

**Child Care Council of Dutchess and Putnam, Inc.  
 COVID-19 Childcare Relief Scholarship Fund Program  
 Guidance and Application Instructions**

**Program Description**

Dutchess County and the City of Poughkeepsie received funding through the Community Development Block Grant (CDBG) made available through the Coronavirus Aid, Relief and Economic Security (CARES) Act. These CDBG COVID (CV) funds are to be used to prevent, prepare for, or respond to the coronavirus pandemic.

With schools not opening in their traditional formats, families have been challenged with the unprecedented need for childcare for their school aged children to allow parents and guardians the ability to work, look for work or attend school. The intent of this scholarship fund is to fill the gap between the number of days students will be in school and those days where students are not in school. Families are encouraged to consider their natural resources and supports and to request the minimal number of days needed so this funding can be maximized.

Scholarships will be awarded effective January 1, 2021 for the balance of the academic calendar year by a random selection process to low and moderate income Dutchess County families.

Applicants must either be ineligible for a subsidy through the Dutchess County Department of Family Services (DCFS), the Dyson Scholarship or they must have applied for and been denied a subsidy from these programs. This Childcare Relief Scholarship Fund will cover 75% of the tuition for each child, paid directly to the childcare facility. Families will be responsible for 25% of the tuition. All Dutchess County regulated childcare providers are eligible to participate.

**Funding**

- The funding availability for City of Poughkeepsie families is \$90,000.
- The funding availability for Dutchess County families, not including the City of Poughkeepsie is \$180,000.
- The CCCDP will be administering these funds for Dutchess County.

**Eligible Applicants**

- Household income must not exceed 80% of the county’s median income limits as illustrated in the below chart.

<b>Dutchess County COVID-19 Childcare Relief Scholarship Fund Eligibility Income Limits</b>							
<b>Income Limits</b>							
<b>Persons in Household</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>80% of county area median income</b>	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350	\$103,650

- Families with school aged children are eligible to apply. (Children must be at least 5 and no older than 12 years).
- Children must be enrolled and attending school.
- Families must live in Dutchess County.

- Parent(s) or guardian(s) must be working, looking for work or in school to be eligible, unless there are extenuating circumstances and a demonstrated COVID related need for childcare despite not meeting this criterion.
- The child cannot be receiving any other childcare subsidy or scholarship (i.e., DCFS subsidy or Dyson Scholarship. If eligible for a subsidy from the DCFS, applicants must apply for funding from that program.
- **The child must be currently enrolled in a regulated childcare facility within Dutchess County.**

**Timeline**

Date	Activity
January 29, 2021	Application & Application Guidance Released
February 16, 2021	Applications Due by 5 p.m.
February 16, 2021 – March 5, 2021	Application Review
March 5, 2021	Notification of Scholarship Awards
January 1, 2021 – June 30, 2021	Program Year

**Program Year**

- The scholarships will be available retroactively beginning January 1, 2021 – June 30, 2021.

**Policies and Procedures**

- All expenditures are subject to the [Dutchess County Contracted Services Policies and Procedures](#) for which the CCCDP will be responsible for ensuring compliance.

**Required Application Forms**

- Submit one (1) of the below applications per child:
  - [Online application form](#); or
  - [Printable application \(.pdf\)](#).
- Income verification, both earned and unearned income, for all household members, including but not limited to:
  - Wages: 4 weeks of consecutive pay stubs OR a letter from employer that indicates the date employment started, # of hours worked per week and rate of pay;
  - SSI/SSD: Most recent award letter;
  - Unemployment Insurance Benefits (UIB): Printout reflecting UIBs paid;
  - Foster care benefits; and,
  - Other: Proof of income from all other sources of household income.

## General Application Instructions

- Applications must be submitted as follows:
  - Complete this [online application form](#); or,
  - Complete this [printable application \(.pdf\)](#) and either email it to scholarship@childcaredutchess.org or mail it to 301 Manchester Road, Suite 201A, Poughkeepsie, NY 12603. Email is preferred.
- In addition to the application, all income verification must either be emailed to scholarship@childcaredutchess.org or mailed to 301 Manchester Road, Suite 201A, Poughkeepsie, NY 12603.
- **Applications and income documentation must be submitted to the CCCDP by 5 p.m. on February 16, 2021 to be eligible.**
- Submit one (1) application per child.
- Families can request a scholarship for full days or weekly tuition. Scholarships for hourly or half days are not eligible.
- Families can request a scholarship for one (1) to five (5) days. Please note, it is our intent to maximize this funding to the greatest extent possible, so families are asked to consider natural supports and request the minimum number of days needed.
- Questions can be emailed to the Child Care Council of Dutchess & Putnam at scholarship@childcaredutchess.org

## Selection Process

- All applications submitted by the due date will be eligible for a scholarship via random selection.
- The CCCDP will assign all eligible applications a number, with all numbers having an equitable chance of selection.
- Scholarships will then be awarded in the order in which they are selected until all funds have been allocated.
- In the event there lacks funding to fully support the final application, the final applicant will be offered the balance of funding available. If that applicant declines, the CCCDP will move on to the next applicant, and so on, until all funds have been allocated.

### For Additional Information Contact

#### Child Care Council of Dutchess and Putnam, Inc.

301 Manchester Road, Suite 201A  
Poughkeepsie, NY 12603  
Phone: (845) 473-4141

Email: [scholarship@childcaredutchess.org](mailto:scholarship@childcaredutchess.org)

Webpage: <https://www.childcaredutchess.org/>