ARTICLES OF PARTICIPATION SCHOLARSHIP RECIPIENT

The following are the Articles of Participation for the Childcare Scholarship program. These articles outline the conditions each scholarship recipient must meet while participating in the program. Please read each section carefully. Any questions you have concerning these Articles should be directed to your referral agent or case manager.

Funding Requirements:

1. Recipient must be receiving on the job training, enrolled in an academic or technical skills training program, and have at least one child before the scholarship application.

2. Funding is awarded on an annual basis with monthly allotments to the Childcare provider.

3. Full-term funding is contingent upon the participant:

   1. Maintaining a working relationship with the referral agent/case worker i.e., completing the case management reviews (4 per year).

   2. Meeting all eligibility criteria and conditions of participation at the time of the case management reviews and through the funding period.

   3. Submitting all required documentation as needed to the referral agency.

   4. The applicant must pay a portion of the child care expenses.

I have read the Funding section and I understand the conditions as stated.

Signature of Recipient: ____________________________ Date: ______________________

Economic Status: Participants in the Child Care Scholarship Program must either be:

1. A full-time employee (30+hours per week), while taking a minimum of 6 credit hours

2. A full-time student (enrolled minimum 12+ hours).

3. If receiving on the job training, it must be designed to improve her/his career advancement.

4. A part-time employee (minimum 19 hours), while taking a minimum of 6 credit hours

5. A part-time student (minimum 6 hours), while working full-time

All changes in economic status must be reported to the referral agency/case manager.

I have read the Economic Status section and I understand the conditions as stated.

Signature of Recipient: ____________________________ Date: ______________________
**Childcare Facilities:** Participants in the Childcare Scholarship Program may enroll their children in the following types of childcare facilities:

1. NAEYC accredited childcare center (highly recommended).
   a. If enrolled at a NAEYC accredited center, recipient is eligible for a greater weekly award amount.

2. Texas Rising STAR (3 or 4) programs (highly recommended).
   a. If enrolled at a Texas Rising STAR (3 or 4) accredited center, recipient is eligible for a greater weekly award amount.

3. DFPS Licensed Child Care Center - a commercial childcare center that is licensed by the Texas Department of Family and Protective Services.

4. DFPS Registered Day Home Provider - an in-home childcare provider who is registered with The Texas Department of Family and Protective Services.

5. Military child care center - a commercial childcare center located on and licensed by a United States military base.

6. After School care at a public elementary school.

I have read the Childcare Facilities section and I understand the conditions as stated.

Signature of Recipient: ___________________________  Date: ___________________________

**Provider Reimbursement Policy:**

1. **Reimbursement by the Childcare Scholarship Program.** The policy of the Childcare Scholarship Program is to reimburse the childcare provider for the amount stated in the award notification letter.

2. If the status of your child’s enrollment changes, i.e. full-time to part-time, the amount stated in the award notification letter may also change.

   The Childcare Scholarship program will reimburse the childcare provider for the full week if the child is present for at least 3 full days out of 5 days. If the child is present for less than three days, the Childcare Scholarship will reimburse the provider for the days the child was actually present. This rate is calculated by dividing the weekly award rate by five.

3. **Reimbursement by the Scholarship Recipient.** The scholarship recipient is responsible for reimbursing the child care provider for all childcare costs over the amount stated in the award notification letter.

4. **The Recipient is responsible for all costs not covered by the scholarship,** i.e. rates associated with the child not being present at the childcare facility at least 3 full days.

5. The Recipient is responsible for reimbursing the childcare facility for childcare costs incurred as a result
of the recipient’s failure to abide by the terms of agreement by the childcare provider and/or the scholarship.

6. The Recipient is responsible for contacting the childcare provider to notify personnel of sick leave, absences, etc. **If the provider is not notified, the recipient will be responsible for payment for missed days.**

I have read the Provider Reimbursement Policy section and I understand the conditions as stated.

Signature of Recipient:________________________________________  Date:____________________

**Childcare Fees:** Childcare Scholarship Program funds may be used to cover the following childcare costs:

1. Regular childcare-child services that take place on the premises of an approved childcare facility on a daily basis during regular business hours.

2. Meals-breakfast, lunch, and snacks if not included in the cost for regular child care (not to exceed the weekly award rate).

3. Registration fees- charged by the childcare provider (not to exceed the weekly award rate).

4. Transportation fees- charged for transporting children to and from local public schools or services if not included in the cost of regular daycare (not to exceed the weekly award rate).

**Childcare Scholarship Program funds may not be used to cover the following expenses:**

1. Late fees- charges for failing to pick up a child within the standard operating hours of the childcare facility or within the time arrangement agreed upon between the parent and the childcare provider, etc.

3. Other fees- for items/services not covered by the cost of regular childcare including, not limited to:
   a. Entry fees, special service fees, activity fees, membership fees, and dismissal fees.

I have read the Childcare Fees section and I understand the conditions as stated.

Signature of Recipient:________________________________________  Date:____________________

**Temporary Suspension of Child Care Payment:** Child care payments may be temporarily suspended for the following reasons:

1. Changing childcare providers without a minimum advance notice of **two** weeks. Notice must be given to United Way and to the childcare provider. Failure to give advance notice may result in suspension of childcare payments for up to one month from the date of the change; the Childcare Scholarship Program will not make reimbursements for childcare costs incurred by the scholarship recipient during the suspension period.
2. Failure to notify the Referral Agent and the childcare provider of a change in economic status or in the need for daycare. In the event of such changes, the Child Care Scholarship Program may modify or temporarily (or permanently) discontinue the childcare payments effective on the date of the change. The Childcare Scholarship Program will not make reimbursements for childcare costs incurred by the scholarship recipient as a result of a modification or discontinuance.

3. Failure to notify United Way, Referral Agent and the childcare provider of a change of address or phone number. Should the Childcare Program Administrator and/or the Referral Agent be unable to contact a scholarship recipient regarding program changes or any other changes, the recipient will be responsible for resolving any conflicts, financial or otherwise, with the care provider which may occur as a result. Childcare payments may be temporarily or permanently discontinued.

I have read the Temporary Suspension of Child Care Payments section and I understand the conditions as stated.

Signature of Recipient: ____________________________ Date: __________________