



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 assistance fund to aid 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 assistance 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 assistance applications for the 2023-2024 school year.

To determine if you may qualify for tuition assistance 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 Assistance Policies and complete the Kidsborough Tuition Assistance Application.

Family Size	2	3	4	5	6
Annual Income	\$78,571	\$97,058	\$115,546	\$134,033	\$152,521

We will begin reviewing applications May 6, 2023, 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 admin@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 Assistance Policies

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

1. The applicant<sup>1</sup> 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 assistance. 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 assistance 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 tuition timely and in full per your financial assistance agreement will result in forfeiture of your assistance and may result in termination from the program.
  - c. If family circumstances change and you no longer require and/or no longer meet eligibility requirements for tuition assistance from Kidsborough, or you may require less assistance, you are (or will be by Kidsborough) required to notify us in writing of the change.
  - 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 2022 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. We may require additional supporting documentation upon review of statements.
  - 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.

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

- d. Four weeks of most recent pay stubs for each adult wage earner showing total hours worked in pay period. If self-employed, proof of current wage source.
  - 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, or does not have a child support order, 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, 2024 to maintain their tuition assistance offer:
- a. Copies of 2023 W2 statements. (If self-employed Schedule C or other proof of 2023 income.)
  - b. Verification of work schedule from the applicant's employer or a copy of the applicant's school schedule.
  - c. Four weeks of applicant's most recent pay stubs showing total hours worked in pay period. If self-employed, proof of current wage source.
  - d. Confirmation of any other sources of support for the child(ren).

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

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