

# COMMUNITY DEVELOPMENT BLOCK GRANT CHILDCARE SUBSIDY GUIDE

We're so excited about continuing this program this year and assisting the many local families who need help sending their kids to childcare. Below is a brief guide to the program and the application process.

## The Basics:

- Funds are available for families who reside in Dennis, Brewster, Wellfleet, Truro, Provincetown, Eastham & Harwich.
- **Family Eligibility:** This program is designed to assist Low-Moderate income families who are employed or seeking employment (or full time students). The income guidelines, based on household size are:

Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Low income	\$64,450	\$73,650	\$82,850	\$92,050	\$99,450	\$106,800	\$114,150	\$121,550

The household must earn less than this number, before tax, in order to be eligible.

- **Program Eligibility:** Programs must be licensed childcare providers with insurance. Programs must complete a brief application and attend an info session.
- **Age guidelines:** Children aged between 0-13 are eligible. The age is extended to 16 if the child has a disability.
- **Start date:** The program start date will be **January 1, 2024**. We have sent full applications to everyone on the mailing list and have posted the application on our website: <http://www.baileyboyd.com/childcare-programs-1/>. The grant will end **June 30, 2025**.
- **Individual Child Funding:** All approved children pre-school aged or younger will received \$3,000 as a first allocation. Children of school age will receive \$2,000. If these funds are used up before the end of the grant period, the family can request additional funds on a first come, first serve basis. The maximum award per child is \$7,000.

## Family Application:

- Applications have been sent to everyone who sent in a pre-application on the same day, it has also been posted on the Bailey Boyd Associates website.
- Applications are processed on a first come, first serve basis. Upon receipt they are date stamped and given a number.
- Incomplete applications will be held up, allowing for other applications to be approved until their information is complete.
- Upon receipt of application, families should hear back within 1 week regarding their status.
- The application is based on household size. Meaning that everyone in the household must be income qualified and on the application. This includes grandparents, live-in significant others, etc.

To qualify, families must complete the full application and supply supporting documents.

- **Proof of Residence:** A copy of a utility bill or bank statement that shows the family's name and their home address (not P.O. Box).
- **2022 Federal Tax Return:** We need current taxes for everyone over 18 in the household, whether filed separately or jointly. This is form 1040 or 1040A. If parents are self-employed, they must also include their Schedule C
- **Pay Stubs or Letter from Employer:** Taxes only attest to what was made in '22. For this year, we need the most recent 8 weeks of consecutive pay stubs *or* a letter from an employer stating the employee's annual wage. Letters from the employer must be on letterhead and state their gross wage. W-2s are not accepted. For self-employed parents without paystubs, they can provide the most recent 3 months of their family bank statements.
- **Proof of Benefits:** If any member of the household is receiving benefits such as unemployment, alimony, child support, disability, etc. they must provide proof of these benefits. Most often, these are letters from the benefits organization outlining how much and how often the funds are issued.

In less straightforward cases, we can try to determine an alternative. Just get in touch with us and we'll do what we can.

### **Qualified Families:**

Once a family has been income qualified for the program, we will be in touch with both the provider and the family.

- When an application is approved, the parent and childcare provider will be issued a contract outlining the initial grant amount, parent co-payment, and grant term.
- The grant requires that parents continue to pay for a portion of their child's care. This amount is a percentage of the monthly fee, based on family size and monthly income using a Mass EEC scale. It generally ranges between 10-20%.
- Billing **cannot** begin until a signed contract has been returned to Bailey Boyd Associates. The date of the parent and provider signature is the first date the grant can pay for.

### **Childcare Providers:**

- Providers must complete an application before they can begin billing through the grant.

### **Billing:**

The primary responsibility for the childcare provider is billing. Funds will be paid directly to the provider from the Town.

- **Approved costs:** The grant can only pay for the child's time in the program. As such, application fees, lunches, etc. cannot be billed. Additionally, the program is for childcare and not for 'classes' such as programs specifically for art, athletics, etc.
- **Reimbursement:** The program stipulates that funds can only be paid as reimbursement, which is done monthly. For example, a child's bill accrued during November would be submitted on a December 1 invoice.
- **Attendance/Reimbursement Form:** To comply with the terms of the grant, we must keep records on each participating child's attendance in order to process payment. This brief form, sent to participating providers, should be completed for each child on a monthly basis. This also serves as your invoice.
- **Submission Date:** To expedite the payment process, to the best of our ability, forms will be due before the first business day of the month, for the month that has just ended. **If forms are not in by this date, your invoice will not be entered and as a result, delayed by a month.**
- **Payment:** Bailey Boyd Associates will submit the invoices on the 1<sup>st</sup> of the month to EOHLC in Boston. From there, the funds are released to the town about 2-3 weeks later. At that point I alert the town and ask them to pay the

invoices on the next warrant, another 2-3 weeks. As a result, you should receive payment 4-7 weeks after your invoice was submitted.

It is the responsibility of the childcare provider to invoice for the portion paid by the family.

### **Bailey Boyd Associates Financial Management**

- **Monthly Reconciliations:** Bailey Boyd Associates will provide you with a monthly update of what each child in your program has spent and what remains of their subsidy. It will be their responsibility not to overrun the funds.

**If you have any questions or if you'd like to check on the status of an application please contact:**

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