



## PROGRAMS - How to apply for a Franklin County RISE Child Care Scholarship

1. Review the program details on [Action for Children's website](#).
2. Connect with a family who needs assistance paying for child care and has a total household income 142% - 300% of the Federal Poverty Level. Families cannot be eligible for or receiving funds from other funding programs like Publicly Funded Child Care (PFCC). If there is pending determination for PFCC, we would ask that you wait for a determination before submitting an application. Priority is given to newly enrolling families, and 3 & 4-year olds, but applications can be submit for any family meeting the income requirements.
3. Once you have connected with a family, collect a working email for your primary contact and the child's age. You will need these to complete the child care program portion of the application.
4. Inform the family to gather documents to verify their total household income. This can include 2 consecutive pay stubs, a letter from their employer, etc. There is a template letter available [HERE](#) to use with their employer if needed. Just download, and ask that their employer completes the necessary information and signs.
5. Inform the family to locate a document to verify their child's age. This can include their birth certificate, a school record, insurance or medical records that include the child's name and date of birth.
6. Gather your child care program information including:
  - a. Valid email address
  - b. License Number
  - c. EIN or Social Security Number for completing the W9
  - d. Cancelled check, account, and routing numbers for direct deposit.

Programs are encouraged to use direct deposit. This will provide access to monthly payments faster, and easier than printed checks.

7. Access the application from [HERE](#). You must enter a valid email and program license number to access the application. If you are applying for multiple children, at least 1 W9 and payment form



[www.ActionforChildren.org](http://www.ActionforChildren.org) | 78 Jefferson Avenue, Columbus, OH 43215 | P: 614-224-0222

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must be fully, and correctly completed for your license number.

8. Inform the family that they should have received a link to their portion of the application via the email they provided. This form asks for information and documentation of their total household income, and child's age.
9. Once the parent, and program portions are received and reviewed, if approved you will receive a Provider Agreement via email. Please review, sign, and submit electronically for full approve!

Congratulations!



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