

# Action for Children



## Child Care Affordability Scholarship (CCAS) Guidelines

*The Child Care Affordability Scholarship (CCAS) is made possible with funding from The Columbus Foundation and United Way of Central Ohio.*

### Eligibility of Provider

- Provider is a Child Care Center within Franklin County
- Provider is currently operating under an ODJFS Child Care License
- Provider currently has at least one child enrolled

### Eligibility of Families Receiving Scholarship

- Their child(ren) must attend your eligible Child Care Center and
- Their child(ren) cannot currently be receiving assistance through the Publicly Funded Child Care program
- Family/household income must be under 300% Federal Poverty Level

### Steps to Apply for Child Care Affordability Scholarships

- Complete the application
- Submit signed CCAS Release of Information and CCAS Income Verification for each family seeking scholarship along with the CCAS Weekly Enrollment Verification Worksheet, and a copy of your current tuition rates for each age group on provider letterhead to [scholarships@actionforchildren.org](mailto:scholarships@actionforchildren.org) within the specified timeframe on the application

### Tuition Assistance Table for Families at Scholarship Sites

*\*Note that scholarships are limited and will be offered until funds run out and are intended to assist with tuition costs, not necessarily cover the full tuition for a student.*

Ages	Family Income Under 200% Federal Poverty Level	Family Income Under 300% Federal Poverty Level
All Ages	100% of scholarship (up to \$300) per child	50% scholarship (up to \$150) per child

### 2020 Federal Poverty Guidelines

Household/ Family Size	200% Federal Poverty Level*		300% Federal Poverty Level*	
	Annual	Monthly	Annual	Monthly
1	\$25,520	\$2,127	\$38,280	\$3,190
2	\$34,480	\$2,873	\$51,720	\$4,310
3	\$43,440	\$3,620	\$65,160	\$5,430
4	\$52,400	\$4,367	\$78,600	\$6,550
5	\$61,360	\$5,113	\$92,040	\$7,670
6	\$70,320	\$5,860	\$105,480	\$8,790
7	\$79,280	\$6,607	\$118,920	\$9,910
8	\$88,240	\$7,353	\$132,360	\$11,030
9	\$97,200	\$8,100	\$145,800	\$12,150
10	\$106,160	\$8,847	\$159,240	\$13,270

*\* 2020 U.S. Federal Poverty Guidelines, All States (except Alaska and Hawaii), Department of Health and Human Services*

### **Approval Process for Child Care Affordability Scholarship by Action for Children**

- Action for Children will review the submitted documents to determine the amount of tuition assistance within one week of the application period closing date.
- Action for Children will then email the provider to indicate tentative approval, the amount of tuition assistance being granted and the timeframe for the scholarship.
- Providers will then be emailed the CCAS Electronic Fund Transfer (EFT) Form, Child Care Affordability Scholarship Agreement and IRS W-9 form for signature. They will then scan and submit all completed documents to [scholarships@actionforchildren.org](mailto:scholarships@actionforchildren.org).
- Once the EFT, Agreement and W-9 are returned and verified, Action for Children will email the family and to indicate approval and the amount of tuition assistance being granted and the timeframe for the scholarship.
- During the scholarship timeframe, providers will send the CCAS Weekly Enrollment Verification Worksheet to Action for Children listing and confirming that the children receiving scholarship are still enrolled and attending your Child Care Center **every Monday by 12 noon**.
- Once continued enrollment is confirmed via the CCAS Weekly Enrollment Verification Worksheet, payments will be submitted for Electronic Funds Transfer by Action for Children each Monday during the scholarship timeframe.

**In summary, each provider should complete the application and then submit the documents below to:** [scholarships@actionforchildren.org](mailto:scholarships@actionforchildren.org).

#### **Immediately after completing application (within the specified timeframe):**

1. Signed CCAS Release of Information forms for every family seeking tuition assistance
2. Signed CCAS Income Verification forms for every family seeking tuition assistance
3. Signed CCAS Weekly Enrollment Verification Worksheet
4. A copy of your current tuition rates for each age group on provider letterhead

#### **If chosen as a Child Care Affordability Scholarship site, Action for Children will request:**

1. Signed CCAS Agreement
2. Completed and Signed Electronic Funds Transfer (EFT) form
3. Completed IRS W-9 Form

