



## Top 10 things you need to know about the Best Beginnings Scholarship



### 10. Scholarship requirements

Non-Tanf scholarship requirements differ based on the following:

- ⇒ Single parent household, not attending school, must work a minimum of 60 monthly hours
  - ⇒ Two parent household, neither are attending school, must work a minimum of 120 monthly hours
  - ⇒ If you are attending school part/full time please contact your case worker for eligibility requirements
- If you are on TANF, please discuss with your TANF case worker regarding their requirements*

### 9. Case worker information (currently)

Kami Ryles– Operations Manager. TANF and self employment cases ([kami@cccmontana.org](mailto:kami@cccmontana.org))

Lakyn Smith– Eligibility Specialist/Intake Specialist CPS ([lakyn@cccmontana.org](mailto:lakyn@cccmontana.org))

Taylor Boylan– Lead Eligibility Specialist. Clients last name A-H ([taylor@cccmontana.org](mailto:taylor@cccmontana.org))

Kristy Farriester- Eligibility Specialist. Clients last names I-P ([kristy@cccmontana.org](mailto:kristy@cccmontana.org))

Adrianna Poff–Eligibility Specialist. Clients last names Q-Z ([adrianna@cccmontana.org](mailto:adrianna@cccmontana.org))

### 8. CALL

Please call us at 587-7786 to make sure you are approved or if items are needed in order to complete your application process. Please contact your case worker if you have faxed, mailed or dropped items off any items to ensure they were received. Please remember that you are responsible for paying for all child care that has not been approved through the scholarship.

### 7. Absent Days

A provider/parent may claim absent days for which the child was absent (child must be authorized for more than 30 hours per week). This is only allowable if the provider also charges private pay families for absent days. If a child is approved for 30 or more weekly hours they are eligible for 2 absent days per month from July 1-June 30 each year. **Absent days can not be used for when a provider is closed. Parent will be responsible for payment for those days.**

### 6. Reporting changes

Parents are required to report ALL changes to their case worker within 10 business days and a change in provider within 1 business day. Changes CAN NOT be backdated and will start the day the case worker is notified. The scholarship does provide a “grace period” for a job loss with a decrease in your co-payment. Please contact your case worker within 10 days of this change.

### 5. Forms can be found on web-site

All forms for the scholarship can be found online at [www.cccmontana.org](http://www.cccmontana.org), under “For Families”

### 4. Notifications

If CCC terminates or reduces the scholarship before the end of the certification period, a 15 day notice will be given to the provider and parent. When a parent is determined eligible, notification will be mailed to the provider and parent indicating their co-pay, authorization dates and hours of care.

### 3. Co-pay

The co-payment is determined from a families gross income and family size. The co-pay is a monthly payment that is paid directly to your primary provider. If a provider indicates a co-payment has not been received, a family will be placed in 15 day pending closure. Your case will resume once the co-pay has been paid within the 15 days or if not verified paid within 15 days your case will be closed. To show your co-pay has been paid a copy of the receipt or a written statement from the provider must be turned in to CCC. Please contact your case worker for any changes regarding income as your co-payment may decrease.

### 2. Parent turns in ALL information

Parents are responsible for turning in ALL paperwork regarding their scholarship. We will **NOT** accept any paperwork the provider turns in (except the invoice) regarding a family’s scholarship. It is the parent’s responsibility to contact their case worker with questions.

### 1. What does the scholarship cover?

The scholarship is meant to supplement the cost of child care and will not cover your entire child care cost. The scholarship will cover work, school/training hours along with travel time. Any amount that is not paid by the scholarship is the responsibility of the parent. This may include days your provider bills for holidays, vacation/sick days, if your provider charges more than the State rate .