO BE COMPLETED BY APPLICANT: *(Complete the Information for each job)*

Employer : _____ Employee Name: _____
Phone Number: () _____ Phone #: () _____
Fax Number: () _____ Cell Phone # : () _____
Address: _____ Address : _____

Applicant Release Statement:

Applicant Name: _____ Date: _____

I hereby authorize the release of the following information in order to determine my eligibility for the Kids First Childcare Financial Aid. Please complete this form in full and return it to Kids First as soon as possible – childcare financial aid will not be awarded without this information.

Signature: _____

TO BE COMPLETED BY EMPLOYER:

The employee named above has applied for Kids First Childcare Financial Aid. We must verify all income for this person and their household to determine eligibility. Please complete the following information and return as soon as possible.

Your assistance in completing this form accurately and timely is greatly appreciated!

If the item does not apply, please indicate by placing "N/A" on the appropriate line.

| | | | |
|--|----------|---------------------------------|---|
| Position or Title: | _____ | Date of Hire: | _____ |
| <u>Compensation Information</u> | | YES | NO |
| 1. Hourly Wages | \$ _____ | Has employment been continuous? | <input type="checkbox"/> <input type="checkbox"/> |
| 2. # of Hours/Week | _____ | | |
| 3. # of Weeks/Year <i>(Including paid vacations)</i> | _____ | If NO, please explain | _____ |
| 4. Year To Date Earnings | \$ _____ | Through (date) | ____/____/____ |
| <u>Overtime Information</u> | | | |
| 5. Hourly Overtime Wages | \$ _____ | Is overtime seasonal? | <input type="checkbox"/> <input type="checkbox"/> |
| 6. # of Overtime Hours/Week | _____ | # of Weeks of OT/Year | _____ |
| <u>Raise Information</u> | | | |
| 7. Next Raise <i>(Please state hourly increase)</i> | \$ _____ | Comments: | _____ |
| 8. Date of Next Raise | _____ | | _____ |
| <u>Additional Compensation Information</u> | | | |
| 9. Tips/Week | \$ _____ | Comments: | _____ |
| 10. Bonuses, Commissions or Other Types | \$ _____ | | _____ |

Signature of Employer/Supervisor: _____ Title: _____
Printed Name of Employer/Supervisor: _____
Date of Completed Form: _____ Phone #: () _____

Child's Proof of Citizenship or Lawful Presence Kids First Childcare Financial Aid

Children are considered the primary beneficiary of benefits under the City of Aspen/Kids First financial aid program. Children are the only household members required to verify citizenship status or lawful presence.

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that my child(ren) is (check one):

- A United States citizen
- Lawfully present in the United States pursuant to Federal law.

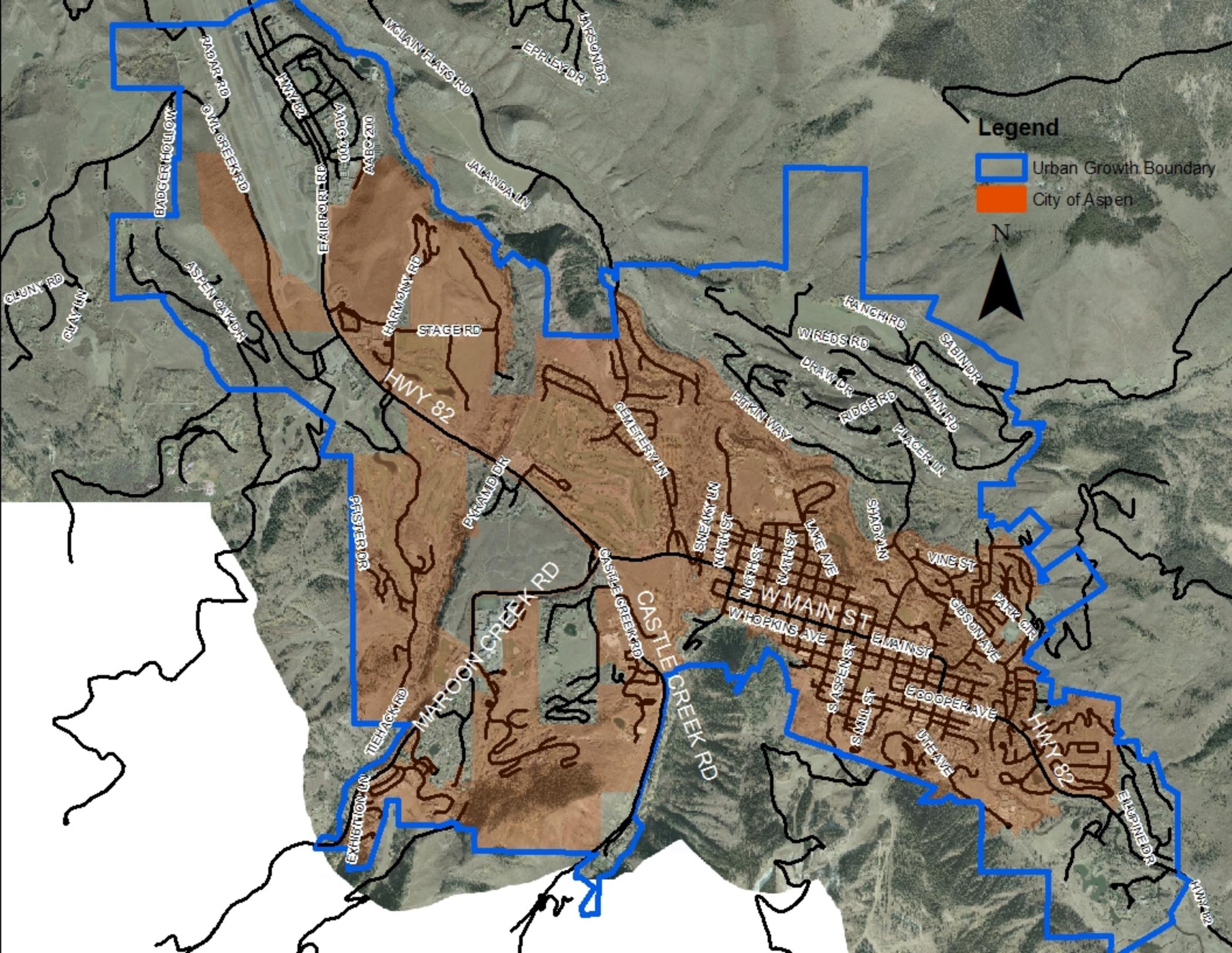
I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that my child is lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature of parent/guardian

Date

A copy of one of the following common forms of identification for my child(ren) is attached. If you have questions about these documents contact Kids First Financial Aid Coordinator at 970-920-5769 or cecelia.martin@cityofaspen.com

- A certificate of birth in the United States
- A United States passport



Legend

-  Urban Growth Boundary
-  City of Aspen



Map labels include: BADGER CANYON, 30000 RD, 20000 RD, HWY 82, AIRPORT RD, MCLEAN FLATS RD, EPPLEY DR, MARSON DR, CLUNY RD, CLAY LN, ASPEN CREEK DR, HARMONY RD, STAGE RD, JALANDA LN, WREDS RD, RANCHO RD, STUBBINS, RED MOUNTAIN RD, RIDGE RD, PLACE LN, PARKIN WAY, SHADY LN, VINE ST, PARK DR, W MAIN ST, EMMA ST, COOPER AVE, LIFE AVE, WHOPKUS AVE, SASSER ST, S MILL ST, MARCOON CREEK RD, CASTLE CREEK RD, PYRAMID DR, GEMETRY LN, SWEENEY LN, W 1ST ST, N 1ST ST, W 2ND ST, N 2ND ST, W 3RD ST, N 3RD ST, W 4TH ST, N 4TH ST, W 5TH ST, N 5TH ST, W 6TH ST, N 6TH ST, W 7TH ST, N 7TH ST, W 8TH ST, N 8TH ST, W 9TH ST, N 9TH ST, W 10TH ST, N 10TH ST, W 11TH ST, N 11TH ST, W 12TH ST, N 12TH ST, W 13TH ST, N 13TH ST, W 14TH ST, N 14TH ST, W 15TH ST, N 15TH ST, W 16TH ST, N 16TH ST, W 17TH ST, N 17TH ST, W 18TH ST, N 18TH ST, W 19TH ST, N 19TH ST, W 20TH ST, N 20TH ST, W 21ST, N 21ST, W 22ND, N 22ND, W 23RD, N 23RD, W 24TH, N 24TH, W 25TH, N 25TH, W 26TH, N 26TH, W 27TH, N 27TH, W 28TH, N 28TH, W 29TH, N 29TH, W 30TH, N 30TH, W 31ST, N 31ST, W 32ND, N 32ND, W 33RD, N 33RD, W 34TH, N 34TH, W 35TH, N 35TH, W 36TH, N 36TH, W 37TH, N 37TH, W 38TH, N 38TH, W 39TH, N 39TH, W 40TH, N 40TH, W 41ST, N 41ST, W 42ND, N 42ND, W 43RD, N 43RD, W 44TH, N 44TH, W 45TH, N 45TH, W 46TH, N 46TH, W 47TH, N 47TH, W 48TH, N 48TH, W 49TH, N 49TH, W 50TH, N 50TH, W 51ST, N 51ST, W 52ND, N 52ND, W 53RD, N 53RD, W 54TH, N 54TH, W 55TH, N 55TH, W 56TH, N 56TH, W 57TH, N 57TH, W 58TH, N 58TH, W 59TH, N 59TH, W 60TH, N 60TH, W 61ST, N 61ST, W 62ND, N 62ND, W 63RD, N 63RD, W 64TH, N 64TH, W 65TH, N 65TH, W 66TH, N 66TH, W 67TH, N 67TH, W 68TH, N 68TH, W 69TH, N 69TH, W 70TH, N 70TH, W 71ST, N 71ST, W 72ND, N 72ND, W 73RD, N 73RD, W 74TH, N 74TH, W 75TH, N 75TH, W 76TH, N 76TH, W 77TH, N 77TH, W 78TH, N 78TH, W 79TH, N 79TH, W 80TH, N 80TH, W 81ST, N 81ST, W 82ND, N 82ND, W 83RD, N 83RD, W 84TH, N 84TH, W 85TH, N 85TH, W 86TH, N 86TH, W 87TH, N 87TH, W 88TH, N 88TH, W 89TH, N 89TH, W 90TH, N 90TH, W 91ST, N 91ST, W 92ND, N 92ND, W 93RD, N 93RD, W 94TH, N 94TH, W 95TH, N 95TH, W 96TH, N 96TH, W 97TH, N 97TH, W 98TH, N 98TH, W 99TH, N 99TH, W 100TH, N 100TH.