Continue-to-Care Scholarship Policy & Procedure Manual

Revised August 2008

Funded by Children Services Council of Palm Beach County
In Cooperation with Early Learning Coalition, Inc. of Palm Beach County
In Partnership with Family Central, Inc.
This policy and procedure manual was written to be used as a guide for community partners, referral resources, child care and afterschool providers. *It is not intended for use by parents.* Because the needs of the referring agencies, families and children are very different and always changing, the policies and procedures are subject to change. As appropriate, updates and changes will be forwarded by email to users of this manual.

### TABLE OF CONTENTS

| I. Program Description and Rationale | 3 |
| II. Partners and Roles | 4 |
| III. Continue to Care – QIS | 5 |
| IV. Continue to Care – Healthy Beginnings (formerly CTC-M) | 7 |
| V. Continue-to-Care – Afterschool | 9 |
| VI. Child Care Providers | 11 |
| VII. Appendix A: Terms and Conditions for Enrollment in CTC | 13 |
| VIII. Appendix B: Healthy Beginnings Application | 19 |
| IX. Appendix C: Continue to Care Checklist for CTC-HB | 21 |
| X. Appendix D: Terms and Conditions for Enrollment in CTC-A | 23 |
I. PROGRAM DESCRIPTION AND RATIONALE

Research indicates that the most high-risk children derive the greatest long-term benefits from quality child care. A study of the Chicago Child-Parent Centers further indicates that length of time, ideally 5-6 years, of continuous child care services provides the most dramatic lifetime benefits for a child. Additionally, studies have shown that high quality afterschool care programs complement children’s development when they provide environments that are safe, have structure, and offer connections to other non-parental adults. Children also benefit when they have opportunities to complete homework, participate in supervised recreational activities, and enhance their knowledge of arts and culture.

The Continue-to-Care (CTC) Scholarship program was developed to provide child care services over the long-term for high-risk children. There are three referral sources for the CTC Scholarship program:

1) Continue-to-Care - QIS (CTC-Q) scholarship for children who are enrolled in a Quality Improvement System site and are referred from the subsidized care system due to the lose of their funding
2) Continue–to-Care - Healthy Beginnings (CTC-HB) scholarship for children referred from the Healthy Beginnings system
3) Continue–to-Care - Afterschool (CTC-A) scholarship for school-age children referred from the other CTC scholarship programs or the subsidized child care wait list

The CTC-HB and CTC-Q scholarships are an attempt to provide continuity of care in quality child care settings for young children in order to prepare them to enter school ready to learn, and to “level the playing field” for children who might otherwise reach school age without experiencing the benefits of a child-focused, nurturing, structured early learning environment. The scholarships allow for child care services at approved QIS child care provider sites until the child enters kindergarten.

Other benefits of the CTC-HB and CTC-Q Scholarship Programs include support for parents to further their education or maintain employment, although acceptance of a scholarship is not dependent on this criteria, and support for child care providers to maintain sufficient enrollment levels that enable them to more readily pursue quality improvement activities.

The CTC-Afterschool scholarship component of the program was developed for school-age children referred from CTC-Q or CTC-HB scholarship programs, from programs in CSC’s system of care, or from the subsidized child care wait list and the school-age siblings of children in Healthy Beginnings. Providing a scholarship program that goes beyond the early childhood experience into the school age years creates a seamless system of service and prevents families from experiencing further hardship caused by the loss of child care when their child enters kindergarten. It also enables working families waiting for subsidized care to have access to more afterschool slots. This program serves children entering kindergarten through age 12.

At all times, the CTC Scholarship Program is subject to the availability of funding.
## II. PARTNERS AND ROLES

<table>
<thead>
<tr>
<th>Partner</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Child Care Program (CSC)</td>
<td>Funding, budget management, concept development and improvement, process facilitation, evaluation, coordination of Healthy Beginnings provider, QIS Coaches, QIS Center Directors and Family Child Care Homes semi-annual trainings and information sessions, evaluation and oversight of CTC-A</td>
</tr>
<tr>
<td>Healthy Beginnings Program (CSC)</td>
<td>Generate referrals for CTC-HB scholarships, implementation oversight, train and provide information to HB network agencies on referral procedures, serve as a clearinghouse for information about child care openings, monitor child care attendance and utilization of CTC-HB</td>
</tr>
<tr>
<td>Early Learning Coalition</td>
<td>Fiscal agent for CTC Scholarship funding, contract CTC funding to Family Central, Inc., provide updated sliding fee scale to Family Central, Inc. and quarterly reports</td>
</tr>
<tr>
<td>Family Central, Inc.</td>
<td>Child care resource &amp; referral, eligibility determination and re-determination, parent fee assessment, enrollment, transfers, termination, child care provider reimbursement, data management, budget reporting, issue new sliding fee scale as determined by ELC, and quarterly reports</td>
</tr>
<tr>
<td>Approved Early Care and Education Child Care Providers</td>
<td>Direct child care services, parent fee collection, assist parents to comply with the re-determination process</td>
</tr>
<tr>
<td>Afterschool Providers</td>
<td>Direct child care services, parent fee collection, assist parents to comply with the re-determination process, and participate in the QIS after accepting the eleventh CTC-A scholarship slot</td>
</tr>
<tr>
<td>Prime Time</td>
<td>Work with the CTC-A afterschool programs to enroll in the afterschool QIS System when they serve eleven or more children</td>
</tr>
<tr>
<td>Legal Aid</td>
<td>Submit referrals to Family Central for children who are currently residing with Relative Caregivers and need child care or afterschool care scholarships</td>
</tr>
</tbody>
</table>
III. CONTINUE-TO-CARE QIS (CTC-Q)

CTC-Q refers to the portion of the CTC Scholarship Program in which funding is allocated for children who have been enrolled in subsidized child care in a participating QIS child care program and who lose their eligibility for the state or other subsidy that derives from the Palm Beach County Early Learning Coalition which is managed by Family Central, Inc.

ELIGIBILITY

- CTC-Q eligibility is open to prior-enrolled children who are determined ineligible for state funded subsidized child care services by a Family Central, Inc. Parent Counselor.
- The parent/guardian may accept or decline the scholarship.

RESOURCE & REFERRAL

- If the child’s current provider is a QIS provider and the family is no longer eligible for funding under their current program because of income guidelines, rollover to CTC-Q will be done automatically through Family Central, Inc. staff pending CTC scholarship availability.
- The Parent Counselor will notify the parent of the CTC scholarship requirements and any fee changes; the Parent Counselor will also notify the center of any fee changes that are incurred.
- The parent is able to change centers as long as the newly chosen center participates in the QIS system; if the parent opts to use a non-QIS site, the CTC-Q scholarship funding will end.

ENROLLMENT

- Family Central, Inc. parent counselor provides complete child care resource & referral services.
- Family Central, Inc. counsels the parent/guardian on choosing quality child care, provides consumer education and mails appropriate materials to the parent.
- Parent Counselor generates a listing of selection options/child care referrals to match the CTC Scholarship Program requirements, and informs parents of the CTC guidelines (listed under parent responsibilities).
- In agreeing to participate in the CTC Scholarship Program, participants must select an approved child care site in which to enroll their child.

DOCUMENTATION REQUIREMENTS

- Upon enrollment into the CTC-Q Scholarship Program, the parent/guardian will need to provide employment verification for the last 6 weeks of employment.
- Each case will be re-determined every 6 months; Family Central, Inc. should be notified of any changes in income or in the customer’s employment status; pay stubs for the last 6 weeks is always required.
- If the parent/guardian has lost their job, the CTC-Q scholarship will still continue and they will be assessed the lowest fees.
- If the family again becomes eligible for the original funding stream and funding is available, then that family will return to the original eligibility category (funding from the Palm Beach County Early Learning Coalition).
PARENT/GUARDIAN RESPONSIBILITY

- Family will notify Family Central, Inc. of any change of income, address, or family size within 10 business days of the change.
- A parent fee will be assessed using the approved sliding fee schedule.
- Eligibility and parent fee assessment will be re-determined at six month intervals.
- Maintain enrollment at an approved CTC child care site.
- Follow school readiness guidelines for attendance, scheduled re-determination, and parent fees.
- Should the family become eligible for a state funded school readiness subsidy at any time the child is receiving the CTC scholarship, the parent/guardian will complete the school readiness enrollment process and the CTC scholarship will be terminated.
- Agree to and sign the Terms & Conditions for Enrollment in the Continue to Care - Quality Improvement System Scholarship Program provided by the staff at Family Central, Inc. (see Appendix A).

TERMINATION FROM SCHOLARSHIP

- Funding for the scholarship is no longer available.
- Eligibility for state funded school readiness services has been determined or re-established.
- Parent requests a transfer to an unapproved child care site.
- Lack of regular attendance by child.
- Parent refusal to pay assessed parent fees.
- Child enters kindergarten.
- Parents do not comply with re-determination procedures, and do not provide required documentation within the scheduled timeline established by Family Central, Inc.
IV. CONTINUE-TO-CARE –Healthy Beginnings (CTC-HB)

CTC-HB refers to the portion of the CTC Scholarship Program in which funding is allocated for children who are referred by Healthy Beginnings agencies according to criteria and priorities established by the Healthy Beginnings system. Parents/guardians of referred children choosing to accept a CTC scholarship will select an approved participating child care provider site, provide appropriate documentation and pay parent fees (if applicable).

ELIGIBILITY

- CTC-HB eligibility is open to a family that is currently enrolled in the Healthy Beginnings System and/or recently closed successfully.
- The family is/has been a successful participant as evaluated and documented by the referring agency.
- The family has demonstrated a need for ongoing child care projected to continue through the time the child is enrolled in kindergarten.
- The parent/guardian may accept or decline the scholarship.
- If a new baby is born into a family receiving services, the referring agency will prepare a copy of the original referral with the new child’s information, send it to Family Central with a cover letter requesting that the baby be added to the scholarship, and Family Central will enroll this baby once they have helped the family identify a child care provider.
- Children who are referred from Legal Aide who are currently residing with Relative Caregivers and require child care.

RESOURCE & REFERRAL

- Healthy Beginnings Care Coordinators will choose participant families to be referred based on criteria determined by the Healthy Beginnings staff.
- Healthy Beginnings Care Coordinator will assist family in completing the CTC-HB referral application and gathering necessary documentation to include all family members living in the household (see Appendix B).
- The Healthy Beginnings Care Coordinator will contact Family Central, Inc. so client can receive resource and referral information from them on choosing a quality child care prior to selecting a site.
- A slot in an approved QIS center should be obtained before coming to the eligibility interview at Family Central, Inc.
- Care Coordinator will complete the Continue to Care checklist (see Appendix C).
- Each referral must be signed by a Healthy Beginnings Care Coordinator Supervisor.

ENROLLMENT

- The Healthy Beginning Care Coordinator will contact the Family Central, Inc. CTC Parent Counselor by phone to set up an appointment for the participant and to ensure that all necessary documents are brought to the eligibility and enrollment interview.
- Family Central Parent Counselor provides complete child care resource & referral services.
- Family Central counsels the parent/guardian on choosing quality child care, provides consumer education and mails appropriate materials to parent.
- Parent Counselor generates a listing of selection options/child care referrals to match the CTC Scholarship Program requirements, and informs parents of the CTC guidelines (listed under parent responsibilities).
In agreeing to participate in the CTC Scholarship Program, participants must select an approved child care site in which to enroll their child.

Care Coordinator and Parent Counselor will assure that participants understand the annual process for continuing the scholarship.

Care Coordinator & Parent Counselor will assure that the family understands payment of parent fee, if the fee is to be reduced or waived for the year, the Care Coordinator will enter fee to be assessed on the application form, and initial to authorize.

DOCUMENTATION REQUIREMENTS

The Care Coordinator will provide copies of the following documentation with the referral:

- **Family Size**: some type of identification for each member of the household such as SS cards, immunization records, medical records, Medicaid or insurance cards, pay stubs, letters to the family address, etc. - letter from the referring agency is acceptable for a parent who has no ID.
- **Proof of Age**: Birth Certificate or shot records for each child to be enrolled into child care.
- **Proof of Income**: prefer copy of pay stubs or Verification of Employment (VOE) completed by employer; if employer refuses, a self-declaration can be completed on the VOE form (see Appendix B).
- **Proof of Residency**: this is needed at the initial application only and can be medical records, letters to the family address, or a letter from the referring agency, etc.

PARENT/GUARDIAN’S RESPONSIBILITY

- Family has at least one goal of family stability (e.g. employment, school, job training, parenting education, etc.), and the family agrees to continue to work on this goal even after case closure.
- Participant agrees to maintain child/children in an approved child care site until eligible for kindergarten.
- Payment of assessed parent fees and annual child care provider registration fee directly to the approved child care provider - if the family is unable to pay assessed parent fees, the family will contact their HB Care Coordinator.
- Family will notify Family Central, Inc. of any change of income, address or family size within 10 business days of the change.
- Provide updated information annually to Family Central, Inc.
- Agree to and sign the Terms & Conditions for Enrollment in the Continue to Care – Quality Improvement System Scholarship Program provided by the staff at Family Central, Inc. (see Appendix A).

TERMINATION FROM SCHOLARSHIP

- Funding for scholarship is no longer available.
- Parent requests a transfer to an unapproved child care site.
- Lack of regular attendance by child.
- Parent refusal to pay assessed parent fees.
- Refusal to provide updated documentation on an annual basis.
- Child enters kindergarten.
V. CONTINUE-TO-CARE AFTERSCHOOL (CTC-A)

CTC-A, for afterschool scholarships, refers to the portion of the CTC Scholarship Program in which the children to be served will be eligible through age 12, and up to the completion of the school year in which they turn age 12. There will be a shared cost to the parent based on the fee determined by CSC, the fee schedule of the Early Learning Coalition, and the provider’s published public fee scale.

ELIGIBILITY
- Children currently in CTC-Q and CTC-HB and are entering kindergarten in August, or their siblings that are up to age 12 or up to the end of the school year in which they turn age 12.
- Children of families on Family Central, Inc.’s wait list that are <300% FPL.
- Children referred from Legal Aide who are currently residing with Relative Caregivers and require afterschool care.

ENROLLMENT
- Family Central, Inc.’s parent counselor provides complete child care resource & referral services.
- Family Central, Inc. counsels the parent/guardian on choosing quality afterschool; provides consumer education, and mails out appropriate materials to the parent/guardian.
- The parent counselor generates a listing of selection options/child care and afterschool referrals to match the CTC program requirements and informs parents of the CTC guidelines.

DOCUMENTATION REQUIREMENT
- Proof of Income: Families will be asked to declare their income. Copies of pay stubs for the last 6 weeks of employment or a Verification of Employment form (VOE) completed by employer will be acceptable.
- Each family will be re-determined annually. Family Central, Inc. should be notified of any changes in income or in the parent/guardian’s employment status. Pay stubs for the last 6 weeks will be required.

PARENT/GUARDIAN RESPONSIBILITIES
- Parents/guardians do not have to be employed to be eligible for services.
- Families will pay for the registration fees of any particular agency. This will be incorporated in the Terms and Conditions forms that the families receive from Family Central.
- Parents/guardians will notify Family Central, Inc. of any change of income, address, or family size within 10 business days of the change.
- The parent will pay a fee of $1.80 per day regardless of full or half day for the first child and $.90 per day for each additional child.
- Families will agree to sign the Terms and Conditions for Enrollment in the CTC program that is provided by Family Central, Inc.

TERMINATION FROM SCHOLARSHIP
- To remain on the scholarship the families will have to be < 300% FPL.
- Parents’ refusal to pay parent fees will result in termination of the scholarship.
- The scholarship will be terminated if parents/guardians do not comply with re-determination procedures, and do not provide the required documentation within the scheduled timeline established by Family Central, Inc.
VI. PROVIDERS

Providers including child care centers, school-based Pre-K sites and family child care homes, and licensed or license exempt afterschool programs are approved by the Children’s Services Council to receive CTC-HB, CTC-Q, and CTC-A Scholarship payments for enrollment in three instances: 1) the approved child care provider is an active participant in the Quality Improvement System; 2) was a participant in QIS and was receiving scholarship funding for a child prior to terminating participation in QIS; 3) the licensed or licensed exempt afterschool provider is a participant in the afterschool QIS or agrees to participate in the afterschool QIS before or upon enrollment of the eleventh child with a CTC – A Scholarship.

a. Quality Improvement System (QIS) Providers

The QIS is a comprehensive, customized, voluntary early care and education improvement system that provides support to child care centers and family child care homes that seek to enhance their quality of child care for children ages birth to five. The major goals of the QIS are to produce positive outcomes for children and provide consumer education to help parents recognize, expect, and seek out quality child care.

The afterschool QIS is a multi-level initiative consisting of services and supports to improve afterschool program quality. Prime Time Palm Beach County, a local intermediary, has been engaged to implement the QIS for afterschool providers. The afterschool QIS assists executive directors, program managers and staff to identify and implement opportunities to improve quality for children and tap into a young person’s motivation to attend and engage in programs. Consistent participation in quality afterschool programs has been shown to increase self-esteem and self-regulation in children and youth as well as increase positive social behaviors in school.

All participating QIS child care centers, school-based pre-K sites, family child care homes, and licensed or license exempt afterschool programs are automatically eligible to accept children receiving CTC scholarships if they have open spaces or slots available to serve the children.

b. Non-QIS Child Care or Afterschool Providers

QIS providers that have terminated from the QIS system will no longer receive new CTC referrals. Scholarship dollars will continue for a previously approved child if enrollment was activated prior to termination of QIS participation, and if the parent voluntarily elects to maintain enrollment with that child care provider.

c. Afterschool Providers

Afterschool Providers include child care centers, afterschool programs, and school age child care (SACC). All programs will be expected to be licensed unless exempt from licensure from the Department of Health. In these cases, a letter indicating a waiver from licensure will be required.
PROVIDER RESPONSIBILITY

CTC – Q SCHOLARSHIP

- Providers will emphasize the importance of complying with the required re-determination every six months and assist parents/guardians in the process.
- Providers will comply with monthly inquiries about available child care slot openings.
- Providers will collect parent fees.

CTC – HB SCHOLARSHIP

- Providers will emphasize the importance of complying with the required annual re-determination and assist parents/guardians in the process.
- Providers will comply with monthly inquiries to determine available openings of child care slots.
- Providers will notify the identified Family Central, Inc. Parent Counselor by phone after three consecutive days of a child’s absence or upon two weeks of non-payment of parent fees (The Parent Counselor will notify the referring HB agency to work with the family to rectify any issues so the scholarship is not lost).
- Providers will collect parent fees.

CTC-A SCHOLARSHIP

- Providers will emphasize the importance of complying with the required re-determination annually and assist parents/guardians in the process.
- After accepting more than 10 children in slots, providers will contact Prime Time and enroll in the QIS program (contact information available at primetimepbc.org and on the Terms and Conditions for Enrollment Form).
- Once enrolled in Prime Time’s QIS providers will continue in the program until completed regardless of whether the number of children in slots fluctuates.
- Providers will cooperate with monthly inquiries about available child care slot openings.
- Providers will collect parent fees.
APPENDIX A

TERMS AND CONDITIONS FOR ENROLLMENT IN
THE CONTINUE TO CARE - QIS SCHOLARSHIP PROGRAM

1. Funding for the Continue to Care scholarship comes from the Children’s Services Council of Palm Beach County, Florida. It is understood that the provision of scholarship services is subject to the availability of funding and that it can be discontinued at any time upon advance written notice.

2. The parent/caregiver/guardian acknowledges that the scholarship is made available through local funding and that choice of child care provider is limited to those providers actively participating in the QIS Scholarship Program.

3. The parent/caregiver/guardian certifies that the information given in the application is true and complete to the best of the parent/caregiver/guardian's knowledge.

4. The parent/caregiver/guardian acknowledges that failure to comply with scholarship requirements may result in loss of scholarship.

5. For all children not yet enrolled in elementary school, the Continue to Care scholarship program will provide developmental screening. The parent/caregiver/guardian gives consent to this screening with the understanding that he/she will receive the results of that screening and will be informed of any recommendations. Immunization records will also be reviewed and results will be forwarded to the parent/caregiver/guardian.

6. The parent/caregiver/guardian understands that the selected child care facility must allow the parent/caregiver/guardian to visit the child(ren) while they are in care.

7. The parent/caregiver/guardian is required to sign (using a full signature) the child in and out of the child care center/family child care home. This is to ensure the safety of the child and maintenance of verifiable attendance records.

8. The parent/caregiver/guardian has been eligible for state funded school readiness services and the child/ren have been in care of a QIS provider.

9. The parent/caregiver/guardian has lost eligibility for state funded school readiness services because the current referral has expired, been voided by the referring agency, or the family no longer meets eligibility criteria. The family does not meet eligibility criteria for another school readiness funded program, or the parent is eligible but has been wait listed due to funding constraints.

10. Children must be under school age to be eligible. The parent/caregiver/guardian agrees to maintain child/children in a QIS child care site until eligible for Kindergarten.

11. If at any time during the eligibility period, the parent/caregiver/guardian requests a transfer to a non-QIS provider, the scholarship is voided.

12. The parent/caregiver/guardian will provide updated information on family size, income, and residency at the time of enrollment into the scholarship program.
13. Dependent upon income and a sliding fee scale, the parent/caregiver/guardian agrees to pay a parent fee directly to the QIS provider at a frequency interval determined by the provider. Parent fees are due for all days attended and up to 12 holidays per year. Additionally, QIS providers are paid for, and parent fees are due for up to three (3) excused absences and potentially seven (7) additional absences in certain documented circumstances each calendar month.

14. The parent/caregiver/guardian will report any changes in address, family size, income, or employment to Family Central within ten business days of the change.

15. Eligibility for the scholarship will be reviewed semi-annually and the parent/caregiver/guardian will provide financial information for reassessing parent fees at that time.

16. Should the parent/caregiver/guardian become eligible for a state funded school readiness subsidy at any time the child is receiving the Continue to Care scholarship, the parent/caregiver/guardian will complete the school readiness enrollment process and the Continue to Care scholarship will be terminated.

By signing, I acknowledge that I have read and agree to all conditions stated above:

__________________________________________
Parent/ Caregiver/ Guardian's Signature       Date
1. El Children’s Services Council del condado de Palm Beach provee los fondos para la beca de Continue to Care Continuación de Cuidado. Se entiende que la disposición de los servicios de la beca está sujeta a la disponibilidad de los fondos y que puede ser descontinuada en cualquier momento previo aviso por escrito.

2. El padre/ proveedor de cuidado/ guardián reconoce que la beca está disponible mediante fondos locales y que la elección del proveedor del cuidado de niño está limitada a aquellos proveedores que participen activamente en el programa de la beca de QIS.

3. El padre/ proveedor de cuidado/ guardián certifica que la información dada en la aplicación es verídica y completa al mejor conocimiento del padre/ proveedor de cuidado/ guardián.

4. El padre/ proveedor de cuidado/ guardián reconoce que no conformar con los requisitos de la beca puede dar lugar a la pérdida de la beca.

5. Para todos los niños que todavía no estén registrados en la escuela primaria, el programa de Beca de Continuación de Cuidado les proporcionará el exámen del desarrollo. El padre/ proveedor de cuidado/ guardián da el consentimiento al exámen con el entendimiento que el/ ella recibirá los resultados del exámen del desarrollo y será informado de cualquier recomendación necesaria. Los expedientes de las inmunizaciones también serán revisados y los resultados serán remitidos al padre/ proveedor de cuidado/ guardián.

6. El padre/ proveedor de cuidado/ guardián entiende que el cuidado de niño seleccionado debe permitir que el padre/ proveedor de cuidado/ guardián visite al niño/ a los niños mientras que estén cuidándolo(s).

7. El padre/ proveedor de cuidado/ guardián debe firmar (con una firma completa) cuando el niño entra y sale del centro para cuidado de niños o el hogar para cuidado de niños. Esto se hace para la seguridad del niño y el mantenimiento de comprobantes de asistencia.

8. El padre/ proveedor de cuidado/ guardián ha sido elegible para los servicios financiados por el estado para preparación para la escuela y el niño/ los niños han estado bajo el cuidado de un proveedor de QIS.

9. El padre/ proveedor de cuidado/ guardián ha perdido la elegibilidad para los servicios financiados por el estado para preparación para la escuela porque los referidos actuales han expirado, han sido anulados por la agencia que hizo los referidos, o la familia no es más elegible. La familia no califica para otro programa financiado para preparación para la escuela, o el padre es elegible pero esta esperando porque no hay fondos.

10. Los niños deben ser menores de la edad escolar para ser elegibles. El padre/ proveedor de cuidado/ guardián está de acuerdo con mantenir al niño/ a los niños en un sitio del cuidado de niño de QIS hasta que sea/ sean elegible/ s para el Jardín de Infantes.
11. Si en cualquier momento durante el período de la elegibilidad, el padre/proveedor de cuidado/guardián solicita una transferencia a un proveedor de cuidados de niños que no pertenezca a QIS, la beca se cancela.

12. El padre/proveedor de cuidado/guardián proporcionará información actualizada sobre el tamaño de la familia, el ingreso monetario, y el domicilio a la hora de la inscripción al programa de beca.

13. Según el ingreso y la tabla de pago según el ingreso, el padre/proveedor de cuidado/guardián acuerda pagar directamente al proveedor de QIS en un intervalo de frecuencia determinado por el proveedor. Los pagos son por todos los días de asistencia y hasta 12 días festivos por año. Además, los proveedores de QIS deben ser pagados, y los pagos del padre son debidos por hasta tres (3) ausencias excusadas y potencialmente siete (7) ausencias adicionales en ciertas circunstancias documentadas cada mes civil.

14. El padre/proveedor de cuidado/guardián divulgará a Family Central, Inc. dentro de diez días laborales del cambio cualquier cambio en la dirección, tamaño de la familia, ingreso, o el empleo.

15. La elegibilidad para la beca será verificada semestralmente y el padre/proveedor de cuidado/guardián proporcionará la información financiera para valorar de nuevo los pagos del padre.

16. Si el padre/proveedor de cuidado/guardián llega a ser elegible para un subsidio financiado estatal para la preparación de la escuela mientras que el niño está recibiendo la Beca de Continuación de Cuidado, la continuación de cuidar beca, el padre/proveedor de cuidado/guardián hará la inscripción para la preparación de la escuela y la beca se acabara.

Al firmar, doy por establecido que he leído y convengo a todas las condiciones indicadas arriba:

______________________________  _______________________
Padre/proveedor de cuidado/guardián          Fecha
1. Lajan pou bous “Continue to Care” la sòti nan men Konsè Sèvis Pou Timoun Konte Palm Beach nan Laflorid. Nou konprann ke dispozisyon sèvis bous-la depann de disponibilitè lajan-an epi ke li gen dwa sispann nenpòt kilè, apre yo voye yon préyavi.

2. Paran/moun k’ap bay pran/gadyen timoun-nan rekonèt ke bous sa-a disponib atravè resous lokal epitou ke pouvwayè pou swen timoun yo chwazi-a dwe fè pati pouvwayè ki patisipe aktivman nan Pwogram Bous QIS-la.


6. Paran/moun k’ap pran swen/gadyen timoun-nan konprann ke lokal li chwazi pou swen timoun-nan dwe pèmèt paran/moun k’ap pran swen/gadyen timoun-nan vizite timoun-nan(yo) pandan y’ap pran swen.


8. Paran/moun k’ap pran swen/gadyen timoun-nan eligib pou sèvis preparasyon pou lekòl ke leta-a bay epi timoun-nan (yo) te anba responsabilite yon pouvwayè QIS.


11. Si nenpòt kilè pandan peryòd eligibilite-a, paran/moun k’ap pran swen/gadyen timoun-nan mande yon transfè pou al jwenn yon pouvwayè ki pa yon pouvwayè QIS, y’ap anile bous-la.

12. Paran/moun k’ap pran swen/gadyen timoun-nan ap bay enfòmasyon ki ajou sou kantite moun ki gen nan fanmi-an, kantite lajan yo fè, epi kote yo rete toutotan yo nan pwogram bous-la.
13. Depandaman de kantite lajan yo fè ak yon echèl frè, paran/moun k’ap pran swen/gadyen-an dakò pou li peye yon frè dirèkteman bay pouvwayè QIS-la selon yon frekans pouvwayè-a ap deside. Frè sa-a se pou tout jou timoun-nan vini epi jiska 12 jou konje pa ane. Anplis de sa, pouvwayè QIS-yo resevva lajan pou jiska twa (3) absans yo eskize, epi potansyèlman sêt (7) absans adisyonèl nan senten sikonstans ki dokimante chak mwa.

14. Paran/moun k’ap pran swen/gadyen timoun-nan ap fè Family Central konnen nenpòt ki chanjman nan adrès, kantite moun nan fanmi-an, lajan yo fè, oswa travay yo genyen nan yon delè dis jou ouvrab apre chanjman-an fèt.

15. Elijibilite pou bous-la ap renouve de fwa pa ane epi paran/moun k’ap pran swen/gadyen timoun-nan ap bay enfômasyon finansye pou yo evalye frè yo ankò lè sa-a.

16. Si pandan timoun-nan ap jwi bous “Continue to Care” la, paran/moun k’ap pran swen/gadyen timoun-nan ta vin elijib nenpòt kilè pou yon pwogram preparasyon pou lekòl ke leta sibvansyone, paran/moun k’ap pran swen/gadyen timoun-nan ap swiv pwosesis admisyon pou pwogram preparasyon pou lekòl-la epi y’ap anile bous-la.

Lè mwen siyen, mwen rekonèt ke mwen li epi ke mwen dakò ak kondisyon ki ekri anlè-a:

________________________________________________________________

Siyati Paran/Moun k’ap Pran Swen/Gadyen timoun-nan  Dat
APPENDIX B

HEALTHY BEGINNINGS
CONTINUE TO CARE
APPLICATION FOR CHILD CARE SCHOLARSHIP

Agency referral information:

Staff name ___________________________ Agency Name ___________________________

Phone number ___________________________ Fax number ___________________________

E-mail ________________________________

Client information: Marital status ___________________________

Parent 1                         Parent 2

Name ____________________________ ____________________________

Date of birth ______________________ ____________________________

Employer __________________________ ____________________________

Work Phone __________________________ ____________________________

Cell phone(s) __________________________ ____________________________

Home (or message) phone __________________________ ____________________________

Address ____________________________ City __________________ Zip ________

Children in household:

Name ____________________________ DOB __________________ SS# __________________

Ethnicity/ Race __________________ Need Care Y or N __________________

Y or N __________________

Y or N __________________

Y or N __________________

Monthly income (needed to assess parent fees) __________________

QIS Child Care site chosen ____________________________ Phone number __________________

I hereby certify that the information provided is accurate.

Signatures:

Applicant ____________________________ Date __________________

Referring Worker ____________________________ Date __________________

Referring Agency Supervisor ____________________________ Date __________________
CHILD CARE SERVICES VERIFICATION OF EMPLOYMENT (VOE)

Dear Employer: ________________________________ Date ____________________

I ________________________________ am currently receiving, or have (print name) applied for, a child care scholarship. In order to continue or receive this scholarship for my child(ren), verification of my employment is required. Please complete this form and return it as soon as possible or submit a letter, on company letterhead, with the following information included.

Employee's Signature: ________________________________ Date: ________________

EMPLOYEE INFORMATION- TO BE COMPLETED BY EMPLOYER

Weekly Hours Scheduled

<table>
<thead>
<tr>
<th>Day of the Week</th>
<th>From</th>
<th>AM or PM</th>
<th>To</th>
<th>AM or PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Does the above work schedule vary according to need? □ Yes □ No

The first day of employment for the employee was (date): ______________________

How many hours per week does the employee work? _____________________________

What is the employee’s pay schedule?

□ Daily □ Weekly □ Bi-Weekly □ Semi-Monthly □ Monthly □ Other (specify)

What is the employee’s gross wage/salary? __________ □ Per hour or __________ □ Annually

EMPLOYER INFORMATION- TO BE COMPLETED BY EMPLOYER

Company Name: ________________________________________________________________

Street Address: __________________________________________________________________

City/ State: ____________________________ Zip Code _____________________________

Employer’s Telephone: (  ) ________________________________

Employer’s Authorized Signature: ________________________________________________

Title: ________________________________________________________________________ Date ____________________________
## APPENDIX C

### Care Coordinator:

<table>
<thead>
<tr>
<th>Care Coordinator</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of time in system</td>
<td>Reason for referral</td>
<td></td>
</tr>
<tr>
<td>0-3 months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-6 months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>over 6 months</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Client Participation:

<table>
<thead>
<tr>
<th>Client Participation</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>appointments?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Following up on all referrals?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good contact information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Need for Care:

<table>
<thead>
<tr>
<th>Need for Care</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retain Employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change in home environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Drugs, Domestic violence, recent divorce/separation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child has special needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enhance parenting skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education-(parent)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FEES:

<table>
<thead>
<tr>
<th>FEES</th>
<th>YES</th>
<th>NO</th>
<th>Reason for adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next level lower</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waive Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Central Contacted so client can receive Resource &amp; Referral services for picking a quality child care center?</td>
<td>If not, please explain:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent explained fee and who to contact if unable to pay or if they fall behind</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explained procedure if there are any problems with child care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent informed to call Care Coordinator the last day of month to confirm child is still in care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Referral Completed to include ALL members living in the household.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor Signature on the referral?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Parent Requirements**

- Has Photo ID/Letter from agency- Each Parent
- Children's Birth Certificates
- If parent not in household, copy of divorce papers or certified letter stating no longer in the house.
- Paystubs for last 6 weeks
- List of Centers offering the scholarship
1. Funding for the CTC-A scholarship comes from the Children’s Services Council of Palm Beach County, Florida. It is understood that the provision of scholarship services is subject to the availability of funding and that it can be discontinued at any time upon advance written notice.

2. The parent/caregiver/guardian gives consent for the Children’s Services Council of Palm Beach County, Florida, to request and review all information relating to the parent/caregiver/guardian’s eligibility for the receipt of these services.

3. The parent/caregiver/guardian acknowledges that the scholarship is made available through local funding and that choice of child care provider does not include Family Childcare Homes.

4. The parent/caregiver/guardian certifies that the information given in the application is true and complete to the best of the parent/caregiver/guardian’s knowledge.

5. It is understood that eligibility for the CTC-A scholarship ends upon completion of the school year in which the child turns age 12 or when family income exceeds 300% of the Federal Poverty Level (FPL), whichever comes first.

6. The parent/caregiver/guardian acknowledges that failure to comply with scholarship requirements may result in loss of scholarship. These requirements include an annual declaration of family income to determine ongoing eligibility.

7. The parent/caregiver/guardian understands that the selected child care facility must allow the parent/caregiver/guardian to visit the child(ren) while they are in care.

8. The parent/caregiver/guardian is required to sign (using a full signature) the child in and out of the afterschool child care facility. This is to ensure the safety of the child and maintenance of verifiable attendance records.

9. The parent/caregiver/guardian agrees to pay a parent fee of $1.80 per day for the first child and $.90 per day for each additional child enrolled through the CTC-A scholarship. These fees are paid directly to the provider at a frequency interval determined by the provider. Parent fees are due for all days attended and up to 12 holidays per year. Additionally, providers are paid for and parent fees are due for up to three (3) excused absences and potentially seven (7) additional absences in certain documented circumstances each calendar month. Nonpayment of parent fees will delay any requested provider transfer and may be cause for termination of child care services.

10. Any charges or fees in excess of the above-stated parent fees are the responsibility of the parent/caregiver/guardian. This includes the payment of registration fees.

11. In addition to the annual declaration of family income, the parent/caregiver/guardian will report any changes in address or telephone number to Family Central within ten business days of the change.

12. The parent/caregiver/guardian understands that he/she has the right to request a fair hearing if he/she is found ineligible for a service; if a service is terminated, suspended or reduced; or if he/she disagrees with a decision or is dissatisfied with any service provided.

13. Family Central does not discriminate based on race, color, creed, national origin, sexual orientation or political belief.

By signing, I acknowledge that I have read and agree to all conditions stated above:

__________________________  ____________________
Parent/ Caregiver/ Guardian’s Signature  Date
1. Los fondos para la beca CTC-A provienen del Children’s Services Council del condado de Palm Beach, Florida. Se entiende que los servicios de la beca se proveen sujetos a los fondos disponibles y pueden ser descontinuados en cualquier momento tras aviso por escrito.

2. El padre/ proveedor /guardián otorga consentimiento a Children’s Services Council del condado de Palm Beach, Florida, para pedir y revisar toda la información relacionada a la elegibilidad para estos servicios del padre/ proveedor /guardián.

3. El padre/ proveedor /guardián acepta que la beca se hace disponible con fondos locales y que no puede elegir un proveedor de cuidado de niños en hogar.

4. El padre/ proveedor /guardián certifica que la información en la aplicación es verídica y completa.

5. Se entiende que la elegibilidad para la beca CTC-A termina cuando el niño(a) termine las clases en el año escolar que el niño(a) cumpla 12 años de edad o cuando el ingreso familiar sobrepase el 300% del nivel federal de pobreza (FPL), cualquiera llegue primero.


7. El padre/ proveedor /guardián entiende que el lugar que elija para el cuidado de niños debe permitir que el padre/ proveedor /guardián visite a el/la/los/las niño(a/os/as) mientras que estén bajo cuidado.

8. Se le requiere al padre/ proveedor /guardián que firme (con firma completa) cuando deja y retira al niño/a del proveedor de cuidado después de la escuela. Esto se hace para la seguridad de la criatura y el mantenimiento de documentos verificables de asistencia.

9. El padre/ proveedor /guardián está de acuerdo en pagar la cuota de los padres de $ 1.80 al día por el primer niño(a) y $.90 diarios por cada niño(a) adicional matriculado en el programa CTC-A. Este dinero se le paga directamente al proveedor de cuidado infantil con la frecuencia determinada por el proveedor. La cuota de los padres es por todos los días de asistencia y hasta 12 feriados por año. Además, se le paga al proveedor por tres (3) ausencias con excusa y potencialmente en ciertos casos con circunstancias documentadas siete (7) ausencias adicionales al mes calendario. Si no paga la cuota de padres se aplazará cualquier pedido de cambio de proveedor y puede ser la causa para terminación de servicios de cuidado.

10. Cualquier cargo adicional a la cuota de padre mencionada arriba será la responsabilidad del padre/ proveedor /guardián. Esto incluye el pago de gastos de matriculación.

11. Además de la declaración de ingreso anual de la familia, el padre/ proveedor /guardián debe reportar a Family Central, Inc. cualquier cambio de domicilio o número de teléfono dentro de los diez días laborables del cambio.

12. El padre/ proveedor /guardián comprende que tiene el derecho de pedir una audiencia sin prejuicios si el/ella es encontrado inelegible para los servicios; si los servicios son terminados, suspendidos o reducidos; o si el/ella no está de acuerdo con la decisión o insatisfecho con cualquier servicio proveído.

13. Family Central, Inc. no discrimina por razones de raza, color, creencias, nacionalidad original, orientación sexual o creencias políticas.

Por medio de esta firma, yo reconozco que he leído y estoy de acuerdo con todas las condiciones estipuladas anteriormente.

_______________________________________________
Firma del padre/ proveedor /guardián

________________________/_______/_______
Fecha
1. Lajan pou pwogram CTC-A soti nan Children’s Services Council of Palm Beach County, Florida. Konden byen ke sevis sa depa, de ci gayen ase lajan pou yo ede ou. Sevis sa kapab sispan nenpòt ki lè. Men nap toujou voye you lèt pou’n fè ou konnen davans sis a ta rive.

2. Paran ak gadyen konsanti avek Children’s Services Council of Palm Beach County, Florida, pou yo mande Avèk pou yo revize tout informasyon konsènan zafè kalifikasyon paran ak gardyen yo pou yo jwenn sevis.

3. Nou fè paran ak gadyen yo rekonèt ké lajan pou pwogram sa a se yon lajan ki soti nan zòn local la, donk ou pa kapab chwazi pou meté timoun -nan nan yo gardi ki lakay you moun.. Family Childcare Homes.

4. Paran ak gadyen yo sètifye ke enfòmasyon yo bay la, se laverite, li pa manké anyen …selon konnesans paran ak gadyen yan.

5. Konpran byen ke kalifikasyon pou pwogram CTC-A nan fini menm lè lekol fini nan ané timoun nan viinn ganyen 12 ans, oubyen tou si lajan ou fè a vin plis ke 300% Federal Poverty Level (FPL), kèlkeswa sak vini avan.

6. Paran ak gadyen rekonèt byen si yo pa swiv regleman pwogram sa a, sa kapab fe ou pèdi place ou. Regleman yo mande tou chak ane se pou ou rapòte konbyen lajan famni a fè pou ane a pou nou sa kapab konnen si ou toujou kalifye pou sevis la.

7. Paran ak gadyen yo dwé konpran byen ke gadi yo swazi - a sipoze pemèt yo vizite timoun nan lè yo nan gadi a.

8. Tout paran ak gadyen yo sipoze siyen non yo… nèt lè yo ale depoze ak lè yo vini pran timoun nan nan gadi, oubyen nan powgram apre lekòl la. Sa - a se pou asiré sekirite timoun nan avek pou gadi a sa ganyen yon dosye.

9. Paran ak gadyen dakò pou yo peye $1.80 chak jou pou premier timoun nan, 90 santim pou chak lot timoun ki anregistre nan pwogram CTC-A nan. Lajan sa dwé peye dirèkteman bay gadi a selon jan gardi mende ou pou peye. Lajan - sa yo mande pou peye a dwé peye pou chak jou timoun nan ale nan gadi -a jiska 12 jou konjé pou ane a. Nou peye - gadi –a jiska (3) jou pou absans ki ganyen yon eskize, nou peye (7) lòt absans, si ou vini avèk yon nòt ki ganyen rezon poukisa timoun nan te absan- an, pou chak mwa nan ane a.. Sì ou pa peye lajan yo mande - ou pou paye-a, ou pap kapab transfere timoun- nan nan yon lòt gradi si ou ta vlé, epi sa kapab lakòz ou pedi sevis la.

10. Tout lot lajan gadi mande ki depase lajan nou mande pou peye yo, se reskonsablite pa paran ak gadyen yo, menm si se lajan enskripsyon.

11. An adysyon ak deklarasyon konbyen lajan ou fè pou ane- a, paran ak gadyen yo dwé rapòte nenpòt chanjman ki ganyen nan adres e ou, nimewo telefòn ou, bay Family Central nan pa plis ke 10 jou apre chanjman- an te fèt.

12. Paran ak gadyen yo dwé konpran ke yo ganyen dwa pou yo mande yon rankont si ke le jwen li nan yon sikontans kote li pa kalifye for servis yo; avèk si sevis la koupe, si sevis las sispan oubyen diminue, oubye li pa dako avèk on desisyon, oubye li pa satisfè avek sevis yo ba li ya.

13. Family Central pa diskrimine baze sou race, koulè, lafoi ou, Kote ou soti, orientasyon sexswal oubyen kroyans politik ou.

Le ke ou siyen ou vlé di: Mwen rekonèt ke mwen li e mwen dakò ak tout kondisyon ki endike anwo - a:

Siyati Paran/Gadyen Dat