

Childcare Fee Assistance Verification Form

Applicant Information:

Full Name: _____

Address: _____

Phone Number: _____

Email: _____

Total Household Size: _____

Household Members:

(List all individuals in the household, including children)

Full Name	Age	Relationship	Employment Status

Income Verification (Submit at least two of the following):

- **Most Recent Tax Return (1040 Form)** – The first two pages showing Adjusted Gross Income (AGI).
- **Three Recent Pay Stubs** – For all working household members.
- **Employer Verification Letter** – Stating income, hours worked, and job position.
- **Social Security Benefit Letter** – If applicable.
- **Unemployment Benefit Statement** – If applicable.
- **Child Support or Alimony Documentation** – If received.
- **Self-Employment Income Documentation** – (e.g., profit and loss statement, business tax return).

Household Size Verification (Submit at least one of the following):

- **Lease or Mortgage Statement** – Listing household members.
- **Government Assistance Documentation** – (e.g., SNAP, Medicaid, TANF) that lists dependents.
- **Birth Certificates or Legal Documents** – For children under the applicant’s care.
- **Court or Legal Guardianship Papers** – If applicable.

Acknowledgment & Signature:

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that providing false information may result in disqualification from the childcare fee assistance program.

Signature: _____

Date: _____

For Office Use Only:

Verified By:

Date Verified:

Discount Approved: _____%

Notes:

Application Process & Guidelines

Eligibility & Required Documentation

- **Residency Requirement:** Applicant must be an in-district resident and provide one of the following:
 - A valid Illinois Driver's License or State ID with the current address.
 - A current Voter's Registration card (with name, address, and district listed) and a utility bill.
 - Two current utility bills with name, resident address, and photo ID.
- **Proof of Financial Need:**
 - Please provide 2 of the following:
 - **Most recent tax return** (1040/A) and W-2/1099 form.
 - **Three most recent pay stubs** from each wage earner (18+ years old) showing year-to-date income.
 - **Most Recent Tax Return (1040 Form)** – The first two pages showing Adjusted Gross Income (AGI).
 - **Employer Verification Letter** – Stating income, hours worked, and job position.
 - **Social Security Benefit Letter** – If applicable.
 - **Unemployment Benefit Statement** – If applicable.
 - **Child Support or Alimony Documentation** – If received.
 - **Self-Employment Income Documentation** – (e.g., profit and loss statement, business tax return).
 - Signed Scholarship Application and Program Registration Form.
- **False information will result in disqualification and potential recovery of funds.**

Approval Policies

- Applications **MUST** be submitted by _____
- Applications are subject to program availability.
 - Each program is allotted only a certain number of families on sliding scale
- The scholarship will review and approve applications.
- **Exceptions for late applications include:**
 - Medical emergencies
 - Recent job loss
 - Families who have just moved into the district

Program Limitations & Exclusions

- Scholarships are limited to **one program per family member at a time** (no overlapping enrollments).
- Programs **not eligible for fee waivers** include:
 - Private lessons
 - One-day programs
 - Programs with direct costs (e.g., trips, contractual programs, revenue facility programs)
- **Special sliding scale may apply to:**
 - Group-care programs
 - Childcare and Preschool programs

Payment & Enrollment

- Payment must be made within **five business days** of approval.
- Failure to pay by the deadline will result in program removal.
- **Receiving a scholarship does not guarantee a program spot.** Placement depends on program availability.
- All scholarships are awarded based on financial need and available funding.
- **Confidentiality:** All application details remain private and are not public records.

Sliding Scale for Childcare Fees (Max 25% Discount)

\$0 - \$30K	\$30K - \$45K	\$45K - +
25% Discount	20% Discount	No Discount

How It Works:

- Families with lower incomes and more household members qualify for higher discounts.
- The discount decreases as income increases.
- Families earning **over \$45K** do not receive a discount.

Staff Use: Assistance Tracking Document

Applicant Name	
Household Size	
Income Bracket	
Discount Awarded	
Approved By	
Notes	

Sliding Scale for Childcare Fees (Max 25% Discount)

\$0 - \$30K	\$30K - \$45K	\$45K - +
25% Discount	20% Discount	No Discount

How It Works:

- Families with lower incomes qualify for higher discounts.
- The discount decreases as income increases.
- No discount is awarded for household income over \$45,000 annually.