



PO Box 94
Southborough, MA 01772
508-435-0002 | 508-435-0032 (fax)
admin@kidsborough.com

Dear Family,

In addition to accepting vouchers from the Department of Early Education and Care (EEC), Kidsborough has a limited tuition aid fund to assist families that are either on the voucher "waitlist" or that are just outside the Department of Early Education and Care (EEC) income eligibility brackets. The amount of tuition aid offered to each family will be consistent with Massachusetts EEC voucher funding guidelines, will depend upon the number of qualified applications and will be prioritized based on documented family need. Assistance is offered in the form of reduced tuition and/or alternative payment plan options.

We are now accepting tuition aid applications for the 2018-2019 school year.

To determine if you may qualify for tuition aid please refer to the chart below. Locate your family size (as filed on your 1040) in the top row and if your total family income falls below the corresponding annual income, you may be eligible for assistance. If you meet the annual income guideline, please review the Tuition Aid Policies and complete the Kidsborough Tuition Aid Application.

Family Size	2	3	4	5	6
Annual Income	\$63,690	\$78,676	\$93,662	\$108,648	\$123,634

We will begin reviewing applications May 15th, 2018, allowing you time to gather the necessary supporting documents. (Please note that only applications with ALL required documentation will be considered.) You may submit your application and supporting documents via email at financialaid@kidsborough.com, fax to: 508-435-0032, drop off with the site coordinator of your Kidsborough program or mail to: Kidsborough, P.O. Box 94, Southborough, MA 01772.

Thank You,

Kidsborough



Tuition Aid Policies

The following summarizes the procedure for applying for Kidsborough tuition aid:

1. The applicant¹ must first apply to receive a voucher at the local Child Care Resource and Referral Agency. They are the qualifying agency contracted by the EEC to determine income eligibility for aid. If approved, Kidsborough will accept your voucher on a first come, first served basis.

If placed on the voucher waitlist or not approved, Kidsborough will use the income-eligibility guidelines and co-payment table set forth by the EEC financial assistance program to determine the amount of your potential tuition aid offer.

2. The following criteria must be met:
 - a. Applicant must be working or attending school during Kidsborough hours of operation.
 - b. Your account must be kept current. Failure to pay your adjusted tuition in full no later than the 1st of the month or the due date stated in your financial aid offer will result in forfeiture of your aid and termination from the program.
 - c. If family circumstances change and you no longer require and/or no longer meet eligibility requirements for financial aid assistance from Kidsborough, or you may require less assistance, you will (or will be required by the company to) notify the company in writing.
 - d. Renewal applications will be required at least annually, prior to the start of the school year, or more frequently if family circumstances change.
3. Applicants must submit the following documentation:
 - a. Proof of application for the EEC Voucher program or proof of non-qualification.
 - b. Signed copies of applicant's submitted 2017 tax Form(s) 1040. (If self-employed Schedule C must also be provided. If household adult wage earners providing care for the child(ren) are filing separately, all returns must be provided.)
 - c. Verification of current work schedule (including days and times) from the employer (or school schedule) of each adult wage-earner providing care for the child.
 - d. Four weeks of most recent pay stubs for each adult wage earner showing total hours worked in pay period.
 - e. If a single/custodial parent is receiving child support from the non-custodial parent, the custodial parent must submit up-to-date court order or verification from his/her attorney indicating amount and schedule of payments. If the single/custodial parent should be receiving child support and is not, the custodial parent must verify this fact with a letter from the courts.
 - f. Any other support provided to the child(ren) from other sources not indicated on Form 1040.
4. Eligibility will be re-evaluated mid-year. Recipients will be required to submit the following documentation no later than February 1, 2019 to maintain their financial aid grant:
 - a. Copies of 2018 W2 statements. (If self employed Schedule C or other proof of 2018 income.)
 - b. Verification of work schedule from the applicant's employer or a copy of the applicant's school schedule.

¹ The "applicant" is all adults responsible for financial care of the child(ren).

- c. Four weeks of applicant's most recent pay stubs showing total hours worked in pay period.
- d. Confirmation of any other sources of support for the child(ren).

Any offer of financial aid is subject to change with any change in applicant circumstance or change in state funding rates, procedures or regulations.

A tuition aid application will not be considered complete until all documentation has been submitted to Kidsborough. Enrollment utilizing tuition aid can only begin after the review process has been completed and financial aid approved.