

RANDOLPH CDBG CHILDCARE SUBSIDY PROGRAM

We're so excited about being able to offer the grant program this year to assist 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:

- **Family Eligibility:** This program is designed to assist Low-Moderate income Randolph families who are employed or seeking employment (or full time students). The income guidelines, based on household size are:

Household Size	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Low income	\$94,800	\$106,650	\$118,450	\$127,950	\$137,450	\$146,900	\$156,400

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.
- **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 **December 1st, 2023**. We 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, not to exceed \$7,000/child.

Family Application:

- Applications are processed on a first come, first serve basis. Upon receipt they are date stamped and given a number.
- Incomplete applications will be delayed, 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.
- All personal information remains confidential, on a HIPAA compliant server.

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:** To document current income we need the most recent 8 weeks of consecutive pay stubs *or* a letter from an employer stating the employee's annual gross wage. Letters from the employer must be on letterhead and state their gross wage. W-2s are not accepted. For self-employed applicants without paystubs, please provide the most recent 3 months of personal 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.

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 5- 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, and not before **December 1, 2023**.

Childcare Providers:

- Providers must complete an application before they can begin billing through the grant, documenting that they are licensed and insured.

Payment: Funds will be paid directly to the provider from the Town of Randolph.

- **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.

Additional Funds: If a child has billed the majority of their allocated funds, the grant may be able to provide more, based on availability. These funds are typically added in \$1,000 increments not to exceed a total of \$7,000/child for the grant year.

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

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