



# Albemarle Alliance for Children and Families™

FORMERLY KNOWN AS ALBEMARLE SMART START PARTNERSHIP, INC.

## Child Care Scholarship Recipient Responsibilities

As a recipient of a child care scholarship, I understand that I am responsible for taking the following actions and have ten (10) business days to locate a child care facility:

### Report Changes

1. I must report changes to Albemarle Alliance for Children and Families **within five (5) workdays** of when changes occur such as:

- Change of address and telephone number.
- Marriage, remarriage, separation, or divorce.
- Change in members of my household.
- Child receiving child care services moves out of the home.
- Change of job or work shift, or increase/decrease in the number of hours or days employed.
- Increase or decrease in income from job, child support, or other sources.
- Loss of current employment.
- Increase or decrease in hours of school or employment training or change in class schedule.
- Change in the number of hours child care is needed.
- Withdrawal from college/university courses.
- Other changes that may affect my eligibility for services.

### Report Absences

2. I must call Albemarle Alliance for Children and Families when my child(ren) is/are absent from the child care arrangement more than five (5) days during a month. The Child Care Scholarship may be terminated if the child is absent for more than five (5) days during the month. In the event of absences exceeding the five (5) days, documentation of cause for the absences must be presented to the AACF Child Care Coordinator within five (5) days of the child's return to the child care facility. If my child will no longer be enrolled at the center or home I must provide 2 weeks notice to both AACF and the child care provider.

### Pay Fees

3. I must pay the parent fees determined by Albemarle Alliance for Children and Families to my child's provider. Failure to pay these fees regularly and on time can result in termination of child care services. I understand that I may not be eligible for child care services until the parent fees are paid. Also, I should request a receipt from the child care provider each time I pay my child care fees.

### Maintain Contact

4. I must respond to all contact from Albemarle Alliance for Children and Families regarding my continued eligibility within the requested time frame. I understand that failure to respond may result in the termination of child care services. If my child care services are terminated and I continue to need help paying for child care, I must request that my name be added to the child care waiting list if one exists and/or reapply for services through the local county Department of Social Services.

**Enrollment in HeadStart, NCPReK, or Public School**

5. If a child receiving a Scholarship will attend Head Start, NCPK, or public school pre-kindergarten or kindergarten in the upcoming year; the parent/guardian is responsible for notifying the AACF Child Care Scholarship Coordinator of the start date. No Scholarship funds will be paid to the child care provider after the child begins attending one of the above programs.

**Provide Permission to Verify Information**

5. I must provide the required information to Albemarle Alliance for Children and Families so that eligibility for a child care scholarship can be determined. If written information is not available, signing this form gives permission to Albemarle Alliance for Children and Families to verify income/child support by telephone or through other methods available.

**Education Requirements (if applicable)**

6. I understand that I must provide a copy of my grades to Albemarle Alliance for Children and Families for the semester that a Child Care Scholarship was awarded to my family. Families, who are attending a college/university, must provide a copy of their grade report/transcript for the semester that a Child Care Scholarship was awarded for. Individuals must not be placed under any type of academic disciplinary measure. If an individual is placed on an academic disciplinary measure, the family will be placed on probation for one (1) semester. After the probation semester, if the individual continues under an academic disciplinary action, the family will be suspended from the Child Care Scholarship for one (1) semester. Families may reapply after the suspended semester for a Child Care Scholarship if there is a documented need. I understand that I must reapply after the suspended semester for a Child Care Scholarship if there is a documented need. I also understand that I must sign an Education Waiver so that AACF can contact the college/university that I attend to monitor attendance and progress.

7. I also understand that if I withdraw from any college/university courses and do not notify Albemarle Alliance for Children and Families within 5 business days, my Child Care Scholarship will be suspended for one semester. I understand that I must reapply after the suspended semester for a Child Care Scholarship if there is a documented need.

**I declare that Albemarle Alliance for Children and Families has fully explained my responsibilities as a recipient of the Child Care Scholarship Program. Also, I understand and agree to the requirements on this document and have been given a copy. I understand that if I give false, incorrect or incomplete information, or do not report changes on time, that I may lose my services and could be prosecuted for fraud.**

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Representative of AACF**

\_\_\_\_\_  
**Date**