

# SSDC CHILD CARE SCHOLARSHIP PROGRAM INFORMATION FOR PARENTS



Please refer to your copy of your Scholarship Program contract for complete details.

**Eligibility:** In order to be eligible for the program, ALL parents/guardians living in the home with the child must be working 20+ hrs/week, be enrolled in school as a full-time student, or must be completing a combination of school and work equal to 20+ hours a week. You must not exceed the state's child care subsidy income limits. Families must be residents of Davidson County; or at least one parent/guardian in the home must be working in, or attending school in Davidson County.

**Reporting Information:** The information you report on your child's application is subject to review by other state agencies, including the Department of Social Services (DSS). If approved by SSDC, SSDC will send confirmation of approved application to DSS. If you are receiving *any* kind of assistance through DSS (food stamps, Medicaid, WIC, etc), a DSS caseworker will note the Smart Start information in their system. You may be asked to provide more information on services you receive, household information,

**PARENT FEES:** PARENT FEES ARE ALWAYS 10% OF MONTHLY GROSS INCOME. YOU WILL HAVE A PARENT FEE IF YOU RECEIVE ANY MONEY FROM A JOB, CHILD SUPPORT (FOR CHILD OR SIBLINGS), OR SOCIAL SECURITY (SSA-FOR PARENT(S) OR CHILD/CHILDREN). YOUR CONTRACT PRINTS YOUR MONTHLY PARENT FEE PER CHILD. PARENT FEES ARE PAID TO THE CHILD CARE PROVIDER, NOT SSDC.

## ABSENCE POLICY:

Children should not have more than 8 unexcused absences per month or your child *may* be terminated.

## REPORTING CHANGES

Once you come onto the program, you must report increases in family income that exceed the program income limits, employment status changes, student status changes, address changes, telephone number changes, family size changes, household members changes, etc... to Smart Start within 10 business days (2 weeks).

## PARENTS THAT ARE STUDENTS

If your eligibility for the program is based on your student status, you must submit a school schedule or letter from your school verifying your student status at the beginning of each term or semester, as requested by SSDC.

Program, you may receive a 90 day extension to find employment working 20+ hours per week.

If you graduate while on the Scholarship

## EMPLOYER-INITIATED LAYOFFS

If your eligibility is based on employment and you experience a layoff, you *may* qualify for a 90 day extension to find employment elsewhere IF you provide documentation from your employer stating your layoff was due to lack of hours/work, company closing or moving, etc...

If you quit your job or get fired, you are not eligible for this extension and a termination notice will be issued to end your scholarship.

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### MEDICAL/MATERNITY LEAVE

If you go out on medical or maternity leave while on the Scholarship Program, you must submit a medical/maternity leave form, or letter from your employer or doctor, stating the last date worked.

You may be eligible for a

leave extension, to continue your scholarship while on leave, for up to 90 days from the date your leave begins.

If you must continue your leave beyond 90 days, your scholarship will be suspended until you return to work or school.



### RENEWAL TIME



Smart Start's fiscal year is July 1st through June 30th.

Each child's contract ends on June 30th every year.

Every year in May, your family will receive a renewal packet in the mail. If you would like

to continue your scholarship beyond the contract end date of June 30th, you must submit your renewal packet to SSDC by the deadline (usually June 1st).

If you have a child going to kindergarten in the upcoming school year,

you must still submit a renewal application for that child if you need care for the summer before the child begins kindergarten.

### CHANGING CHILD CARE PROVIDERS

If you would like to change child care providers, you must provide your current center with a 2 week notice (10 business days) before the child's last day.

Please call SSDC the day you give notice to your current provider.

You must have all parent fee balances paid up to your current provider before your child's last day there.

SSDC will print a new contract with your new center's name on it for you to sign.



## SSDC CHILD CARE SCHOLARSHIPS ARE FOR FULL-TIME CARE FOR CHILDREN BIRTH-5 YEARS OLD



Your SSDC scholarship provides child care assistance for full-time child care, up to 50 hours a week.

SSDC does not pay for late pick-up fees, application fees, or any other fees charged, other than regular child care costs. Any additional fees are the

parent/guardian's responsibility.

Scholarships are for children ages birth to 5 years old, before a child begins kindergarten.

For children going to kindergarten, SSDC will end payment the day before the official start of the school year in Davidson County.

If you need help paying for before or after school care, the Department of Social Services (DSS) may be able to assist you.

## PARENT TRAININGS/ORIENTATIONS

New parents/guardians must complete a parent orientation session upon coming onto the Scholarship Program.

Parents continuing onto the program from the previous fiscal year must complete one parent training per fiscal year.



## CONDITIONS OF TERMINATION

Conditions of termination may include, but not be limited to:

- Any party may terminate the contract at any time, with or without cause, upon at least a two week notice (10 business days) to the other parties
- If state funding is no longer available
- If a child begins receiving a DSS child care voucher
- If a parent/guardian is no longer eligible for the program
- If parent/guardian does not attend the required parent training by the given deadline
- If a child care provider falls below a 4 star license, or has a substantiated Abuse/Neglect report, or has a notice of past due taxes or IRS levy is issued.