



## 2024 Information Sheet

### Westchester Works Child Care Scholarship Program

#### Eligibility Requirements

1. Apply now but no more than 60 days prior to care starting.
2. Applicants (all parents in household) must live in Westchester County, be employed at least 10 hours per week, both parents (if applicable) need to be working at the same time care is needed, and earning at least minimum wage.
3. Child care provider must be located in Westchester County.
4. Your total gross household annual income must be within the income eligible guidelines listed below. Your household income includes all income, such as wages/salary, child support, SSI, etc. \*These income levels are in effect as of June 1, 2024. If you are making below the above income levels, you may be eligible for child care assistance, call 914-761-3456 x140.

Family Size	Income Range *		
<b>2</b>	\$73,870	to	\$102,200
<b>3</b>	\$91,251	to	\$129,100
<b>4</b>	\$108,632	to	\$156,000
<b>5</b>	\$126,013	to	\$182,900

5. This scholarship is only open to applicants who do not receive or are not eligible for any other financial assistance for child care through any public or state program.
6. Child care must be in an OCFS regulated program, Dept. of Health Camp with valid permit, or a scholarship-approved exempt/informal provider. It is the applicant's responsibility to confirm if the caregiver, camp, etc. will accept this scholarship.
  - a. An informal provider is a provider who is not required to be registered or licensed by OCFS. The care can be in the child's home or the provider's home but payment will go to the provider. To be a scholarship-approved informal provider the provider must:
    1. Have a satisfactory Sex Offender Registry check
    2. Take and complete a free online 5 hours Health & Safety class.
    3. Submit a W9 to receive a 1099 at year-end for tax purposes.
    4. Agree to and have a pre-approval safety visit for all care in the provider's home; if it is not satisfactory, this individual may not be a provider under this scholarship program.
    5. After scholarship and provider are approved, agree to at least one unannounced verification of care visit. If care is not verified, scholarship will end.
7. The scholarship programs use the Child Care Assistance procedures, processes, and regulations as the guideline to determine eligibility and annual income.



## Frequently Asked Question and Answer Sheet

### **How is family size determined?**

- Family size is determined by number of parents/guardian and children under the age of 21 that reside in the household. It does not include grandparents, aunts, uncles, nieces, nephews, etc.

### **What income do I need to report?**

- Any & all income needs to be reported; such as work income, self-employment income, business income, child support, rental income, commission, Armed Forces Pay, tips, bonuses, overtime, etc.
- Supplemental Security Income (SSI) is excluded.

### **How is income determined?**

- Income is based on gross income (before taxes), except for self-employment.
- Income is determined by the average of current paystubs provided times 52 weeks if paid weekly; 26 weeks if paid bi-weekly or 24 weeks if paid bi-monthly.
- Income is projected for the year based on current income (up to the most recent 3 months); it does not reflect back on past income, and cannot be determined based on tax returns.

### **What if I just started a job and do not have paystubs?**

- Submit a letter from your employer on company letterhead. The letter needs to be signed, dated, indicate your start date, gross income, and the number of hours working per week. We do not accept offer letters.

### **What if I am paid in cash?**

- Request an income verification form by contacting [scholarships@cccwny.org](mailto:scholarships@cccwny.org).



### **What if I am self-employed?**

- Request a self-employment worksheet by contacting [scholarships@cccwny.org](mailto:scholarships@cccwny.org).
- Income is based on net income determined by the self-employment worksheet.
- Gross income minus expenses determines your net income.
- You need to be making minimum wage (\$16 an hour), which is determined by dividing your net income divided by the number of hours worked in a month.

### **What should you do if you disagree with our determination of eligibility?**

- Contact the Scholarship Coordinator at [scholarships@cccwny.org](mailto:scholarships@cccwny.org). Explain why you are questioning the decision. The Scholarship Coordinator will review your application again based on the information provided and explain the new determination.
- If additional review is needed, you can contact the Director at [nicolem@cccwny.org](mailto:nicolem@cccwny.org).
- FYI: this scholarship does not fall within the provisions of New York State Social Services Law (SSL). Therefore, there is no formal appeal process or fair hearing.

### **When will my child care provider paid?**

- Your child care provider has to submit a claim form by the 10<sup>th</sup> of each month for the previous month. It will then be paid as per the payment schedule, which is typically around the third Friday of the next month. (I.e. A claim for must be submitted by February 10<sup>th</sup>, for care provided in January to be paid).

### **How much will my provider be paid?**

- The amounts are listed on the application and the terms and conditions you will receive when approved. The awards are based on the age of the child, the type of child care being used and the number of days your child is in care.



### **How long will the scholarship last?**

- The specific date that your scholarship will end, will be listed on your approval letter. However, this will change when/if you have a change in circumstances that no longer makes you eligible; when/if income levels for child care assistance increase (typically this happens every June); if it is determined that the information you or your provider provided is not true or correct.
  - Please note if you are eligible for child care assistance based on these new income levels you will be notified to apply for child care assistance before your scholarship ends.
- You can be approved up to December 31, 2024.
- You will need to recertify annually. One year from the date of your initial application.

### **What if my provider wants me to pay up front and reimburse me once the scholarship pays them?**

- That is between you and your provider.

### **My provider charges more than the scholarship pays. Do I have to pay the provider the difference?**

- Yes. The scholarship is only a partial payment towards your child care. You are responsible for any child care costs that are not covered by this scholarship.

### **What do I do if I want to change child care providers?**

- Contact us before the care begins, at [scholarships@cccwny.org](mailto:scholarships@cccwny.org). Provide us with the name, address, license # (if applicable) and start date at the new child care provider. .
- Please be aware, we cannot pay two different providers within the same month.



### **What do I do if I'm placed on a wait list?**

- Complete the Application: Fill out the scholarship application form in its entirety, including all required documents.
- Waitlist Notification: Applicants who qualify for the wait list will be notified via email ([Scholarships@cccwny.org](mailto:Scholarships@cccwny.org)). Check your email regularly, including junk/spam. Being placed on the waitlist does not guarantee a scholarship, but it does ensure that you are considered should additional funds become available.
- Stay Updated: If you are placed on the waitlist, please keep your contact information up to date. We will reach out to you if your status changes or if additional information is required.

*Please note that the OCFS NY Regulations, Title 18, Chapter II, Subchapter C, Article 1, Part 404 is utilized as guidance to determine some programmatic and financial eligibility. Specifically in determining annual income.*



## Scholarship Award Breakdown

Funds will be distributed to your child care provider based on the child's attendance:

- Full award is paid when child's attendance reaches 16 days or more a month.
- Partial award is paid when child's attendance is less than 16 days a month.
- No payment will be issued if the child does not attend that month.

### Centers, School Age Programs, & Camps

Number of days in care for the month	Infants/ under 2 yrs	Toddler/ 2 yrs	Preschoolers/ 3 & 5 yrs	School-Age/ 6 yrs & over
16 or more days	\$995	\$925	\$850	
Less than 16 days	\$500	\$465	\$425	
16 or more days	School Year			\$765
Less than 16 days	School Year			\$385
16 or more days	July & August			\$865
Less than 16 days	July & August			\$435

### Family Child Care & Group Family Child Care

Number of days in care for the month	Infants/ under 2 yrs	Toddler/ 2 yrs	Preschoolers/ 3 & 5 yrs	School-Age/ 6 yrs & over
16 or more days	\$820	\$805	\$780	
Less than 16 days	\$410	\$405	\$390	
16 or more days	School Year			\$655
Less than 16 days	School Year			\$330
16 or more days	July & August			\$755
Less than 16 days	July & August			\$380

### Informal Providers/ Family, Friend, or Neighbor (FNN) Care

Number of days in care for the month	Infants/ under 2 yrs	Toddler/ 2 yrs	Preschoolers/ 3 & 5 yrs	School-Age/ 6 yrs & over
16 or more days	\$535	\$525	\$505	
Less than 16 days	\$270	\$265	\$255	
16 or more days	School Year			\$390
Less than 16 days	School Year			\$195
16 or more days	July & August			\$490
Less than 16 days	July & August			\$245