



Parental Assistance for Long term Self-sufficiency (P.A.L.S.)
Child Care Scholarship

Program Procedures

Application Process:

The public is notified of an open application period. The initial application period is open for 30 calendar days beginning December 9th and ending January 7th.

Only complete applications will be considered eligible for the P.A.L.S. Child Care Scholarship.

Eligible applicants will be randomly selected and placed in numeric order.

Scholarships will be offered numerically until funding is exhausted. Remaining applicants will be placed on a waiting list in their respective order. As funding becomes available and pending continued eligibility verification, applicants on the waiting list will be served.

Once the waiting list has been exhausted, the application process will be re-opened for a 30 day period and the above process followed.

The Application

In an effort to ensure families are not eligible for other funding sources and in keeping with the state's unified approach to child care assistance, we will utilize the State of New Jersey Child Care and Early Education Service Eligibility Application, copied on pink paper for distinction.

Eligibility

Parental Eligibility:

- Both applicant and co-applicant must be employed; each working a minimum of 25 hours a week.
- Utilizing the SFY2014 State of New Jersey Department of Human Services Income Eligibility Schedule for Publicly Subsidized Child Care Assistance or Services; eligible families earning more than 200% of the federal poverty index and no more than 275% of the federal poverty index based on annual gross family income and family size.
- Applicants must reside in Morris County.

Child Care Provider Eligibility:

- Must hold a valid certificate of accreditation from the Association for Early Learning Leaders (NAC) formerly known as National Association of Child Care Professionals (NACCP), National Association for the Education of Young Children (NAEYC), or National Early Childhood Program Accreditation (NECPA)

- Must meet the State of New Jersey Office of Licensing requirements and as appropriate hold a license in good standing.

Child Eligibility

- Contingent upon parent eligibility, child(ren) are eligible to attend child care until they meet their school district Kindergarten enrollment requirement

Scholarship Amount

The P.A.L.S. Child Care Scholarship represents 75% of the provider median rate for accredited child care based on the March 2013 market rate data.

<u>Age</u>	<u>Weekly Median Cost</u>	<u>Weekly Scholarship (75% of median)</u>
Birth – 3 years	\$316.00	\$237.00
3 years – 6 years	\$249.00	\$186.75

Payment

Both parent and provider are required to complete and sign a Child Care Services Agreement. Once Child & Family Resources is in receipt of the signed agreement the Verification of Services Provided document will be issued to the provider.

The provider is responsible to complete and submit the Verification of Services Provided document signed by both provider and parent to Child & Family Resources. This document serves as a voucher to initiate payment.

Payment will be made bi-weekly, retroactively.

Payment may be reduced if attendance falls below 80%. A doctor's note is necessary for payment if there are more than five consecutive days where the child is sick.

Termination of Services

All parties (Parent/Provider/Child & Family Resources) will provide 10 calendar days notification prior to terminating services.

Parents:

- Must inform Child & Family Resources within 10 calendar days of any changes that may affect eligibility.
- If parents no longer meet the program eligibility requirements, they will receive 10 calendar days' notice terminating service.

Provider:

- If the provider no longer meets the program eligibility requirements they will receive 10 calendar days' notice terminating service.