



# 10 THINGS TO KNOW ABOUT THE BEST BEGINNINGS CHILD CARE SCHOLARSHIP

## 1. Who is eligible to receive the scholarship?

- Scholarship eligibility is based on income and other program requirements of the family applying for the program.
- Children must be attending a licensed child care facility that accepts best beginnings scholarship payments.

## 2. 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, and 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, and your co-pay.

## 3. Scholarship Requirements

- Two-parent families shall work at least 120 hours per month.
- Single-parent families shall work at least 60 hours per month.
- Single parent or two-parent families in which all the parents attend school/training full time, do not have to meet a work requirement.
- Single parent or two-parent families in which one or more of the parents attend school/training part time shall meet a work requirement that takes into account the education/training.
- Teen parents must be attending high school or a high school equivalency program.
- If you are on TANF, please discuss with your TANF case worker regarding their requirements.

## 4. Co-Payment

- The co-payment is determined based on a family's gross income and family size. The co-payment is a monthly payment that is paid directly to the child care provider.
- To show your co-payment has been paid, a copy of the receipt or a written statement from the provider must be turned in to the Butte 4-C's.
- Please contact your case worker for any changes regarding income as your co-payment may decrease.

## 5. Application and Forms

- The application is available online or in paper form. If you complete the application online, additional forms will need to be filled out and submitted to the Butte 4-C's for it to be complete.
- The application and additional forms can be found online at [www.butte4cs.org](http://www.butte4cs.org), under "For Families".

## 6. Parent Application Responsibility

- Parents are responsible for turning in ALL paperwork regarding their scholarship. The Butte 4-C's will NOT accept any paperwork the child care provider turns in (except the invoice) regarding a family's scholarship. It is the parent's responsibility to contact their case worker with questions.

## 7. Call

- Please call the Butte 4-C's to make sure you are approved or if additional items are needed.
- Please contact your case worker if you have faxed, mailed, or dropped items to ensure they were received.
- You are responsible for paying all child care that has not been approved through the scholarship.

## 8. Case Worker Information (currently)

- Holly McRill: Eligibility Specialist, Clients last names A-K ([hmcrrill@butte4-cs.org](mailto:hmcrrill@butte4-cs.org))
- Carlyne Johnson: Family Services Supervisor, Clients last names L-M ([cjohnson@butte4-cs.org](mailto:cjohnson@butte4-cs.org))
- Callie Parr: Eligibility Specialist, Clients last names O-Z ([cparr@butte4-cs.org](mailto:cparr@butte4-cs.org))

## 9. Notifications

- If the Butte 4-C's 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.

## 10. Reporting Changes

- Parents are required to report ALL changes to their case worker within 10 business days.
- Change in child care provider is required to be reported 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.

### BUTTE 4-C'S CONTACT INFORMATION

101 N. Main St. Butte, MT 59701

**Phone:** (406) 723-4019 or (800) 794-4061

**Fax:** (406) 723-6982

**Website:** [www.butte4cs.org](http://www.butte4cs.org)

