



EARLY LEARNING COALITION OF THE BIG BEND REGION, INC.

Leon CARES Child Care Tuition Assistance Program

At-A-Glance Family Eligibility Criteria

Thank you for your interest in the Leon CARES Child Care Tuition Assistance Program (LCC). To potentially qualify for the LCC, a family must:

- Live in Leon County
- Have at least one parent who is an essential worker listed in Executive Order 20-91 who works an average of 20 hours per week minimum
- Have total family income at or below 200% of the federal poverty level
- Have at least one child aged birth to 12 years old who needs child care
 - Priority for LCC assistance is families with at least one child aged birth – 5 years old
 - Once slots are full, families will be placed on a wait list

Executive Order 20-91 Essential Worker List
Healthcare/Public Health
Law Enforcement, Public Safety & Other First Responders
Food & Agriculture
Energy
Water & Wastewater
Transportation & Logistics
Public Works & Infrastructure Support Services
Communications & Information Technology
Other Community- or Government-based Operations & Essential Functions
Critical Manufacturing
Hazardous Materials
Financial Services
Chemical
Defense Industrial Base
Commercial Facilities
Residential/Shelter Facilities & Services
Hygiene Products & Services

200% Federal Poverty Level					
Annual Gross Income by Family Size					
1	2	3	4	5	6
25,520	34,480	43,440	52,400	61,360	70,320

Slots are limited so apply now!

IMPORTANT: You cannot receive both LCC and School Readiness (SR) child care services. If you receive SR and want LCC, your SR services will end and you will have to reapply and be placed on the wait list to be considered for SR services again.



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Family Application Package Checklist

Thank you for your interest in the Leon CARES Child Care Tuition Assistance Program (LCC). To be considered for LCC, you must prove your family meets all the program's requirements by:

- 1) Completing the online [Leon CARES Child Care Tuition Assistance Application](#).
- 2) Emailing all the following documents to LeonCARES@elcbigbend.org within 24 hours of submitting your online application.
 - Signed and dated Leon CARES Child Care Tuition Assistance Terms and Conditions**
 - Identity** – One document for each parent in the home
 - Driver's license
 - Government-issued photo identification
 - Child Age** – One document for each child needing child care in the home; child must be birth to 12 years of age; priority is families with at least one child aged birth – 5 years old
 - Birth certificate
 - Shot record signed by a doctor or public health officer
 - Passport
 - Leon County Residency** – One of the below in a parent's name; must be a Leon resident
 - Florida driver's license or identification card
 - Utility, cable, internet or phone bill dated within the last 30 days
 - Paystub dated within the last 30 days
 - Current lease agreement signed by the tenant and the landlord
 - Food Stamps/Medicaid letter dated within the last 30 days
 - Employment Income** – Proof of all parents' employment income for the home; total family income must be at or below 200% federal poverty level for the family size
 - Paystubs for the past 4 consecutive weeks averaging at least 20 hours per week (4 weekly, 2 biweekly, 2 semi-monthly, or 1 monthly)
 - [Verification of Employment](#) completed by employer if applicant has fewer than 4 weeks' employment with current employer
 - Essential Worker Employment** – One document for at least one parent in the home who works an average of 20 hours/week minimum in one of the sectors in Executive Order 20-91
 - Employment income as described above
 - Employer-issued identification (ID) badge

The information on each document must match the information on your LCC application.

The ELC will review applications within ten calendar days. The ELC will not consider incomplete application packages for LCC participation. This includes documents not received by email within 24 hours of application submission.

Once slots are full, families will be placed on a wait list in the event funding becomes available.

We are here to help! If you have questions about applying, email LeonCARES@elcbigbend.org.

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Family Terms and Conditions

If determined eligible for the Leon CARES Child Care Tuition Assistance (LCC) program, I will abide by the below Terms and Conditions.

ELC Information

1. The ELC’s business hours are available on the ELC’s website at www.elcbigbend.org. Due to COVID-19, the ELC is serving customers through telework only. Please email LeonCARES@elcbigbend.org for assistance.

LCC Basic Information

2. I understand that LCC services are based on my eligibility and available funding. I also understand that the ELC will decide on my child’s enrollment schedule with the child care provider based upon the information I submit in my application packet.

3. I agree to participate in pre- and post-surveys, as received, from the ELC. I understand that all responses are confidential and that the purpose of the surveys is to provide required reporting on the delivery of and access to the LCC program.

Providers and Payment

4. The ELC’s LCC reimbursement: (a) is paid directly to my selected provider, (b) is based on my child’s enrollment schedule in #2, (c) covers all my child’s tuition and fees, except late fees, which I am responsible to pay, (d) starts on the LCC enrollment date, and (e) ends on December 30, 2020, or earlier end date as described in #10.

5. I must sign my child in and out *each* day my child attends the provider, with my name and the exact times. I will not sign in/sign out for days my child did not attend, and I will not complete the sign in/sign out sheet in advance. If I authorize someone else to drop off or pick up my child, he/she must follow these rules.

6. If I want to change my child’s provider, I must: (a) complete a Provider Transfer Form (available on the [ELC website](#)) with my current provider and (b) submit the completed form to the ELC at least five business days before my child starts at the new provider. My child can only start at the new provider at the beginning of the next month and after the ELC notifies both me and the new provider of the ELC’s approval. The ELC does not backdate transfers. If I transfer my child before I obtain ELC approval, I am responsible for the full cost of my child’s tuition for the days my child attended care before ELC approval.

If my child’s provider closes because of a serious potential health risk (for example, COVID-19 outbreak or exposure), I can provide the ELC with valid third-party documentation proving the closure and request a provider transfer for health and safety reasons. The ELC will make every effort to quickly approve the transfer request, but the transfer is not guaranteed to happen before the start of the next month. I further understand that the ELC’s reimbursement paid to my child’s provider will be prorated for any closure of more than one week’s duration.

7. For LCC program start-up in August 2020, the ELC will pro-rate LCC reimbursement to my provider depending upon the week of my child’s LCC enrollment start date as shown below.

	FT Enrollment	PT Enrollment
Week of Aug. 17	\$400	\$250
Week of Aug. 24	\$200	\$125

After August, and for each month that my child remains enrolled in the LCC program, my provider will receive reimbursement of \$800 per month for each child enrolled on a full-time schedule of 30 or more hours a week or \$500 per month for each child enrolled on a part-time schedule of fewer than 30 hours a week without regard to the child’s age.

8. I understand that after LCC funding ends, I will not automatically be eligible for or receive any other ELC- or LCC-funded child care. I understand that if I need continued child care assistance, I must apply for those services.

Fraud

9. I authorize the ELC to verify any information I provide to receive LCC. I also authorize the ELC to share information with local, state and federal agencies if I provide false information or there is reason to suspect fraud.

Early Termination

10. The ELC has the right to terminate the LCC funding before December 30, 2020 in the following circumstances:

- Child turns 13 years of age.
- Child has excessive unexcused absences, defined as non-attendance for a consecutive two-week period without third party documentation of extraordinary circumstances such as: (a) hospitalization of child or parent, (b) illness that requires staying at home, (c) death in the immediate family, (d) court ordered visitation, or (e) parent’s unexpected military deployment or exercise. Excessive absences due to recreational time and vacations are not extraordinary circumstances.
- Substantiated fraud as described in #9.

Certification

The information I submitted in my LCC application is true and complete to the best of my knowledge. I understand that if I knowingly give false information, provide inaccurate documentation, or sign inaccurate attendance documents, I will be liable for financial restitution and may be referred to the Florida Department of Financial Services for action and my child care funding will be terminated.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

ELC Caseworker Signature

Date

ELC USE ONLY

CHILD’S ENROLLMENT INFORMATION

Child Name (last, first)	Care Start Date	FT or PT	Provider Name

Note: This document is valid only when the parent **and** the ELC caseworker have signed and dated the form and when the ELC emails this document to the parent and the provider.