



Temporary Pandemic Child Care Tuition Assistance Program in Montgomery County Through Preschool Promise, Inc. Guidelines Updated 3/29/2020

This Temporary Pandemic Child Care Tuition Assistance Program (the "Tuition Assistance") is made possible with a grant from the COVID-19 Response Fund for Greater Dayton.

Eligibility of Provider

- The Temporary Pandemic Child Care ("TPCC") program must be approved by the Ohio Department of Job and Family Services; and
- TPCC site must be located in Montgomery County.

Eligibility of Children of "Essential Workers"

- Essential workers must be individuals who can leave home to perform work providing essential products and services to essential businesses or operations or otherwise carry out activities specifically permitted in the Director's Stay at Home Order (the "Order") issued on March 22, 2020, as may be thereafter amended (collectively, "Essential Workers") as further defined in the Order located [here](#);
- Essential Workers must attend your site and must not be already receiving assistance through the Publicly Funded Child Care program; and
- Children of Essential Workers *must not already be receiving Preschool Promise Tuition Assistance.*

Steps to Apply as a Temporary Pandemic Child Care Provider

1. Please submit signed Agreement; and
2. Please submit a voided check (please ensure the name of the TPCC site is on the check in order to provide electronic funds transfer information).
3. Please submit your Excel spreadsheet that you are sending to the State today with children enrolled.

Once completed, please submit these forms via email to: Ashley.Marshall@preschoolpromise.org.

Tuition Assistance Table for Essential Workers at TPCC Sites

Note that funds are limited and will be offered on a first come, first serve basis and is intended to assist with Tuition Assistance, not necessarily cover the full tuition for a student. We know the cost of running a TPCC site is high given the required reduced ratios and we offer this funding to assist our Essential Workers.

Age of Child	Essential Worker Household Income Under 200% of the FPL	Essential Worker Household Income Over 200% of the FPL
Infants (Birth through 18 months)	\$300/week	\$200/week
Toddlers (over 18 months to 3 years)	\$200/week	\$100/week
Preschoolers (over 3 years to 5 years)	\$200/week	\$100/week
School Age (over 5 years to 12 years)	\$200/week	\$100/week

Once Approved as a TPCC site by Preschool Promise – How to Enroll Essential Workers

1. If approved by Preschool Promise as a "site" to receive Tuition Assistance - centers will turn in the **ODJFS form 01259, verification documents,** and the **signed family release** to Preschool Promise via email at Ashley.Marshall@preschoolpromise.org as they are completed for each child enrolled at the TPCC site.

2. Preschool Promise will review the JFS01259 form and signed family release and determine the amount of Tuition Assistance. Preschool Promise will then email the family and provider to indicate the amount of Tuition Assistance being granted.
3. Every Monday, providers will send the same spreadsheet that is provided to ODJFS to Preschool Promise listing the children enrolled that week, *starting Monday, April 6th* (the same day providers send them to the State of Ohio).
4. Payments will be made by Preschool Promise on each Friday, with the first payment made on Friday, April 10 via electronic funds transfer. This payment will include the week of March 29 through April 4.
5. Providers will not be required to submit attendance; however, every Thursday Ryhan Hoskins or another colleague from the Preschool Promise staff will call each provider in order to confirm that each child receiving Tuition Assistance is still enrolled and attending the site.

In summary, each provider should submit the documents below to Ashley.Marshall@preschoolpromise.org.

Immediately at time of application:

1. Signed agreement/contract
2. Completed enrollment Excel spreadsheet that is being submitted to the State with children enrolled
3. Voided Check (please be sure the Program Name is on the check) to set up Electronic Funds Transfer (EFT)

Then for each child enrolled at your center, please email us:

1. JFS 01259 and verification documents sent to the State
2. Preschool Promise Signed parent release